

# ACBAR



# STATUTES

Kabul  
Afghanistan

Revised by General Assembly  
March 11<sup>th</sup> 2015

## ACBAR STATUTES

As amended at the General Assembly on 13<sup>th</sup> March 2014

### 1. Name

This body shall be known as the “Agency Coordinating Body for Afghan Relief and Development” (ACBAR).

### 2. Prologue

ACBAR was created in August 1988, in response to the demand from many Afghan and international non-governmental organisations involved in humanitarian work in Afghanistan and/or among the Afghan refugees in Pakistan. During the years of war and a non-functioning state in Afghanistan, ACBAR served mainly to coordinate the humanitarian assistance to the Afghan people implemented by its members in cooperation with other main stakeholders such as the UN Agencies and donors. Since 2001, ACBAR has partly changed its focus and has concentrated its activities on general coordination of its members, advocacy, dissemination of information, and promotion of ethical standards among its members through the Code of Conduct.

### 3. Vision

ACBAR as a trusted facilitator with a view to supporting Afghanistan as a peaceful and just society where people live with dignity and achieve fulfilment.

### 4. Mission

ACBAR is an independent body for the collective voice of NGOs operating in Afghanistan, dedicated to aid effectiveness, capacity development, advocacy, coordination, and information exchange services to address the humanitarian, recovery and sustainable development needs of the country effectively and efficiently. The members of ACBAR are committed to work in partnership with each other, the government, donors, local Civil Society Organizations (CSOs) and communities to support **afghan – led** humanitarian and development assistance.

### 5. Core Values

**The Code of Conduct (COC)** is a set of shared norms, principles and values that aims to guide the conduct of NGOs in Afghanistan. Below are the general principles of ACBAR as promoted by the COC:

- ✓ We are committed to comply strictly with international humanitarian principles and human rights law.
- ✓ Our work is based on principle of DO NO HARM and it focuses on responding to emergencies, to chronic needs, reducing the impact of disasters and climate change, and dealing with the root causes of poverty, meeting basic needs, and enabling communities to become resilient and self-sufficient.
- ✓ We are accountable to those whom we seek to assist, to those providing the resources, and to legal authorities.
- ✓ We are transparent in our dealings with the government and community partners, the public, donors and other interested parties.

- ✓ We are independent and we strive to maintain our autonomy according to Afghan and international law, and to resist the imposition of conditionality or corrupt practices that may compromise our missions and principles.
- ✓ We will not discriminate against any individual or group on the grounds of gender, political affiliation, ethnic origin, religious belief or sexual orientation

## **6. ACBAR VALUES**

- Commitment and Excellence
- Social and Economic justice
- Accountability and Transparency
- Empowerment and Collaboration
- Compassion and Empathy
- Innovation and Sustainability

## **7. ACBAR Mandate**

- a. ACBAR is an independent coordinating body of Afghan and international NGOs that exists to serve and facilitate the work of its NGO members in order to address efficiently and effectively the humanitarian and development needs of Afghans.
- b. All member organisations agree to provide humanitarian and/or development assistance to the Afghan people regardless of ethnic background, political affiliations, or religious beliefs according to the Code of Conduct of NGOs in Afghanistan.
- c. Member organisations are independent, neutral, non-partisan, non-proselytising and do not participate in military activities
- d. Enhance/strengthen linkages and coordination with the GoIRA and other partners in humanitarian and development sectors.
- e. Support GoIRA and humanitarian partners in emergency monitoring and response according to need.
- f. Influence policies and practices on the basis of humanitarian and development principles and standards.
- g. Promote good practice and standards; and adherence to principles.
- h. Enable joint approaches and responses and share learning and information.
- i. Provide safety and security analysis of changes to the working environment that may affect delivery of assistance, and advice and support to assist adherence to principles in delivering assistance.

## **8. Core functions of ACBAR**

- a. To provide a consistent representative body within the Afghanistan humanitarian and development community with donors, government and UN agencies and coordination bodies.
- b. To monitor the humanitarian situation and disaster response in the country and to support coordination of emergency and rehabilitation interventions in affected areas.
- c. To monitor the development needs of the country and to support the sustainable development interventions.
- d. To build members' capacity towards effective and timely individual and collective responses to emergencies
- e. To influence policies, practices and resource allocation in favour of peoples and vulnerable groups affected by humanitarian crisis and emergencies.
- f. To facilitate and promote the presentation of a strong and consistent NGO voice and common action to influence policy and practice;
- g. To advocate for and represent the mandate and the interests of the NGO sector in Afghanistan on behalf of its members and their beneficiaries;

- h. To provide information of relevance to ACBAR members and other humanitarian and development actors;
- i. To promote high ethical and professional standards among the NGO community;
- j. To promote best practices, standards and programme quality in emergency, recovery and development responses.
- k. To gather and collate data and opinions for engagement with key external stakeholders.
- l. To promote transparency and partnership with key humanitarian stakeholders, especially between NGOs and the government and people of Afghanistan
- m. To enhance shared learning and information exchange.

