

COAST YOUTH LEADERSHIP FORUM (CYLF)

CONSTITUTION, GOVERNANCE & ORGANIZATIONAL DEVELOPMENT PACKAGE

Proposed for registration as a Public Benefit Organization in Kenya

Tagline: Empowering Youth. Transforming the Coast. Shaping Kenya's Future.

Prepared: September 2026

Founding location: Coast Region, Kenya

LEGAL AND REGISTRATION NOTE

This package is designed around the Constitution of Kenya, 2010, the Public Benefits Organizations Act (Cap. 134) as amended, and the Public Benefits Organizations Regulations, 2026. It is a governance and drafting document, not a substitute for a Kenyan advocate's final legal review. PBORA currently directs applicants to use its 2026 prototype constitution and expressly requires the dissolution clause to be copied exactly from that prototype. Accordingly, the final filing version must be checked against the latest PBORA prototype immediately before submission.

1. Executive Summary

Coast Youth Leadership Forum (CYLF) is proposed as a youth-led, non-profit, non-partisan and public-benefit organization focused on turning major youth challenges into practical pathways for employment, leadership, wellbeing and sustainable development. Its distinctive identity is its Coast focus and its integration of youth leadership with blue economy and maritime affairs, mental health, gender-based violence prevention, entrepreneurship, civic participation and environmental sustainability.

Vision

A transformed Coast where empowered, skilled, healthy and responsible young people lead inclusive, sustainable and prosperous communities.

Mission

To empower young people through leadership development, employment and entrepreneurship opportunities, blue-economy and maritime initiatives, mental-health support, gender-based-violence prevention, civic participation and innovative community development solutions.

Core values

- Integrity and accountability
- Youth leadership and meaningful participation
- Dignity, equality and inclusion
- Innovation and entrepreneurship
- Service and community responsibility
- Evidence-based programming
- Safeguarding and confidentiality
- Environmental sustainability
- Non-partisanship and respect for constitutional rights

Flagship model

COAST YOUTH 360°: Assess → Train → Connect → Create → Lead → Thrive. The model is designed to move young people from identification of needs to skills, opportunities, enterprise, leadership and sustained mentorship.

2. Legal and Constitutional Foundation

The Constitution of Kenya protects freedom of association under Article 36 and recognizes youth-specific measures under Article 55. It also establishes national values including participation of the people, equality, human dignity, social justice, inclusiveness, integrity, transparency and accountability. CYLF's objectives and governance model are designed to operate within these principles.

The Public Benefits Organizations Act requires a registering constitution to state the organization's name and objectives, voluntary participation, non-distribution of income/property, separate legal identity, governance structures, a governing body of at least five persons with the statutory relationship restrictions, meeting rules, decision-making, banking arrangements, financial year, amendment procedure and dissolution arrangements. The Act also requires remaining assets after liabilities to be transferred to another PBO with similar objectives or otherwise dealt with by the Authority.

PBORA's current 2026 registration guidance states that the constitution must follow its prototype, with mandatory provisions for the name, main objective, specific objectives, calendar-year financial year and precisely worded dissolution clause. Current registration requirements include a signed constitution, governing-body particulars, signatures, photographs, police clearance, recent registration minutes, physical/contact details, up to five intended counties of operation and a one-year estimated budget.

Key legal references

- Constitution of Kenya, 2010: especially Articles 10, 27, 36, 37, 43, 55 and 56, as applicable to CYLF's work.
- Public Benefits Organizations Act, Cap. 134, including constitutional requirements, governance, fiscal transparency, accounts and annual reporting.
- Public Benefits Organizations Regulations, 2026.
- Data Protection Act, 2019 and applicable regulations for personal and sensitive information.
- Mental Health Act and applicable health laws for mental-health referral and professional practice.
- Applicable laws on gender-based violence, child protection, labour, disability inclusion, environmental protection and maritime affairs.

Source note: PBORA published the 2026 Regulations in Kenya Gazette Supplement No. 67, Legal Notice No. 43, dated 18 March 2026, and currently provides a 2026 prototype constitution and registration guidance on its website.

