

CONSTITUTION AND BYLAWS OF Children Relief Service



CRS
Children Relief Service

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PREAMBLE

We, the members and leadership of Children Relief Service (CRS), recognizing the dignity, rights, protection, and wellbeing of children and vulnerable people, and acknowledging the challenges faced by children, youth, women, families, refugees, and host communities, hereby establish this Constitution and Bylaws as the governing framework of Children Relief Service.

CRS was founded **on 11 May 2014 by Roger Tiemuka Shamavu and Huruma Robert** to respond to the protection and development needs of vulnerable children and communities. Since its establishment, CRS has sought to promote child protection, education, empowerment, food security, sustainable livelihoods, community participation, and resilience.

This Constitution and Bylaws establish the principles, governance arrangements, responsibilities, procedures, and accountability mechanisms by which CRS shall operate as a not-for-profit organization.

PART I — CONSTITUTION

ARTICLE 1 — NAME

The formal name of the organization shall be **Children Relief Service**, hereafter referred to as “**CRS.**”

CRS is a not-for-profit, community-focused organization established to serve vulnerable children, youth, women, families, refugees, and host communities.

ARTICLE 2 — LEGAL STATUS

Children Relief Service shall operate as a not-for-profit organization in accordance with the applicable laws and regulations of Malawi.

Nothing in this Constitution shall authorize CRS, its members, directors, officers, staff, volunteers, or representatives to undertake activities that contravene or are inconsistent with applicable law.

CRS shall use its resources, assets, income, and funds solely to advance its mission, objectives, programmes, and other lawful purposes of the organization.

No part of the organization's income or assets shall be distributed to members, directors, officers, or other individuals for personal benefit, except for reasonable reimbursement of authorized expenses or lawful compensation for services provided.

ARTICLE 3 — FOUNDING AND HISTORY

Children Relief Service was founded on **11 May 2014** by **Roger Tiemuka Shamavu and Huruma Robert**.

The organization was established in response to the serious protection, humanitarian, educational, social, and economic challenges affecting vulnerable children and communities.

CRS began its work with a particular focus on child protection and has developed its programmes to address broader community needs, including education, food security, sustainable livelihoods, youth empowerment, girls' empowerment, and gender-based violence prevention and response.

ARTICLE 4 — PURPOSE

The purpose of CRS is to protect and promote the rights and wellbeing of vulnerable children and to empower youth, women, families, refugees, and communities through practical, inclusive, sustainable, and community-led development.

CRS shall work to strengthen communities so that children and vulnerable people can live with dignity, access opportunities, participate in decisions affecting their lives, and develop the capacity to build resilient and sustainable futures.

ARTICLE 5 — MISSION

The mission of Children Relief Service is:

To protect children's rights and empower vulnerable children, youth, women, and families through education, child protection, sustainable livelihoods, food security, and community-led development.

ARTICLE 6 — VISION

The vision of CRS is:

A future where every child is protected, every young person can thrive, and every community is resilient, food-secure, and empowered to achieve sustainable development.

ARTICLE 7 — OVERALL GOAL

The overall goal of CRS is to help ensure the safety, dignity, wellbeing, protection, participation, and development of children and vulnerable people.

CRS seeks to prevent and respond to abuse, exploitation, neglect, violence, discrimination, poverty, hunger, exclusion, and other factors that prevent children and communities from reaching their potential.

ARTICLE 8 — CORE VALUES

CRS shall be guided by the following core values:

1. **Child-Centered Integrity** — placing the best interests, rights, dignity, and safety of children at the center of our work while maintaining honesty and ethical conduct.
2. **Compassion** — treating children, families, staff, volunteers, partners, and communities with dignity, care, and respect.
3. **Inclusion** — promoting equal participation and opportunity regardless of gender, age, disability, social background, nationality, religion, or other status.
4. **Accountability** — responsibly managing resources, accepting responsibility for decisions, and being transparent with communities, partners, donors, and stakeholders.
5. **Empowerment** — enabling children, youth, women, families, and communities to develop skills, confidence, opportunities, and greater control over their futures.
6. **Collaboration** — working respectfully with communities, government, civil society, development partners, faith institutions, schools, and other stakeholders.
7. **Sustainability** — promoting solutions that strengthen long-term resilience, local ownership, food security, livelihoods, and community capacity.

