

INTERNAL REGULATIONS



UNIVERSAL FIRST LADIES INC.
HEAD QUATER

18 Upper Brook Road, Sparrow Bush, NY, 12780, USA
Telephone: +1.631.703.4286
email: universalfirstladies@gmail.com

DOS ID : 7218610 - FILE NUMBER : 240103001209- EIN: 99-0725810

You may verify this Orgaization online with link or QR code

[Click here for authentication](#)

Universal First Ladies Inc. is registered as a (IRC) Section 501(c)(3) Public Charity.
Donors can deduct contributions under IRC Section 170. All donations are tax-deductible as authorized by law under Section 2055, 2106, or 2522. .



Authentification NUMBER : 100004932518

FOR MEMBERS ONLY

Rikiat White - Fondatrice

- 01 Our story
 - 02 UFL policy
 - 03 The Values
 - 03 Members and Their Roles
 - 04 Platforms and How They Operate
 - 05 Meetings
-

KNOW ABOUT UFL

All you need to





Our STORY

The Universal First Ladies, founded in 2022 and officially recognized in 2024, is a dynamic community that brings together women from around the world. These women play a crucial role in driving social change, dedicating themselves to empowering others and highlighting their strengths.

Our mission

Universal First Ladies Inc. is dedicated to supporting community-focused initiatives that enhance the quality of life for frequently overlooked populations.

Our vision

The vision of Universal First Ladies Inc., registered as a public charity (IRC) Section 501(c)(3), is to strengthen our community through educational workshops, cultural performances, and health and wellness initiatives. We are committed to promoting diversity, understanding, and collective well-being by organizing events that showcase local talents and support community service projects. Acknowledging the importance of volunteers and strictly adhering to fundraising guidelines. Our goal is to inspire individuals to remain engaged with our mission. and improve the quality of life for those we serve.

Together, let's reveal our potential!

RULES WITHIN

1. Be 21 years old or older.
2. Agree to participate in a video conference meeting every 3 months.
3. Agree to engage in educational discussions on agenda topics without taboo and without judgment.
4. Agree to provide moral or physical support to any member in need (financial support is not mandatory).
5. Refrain from judging any member, regardless of their story.
6. Agree to keep all conversations confidential. Do not disclose any information shared by members.
7. Respect all members as well as the internal regulations.
8. Agree to participate financially and physically in the meetings and conventions of UNIVERSAL FIRST LADIES.
9. Be considerate of members' phone calls 📞 and avoid overwhelming them with excessive sharing.
10. Do not speak ill of or gossip about another member.
11. Do not contact members privately if you do not know them personally (respect members' private spaces; only members with a specific mission may do so for work purposes).
12. Do not share any content related to religion, politics, or advertising or promoting other groups or social media pages.

UFL VALUES

Every active member is expected to embody these values:

Respect: Respect for others, cultures, differences, and opinions

Accountability: We collectively and individually take responsibility for our commitments and accountability for their consequences

Active listening: Every voice matters, and all ideas are considered

Impact: Our actions should be concrete, measurable, and adapted to local realities

Fairness: We are against all forms of exclusion or discrimination

Solidarity: We act where needs arise, together, fostering connections between peoples

Pooling resources: We share our skills, expertise, and knowledge for the benefit of collective projects



Members FOUNDERS

- Rikiat WHITE - Founder (Chairperson of the Board of Directors)
- Adija CHOU
- Habiba SAMBA
- CHERRY DIOP
- AICHA MONDE

*Discover a dynamic
Team*

Members AND THEIR ROLES



Rikiat White - Founder
(New York - USA)
03 Avril

- Development of vision and mission: Creating and defining the organization's mission, vision, and core values to guide strategic goals and community impact.
- Strategic planning: Developing and implementing long-term strategic plans.
- Program development: Designing and launching programs and services that meet specific community needs.
- Financial supervision: Managing the organization's budget and financial planning.
- Marketing: Developing marketing strategies.
- Community engagement: Gathering feedback and promoting participation in organizational initiatives.
- Impact measurement: Implementing evaluation processes to assess program effectiveness and document the organization's impact on the community.
- Opens, manages, and maintains accounts.
- Reports to the Board of Directors.



*Discover a dynamic
Team*

4-YEAR TERM

Members

AND THEIR ROLES



Adija Chou - Chief Executive Officer (CEO)

(Tours- France)

24 JUIN

- Provides overall guidance and leadership to the organization.
- Develops strategies to achieve the organization's mission, vision, and goals.
- Supervises fundraising efforts, engages with donors, and ensures financial sustainability.
- Manages daily operations and ensures programs operate effectively.
- Organizes and oversees meetings.
- Ensures harmony and discipline within the community.
- Proposes the project roadmap for the organization.
- Ensures effective communication within the organization.

