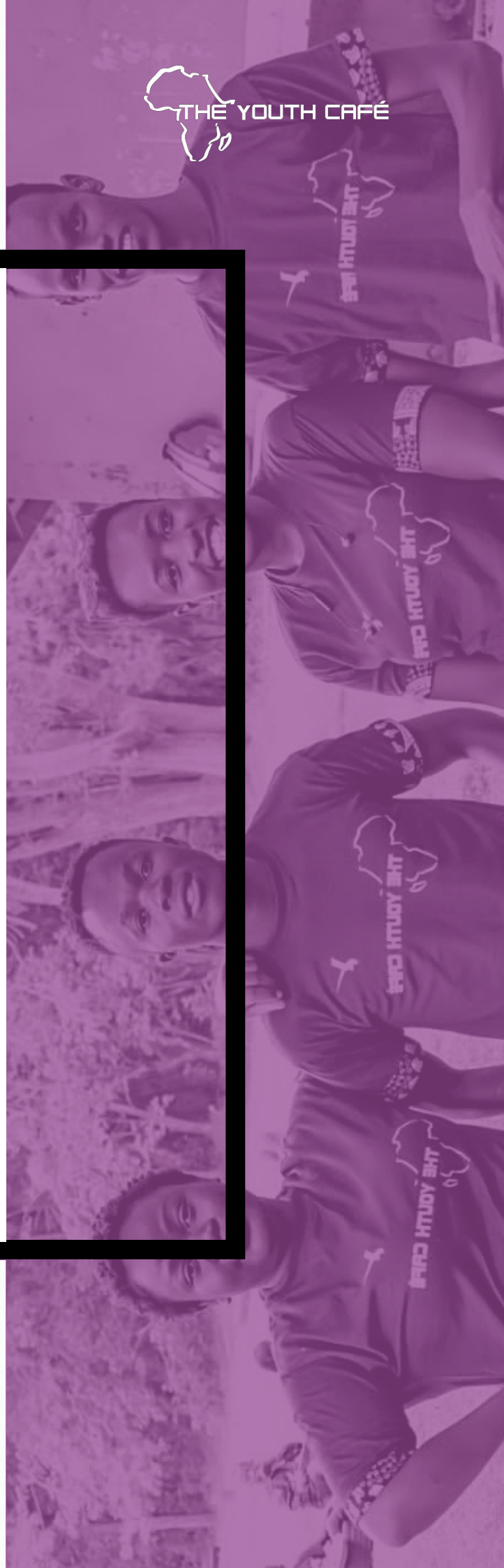




# THE YOUTH CAFÉ LIMITED

BY LAWS



## Chapter 1: Name

- 1. Official registration.....1
- 2. The initials.....1

## Chapter 2: Area of operation

- 3. Level of operation.....1
- 4. Physical location .....1

## Chapter 3: legal status

- 5. Type of organization .....1
- 6. Control of operation.....1

## Chapter 4: Purpose

- 7. What informs the purpose.....1
- 8. Youth led participatory planning .....1
- 9. Mission.....1
- 10.vision.....1
- 11. Exclusive engagement of the organisation.....1
- 12. Operational work plan.....1

## Chapter 5: Inclusivity and gender equality

- 13. Gender analysis.....2
- 14. Outreach strategy.....2
- 15. Accessibility protocol.....2
- 16. Implementation research.....2
- 17. Narrowing the gap of participation.....2

## Chapter 6: Funding and resources

- 18. Financing through investors.....2
- 19. Commercial activities.....2
- 20. Mobilisation plan.....2
- 21. National and international networks.....2

---

## Chapter 7: Financial management

22. Double entry accounting and record keeping system.....	3
23. Financial report.....	3
24. Financial Audits.....	3

## Chapter 8: Target population

25. Age range.....	3
--------------------	---

## Chapter 9: Personal gain/ benefits

26. Personal and private benefits.....	3
--	---

## Chapter 10: Membership

27. Organisational membership.....	3
28. Membership card.....	3
29. Majority member.....	3
30. Registered members.....	3
31. Membership management.....	3
32. Youth led participatory planning and decision making.....	3
33. Membership feedback and perspective.....	3

## Chapter 11: Management and committees

34. The advisory board.....	4
35. The Secretariat.....	4
36. Functions of secretariat.....	4
37. Chair for respective committees.....	4
38. Director as a member of the advisory board.....	4

## Chapter 12: Legal standard

39. National and international standards.....	5
40. Setting new national and international standards .....	5

## Chapter 13: Rotation on TYC meeting

41. Rotation of duties.....	5
-----------------------------	---

## Chapter 14: Additional temporary officers

42. Creation of permanent and temporary officer(s).....	5
---	---

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## Chapter 15: Meetings and activities