ARTICLE 9 — SLOGAN

The slogan of Children Relief Service is:

Protecting Children. Fighting Hunger. Building Stronger Communities.

ARTICLE 10 — OBJECTIVES

The objectives of CRS shall include:

1. Protecting children from abuse, neglect, exploitation, violence, trafficking, discrimination, and other forms of harm.
2. Promoting children's rights and participation in matters affecting their lives.

3. Supporting access to education and learning opportunities for vulnerable children and young people.
4. Empowering girls and women through education, life skills, leadership, protection, and economic opportunities.
5. Empowering youth through skills development, leadership, entrepreneurship, employment-related opportunities, and community participation.
6. Fighting hunger and strengthening household and community food security.
7. Promoting sustainable agriculture, climate-smart practices, livelihoods, and household resilience.
8. Preventing and responding to gender-based violence and promoting the safety and dignity of survivors.
9. Supporting vulnerable families and communities affected by poverty, displacement, humanitarian crises, and social exclusion.
10. Conducting awareness campaigns, community education, workshops, training, public meetings, and other appropriate activities.
11. Establishing and supporting child-friendly spaces, children's clubs, youth clubs, and other safe community platforms.
12. Advocating for policies, laws, services, and practices that protect children and vulnerable people.
13. Strengthening collaboration among communities, government institutions, civil society organizations, development partners, schools, faith institutions, and other stakeholders.
14. Mobilizing financial, technical, material, and human resources to advance the mission of CRS.
15. Providing humanitarian assistance, including food and non-food support, according to identified needs and available resources.
16. Supporting community-led solutions that promote resilience, dignity, inclusion, and sustainable development.

ARTICLE 11 — AREAS OF OPERATION

CRS shall primarily operate in Malawi, with particular attention to vulnerable communities, including refugee and host communities.

The organization may expand its geographical area of operation were permitted by law and where such expansion supports its mission and strategic objectives.

ARTICLE 12 — BENEFICIARIES

The primary beneficiaries of CRS shall include:

- Vulnerable children
- Youth
- Girls and women
- Vulnerable families
- Refugees and displaced persons
- Host communities
- Persons with disabilities and other marginalized groups
- Communities affected by poverty, hunger, violence, displacement, and other vulnerabilities

CRS shall prioritize beneficiaries according to identified needs, vulnerability, programme criteria, and available resources.

Services shall be provided without discrimination.

ARTICLE 13 — STAKEHOLDERS AND PARTNERS

Strategic stakeholders and partners of CRS may include, but shall not be limited to:

- Government ministries and departments
- Development partners
- Non-governmental organizations
- Civil society organizations
- Faith institutions
- Schools and educational institutions
- Community-based organizations
- Community leaders
- Religious leaders

- International organizations
- Academic and research institutions
- Private-sector organizations
- Other organizations and individuals whose cooperation advances the mission of CRS

ARTICLE 14 — PROGRAMMES AND ACTIVITIES

CRS may implement programmes and activities including:

1. Child Protection
2. Education
3. Food Security and Sustainable Livelihoods
4. Girls' Empowerment
5. Youth Empowerment
6. Gender-Based Violence Prevention and Response
7. Vocational and skills training
8. Community awareness and advocacy
9. Humanitarian assistance
10. Other programmes consistent with the mission and objectives of CRS

CRS may establish additional programmes where they are consistent with the organization's mission, objectives, values, strategic priorities, and applicable laws.

ARTICLE 15 — METHODS OF IMPLEMENTATION

CRS may achieve its objectives through:

1. Community awareness campaigns and educational activities.
2. Child-friendly spaces and safe activities for children and young people.
3. Children's and youth clubs.
4. Training, workshops, seminars, conferences, debates, and public meetings.
5. Community outreach and mobilization.
6. Child protection monitoring and referral activities.

7. Advocacy for children's rights and appropriate social services.
8. Collaboration with government, civil society, community organizations, and development partners.
9. Distribution of food and non-food items to vulnerable beneficiaries according to established criteria.
10. Education, vocational training, livelihood development, agricultural activities, and skills development.
11. Research, documentation, monitoring, evaluation, and learning.
12. Communication through websites, social media, publications, media engagement, and other appropriate channels.
13. Fundraising and resource mobilization.
14. Other lawful activities that advance the mission and objectives of CRS.