Reports results to the founder, copy the Executive Director (ED) and Secretary General (SG).



Ayoke Tairou - Executive Director (ED)

(Londres- Angleterre)

15 Mai

- Ensures interim leadership in the absence of the CEO.
- Assists the CEO in overseeing operations and strategy.
- Manages specific programs, supervises committees, and leads special initiatives.
- Collaborates with other officers for effective governance.
- Reminds members periodically about meeting dates and important announcements.
- Reports results to the CEO, and copies the founder, the CEO, and the Secretary General (SG).



*Discover a dynamic
Team*

Members

AND THEIR ROLES



Cherry Diop - General Secretary (GS)

(Paris - France)

26 OCTOBRE

- Saves and archives meeting records, decisions, and official documents.
- Facilitates communication and manages correspondence.
- Coordinates board meetings, prepares agendas and minutes.
- Manages and preserves important organizational documents.
- Monitors compliance and necessary reporting.
- Supports the board of directors to ensure transparency and accountability in decision-making.
- Reports results to the CEO, and copies the founder, Executive Director (ED), and Chief Operating Officer (COO)..



Louissette Fage

Chief Operating Officer (COO)

(Tours- France)

15 AOÛT

- Manages the organization's daily operational responsibilities.
- Implements the organization's programs and policies.
- Supervises department heads and ensures compliance with organizational objectives.
- Collaborates with the CEO to implement long-term strategies set by the founder.
- Works with the CEO to develop medium- and short-term strategies.
- Reports results to the CEO, and copies the founder, Executive Director (ED), and Secretary General (SG).



*Discover a dynamic
Team*

Members

AND THEIR ROLES



Habiba Samba - Community Outreach Expert
(Mulhouse- France)

15 AOÛT



- Engages community members, stakeholders, and partners to assess needs, gather feedback, and promote collaboration on issues of shared interest.
- Develops programs and initiatives that strengthen community involvement, volunteering, and partnerships to support the organization's mission and impact.
- Identifies and mobilizes resources, including financial support, in-kind donations, and volunteer contributions, to enhance the organization's capacity to serve the community effectively.
- Establishes relationships with donors, sponsors, and funding sources to secure support for community projects and initiatives.
- Advocates for community interests, addresses social issues, and supports marginalized groups or individuals in accessing necessary services and resources.
- Provides guidance, information, and referrals to community members seeking assistance and support from the organization.
- Collaborates with other organizations, community groups, and stakeholders.
- Establishes partnerships that promote inclusivity, diversity, and equity in outreach efforts and programming.
- Implements mechanisms to collect feedback, evaluate community impact, and continuously improve programs and services.
- Ensures community voices are heard, valued, and integrated.
- Coordinates events, projects, and initiatives to raise awareness among target communities.
- Gathers community feedback to improve projects.
- Reports results to the COO, and copies the founder, CEO, ED, SG, and Grant Writer.

*Discover a dynamic
Team*

Members

AND THEIR ROLES



Veronique Baup - Grant Writer

(Moissac - France)

12 Mai

- Research and Identification: Conducts searches to identify potential funding sources, including government grants, private foundations, and corporate sponsorships.
- Development of Proposals: Writes grant proposals that effectively communicate the organization's mission, programs, and funding needs to potential funders.
- Collaboration: Works with program staff and leadership to gather relevant data, statistics, and stories to strengthen proposals.
- Grant Management: Tracks application deadlines and grant timelines, ensuring submissions are made on time and in compliance with all funder requirements.
- Reporting and Evaluation: Assists in preparing progress reports and evaluations for funders, highlighting results and project impact.
- Capacity Building: Trains and guides staff on best practices for grant writing and the importance of maintaining strong relationships with funders.
- Networking and Relationship Building: Establishes and maintains relationships with funders, stakeholders, and community partners to enhance the organization's visibility and support.
- Trend Analysis: Analyzes funding trends and sector priorities within the nonprofit landscape to inform future proposals and fundraising strategies.
- Reports results to the COO, and copies the founder, CEO, ED, Community Outreach Expert, and SG.



*Discover a dynamic
Team*

Members

AND THEIR ROLES



Aicha Monde- Digital System Director & Director Of
Publication (London -Angleterre)

23 NOVEMBRE

- Develops and implements a comprehensive digital strategy to enhance the organization's online presence and engagement.
- Manages the organization's website, ensuring that content is current, user-friendly, and aligned with the organization's mission and objectives.
- Supervises the organization's social media channels.
- Evaluates and implements digital tools, software, and systems that support operations, communications, and fundraising efforts.
- Manages the organization's digital systems, ensures compliance with relevant regulations, and safeguards sensitive information.
- Reports results to the CEO, and copies the founder, CEO, Communication & Marketing Director, and SG.