43. Places to hold meetings.....5  
44. Advertisement of meetings and activities.....5

## Chapter 16: Project planning management

45. Documentation of project management system.....5  
46. Annual work plan.....5  
47. Creation of new innovative programs.....5  
48. Documented quality standards .....6  
49. Youth development and engagement programs.....6  
50. Securing wide and consistent support.....6

## Chapter 17: Data management

51. Data collection.....6  
52. Data quality assurance.....6

## Chapter 18: Relationship with global community

53. Expectation of members and affiliates.....6

## Chapter 19: Publications, outreach and communications

54. Adherence to public positions and statement policy.....6

## Chapter 20: Social media

55. Adherence to social media and brand recognition policy.....6  
56. updating of all social media platforms.....6

## Chapter 21: Prohibited activities

57. Prohibited activities or operation.....7  
58. Activities that are non partisan.....7

## Chapter 22: Dissolution of TYC

59.Failure to adhere to the by laws.....7  
60.Assets of the organization after dissolution.....7

## CHAPTER 1 NAME

### Official registration

1. The official registered name of the organization is “The Youth Cafe Limited”, but it also conducts business officially as “The Youth Cafe”.

### The Initials

2. In these by-laws, The Youth Cafe will sometimes be referred to as “TYC”.

## CHAPTER 2 AREA OF OPERATION

### Level of operation

3. The Youth Cafe operates at pan-African level but at the moment has its physical offices in Nairobi, Kenya.

### Physical location

4. The Youth Cafe’s physical office is located at S1, Kitisuru Gardens, Off Getathuru Road, Nairobi, Kenya.

## CHAPTER THREE LEGAL STATUS

### Type of organisation

5. The Youth Cafe is a not-for-profit(charitable) youth organization incorporated in Kenya as a company limited by guarantee No. PVT 9XUEYZM. It was initially registered as a Business Name No. BN/2014/317392 on 7th October 2014 then transitioned to a company by limited guarantee on the 4 January 2018 to accommodate it's expanding operations and activities.

### Control of operation

6. TYC is not an agency. It is not controlled or operated in connection with any other organization.

## CHAPTER 4 PURPOSE

### What informs the purpose

7. The Youth Cafe’s purpose is informed by its strategic plan and the Youth Manifesto and The Theory of Change.

### Youth led participatory planning

8. TYC will have a youth led participatory planning and decision making process that uses locally generated data and involves youth and stakeholders.

### Mission

9. The Youth Café strives to enrich the lives of young people by modelling and advancing youth-led and rights-based approaches to foster young people’s civic efficacy, community resilience, sustainable development, an equitable society, as well as proposing innovative solutions, driving social progress, and inspiring transformative change by utilizing innovative research, policy, and advocacy actions.

### Vision

10. To advance youth-led approaches toward achieving sustainable development, social equity, innovative solutions, community resilience, and transformative change.

### Exclusive engagement of the organisation

11. The Youth Cafe engages exclusively in charitable activities with only a negligible number of operations (less than 3%) not considered charitable; and all its finances go directly to its youth development programs.

### Operational work plan

12. TYC will have a written operational work plan that describes how Positive Youth Development programs and services will be delivered. This include; activities, budget, timelines and responsibilities.

## CHAPTER 5 INCLUSIVITY AND GENDER EQUALITY

### Gender analysis

13. TYC will conduct gender analysis using an intersectionality design before conducting its programs. Based on the findings, it will design activities that address deficiencies and advance opportunities of clients and beneficiaries' diverse needs.

### Outreach strategy

14. TYC will have a written outreach strategy that reaches out to nearby communities to create diverse representation of youth in its programs and take special measures to include those with disabilities and from minority groups.

### Accessible protocol

15. It will have an accessibility protocol inclusive of in-person and virtual environments that are practical to its context that will ensure inclusive and autonomous participation, especially for persons living with disability.

### Implementation research

16. The organisation will use implementation research to advance gender equality. This will ensure that all gender equality issues are solved as they arise in the changing dynamic of the society

### Narrowing the gap of participation

17. TYC will seek to narrow the gap of participation and leadership among marginalized groups by providing compensation for activities like conducting surveys, designing activities and participating in focus group discussions. They also volunteer in leadership roles in their various areas of expertise.

## CHAPTER 6 FUNDING AND RESOURCES

### Financing through investors

18. The organisation will be financed through the investors it has already cooperated with, partnerships with local, national, foreign governments, corporations, grants from private foundations, and UN Agencies.