ARTICLE 16 — WORK PLANNING AND PROGRAMME MANAGEMENT

CRS shall develop annual and, where appropriate, multi-year plans to guide the implementation of its programmes and organizational activities.

Programme plans shall identify relevant objectives, activities, responsibilities, resources, timelines, expected results, and monitoring arrangements.

CRS shall seek to ensure that programmes are relevant to community needs and are implemented responsibly and effectively.

ARTICLE 17 — MEMBERSHIP

Membership of CRS shall be open to persons who support the mission, objectives, values, and governing documents of the organization and are willing to abide by its rules and policies.

The Board of Directors may establish appropriate categories of membership and procedures for admission, suspension, resignation, and termination of membership.

Membership shall not be granted or denied on discriminatory grounds.

A member may resign by submitting written notice to the organization.

A member may be suspended or removed for serious misconduct, violation of this Constitution or applicable policies, criminal conduct relevant to the organization's interests, safeguarding concerns, financial misconduct, or conduct that seriously damages the reputation or operations of CRS.

Before final removal, the member shall, where reasonably practicable, be given an opportunity to respond to the allegations.

ARTICLE 18 — GOVERNANCE STRUCTURE

CRS shall be governed through a structure that provides:

1. Board-level governance and strategic oversight.
2. Executive leadership.
3. Programme and operational management.
4. Technical and advisory support.
5. Staff and volunteers responsible for programme implementation and community engagement.

The detailed responsibilities and procedures of these structures shall be provided in **Part II — Bylaws** of this document.

ARTICLE 19 — BOARD OF DIRECTORS

The Board of Directors shall provide governance, strategic oversight, accountability, and direction for the organization.

The Board shall act in the best interests of CRS and its mission and shall ensure that the organization operates responsibly and in accordance with its governing documents and applicable laws.

The composition, appointment, responsibilities, meetings, quorum, voting, and other procedures of the Board shall be governed by the Bylaws.

ARTICLE 20 — NON-DISTRIBUTION OF ASSETS

CRS is established for not-for-profit purposes.

The organization's income, property, assets, and resources shall be used to advance its mission and objectives.

No Private Ownership of Organizational Assets

No member, director, officer, employee, founder, or other individual shall have any personal ownership interest in the assets or property of Children Relief Service (CRS) solely by virtue of their position or service within the organization. All assets, funds, property, and resources acquired, received, or held by CRS shall remain the property of the organization and shall be used exclusively to advance its mission and charitable purposes.

No part of the net earnings or assets of CRS shall inure to the private benefit of any member, director, officer, employee, founder, or other private individual, except for reasonable compensation or reimbursement of legitimate expenses for services rendered to or on behalf of CRS, as permitted by applicable law and approved in accordance with the organization's policies.

Reasonable salaries, allowances, reimbursements, professional fees, and other payments may be made where properly authorized, documented, and consistent with applicable law and organizational policies.

ARTICLE 21 — FINANCIAL RESOURCES

The financial resources of CRS may include:

- Grants
- Donations
- Contributions
- Fundraising
- Partnerships
- Membership contributions where applicable
- Income from lawful organizational activities
- In-kind contributions
- Other lawful sources consistent with the organization's mission

All funds shall be used responsibly and solely for authorized organizational purposes.

ARTICLE 22 — FINANCIAL ACCOUNTABILITY AND AUDITING

CRS shall maintain appropriate financial records and systems.

The organization shall prepare financial statements and reports in accordance with applicable requirements and organizational policies.

Where required or considered appropriate, CRS shall engage a qualified independent auditor or other appropriate professional to review or audit its financial records.

Financial management shall be guided by principles of transparency, accountability, segregation of duties, proper authorization, documentation, and responsible stewardship.

ARTICLE 23 — COMMON SEAL

CRS may maintain an official common seal where required or considered appropriate.

The common seal shall remain under the control of the organization and shall only be used for authorized organizational purposes.

The unauthorized use, reproduction, alteration, or misuse of the CRS common seal or official branding shall be prohibited.

The detailed procedures governing use of the common seal shall be established by the Board.