Catherine Mbazoa- Project manager
(Yaoundé- Cameroon)

12 Mars

- Supervises specific projects, ensuring they align with the organization's goals.
- Establishes clear objectives, timelines, and budgets.
- Manages resources, teams, and stakeholders involved in the projects.
- Monitors and evaluates project progress, ensuring quality and compliance.
- Identifies potential obstacles and develops appropriate solutions.
- Proactively manages risks and unexpected issues.
- Adapts plans in response to changes and unforeseen circumstances.
- Works closely with team members, clients, and partners.
- Ensures clear communication.
- Coordinates efforts to achieve project objectives.

Reports results to the COO, and copies the founder, CEO, CFO, and SG.



Discover a dynamic
Team

Members

AND THEIR ROLES



Reinatou MEKOU- Chief Financial Officer (CFO)

London -Angleterre

1e Septembre

- Supervise all financial aspects, including budgeting, accounting, and audits.
- Develops financial strategies to ensure the organization's sustainability and compliance.
- Manages financial reports and the allocation of funds.
- Advises the board of directors on financial planning and risk management.
- Participates in fundraising efforts and proposes financing strategies.
- Builds relationships with donors, sponsors, and partners.
- Contributes to writing grant applications and ensures compliance with funding requirements.
- Engages in the design, implementation, and evaluation of organizational development projects.
- Reports results to the COO, and copies the founder, CEO, ED, and SG.



Véronique ROTH- Communications & Marketing Director
(Mulhouse France)

19 Septembre

- Develops and implements strategic communication plans.
- Supervises branding and messaging strategies.
- Manages media relations and public affairs.
- Coordinates internal and external communications.
- Establishes and maintains partnerships.
- Monitors and analyzes the effectiveness of communication efforts.
- Ensures alignment with organizational objectives.
- Reports results to the COO, and copies the founder, CEO, Digital System Director, Director of Publication, and SG.

*Discover a dynamic
Team*

Members

AND THEIR ROLES



Kabira Imasuen-Jes- Accountant

(Londres - Angleterre)

29 Decembre

- Handles grant accounting by monitoring expenses and ensuring compliance with grant terms and conditions.
- Prepares financial statements, reports, and analyses to provide insights into the organization's financial health.
- Manages cash flow to ensure sufficient liquidity for operational needs and timely payment of obligations.
- Prepares and files all financial statements, including invoices, expense receipts, and reports, and submits them to the CEO and CFO.
- Performs bookkeeping and accounting tasks.
- Assists with the preparation and filing of tax returns.
- Tracks all donor funds and grants.
- Reports results to the CFO, and copies the founder, CEO, COO, and SG.



*Discover a dynamic
Team*

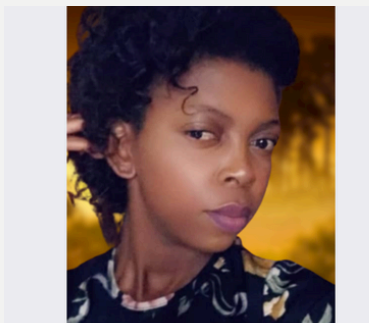
Active



MEMBERS



Halima Halima
(Douala-Cameroon)
July 28th



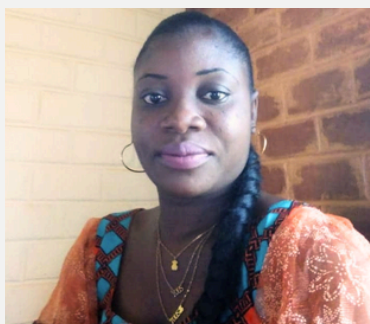
Likound Pauline Monique
(Yaoundé- Cameroon)
May 20th



Lydie Alakani
(Goma- RD Congo)
December 10th



Tata, Soumahoro
(Mulhouse- France)
November 20th



Sandrine Konango
(Douala-Cameroon)
August 28th



Grace Claudia Luboya K.
(Indre-et-Loire- France)
February 25th



Aminata Andouche fadiga
(Billy Montigny - France)
January 1st



Mariam POGHOUO
(Dijon-France)
November 2nd



Ornella Donfack
(Douala - Cameroon)
December 25th

Découvrez nos
membres actifs

Active



MEMBERS



Adonia Choupe Tagne
(Yaounde - Cameroon)
February 11th



Evy Diakiese
(Cotonou- Benin)
January 7th



Pasma Queval
(Sevran -France)