## **CHAPTER 1 ORGANISATIONAL STRUCTURE**

ACBAR is comprised of three components:

- General Assembly
- Steering Committee
- Secretariat

### **1.1 General Assembly**

- a. The General Assembly consists of all the members of ACBAR represented by their Country Directors, Country Representatives, Chief of Mission or their formal delegates authorised to make decisions on their behalf.
- b. The General Assembly shall meet twice a year – the Annual General Assembly in March or April and the Mid-Term General Assembly held in September or October.
- c. The General Assembly is the highest decision making organ of ACBAR and will approve the annual budget, the annual report and annual plan.
- d. The General Assembly will elect the Chairperson of ACBAR and the Steering Committee by simple majority vote. At least four members of the Steering Committee shall be from Afghan NGOs and at least four from INGOs.
- e. Only the most senior legal representative of the organisation in country can stand for positions on the Steering Committee. In running for any position, candidates should expect to be present for the coming year.
- f. Should the number of elected members of the Steering Committee fall below 12 (after the four alternate members have replaced the permanent members); the Mid-Term General Assembly may elect replacement members the remaining term of office.
- g. Extra-ordinary meetings can be requested by at least 10 members with the agreement of the Steering Committee. Members must be notified at least 48 hours in advance by e-mail.

### **1.2 Steering Committee**

- a. The Steering Committee of members will monitor, inform, guide, direct and assist in the work of ACBAR and the Secretariat. This body will have 15 members (including the Chair), and represents the membership profile with at least four members from Afghan NGOs and four from INGOs.
- b. Steering Committee meetings will convene on a monthly basis Ad hoc meetings may be called as required.
- c. The Chairperson of ACBAR will Chair the meetings of the Steering Committee.
- d. The quorum for Steering Committee meetings is 8 persons

### **1.3 Secretariat**

- a. The ACBAR Secretariat has been established to deliver ACBAR services on behalf of the membership, to whom it is accountable, through the Steering Committee and the Chairperson.

## **CHAPTER 2 MEMBERSHIP**

### **2.0 Members and Membership**

ACBAR shall be composed of members who are willing to abide by and follow the Code of Conduct for NGOs in Afghanistan, the ACBAR Statutes and any additional membership criteria as decided by the General Assembly

#### **2.1 Mandatory criteria for all members**

- a. Members must be nongovernmental, not-for-profit, non-partisan, non-political neutral and non-proselytising organisations (NGO), providing humanitarian or development assistance in Afghanistan
- b. Members shall accept and sign up to the Code of Conduct for NGOs Engaged in Afghanistan attached at the end of this document
- c. The member must show conclusively that it has been fully operational as an NGO (as defined in the NGO legislation) for a minimum of twelve months in Afghanistan
- d. A Member must provide documentary evidence of registration with the Government of Afghanistan.
- e. Members must pay annual membership fees, which are due in the first two months of receiving the annual request for payment.
- f. Prospective members must be sponsored by the Director or Deputy Director of two member organisations. The sponsors shall be present in the General Assembly meeting to answer questions from the floor regarding the NGO(s) they have sponsored.
- g. Submission of a detailed narrative description in English of the organisation, including background, copy of annual budget, and audit report, projects currently implemented and planned projects, funding sources, statutes of operation, and organisational structure, is required.

#### **2.2 Associate membership**

The Steering Committee of ACBAR may accept organisations as associate members which will have observer status but not voting power. Associate members can participate in meetings when invited, give presentations and share in discussions that are relevant to the aims of ACBAR. Associate membership is open from the following groups:

- a. NGO have worked less than one year in Afghanistan, for this new associate, they will pay \$ 250 the first year then they will pay the same fees as members.
- b. National NGO Networks free of cost
- c. 3 organisations that support the objectives of ACBAR, which are registered with the Ministry of Economy and sign the Code of Conduct, but cannot apply for membership according their mandate; ICRC, INSO and MSF.