ARTICLE 24 — RECORDS AND DOCUMENTS

CRS shall maintain appropriate organizational records, including:

- Governing documents
- Board and committee minutes
- Membership records
- Financial records
- Programme records
- Contracts and agreements
- Policies and procedures
- Reports
- Asset records
- Other records required for proper organizational administration

Access to confidential records shall be controlled in accordance with applicable law and organizational policies.

ARTICLE 25 — AMENDMENT OF THE CONSTITUTION

This Constitution may be amended where an amendment is necessary to strengthen the governance, mission, effectiveness, accountability, or sustainability of CRS.

Proposed amendments shall be submitted to the Board of Directors for consideration.

An amendment shall require approval through the organization's established governance process and, where required, approval by the appropriate members or competent authority.

No amendment shall authorize CRS to operate contrary to applicable law or to abandon its fundamental not-for-profit purpose.

ARTICLE 26 — DISSOLUTION

CRS may be dissolved only through a properly authorized decision in accordance with applicable law and the organization's governing procedures.

Upon dissolution, after settlement of lawful liabilities, any remaining assets shall be transferred to another not-for-profit organization, charitable organization, or other eligible entity with purposes substantially similar to those of CRS, as permitted by applicable law.

No remaining assets shall be distributed among members, directors, officers, or private individuals except where required by law.

PART II — BYLAWS

BYLAW 1 — BOARD COMPOSITION

The Board of Directors shall consist of persons appointed or elected in accordance with the organization's governance procedures.

The Board may include:

- Founder & Executive Director
- Deputy/Associate Director
- Secretary
- Finance representative
- Programme representative
- Communications or ICT representative
- Other persons appointed in accordance with the organization's governance needs

The Board shall seek to maintain appropriate skills, experience, integrity, diversity, and commitment to the mission of CRS.

BYLAW 2 — FOUNDER & EXECUTIVE DIRECTOR

The Founder & Executive Director provides executive leadership and strategic direction for CRS.

The Founder & Executive Director shall:

1. Provide overall leadership of the organization.
2. Guide the implementation of the mission, vision, and strategic priorities.
3. Oversee day-to-day organizational management.
4. Represent CRS in official engagements.
5. Develop and maintain partnerships.
6. Supervise organizational programmes and operations.
7. Participate in fundraising and resource mobilization.
8. Provide leadership in recruitment and staff management in accordance with approved procedures.
9. Chair Board meetings were designated by the organization's governance structure.
10. Ensure that organizational resources are used responsibly.
11. Promote compliance with the Constitution, Bylaws, policies, safeguarding requirements, and applicable laws.
12. Perform other responsibilities assigned through the organization's governance

Founder and Organizational Assets

The Founder & Executive Director shall not exercise personal ownership over any assets, funds, property, or resources of Children Relief Service (CRS) solely by virtue of serving as Founder or Executive Director. All organizational assets and funds shall remain the property of CRS and shall be managed, protected, and used exclusively to advance the organization's not-for-profit purposes and mission. Work.

BYLAW 3 — DEPUTY/ASSOCIATE DIRECTOR

The Deputy/Associate Director shall support the Executive Director in organizational leadership and administration.

The Deputy/Associate Director shall:

1. Support implementation of organizational strategies.
2. Assist in supervising staff and programme operations.
3. Coordinate organizational administration where assigned.

4. Represent the Executive Director when formally delegated or when the Executive Director is unavailable.
5. Support policy development and organizational planning.
6. Assist in partnership development and advocacy.
7. Perform other duties assigned by the Executive Director or Board.

Where the position becomes vacant, the Board shall determine appropriate interim leadership arrangements in accordance with applicable law and organizational procedures.

BYLAW 4 — SECRETARY

The Secretary shall:

1. Maintain appropriate organizational records.
2. Maintain membership records where applicable.
3. Prepare and maintain minutes of Board and organizational meetings.
4. Ensure meeting notices and agendas are properly communicated.
5. Maintain official correspondence.
6. Support compliance with the Constitution, Bylaws, policies, and applicable legal requirements.
7. Safeguard organizational records.
8. Perform other administrative duties assigned by the Board or Executive Director.

BYLAW 5 — FINANCE OFFICER

The Finance Officer shall:

1. Maintain accurate financial records.
2. Record income and expenditure.
3. Prepare financial reports and statements.
4. Maintain appropriate supporting documentation.
5. Support budgeting and financial planning.
6. Monitor authorized expenditures.