3. Youth Challenge and Solution Framework

CYLF should not operate only as an advocacy forum. Its programmes should connect each identified problem to a measurable solution and a referral or partnership pathway.

Challenge	CYLF response	Measurable outcome
Youth unemployment / informal work	Skills-to-Work: assessment, market-led training, internship/apprenticeship	Youth completing training and entering decent work or entrepreneurship
Skills mismatch / lack of experience	Employer Skills Observatory + practical bootcamps + workplace exposure	Training aligned to verified employer demand
Limited maritime access	Blue Economy & Maritime Hub + career guidance + accredited training referrals	Youth entering maritime, port, logistics, fisheries and marine sectors
Low enterprise survival	Youth Enterprise Lab + mentorship + market linkage + financial literacy	Businesses started, surviving and generating income
Mental-health challenges	Talk. Listen. Connect. peer support, awareness and professional referral	Youth reached, referrals completed and wellbeing followed up
GBV and online abuse	Coast Safe Spaces: prevention, reporting information and survivor-centred referrals	Youth reached, trained champions and safe referral pathways
Weak youth leadership participation	Coast Youth Leadership Academy	Graduates completing community leadership projects
Climate and coastal degradation	Blue Green Enterprise: restoration, waste-to-value and conservation livelihoods	Restoration activities and youth green enterprises
Social exclusion	Inclusive Youth Access programme for young women, PWDs and marginalised youth	At-risk youth and services disaggregated by relevant income

Evidence context: World Bank reporting indicates that around 80% of Kenya's population under 35 who work are in informal, low-quality jobs and identifies skills mismatch as a major barrier. A 2024 comparable dataset cited by the World Bank recorded 19% of youth aged 15–24 as not in employment, education or training. Kenya's Ministry of Health published a National Baseline Mental Health Survey in 2025. These figures support CYLF's integrated employment, skills and wellbeing approach, but CYLF should conduct its own Coast baseline before setting numerical targets.

CONSTITUTION OF COAST YOUTH LEADERSHIP FORUM (CYLF)

The clauses below are drafted as the proposed CYLF constitution. They should be reconciled with the exact PBORA 2026 prototype immediately before execution and submission.

PREAMBLE

We, the founding members of Coast Youth Leadership Forum, recognizing the constitutional right of association, the importance of youth participation in the social, economic and political life of Kenya, and the need for inclusive and sustainable development of coastal communities, establish this organization to serve the public benefit. We commit ourselves to integrity, accountability, equality, human dignity, safeguarding, environmental stewardship, evidence-based action and peaceful non-partisan civic participation.

ARTICLE 1 — NAME

1.1 The name of the organization shall be **COAST YOUTH LEADERSHIP FORUM (CYLF)**, subject to successful name reservation and registration by the competent authority.

1.2 The organization may use the abbreviation **CYLF** and such logo, colours and visual identity as may be approved by the governing body.

ARTICLE 2 — LEGAL STATUS

2.1 CYLF shall be a voluntary, autonomous, non-partisan and non-profit public-benefit organization.

2.2 Upon registration, CYLF shall have an identity distinct from its members and governing body, to the extent provided by law.

2.3 No member, founder, director or officer shall have a proprietary interest in CYLF's assets solely by virtue of membership or office.

2.4 Participation and membership shall be voluntary.

2.5 CYLF shall comply with the Constitution of Kenya and all applicable written laws.

ARTICLE 3 — REGISTERED OFFICE AND AREA OF OPERATION

3.1 The principal office shall be situated in the Coast Region of Kenya at an address approved and notified in accordance with law.

3.2 The initial intended counties of operation are proposed as Mombasa, Kilifi, Kwale, Lamu and Tana River, subject to PBORA approval and the organization's capacity.

3.3 CYLF may expand its geographical operations in accordance with applicable law and PBORA requirements.

ARTICLE 4 — VISION, MISSION AND VALUES

Vision: A transformed Coast where empowered, skilled, healthy and responsible young people lead inclusive, sustainable and prosperous communities.