#### **2.3 Membership registration process**

Prospective members must submit to ACBAR an application form, which can be obtained from any ACBAR office. The application must be submitted to the Secretariat in the ACBAR Head Office in Kabul, which will then check that applications are properly and fully completed and that ACBAR membership criteria are met. Applicants with

incomplete applications will be informed by the Secretariat. The Secretariat will forward the completed applications to the Steering Committee for review and forwarding to the General Assembly. Applications should be approved by a simple majority of the General Assembly or per majority per email. The decision of ACBAR shall be made known in writing to the applicant.

- a. All applications should be submitted using the most recent version of the standard ACBAR application together with relevant documents through the Secretariat. The application letter should state the aims, objectives, projects and activities of the applicant and proof of their registration (or process) must be attached.
- b. On receipt of the application, the Secretariat undertakes a complete verification process based on the information contained in the form.
- c. The application letter, relevant documents including MOU, registration certificates and any additional information gathered by the Secretariat will be submitted to the Steering Committee.
- d. The Steering Committee may then make an initial decision to forward the application to the General Assembly, request further information, or reject the application if it feels that the basic criteria are not fulfilled. Applicants may re-apply once criteria are fulfilled.
- e. The form of the applying member will be sent to the General assembly members three weeks before the general assembly with the full pack of documents.
- f. The General Assembly will consider the application. The applicant NGO may make short presentation at the beginning of the General Assembly to introduce itself and its work to other members of ACBAR and answer any questions put by members.
- g. After the presentation and question-answer session, the applicant NGO representative(s) shall leave the room while members vote on the application for membership. A majority vote will confirm membership. Failed applicants can make another application after six months.
- h. The applicant will be informed of its nomination or rejection in writing the following day
- i. The ACBAR certificate will be provided after the payment of the fees.

#### **2.4 Membership and registration fee**

- a. All newly registering members shall pay 50 USD or its equivalent in Afghani as registration fee.
- b. An associate member shall pay 250 USD for its first year.
- c. Members shall pay annual membership fee of 0.1% of their annual budget to a maximum of 5,000 USD.
- d. Membership fees will be collected on an annual basis and must be paid no later than the end of June each year.
- e. Notwithstanding (c) above in special circumstances a member organisation in good standing may request the Steering Committee to approve staggered payments within a specified time frame.
- f. Once the General Assembly approves membership of a new applicant, registration and membership fees must be paid in full within two weeks.

#### **2.5 Commitment to coordination, information sharing, transparency and accountability:**

- a. All members shall commit themselves to coordination, information-sharing, transparency and accountability
- b. By June 30 of each year members shall submit a copy of their annual report to the Ministry of Economy and a summary of financial information along with an overview

of their activities to the ACBAR Secretariat. All these information's are confidential and cannot be shared by ACBAR Secretariat.

- c. Informing ACBAR and the government if it ceases operations in Afghanistan

## **2.6 Membership of ACBAR is terminated:**

- a. When a membership organisation ceases operations in Afghanistan
- b. When a member organisation notifies ACBAR in writing of its intention to withdraw (there will be no refund of the membership fee).
- c. If a member organisation is one year in arrear of payment of the annual membership fee. After a warning letter from the Director, membership will then be automatically terminated;
- d. If a member organisation has been undertaking activities contrary to the aims and values of ACBAR, or is acting in contravention to its Guidelines and Code of Conduct.
  - i. The Steering Committee would verify the information, and if satisfied suspend the organisation until the next General Assembly where a final decision will be made on its expulsion.
  - ii. A no-objection of voting members present at the General Assembly which is considering the matter would suffice to eject the member. A member expelled in this manner may re-apply for membership only after twelve months following expulsion.
  - iii. The concerned member organisation will have the right to present its case to the General Assembly
- e. If its status as a signatory of the Code of Conduct is revoked.

## **CHAPTER 3 RIGHTS AND DUTIES OF MEMBERS**

3.1 Each member organisation has the right to ask ACBAR for advice and assistance in matters concerning relief and development activities and advocacy issues. Members are also entitled to receive circulars, annual reports and other documents as provided by ACBAR.

3.2 Any member has the right to put forward comments to ACBAR on matters concerning activities, development and management of ACBAR.

3.3 Each member organisation will have one vote at the General Assembly and Director's meetings.

## **CHAPTER 4 FUNCTIONS OF ACBAR COMPONENTS**

### **4.1 General Assembly**

The General Assembly is the governing body of ACBAR. The General Assembly has the power to overrule any decisions made by the Steering Committee or any Sub-Committee.