7. Prepare records for audit or financial review.
8. Maintain appropriate records of cash, bank transactions, vouchers, receipts, and other financial documents.
9. Support compliance with approved financial policies.
10. Report financial matters to the Executive Director and Board.

Banking arrangements and signatory requirements shall be determined and periodically reviewed by the Board in accordance with organizational policy and applicable requirements.

No individual shall have unrestricted control over organizational funds.

BYLAW 6 — PROGRAMME MANAGER/COORDINATOR

The Programme Manager or Programme Coordinator shall:

1. Coordinate programme planning and implementation.
2. Ensure programme activities are aligned with CRS's mission, objectives, policies, and strategic priorities.
3. Coordinate programme staff and volunteers.
4. Monitor programme progress, outputs, outcomes, and results.
5. Support programme reporting, documentation, and record keeping.
6. Identify programme challenges and recommend appropriate solutions.
7. Support community engagement and participation.
8. Contribute to resource mobilization, partnership development, and proposal development.
9. Promote quality, safeguarding, accountability, inclusion, and good practice across CRS programmes.
10. **Report directly to the Founder & Executive Director and provide regular updates on programme activities, progress, challenges, results, and emerging needs.**
11. Carry out other programme-related duties and responsibilities as may be assigned by the Founder & Executive Director in accordance with CRS's mission, policies, and objectives.

BYLAW 7 — COMMUNICATIONS AND ICT

The Communications and ICT function shall:

1. Support internal and external communication.
2. Manage appropriate organizational communication channels.
3. Support website and digital communication.
4. Develop communication materials.
5. Document programme activities and achievements.
6. Support media engagement.
7. Assist with newsletters, reports, publications, and public information.
8. Promote responsible use of photographs, stories, and beneficiary information.
9. Protect confidential and sensitive information.
10. Support the organization's visibility while maintaining safeguarding and ethical communication standards.

BYLAW 8 — TECHNICAL ADVISORS

Technical Advisors may provide specialized professional advice in areas such as:

- Global partnerships
- Fundraising and resource mobilization
- Strategic engagement
- Programme quality
- Education
- Child protection
- Finance
- Communications
- Monitoring and evaluation
- Other areas relevant to CRS

Technical Advisors shall provide guidance and expertise but shall not exercise governance authority unless formally appointed to a governance position.

BYLAW 9 — BOARD RESPONSIBILITIES

The Board shall:

1. Provide strategic oversight.
2. Safeguard the mission and values of CRS.
3. Approve strategic plans and major organizational priorities.
4. Provide oversight of financial management.
5. Review organizational performance.
6. Promote accountability and transparency.
7. Oversee major risks.
8. Support resource mobilization.
9. Approve major policies.
10. Promote ethical conduct.
11. Ensure appropriate safeguarding arrangements.
12. Oversee the performance of senior leadership.
13. Protect the organization's assets and reputation.

BYLAW 10 — BOARD MEETINGS

The Board shall meet at least quarterly, or more frequently when necessary.

Board meetings may be held at the CRS office or another appropriate location.

Meetings may also be conducted through appropriate electronic or remote communication methods where permitted.

Ordinary Board meetings should normally be communicated to Directors at least seven days in advance.

Where practicable, fourteen days' notice may be provided for scheduled Board meetings together with the proposed agenda and relevant documents.

Emergency meetings may be called with shorter notice when circumstances require urgent action.

BYLAW 11 — QUORUM

Unless otherwise provided by law or an approved governance resolution, at least one-half of the serving Board members shall constitute a quorum.

Where quorum is not achieved, the meeting may be postponed and reconvened according to procedures determined by the Board.

No major Board decision requiring a quorum shall be presented as formally approved where the required quorum has not been met.

BYLAW 12 — VOTING AND RESOLUTIONS

Board decisions shall ordinarily be made through discussion and consensus where possible.

Where a vote is required, each eligible Director shall normally have one vote.

Voting may be conducted by show of hands, verbal vote, written ballot, or an appropriate electronic method.

A resolution shall be approved by most eligible Directors present and voting, unless a higher threshold is required by this Constitution, Bylaws, applicable law, or an approved policy.