Awa Ngamliya
(Bruxelles - Belgium)




Aicha Mounir
(Paris - France)
June 22nd

*Découvrez nos
membres actifs*

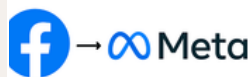
Platforms

AND THEIR FUNCTION




1 YouTube **Universal First Ladies**

YouTube serves as our primary platform for showcasing educational discussions featuring First Ladies, universalists, and field experts, aimed at our subscribers and viewers. Furthermore, we utilize this channel to share our activities and insights, while offering support, guidance, and resources for individuals looking to share their experiences and seek solutions to their challenges.



2 Facebook /Meta **Universal First Ladies**

Here we share our activity videos and announcements.




3 Instagram **Universal First Ladies**

We publish ou reels videos



4 Tik Tok **universalfirstlad**

We publish ou reels and live videos



5 WhatsApp **+337-58-67-11-18**

We post our updates, publications on our channel, and in the private members' group.



6 Memento Album

We publish our photos and videos on this platform.



Fonctionnement

LES REUNIONS



1. Administratrices du groupe la fondatrice, CEO, ED, Secrétaire General, COO
2. Les discussions: Des thèmes de discussions seront proposés pour les causeries sur la chaîne YouTube.. Ces thèmes peuvent être modifiés à tout moment, Si vous souhaitez qu'on parle d'un thème particulier, bien vouloir se rapprocher de la communication & Marketing Director.
3. Règlement de discussions: - éviter la saturation des messages- respecter tous les membres lors dans vos interventions
4. Nous vous recommandons d'utiliser les applications de compression de vidéo pour réduire la taille de vos vidéos avant de les publier.
5. Nous sommes toutes d'obédience religieuses différentes, ainsi les débats interreligieux sont interdits ainsi que les partages sur les prêches, les musiques religieuses, les passages de texte religieux etc., mais vous pouvez souhaiter une bonne fête religieuse à l'occasion et même partager un événement particulier qui vous concerne même s'il est religieux, exemple : mariage religieux, baptême, communion, votre consécration religieuse, votre pèlerinage religieux, votre célébration de la fête religieuse ect . (Ne pas se sentir offensée si on ne vous souhaite pas 1 bonne fête religieuse)
6. Parce que nous oublions toutes, SVP rappelez la date de votre anniversaire 1 semaine, puis 3 jours avant la date, nous ne voulons pas manquer de vous célébrer.
7. Ceci est une communauté, svp respectons l'espace privé des membres et ne pas les perturber in box si vous ne les connaissez pas personnellement (il y aura une sanction en cas de violation de l'espace privée)
8. La fondatrice, la CEO, ED et COO pourront cependant approcher les membres in box sur des sujets spécifiques les concernant ou concernant la communauté, ceci ne doit pas être interprété comme violation de l'espace privé. La secrétaire Générale peut également contacter les membres in box s'il ya des documents dont les membres doivent être en possession, ceci pour éviter que ces documents disparaissent dans les conversations, elle peut également solliciter les emails afin de faire parvenir des éléments importants aux membres.
9. la communauté est appelée à grandir alors vous êtes encouragées à proposer des projets qui pourront faire profiter toute la communauté, ces projets seront étudiés selon leur faisabilité. (Aucun projet de don, charité etc. qui va nécessiter la contribution financière des membres ne sera accepté)

Les horaires de la vidéo conférence

Une fois tous les 3 mois, la date de la réunion est déterminée par moyen de vote, à 18h temps Universel(UTC)

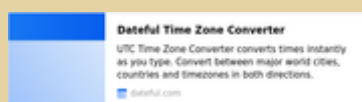
Rappel: participer à la réunion virtuelle est obligatoire et fait partie du règlement intérieur de UFL.

La date de la réunion est votée par la majorité.

- au moment de voter, vous pouvez choisir plusieurs dates qui vous arrangent
- la date votée en majorité sera retenue comme date de la réunion et votre absence pour cette date ne sera acceptée que si vous avez participé au vote et les dates choisies par vous n'ayant pas été retenues. Merci💋

IDENTIFIEZ L'HEURE DE VOTRE PAYS👇👇👇

<https://dateful.com/convert/utc>



Let's get in touch

18 Upper Brook Road, Sparrow Bush, New York, 12780, USA

+1.662.445.3717

<https://linktr.ee/LesUniversalFirstLadies>

universalfirstladies@gmail.com