Mission: To empower young people through leadership development, employment and entrepreneurship opportunities, blue-economy and maritime initiatives, mental-health support, gender-based-violence prevention,

civic participation and innovative community development solutions.

Values: integrity; accountability; dignity; equality; inclusion; youth leadership; service; innovation; confidentiality; safeguarding; sustainability; non-partisanship.

ARTICLE 5 — MAIN OBJECTIVE

The main objective of CYLF shall be to advance the social and economic empowerment, leadership, participation, wellbeing and sustainable development of young people in Kenya, with particular emphasis on coastal communities, through skills development, employment and entrepreneurship, blue economy and maritime affairs, gender equality and protection, mental health, civic participation, environmental sustainability and community development.

ARTICLE 6 — SPECIFIC OBJECTIVES

- 6.1 To increase young people's access to decent employment, internships, apprenticeships, career information and work-readiness opportunities.
- 6.2 To provide or facilitate market-relevant technical, vocational, digital, entrepreneurial, leadership and soft-skills development.
- 6.3 To promote youth entrepreneurship, innovation, financial literacy, enterprise incubation and market access.
- 6.4 To promote meaningful youth participation in the blue economy and maritime sector.
- 6.5 To facilitate maritime career awareness, mentorship, accredited training linkages and employment pathways.
- 6.6 To promote sustainable fisheries, aquaculture, marine conservation, coastal tourism and other responsible blue-economy enterprises.
- 6.7 To promote youth mental wellbeing, mental-health literacy, peer support, early identification and referral to qualified professionals.
- 6.8 To prevent gender-based violence and promote gender equality, dignity, safety, inclusion and survivor-centred referral.
- 6.9 To promote safe digital spaces and awareness of technology-facilitated gender-based violence and online exploitation.
- 6.10 To develop ethical, responsible, innovative and service-oriented youth leaders.
- 6.11 To strengthen youth participation in community, county and national development processes without partisan endorsement.
- 6.12 To promote environmental conservation, climate resilience, marine protection and sustainable coastal development.
- 6.13 To promote inclusion of young women, persons with disabilities, marginalized youth and other underserved groups.
- 6.14 To conduct research, data collection and knowledge generation on youth challenges, opportunities and policy issues.
- 6.15 To collaborate with government, county governments, private-sector actors, training institutions, academia, civil society and development partners in furtherance of the objectives.

ARTICLE 7 — MEMBERSHIP

7.1 Membership shall be open on a voluntary basis to persons who support CYLF's objectives and meet the membership requirements approved under this Constitution and applicable law.

7.2 Categories may include ordinary youth members, associate members, professional members, institutional partners and honorary members. Only categories designated by the governing rules shall have voting rights.

7.3 Membership shall not be denied on unlawful discriminatory grounds.

7.4 Members shall comply with this Constitution, approved policies and lawful decisions of CYLF.

7.5 A member may resign by written notice. Suspension or termination shall follow fair procedures and an opportunity to be heard.

ARTICLE 8 — GENERAL ASSEMBLY

8.1 The General Assembly shall be the principal membership forum where applicable and shall receive reports on governance, programmes and finances.

8.2 An Annual General Meeting shall be held once each calendar year at a date approved by the Board.

8.3 Special General Meetings may be called by the Board or in accordance with a valid written request by members entitled to call such meeting.

8.4 Notice, quorum, voting and minutes shall be governed by rules adopted consistently with this Constitution and the law.

ARTICLE 9 — GOVERNING BODY / BOARD

9.1 The governing body shall consist of not fewer than seven and not more than nine persons, subject to the statutory minimum and relationship requirements.

9.2 The proposed Board offices are: Chairperson; Vice Chairperson; Secretary; Treasurer; Youth & Leadership Director; Blue Economy & Maritime Affairs Director; Gender, Inclusion & Safeguarding Director; Mental Health & Social Wellbeing Director; and Legal, Governance & Compliance Director.

9.3 The Board shall provide strategic oversight, approve policies and budgets, protect assets, oversee risk, ensure compliance, monitor management and promote the public-benefit purpose.