### Commercial activities

19. TYC is permitted to engage in commercial business activities to raise funds (less than 3%) for the organization, so long as such activities are not the primary purpose or primary activity of the organization, and the net income from such activities is ultimately used by the organization for its charitable and youth development process.

19(a) The commercial business activities referred to in Section 12 above include fees from training programs for youth, consultancies, individual donations, and membership fee subscriptions.

### Mobilisation plan

20. TYC will have resource mobilization plan that clearly identifies;

- (i) Resources needed for the programs,
- (ii) Services required for it to run and
- (iii) Potential providers and sources for these resources.

### National and international networks

21. The organisation will leverage its participation in national and international networks leading to demonstrable and relevant partnerships for new programs and services and will engage with other civil society organizations.

## CHAPTER 7 FINANCIAL MANAGEMENT

### Double entry accounting and record keeping system

22. TYC will have a reliable double entry accounting and record keeping system that meets its needs. The organization's financial transactions are entered into the system daily and automatically reconciled to the main ledger.

### Financial report

23. TYC will have financial reports that are accompanied by budget data and variance analysis reports.

### Financial audits

24. The organisation will have policies, procedures and practices in place regarding financial audits. The financial statements are audited annually by a third party, recognized under the laws of the country.

## TARGET POPULATION

### Age range

25. TYC will work with young people between the ages of 15 and 35 years for the Positive Youth Development programs and services through output data track. For statistical purposes TYC defines "youth" as persons between the ages 15 and 35 years without prejudice to other definitions by other entities.

## CHAPTER 9 PERSONAL GAIN OR BENEFITS

### Personal and private benefit

26. No member, staff, or partner of TYC gains a personal/private benefit from, or has any ownership interest in, the organization's income or assets, other than fair compensation. TYC is a charity registered as a company limited by guarantee (Refer to Section 5) and therefore has no shareholding.

## CHAPTER 10 MEMBERSHIP

### Organizational membership

27. Per TYC Policy, organizational membership will be open to everyone regardless of gender, race, color, religion, age, national origin, economic status, sexual orientation, and/or disability.

### Membership card

28. All TYC members must be registered and have official TYC membership cards. Membership procedure is elaborated on the website - <https://www.theyouthcafe.com/>

### Majority of members

29. The TYC is a youth-serving and youth-led organization with the majority (over 70%) of its members below the age of 35. However, there are no age restrictions for TYC membership.

### Registered Member

30. Registered members are eligible for TYC leadership positions, subject to the desired professional qualifications.

## CHAPTER 11 TYC MANAGEMENT AND COMMITTEES

### The Advisory Board

34. The Youth Cafe constitutes a two-tier management; they include the advisory board and the secretariat. The purpose of the Board is to support the senior leadership team in securing the sustainability and growth of The Youth Cafe by providing strategic guidance, scrutiny and challenge in line with legal and regulatory requirements and acting as ambassadors.

(i) The Board is made up of a minimum of 8 and a maximum of 12 non-executive directors plus the Executive Director, Finance Director and Secretariat Coordinator (all executive directors).

(ii) Each Board Member must seek re-appointment after a three-year term. The Head of Operations and Finance and the Head of Partnerships attend every meeting.

(iii) In order to be representative of the young people that the organization serves, three board members are young people under the age of 35. The rest are above 35 years.

(iv) Three meetings are held each year in the months of February, May and November with a half-day strategy session annually.

### The Secretariat

35. All members of the secretariat are young professionals aged 35 and below and make independent decisions on the specific programs they oversee.

(i) The Main Secretariat is the hub of the organization, providing the operational and technological infrastructure supporting all Sections, managing Partnerships and implementing projects.

### The Secretariat

35. All members of the secretariat are young professionals aged 35 and below and make independent decisions on the specific programs they oversee.

(i) The Main Secretariat is the hub of the organization, providing the operational and technological infrastructure supporting all Sections, managing Partnerships and implementing projects.

(ii) The senior leadership team is made up of the Executive Director, the Head of Operations and Finance and the Head of Partnerships. Reporting into this team are the Section Leads, Main secretariat coordinator and Technical Coordinator.

(iii) Each section, including the main secretariat, also works with a number of part-time young professionals providing programmatic services.

### Functions of the secretariat

36. The Secretariat officials may be:

(i) assumed by any of the mandatory officer positions

(ii) assumed by any of the additional officer positions

(iii) or a separately appointed position.

### Chair for respective committee

37. Each Officer, with the exception of the Director if appointed separately, will serve as Chair for their respective committees.