The Chairperson may vote in accordance with the organization's approved voting procedures.

All significant decisions shall be recorded in the minutes.

BYLAW 13 — ANNUAL AND GENERAL MEETINGS

CRS may hold annual or general meetings as required by its governance structure or applicable law.

The business of an annual or general meeting may include:

1. Review of the organization's annual report.
2. Review of programme achievements.
3. Review of financial statements.
4. Review of organizational plans.
5. Consideration of community needs and concerns.
6. Consideration of major organizational developments.
7. Appointment or election of office bearers where applicable.
8. Consideration of proposed amendments.
9. Other matters properly brought before the meeting.

BYLAW 14 — COMMITTEES

The Board may establish committees or working groups where necessary.

Committees may be established for areas such as:

- Finance
- Audit
- Programme oversight
- Safeguarding
- Fundraising
- Governance
- Human resources
- Risk management
- Other organizational priorities

Each committee shall operate under terms of reference approved by the Board.

BYLAW 15 — CONFLICT OF INTEREST

All Directors, officers, staff, advisors, and relevant volunteers shall act in the best interests of CRS.

Any person with an actual, potential, or perceived conflict of interest shall disclose the conflict promptly.

A person with a material conflict shall not participate in a decision where their personal, financial, family, or other interest could improperly influence the decision.

Conflicts of interest shall be recorded and managed in accordance with CRS's Conflict of Interest Policy.

BYLAW 16 — FINANCIAL MANAGEMENT

CRS shall maintain appropriate financial controls.

These shall include, where appropriate:

1. Approved budgets.
2. Proper authorization of expenditure.
3. Supporting receipts and documentation.

4. Bank reconciliation.
5. Segregation of financial duties.
6. Appropriate banking controls.
7. Asset registers.
8. Financial reporting.
9. Internal review.
10. Independent audit or financial review where required or appropriate.

Organizational funds shall not be used for personal purposes.

BYLAW 17 — PROCUREMENT

CRS shall procure goods and services fairly, transparently, responsibly, and according to approved procurement procedures.

Procurement decisions shall seek to obtain appropriate quality and value for money while avoiding conflicts of interest, favoritism, fraud, and misuse of organizational resources.

Major procurement decisions shall be documented and approved according to established thresholds and procedures.

BYLAW 18 — RECORDS AND REPORTING

CRS shall maintain accurate and appropriate organizational records.

The organization shall prepare reports necessary for:

- Board oversight
- Donor accountability
- Programme management
- Financial accountability
- Legal and regulatory compliance
- Organizational learning
- Community accountability

Records shall be retained and protected according to applicable requirements and CRS policies.

BYLAW 19 — STAFF AND VOLUNTEERS

CRS may engage employees, consultants, interns, volunteers, community workers, and technical advisors as required.

All staff and volunteers shall be expected to:

1. Respect the mission and values of CRS.
2. Follow organizational policies and procedures.
3. Protect beneficiaries from harm.
4. Maintain confidentiality.
5. Avoid discrimination and harassment.
6. Manage organizational resources responsibly.
7. Disclose conflicts of interest.
8. Follow safeguarding and ethical standards.
9. Perform their responsibilities professionally.
10. Respect the dignity and rights of beneficiaries and colleagues.

BYLAW 20 — SAFEGUARDING

CRS shall maintain appropriate measures to protect children and vulnerable people from abuse, exploitation, neglect, violence, harassment, and other forms of harm.

All staff; volunteers, Directors, advisors, and representatives shall comply with CRS safeguarding policies.

Safeguarding concerns shall be reported and addressed through established reporting and referral mechanisms.

The best interests, safety, dignity, confidentiality, and rights of children shall be prioritized in all CRS activities.

BYLAW 21 — COMPLAINTS AND ACCOUNTABILITY

CRS shall maintain appropriate mechanisms through which beneficiaries, community members, staff, volunteers, partners, and other stakeholders may raise complaints, concerns, feedback, or allegations of misconduct.

Complaints shall be handled fairly, confidentially where appropriate, and without retaliation.

Serious allegations, including safeguarding, fraud, corruption, abuse, exploitation, or other misconduct, shall be referred through the appropriate organizational procedures.

BYLAW 22 — DISCIPLINARY PROCEDURES

Where a staff member, volunteer, member, or representative is alleged to have violated organizational rules or policies, CRS shall follow a fair and appropriate process.