9.4 At least one-third of proposed directors should be Kenyan citizens resident in Kenya where required by the applicable registration requirements.

9.5 Persons related to one another shall not constitute the Board in a manner prohibited by law.

9.6 Directors shall disclose conflicts of interest and shall not participate in decisions in which they have a material personal interest.

ARTICLE 10 — FOUNDER / FOUNDING PRESIDENT

10.1 The person or persons who initiate CYLF may be recognized as Founder(s) or Founding President(s), as recorded in the founding minutes.

10.2 The Founder role shall be honorary/strategic unless the Board separately appoints the Founder to a lawful office.

10.3 Founder status shall not create ownership of CYLF's assets, unilateral control over the Board, or entitlement to organizational property.

10.4 The Founder shall respect the authority of the governing body and the legal independence of the organization.

ARTICLE 11 — BOARD TENURE AND VACANCIES

11.1 Board members shall serve terms determined by the General Assembly or founding rules, subject to a maximum of two consecutive terms of three years unless the law or PBORA prototype requires otherwise.

11.2 A vacancy may arise through resignation, death, removal, disqualification or expiry of term.

11.3 Removal shall be based on lawful grounds and fair hearing procedures.

ARTICLE 12 — BOARD MEETINGS

12.1 The Board shall meet at least quarterly.

12.2 Special meetings may be convened by the Chairperson or by a defined proportion of Board members.

12.3 A simple majority of serving Board members shall constitute quorum unless a higher threshold is required by law.

12.4 Decisions shall normally be by consensus or, where necessary, majority vote. The Chairperson shall have a casting vote only where lawful and appropriate.

12.5 Minutes shall be maintained and securely kept.

ARTICLE 13 — BOARD COMMITTEES

The Board may establish committees including:

- Finance, Audit & Risk Committee
- Programmes, Partnerships & Resource Mobilization Committee
- Safeguarding, Gender & Inclusion Committee
- Governance, Nominations & Human Resources Committee
- Research, Monitoring, Evaluation & Learning Committee

Committees shall operate under written terms of reference approved by the Board.

ARTICLE 14 — SECRETARIAT AND EXECUTIVE DIRECTOR

14.1 The Executive Director shall be the chief executive of the Secretariat and shall be accountable to the Board.

14.2 The Executive Director shall implement approved strategies and budgets, supervise staff, develop partnerships, maintain operational controls, prepare reports and ensure lawful delivery of programmes.

14.3 The Executive Director shall not override the governance powers reserved to the Board.

ARTICLE 15 — ORGANIZATIONAL DEPARTMENTS

- Programmes & Community Development
- Youth Employment, Skills & Entrepreneurship
- Blue Economy & Maritime Affairs
- Mental Health & Social Wellbeing
- Gender, Safeguarding & Inclusion
- Research, Monitoring, Evaluation & Learning
- Finance & Administration
- Communications, Advocacy & Partnerships

ARTICLE 16 — COUNTY CHAPTERS

16.1 The Board may establish county or community chapters subject to approved operating guidelines.

16.2 Chapters shall not open bank accounts, enter material contracts or incur liabilities in CYLF's name without written authorization.

16.3 Chapter leaders shall report to the Secretariat and comply with safeguarding, finance and data policies.

ARTICLE 17 — NON-PARTISANSHIP AND CIVIC PARTICIPATION

17.1 CYLF shall be non-partisan and shall not endorse, finance or campaign for political parties or candidates in the name of the organization.

17.2 CYLF may undertake lawful civic education, youth policy dialogue, public participation, research and advocacy consistent with its public-benefit objectives and applicable law.

17.3 Individual members retain their constitutional political rights in their personal capacity.

ARTICLE 18 — SAFEGUARDING, GBV AND PROTECTION

18.1 CYLF shall maintain a safeguarding policy covering prevention, reporting, response, confidentiality and referral.

18.2 CYLF shall prohibit sexual exploitation and abuse, sexual harassment, discrimination, retaliation, coercion, financial exploitation and other abuse by staff, volunteers, members, partners or representatives.