#### **4.1.1 Date and Attendance at Meetings of the General Assembly**

- a. **General Assembly meetings are open to all ACBAR members and shall be held as follows:**
  - i. ACBAR Annual General Assembly takes place in March or April annually
  - ii. ACBAR Mid-term General Assembly takes place in October or September annually
- b. Representatives of government, diplomatic and international assistance community can be invited.

#### **4.1.2 General Assembly Meeting Procedures**

- a. Each member organisation may have a total of two representatives at meetings of the General Assembly but with only one voting representative.
- b. Each member organisation will sign up on arrival and designate the voting member for the day's meeting. The designated voting member will also be the only person who can put forward motions on behalf of the member organisation. A voting card will be given to member organisations and the voting cards will be returned at the end of the meeting.
- c. Voting will be conducted by the raising of voting cards or by a secret ballot if requested by any member and approved by a majority of members present
- d. The Agenda and papers for the Annual and Bi-Annual General Assembly must be sent to members two weeks in advance of the meeting and for the Extra-ordinary General Assembly meeting within three working days.
- e. A General Assembly quorum shall consist of half of the current members plus one. Motions will be carried by a simple majority vote of members present (or a two-thirds majority of members present as specified in sections of this document).
- f. No proxy votes are permitted.
- g. All meetings are to be conducted according to generally accepted rules of order.
- h. Meetings and written communications of ACBAR are in English. Minutes of the General Assembly are also translated into Dari.

#### **4.1.3 Annual General Assembly Agenda**

- a. Report on ACBAR activities for the previous year.
- b. Acceptance of the audited financial report;
- c. Approval of the annual financial narrative reports;
- d. Election of the Steering Committee;
- e. Final approval of the Plans, Priorities and Budget for the forthcoming year;

#### **4.1.3 Election Procedures for the Steering Committee**

##### Supervision and Nominations

- a. Elections will be supervised and carried out by an Election Committee of three: two Members elected at the Mid-Term General Assembly and the ACBAR Director who will also count the votes.
- b. The Election Committee will be responsible for checking and confirming the nominations. This includes: obtaining written letter of acceptance from each nominee, checking the validity of the ballots and counting the ballots.
- c. Members will be asked for nominations for Steering Committee and the Chairperson some 4-6 weeks in advance of the Annual General Assembly; and a closing time for acceptance of nominations is the day before the date of the General Assembly.
- d. Nominations may be made by email or by letter. Members can either:
  - i. Nominate themselves
  - ii. Nominate another member
  - iii. In self-nomination/endorsement of their nomination, candidates accept that should they be elected they are committing to delivering against the role/responsibilities as a member of the Steering Committee

##### Election Procedures



- a. Elections to the Steering Committee will be held at the Annual General Assembly which will elect the Chairperson, 14 Members of the Steering Committee.
- b. The Chairperson will be directly elected by the General Assembly and as per accepted practice will be the head of an Afghanistan NGO.
- c. The General Assembly will then elect the remaining members to constitute the remainder of the Steering Committee.
- d. Members will submit two secret paper ballots, one with votes for Afghan NGOs and another for international NGOs.
- e. Membership of the Steering Committee will then be determined by:
  - i. The first 14 members of the Steering Committee will be those individuals with the highest number of votes.
- f. In the case that ii occurs, the individuals required to restore balance to the committee will be selected based on number of votes.

#### Term of Office

- a. The term of the Chairperson will be 12 months, and each elected Chairperson will be limited to two consecutive terms of office (but can stand again for election if the term is not consecutive).
- b. The term of the Steering Committee shall likewise be 12 months. No term limits apply to Steering Committee membership.

#### **4.1.4 Mid-Term General Assembly Agenda**

- a. Report on ACBAR activities to date.
- b. Financial Report to date;
- c. Election of the Election Committee for the next General Assembly
- d. Election to any vacant positions on the Steering Committee
- e. Approval of the external auditor each year

#### **4.2 Steering Committee and Office Bearers**

##### **4.2.1 Functions and responsibilities of the Steering Committee and Office Bearers**

- a. The Steering Committee will monitor, inform, guide, direct and assist in the work of ACBAR and is accountable to the membership for all ACBAR activities.
- b. The Steering Committee will hold regular monthly meetings.
- c. The Steering Committee shall monitor the performance and product of the Secretariat, the Director, Working Groups and Taskforces established by ACBAR.
- d. The Steering Committee will participate in strategic planning, programme development and fundraising to benefit ACBAR.
- e. The Steering Committee will assess members and external needs and environments and based on these make recommendations for approval on structure, funding, advocacy and policy issues to ensure relevant, effective and long term strategic planning.
- f. The Steering Committee will represent ACBAR as required and ensure that information is fed-back in a timely manner to members via the Secretariat and that appropriate action is taken as required.
- g. On ACBAR's behalf, Steering Committee members maintain constructive relationships with government ministries and departments, UN agencies, donors, NGOs and any relevant bodies in order to strengthen coordination and collaboration.
- h. The Steering Committee has the right to establish sub-Committees dealing with specific issues where there is a demand for such and to dissolve the sub-Committees, upon completion of its tasks.