Depending on the seriousness of the matter, possible actions may include:

- Verbal or written warning
- Corrective action
- Suspension
- Removal from a position
- Termination of engagement
- Referral to appropriate authorities where required

The process shall take into consideration applicable law, organizational policies, the seriousness of the conduct, and the right of the affected person to respond.

BYLAW 23 — DURATION OF OFFICE

The Founder & Executive Director shall serve without a fixed term and shall continue in office for as long as the Founder is willing and able to serve, subject to the Constitution and Bylaws of CRS and applicable law.

The Founder & Executive Director may voluntarily resign from office by providing written notice to the Board of Directors. The Founder & Executive Director shall not be removed from office except in accordance with applicable law and the provisions of the CRS Constitution and Bylaws.

Other Board members and office bearers shall serve for terms determined by the Board or the applicable appointment process.

Board members may be reappointed or re-elected in accordance with approved procedures.

BYLAW 24 — VACANCIES

Where a Board or office-bearing position becomes vacant because of resignation, incapacity, removal, death, or another lawful reason, the Board shall appoint or elect a suitable replacement in accordance with the organization's governance procedures.

The replacement shall serve for the remainder of the applicable term unless otherwise determined by the Board.

BYLAW 25 — USE OF CRS NAME, LOGO AND SEAL

The CRS name, logo, common seal, official documents, and other organizational identifiers shall be used only for legitimate organizational purposes.

No person shall use the CRS name, logo, seal, documents, or reputation for personal, political, commercial, fundraising, or other unauthorized purposes.

Official branding and communications shall be managed according to organizational policies.

BYLAW 26 — POLICIES AND PROCEDURES

The Board may adopt policies and procedures necessary for the effective management and governance of CRS.

Such policies may include:

- Child Safeguarding Policy
- Child Protection Policy
- Gender-Based Violence Policy
- Finance Policy
- Procurement Policy
- Human Resources Policy
- Volunteer Policy
- Conflict of Interest Policy
- Anti-Fraud and Anti-Corruption Policy
- Data Protection and Privacy Policy
- Complaints and Feedback Policy
- Code of Conduct
- Communications and Media Policy
- Health and Safety Policy
- Risk Management Policy

- Other policies necessary for effective organizational management

Policies shall remain consistent with this Constitution and applicable law.

BYLAW 27 — AMENDMENT OF THE BYLAWS

The Bylaws may be amended where necessary to improve organizational governance, administration, accountability, programme delivery, or compliance.

Proposed amendments shall be considered and approved through the organization's established governance process.

No Bylaw shall conflict with this Constitution or applicable law.

BYLAW 28 — AVAILABILITY OF GOVERNING DOCUMENTS

The Constitution and Bylaws of CRS shall be maintained as official organizational records.

A current copy may be made available to members, relevant authorities, partners, donors, or other interested persons where appropriate and subject to any lawful confidentiality requirements.

BYLAW 29 — EFFECTIVE DATE

This Constitution and Bylaws shall take effect upon formal approval through the organization's authorized governance process.

The original CRS Constitution was adopted following the establishment of Children Relief Service in 2014. This revised Constitution and Bylaws shall supersede previous versions upon formal adoption.

ADOPTION

This Constitution and Bylaws of Children Relief Service (CRS) were adopted by the authorized leadership of the organization following review and approval.

Date of Original Establishment: 11 May 2014

Date of Adoption of Revised Constitution and Bylaws: 20 January 2015

BOARD OF DIRECTORS / AUTHORIZED REPRESENTATIVES

#	NAME	POSITION	SIGNATURE
1	Roger Tiemuka Shamavu	Founder & Executive Director	
2	Pitie Robert	Vice Director & Administrative Officer	
3	Dieu-Merci Shamavu	Secretary & Communications Officer	
5	Imani Prosper	Programme Coordinator	
6	Mbuyi Nadege	Finance Officer	
7	Richard Niyonkuru	Global Partnerships Advisor	
8	Zawadi Josephine	Board Member	

Children Relief Service (CRS)

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Roger Tiemuka Shamavu



Founder & Executive Director
Children Relief Service (CRS)



Website: <https://childrenreliefmalawi.org>