18.3 CYLF shall not investigate criminal matters beyond its lawful competence. Suspected criminal conduct shall be referred to appropriate authorities and qualified service providers.

18.4 Where children or other legally protected persons are involved, applicable child-protection and safeguarding laws shall be followed.

ARTICLE 19 — MENTAL HEALTH

19.1 CYLF may provide mental-health literacy, peer-support and referral services within its lawful competence.

19.2 Diagnosis, clinical treatment, medication and other regulated health services shall only be provided by appropriately qualified and legally authorized professionals.

19.3 CYLF shall establish emergency and high-risk referral pathways.

ARTICLE 20 — DATA PROTECTION AND CONFIDENTIALITY

20.1 CYLF shall comply with the Data Protection Act, 2019 and applicable regulations.

20.2 Personal data shall be collected only for lawful, specific and necessary purposes, protected with appropriate safeguards and retained only as required.

20.3 Sensitive information relating to GBV, mental health, children or other vulnerable persons shall receive heightened confidentiality and access controls.

20.4 Data breaches shall be handled in accordance with applicable law and organizational policy.

ARTICLE 21 — FINANCE AND PROPERTY

21.1 CYLF's income and property shall be applied solely toward its public-benefit objectives.

21.2 No part of the income or property shall be distributed to a member, founder, director or officer except lawful reimbursement of reasonable expenses or reasonable payment for services rendered.

21.3 CYLF shall maintain a bank account in its registered name. Banking mandates shall be approved by the Board.

21.4 At least two authorized persons shall approve payments, with segregation of duties appropriate to the organization's size.

21.5 Budgets shall be approved by the Board and expenditure shall be properly authorized and documented.

21.6 CYLF shall maintain proper books, records and supporting documentation.

ARTICLE 22 — FINANCIAL YEAR, ACCOUNTS AND REPORTING

22.1 The financial year shall be the calendar year, January to December, subject to the final PBORA prototype and applicable law.

22.2 CYLF shall prepare annual financial statements and arrange independent audit where required by law.

22.3 CYLF shall submit required annual reports and other regulatory returns within statutory timelines.

22.4 The Board shall receive periodic financial and programme performance reports.

ARTICLE 23 — FUNDING AND RESOURCE MOBILIZATION

CYLF may receive lawful grants, donations, membership contributions where applicable, sponsorships, service income consistent with its public-benefit purpose, gifts and other lawful resources. Donor conditions shall not compromise CYLF's independence, safeguarding obligations, non-partisan status or public-benefit objectives.

ARTICLE 24 — PROCUREMENT AND ASSET MANAGEMENT

CYLF shall maintain transparent procurement procedures proportionate to its size, document quotations and approvals where required, maintain an asset register and prevent personal use or diversion of organizational assets.

ARTICLE 25 — CONFLICT OF INTEREST

A member of the Board, employee, volunteer or officer who has a direct or indirect personal, financial or other material interest in a matter shall disclose the interest and shall abstain from participating in the relevant decision except to provide information when requested.

ARTICLE 26 — COMPLAINTS, WHISTLEBLOWING AND DISCIPLINE

26.1 CYLF shall establish accessible channels for complaints, safeguarding concerns, financial concerns and whistleblowing.

26.2 Good-faith whistleblowers shall be protected from retaliation to the extent provided by law and policy.

26.3 Disciplinary action shall follow fair procedures, written reasons and an opportunity to respond.

ARTICLE 27 — MONITORING, EVALUATION, RESEARCH AND LEARNING

CYLF shall maintain a results framework, collect appropriate programme data, measure outcomes, publish learning where appropriate and protect participant confidentiality. Baseline studies shall be used to set realistic Coast-specific targets.

ARTICLE 28 — PARTNERSHIPS

CYLF may enter into memoranda of understanding and other lawful partnerships with national and county government entities, private-sector employers, maritime and blue-economy institutions, universities and TVETs, health providers, civil-society organizations, development partners and community organizations.