### Director as a member of the advisory board

38. If appointed separately, the Director will be a member of the TYC Advisory Board.



## CHAPTER 12 LEGAL STANDARDS

### National and international standards

39. TYC will continue to meet all international and national standards established to govern its programs and services.

### Setting new national and international standards

40. TYC will be involved in setting new national and international standards that govern the programs and services and shall test and report on new or adopted approaches.

## CHAPTER 13 ROTATION ON TYC MEETINGS

### Rotation of duties

41. Officers will rotate duties in leading TYC meetings. Rotation of duties may be on a meeting by meeting, or month by month, as decided by the TYC Advisory Board.>

## CHAPTER 14 ADDITIONAL AND/OR TEMPORARY OFFICERS AND COMMITTEES

### Creation of permanent and temporary officers

42. The Youth Cafe Advisory is permitted to create a permanent or temporary officer(s)/committee(s) as appropriate to address any outstanding role or responsibility.

## CHAPTER 15 MEETINGS AND ACTIVITIES

### Places to hold meetings

43. Meetings must be held only in places that are accessible and open to all members of TYC.

### Advertisement of meetings and activities

44. Meetings and activities must be publicly advertised as written (i.e., flyer) or via electronic medium (i.e., website).

## CHAPTER 16 PROJECT PLANNING MANAGEMENT

### Documentation of project management system

45. TYC will have a comprehensive and well documented project management system that regularly monitors project progress and produces useful project management reports.

### Annual work plan.

46. The organisation will have an annual work plan for the organization and individual programs, that has measurable results, activities, indicators, due dates and responsible people.

### Creation of new innovative programs

47. It will create new innovative programs which meet the needs of communities and beneficiaries, based on evidence and best practice.

### Documented quality standards

48. TYC will have a documented quality standard for all aspects of services. This takes into consideration beneficiary needs and fully adheres to national standards.

### **Youth development and engagement programs**

49. The organisation will have a written youth development and engagement programs and goals that are gender sensitive and socially inclusive. The strategic plan is designed to accomplish these goals.

### **Securing wide and consistent support**

50. TYC will secure wide and consistent community support from diverse stakeholders including women and vulnerable groups, government, individuals members, business leaders and religious leaders.

## **CHAPTER 17 DATA MANAGEMENT**

### **Data collection**

51. TYC will have a documented process for data collection and reporting. This will be reviewed regularly and revised as needed.

### **Data quality assurance**

52. The organisation will have policies, procedures and tools for data quality assurance that are available and routinely implemented.

## **CHAPTER 18 RELATIONSHIP WITH GLOBAL COMMUNITY**

### **Expectation of members and affiliates**

53. TYC members and affiliates are expected actively contribute to the online

TYC network by one or more of the following

(at least every quarter):

- (i) Status of ongoing projects or campaigns
- (ii) Sharing best practices of project management and development
- (iii) Blog posts of youth development and/or sustainable development
- (iv) Photos of member and partner activities
- (v) Any other beneficial way.

## **CHAPTER 19 PUBLICATIONS, OUTREACH AND COMMUNICATIONS**

### **Adherence to public positions and statement policy**

54. In matters of publications, outreach and communication, TYC will adhere to **Public Positions and Statements Policy** under The **Youth Cafe Policies and Procedures**.

## **CHAPTER 20 SOCIAL MEDIA**

### **Adherence to social media and brand recognitions policy**

55. In adherence to **Social Media and Brand Recognition Policy** under **The Youth Cafes Policies and Procedures**, TYC will create:

- (i) Facebook Page called - "The Youth Cafe"
- (ii) Twitter Account called - "The Youth Cafe "
- (iii) LinkedIn Account called - "The Youth Cafe"
- (iv) Instagram Account called - "The Youth Cafe"

### **Updating of all social media platforms**

56. TYC Facebook Page, the official Twitter Account, the newsletter and website should stay connected to the latest news and updates.

## CHAPTER 21 PROHIBITED ACTIVITIES

### **Prohibited activities or operation**

57. The Youth Cafe is prohibited from carrying out the following in its activities/operations:

- (i) Participating or intervening in any form of a political campaign on behalf of or in opposition to a candidate for public office.
- (ii) Influencing legislation. This includes any attempt to influence any legislation through a lobbying communication.

### **Activities that are non partisan**

58. Section 57 does not include activities that are neutral or non-partisan such as voter education.

## CHAPTER 22 DISSOLUTION OF TYC

### **Failure to adhere to the by laws**

59. Failure to adhere to these Bylaws may result in the suspension of the TYC operations, as determined by The Youth Cafe Advisory Board.

### **Assets of the organisation after dissolution**

60. Upon dissolution, the assets of TYC shall be transferred to another organization similar to TYC, i.e. a not-for-profit organization operated exclusively for charitable purposes or to the government for public purposes.