ARTICLE 29 — AMENDMENT

29.1 This Constitution may be amended only through the procedure approved by the competent governing organ and membership forum, and subject to any prior approval, notification or registration required by PBORA or other applicable law.

29.2 No amendment shall authorize distribution of organizational assets to members or undermine CYLF's public-benefit, non-profit and non-partisan character.

ARTICLE 30 — DISSOLUTION

IMPORTANT FILING CONTROL: PBORA's current registration guidance expressly states that the dissolution clause in the constitution must be copied exactly from the 2026 prototype constitution. The clause in this working document is therefore intentionally marked for replacement with the exact current PBORA prototype wording immediately before signing and filing. Do not submit this placeholder as the final dissolution clause.

The intended legal effect is that, after liabilities are settled, any remaining assets are transferred to another public-benefit organization with similar objectives or otherwise dealt with by the Authority, and not distributed to the founder, members, directors or officers.

ARTICLE 31 — INTERPRETATION AND COMPLIANCE

Where a provision of this Constitution conflicts with mandatory Kenyan law, the mandatory legal provision shall prevail to the extent of the conflict, and the remaining provisions shall continue to operate. The Board shall seek professional legal advice where a material compliance issue arises.

4. Proposed Governance Structure

The following structure separates governance from day-to-day management, which is important for accountability and aligns with the PBO framework.

Level	Office / Unit	Primary responsibility
Founding	Founder / Founding President	Institutional history, vision, external goodwill; no personal ownership of assets
Governance	Board Chairperson	Board leadership, governance and accountability
Governance	Vice Chairperson	Support and continuity
Governance	Secretary	Governance records and statutory documentation
Governance	Treasurer	Financial oversight
Governance	Technical Directors	Youth, maritime, gender/safeguarding, mental health, legal/governance
Management	Executive Director	Day-to-day management and implementation
Management	Programme Director	Programme portfolio and delivery
Management	Finance & Administration	Finance, HR, procurement and administration
Management	MEL / Research	Evidence, data, learning and reporting
Community	County Coordinators	Local implementation and partnerships
Community	Youth Chapters	Youth participation and community action

Governance organogram

GENERAL MEMBERSHIP → GOVERNING BOARD → EXECUTIVE DIRECTOR → PROGRAMME / FINANCE / RESEARCH / COMMUNICATIONS UNITS → COUNTY COORDINATORS → COMMUNITY YOUTH CHAPTERS

5. Flagship Programmes

CYLF Skills-to-Work Programme

Career assessment; market-led short courses; CV/interview preparation; internships; apprenticeships; employer matching; alumni tracking.

CYLF Blue Economy & Maritime Hub

Maritime career information; port/logistics pathways; fisheries and aquaculture; marine tourism; conservation; accredited training referrals; industry mentorship.

Coast Youth Leadership Academy

6–12 month leadership curriculum covering ethics, communication, project management, civic participation, digital skills, entrepreneurship and community service.

Talk. Listen. Connect.

Mental-health literacy; peer support; safe referral; professional partnerships; wellbeing campaigns; follow-up.

Coast Safe Spaces Initiative

GBV prevention; consent and dignity education; digital safety; reporting information; survivor-centred referral; safeguarding champions.

Youth Enterprise Lab

Business ideation; financial literacy; incubation; mentorship; market linkage; cooperative/savings pathways.

Blue-Green Enterprise Programme

Mangrove restoration; marine litter reduction; waste-to-value; climate adaptation; youth green enterprises.

Youth Policy & Research Lab

Coast youth baseline surveys; policy briefs; public participation forums; youth data dashboards; evidence for programming.

COAST YOUTH 360° pathway

ASSESS → TRAIN → CONNECT → CREATE → LEAD → THRIVE

The pathway ensures that CYLF does not measure success only by numbers trained. It should track progression toward employment, enterprise, leadership, wellbeing and sustained participation.

6. Three-Year Strategic Direction

Year	Priority	Illustrative outputs
Year 1 – Establish	Registration, baseline, partnerships, four flagship projects	Pro-Registration, Case system baseline; employer/training partner database; first level of support
Year 2 – Scale	Expand county coverage and deepen employment/enterprise partnerships	Enterprise placement pipeline; enterprise cohorts; research products; e-learning materials
Year 3 – Institutionalize	Evidence, sustainability and national partnerships	Independent programme evaluation; stronger donor portfolio; policy engagement; national level partnerships

Suggested first-year KPIs

- Number of youth assessed and enrolled
- Percentage completing skills pathways
- Internships/apprenticeships secured
- Youth entering employment or income-generating enterprise
- Maritime/blue-economy referrals and placements
- Enterprises launched and surviving after six months
- Youth reached with mental-health literacy
- Appropriate mental-health referrals completed
- GBV prevention reach and safeguarding referrals
- Leadership Academy graduates and community projects
- Women, PWDs and marginalized youth participating
- Funds raised and percentage spent directly on programmes
- Partner organizations and employer relationships

7. Illustrative One-Year Budget

This is a planning budget, not a statutory PBORA budget form. It should be adjusted after quotations, staffing decisions and the organization's first-year workplan.

Category	KES
Registration, legal and governance setup	250,000
Office / communications / basic equipment	450,000
Staff and professional support	1,800,000
Youth Skills-to-Work programme	650,000
Blue Economy & Maritime Hub	500,000
Leadership Academy	350,000
Mental Health & Safe Spaces	350,000
Youth Enterprise Lab	350,000
Research / baseline / MEL	300,000
Community and environmental activities	250,000
Communications and partnerships	200,000
Audit, compliance and insurance	150,000
Contingency / risk reserve	200,000
TOTAL	5,800,000

Potential funding mix: grants and donor funding; corporate partnerships; lawful programme sponsorships; philanthropy; membership contributions where appropriate; and other lawful income consistent with CYLF's public-benefit objectives.

8. Draft Founding Meeting Agenda and Minutes Template

Meeting: Founding Meeting of Coast Youth Leadership Forum (CYLF)

Date: _____ **Venue:** _____ **Time:** _____

Agenda

- Opening and introductions
- Statement of the need for establishing CYLF
- Adoption of name subject to reservation
- Adoption of vision, mission and objectives
- Approval of proposed Constitution subject to PBORA/legal review
- Election/appointment of interim governing body
- Resolution to apply for PBO registration
- Approval of proposed counties of operation
- Approval of one-year proposed budget
- Authorization of designated officials to submit the application
- Any other business
- Closing

Suggested resolution wording

RESOLVED that the members present establish Coast Youth Leadership Forum (CYLF) as a voluntary, autonomous, non-partisan and non-profit public-benefit organization and authorize the designated interim officials to pursue registration with the Public Benefit Organizations Regulatory Authority in accordance with the laws of Kenya.

RESOLVED FURTHER that the proposed Constitution be adopted as the founding governance instrument subject to any amendments required by PBORA or Kenyan law before final filing.

RESOLVED FURTHER that the organization initially intends to operate in Mombasa, Kilifi, Kwale, Lamu and Tana River, subject to applicable approval and registration requirements.

RESOLVED FURTHER that the following interim officials are authorized to sign and submit the registration documents: _____.

9. PBORA Registration Checklist — 2026

1. Reserve the organization name through the applicable eCitizen/PBORA process; submit the required priority names.
2. Download and compare the final Constitution against PBORA's current 2026 prototype.
3. Replace the dissolution placeholder with the exact current PBORA prototype wording.
4. Confirm the proposed governing body meets statutory composition and relationship requirements.
5. Prepare particulars and sample signatures of governing-body members.
6. Obtain current coloured passport photographs as required.
7. Obtain valid police clearance certificates as required.
8. Hold the founding meeting and sign minutes resolving to register; ensure the minutes meet the current filing-age requirement.
9. Confirm physical, postal, email and telephone contacts.
10. Select up to five initial counties of operation.
11. Prepare the one-year estimated budget.
12. Complete the online application and upload the required documents.
13. Pay the prescribed registration fee.
14. After registration, establish bank, accounting, safeguarding, data-protection, HR, procurement and programme systems before scaling activities.

PBORA's current public registration page lists a KSh 25,000 service fee for registration of a National PBO and states that the application is made through the online system. Verify the fee and filing requirements immediately before submission because administrative requirements can change.

10. Policies CYLF Should Adopt After Registration

- Safeguarding and Protection from Sexual Exploitation and Abuse Policy
- GBV Prevention, Response and Referral Policy
- Mental Health and Psychosocial Support Referral Protocol
- Child Safeguarding Policy, where programmes involve persons under 18
- Data Protection and Privacy Policy
- Conflict of Interest Policy
- Anti-Fraud, Anti-Corruption and Whistleblowing Policy
- Finance and Accounting Manual
- Procurement Policy
- Human Resources and Volunteer Policy
- Code of Conduct
- Risk Management Policy
- Complaints and Feedback Mechanism
- Monitoring, Evaluation, Research and Learning Framework
- Partnership and Due Diligence Policy
- Communications and Social Media Policy
- Environmental and Climate Responsibility Policy

Safeguarding referral principle

CYLF should build a directory of verified referral partners rather than promising services it is not legally or professionally equipped to provide. This is especially important for clinical mental-health care, GBV response, child protection, emergency care and criminal justice matters.

11. Founder and Leadership Clarification

For long-term credibility, the founder should be recognized as the initiator and custodian of the founding vision without being treated as the personal owner of CYLF. A suggested structure is:

Founder / Founding President → institutional vision and goodwill; **Governing Board** → legal governance and oversight; **Executive Director** → day-to-day management; **Programme teams** → implementation; **Members and community chapters** → participation.

This protects the organization from becoming dependent on one individual and is consistent with the PBO principle that the organization has a legal identity distinct from members and governing-body members and that organizational assets are not privately owned by them.

Suggested founder statement

“The Founder of CYLF shall be recognized as the person who initiated and helped establish the organization. Founder recognition is honorary and institutional and shall not confer private ownership of CYLF, its funds, property, intellectual assets or other organizational resources.”

12. Research and Legal Sources Used

- Public Benefits Organizations Regulatory Authority (PBORA), Registration guidance and requirements, current 2026 pages.
- PBORA, PBO Regulations 2026 / Kenya Gazette Supplement No. 67, Legal Notice No. 43, 18 March 2026.
- PBORA, PBOs Prototype Constitution 2026, listed in the Authority's downloads.
- Constitution of Kenya, 2010, including Article 36 (freedom of association) and Article 55 (youth).
- Public Benefits Organizations Act, Cap. 134, including section 8 constitutional requirements and sections on fiscal transparency, accounts and annual reporting.
- World Bank, The Youth Dividend: Investing in Kenya's Next Generation (2025).
- World Bank Kenya Human Capital / youth indicators, including 2024 youth NEET indicator.
- Ministry of Health Kenya, National Baseline Mental Health Survey 2025.
- Kenya National Bureau of Statistics, 2026 Kenya Integrated Labour Force Survey information page.

Important legal drafting caution

This document is a comprehensive working draft prepared from publicly available Kenyan legal and institutional sources. It should be reviewed by a Kenyan advocate or qualified PBO compliance professional before signatures and filing. In particular, the final version must be reconciled with the current PBORA 2026 prototype constitution and its exact dissolution clause. Do not alter the prototype dissolution wording when filing.

13. Adoption and Signature Page

We, the undersigned founding officials/members of Coast Youth Leadership Forum, confirm that we have reviewed the proposed Constitution and agree to its adoption subject to final compliance review and registration.

Name	Position	ID/Passport No.	Signature	Date
_____	Chairperson	_____	_____	_____
_____	Secretary	_____	_____	_____
_____	Treasurer	_____	_____	_____
_____	Board Member	_____	_____	_____
_____	Board Member	_____	_____	_____
_____	Board Member	_____	_____	_____
_____	Board Member	_____	_____	_____

Organization address: _____

Email: _____ Telephone: _____

Proposed principal county: _____

Date adopted: _____