- i. Any three members of the Steering Committee may call for an emergency meeting of the Steering Committee which must be called by the Chairperson within three days of receiving such a requisition.
- j. Steering Committee members may participate in Steering Committee meetings through Skype or videoconferencing as required.
- k. The Steering Committee shall exercise overall supervision of the Secretariat in respect of:
  - i. Ensuring that the Director fulfils the terms of his/ her job description
  - ii. Strategic planning, program development, and fundraising
  - iii. Providing feedback on the Director's assessment of the needs/interests of members and the external environment
  - iv. The development of new programs and fundraising so that ACBAR is adequately resourced.
  - v. Ensuring that information from subcommittee meetings is fed back to the Steering Committee, Director, and the ACBAR membership, and that appropriate action on recommendations is taken as required.

#### **4.2.2 Resignation/Termination of Steering Committee Membership**

Steering Committee membership is discontinued under the following circumstances:

- a. If so decided at a meeting of the General Assembly by a simple majority vote.
- b. If the membership of the organisation in ACBAR has been terminated
- c. If a member of the Steering Committee fails to attend, without due and properly explained reason, two meetings of the Steering Committee.
- d. The person elected does not want to continue as a Steering Committee member and resigns.

#### **4.2.3 Functions and Responsibilities of ACBAR Chairperson**

- a. The Chairperson, with the Director, serves as the face of ACBAR for the humanitarian and development community in Afghanistan and globally, represents ACBAR at functions and meetings with the GoIRA, UN, donors and other parties with which ACBAR engages and provides feedback.
- b. Chairs the monthly Steering Committee Meetings.
- c. Has overall responsibility for programmatic supervision of the Secretariat, and with the Steering Committee provides strategic leadership.
- d. Monitors and advises the Secretariat Coordinator and Safety and Security Director on duties undertaken.
- e. Seeks member input in maintaining an effective and responsive Secretariat.
- f. Manages utilisation of the ACBAR funds.
- g. Is authorised to approve payment up to USD 2,000 for ACBAR related activities without prior approval of the Steering Committee. More than this amount for incidental activities requires approval by the Steering Committee
- h. Sign all binding documents of ACBAR which have been approved by the Steering Committee or General Assembly.

#### **4.2.4 Functions and Responsibilities of ACBAR Vice-Chairperson**

- a. Deputise for Chairperson as required
- b. Function as Chairperson until elections are held if the Chairperson leaves office before the end of his/her term
- c. Sign cheques and other documents in the event the treasurer and Chairperson are unavailable.
- d. Carry out special assignments as requested by the Chairperson.

#### **4.2.5 Functions and Responsibilities of ACBAR Treasurer**

- a. Mandatory signatory on cheques by email over the amount of US\$2,000
- b. Ensuring the budget is adhered to
- c. Tracking expenditure and income
- d. Advising the Director in preparation of the annual budget.
- e. Presenting the annual budget and audit report to the General Assembly.
- f. Providing monthly financial reports to the Steering Committee.
- g. Reviewing the annual audit and auditors' letter to management and preparing Action Plan on issues raised
- h. Ensuring proper procurement procedures are followed
- i. Approving all purchases over \$2,000.

#### **4.3 ACBAR Secretariat**

##### **4.3.1 Composition**

- a. The ACBAR Secretariat is comprised of the salaried staff of ACBAR, including the ACBAR Director.
- b. The performance and structure of the Secretariat will be reviewed through an external evaluation every two years. Changes to the structure and function of the ACBAR Secretariat will take place in accordance with evaluation outcomes and long term strategic plans.
- c. HR staffing additions/subtractions or changes in line management proposed require a simple majority vote from the Steering Committee.
- d. The Secretariat is responsible to handle ACBAR finances including contributions and membership fees as per the regulations of the grant holding agency.
- e. The Secretariat has oversight of expenditure against approved budget and provides regular updates of expenditure to the Steering Committee.
- f. The Secretariat will ensure that donor reporting requirements are met.
- g. The Secretariat will provide basic support to taskforces as agreed.
- h. Secretariat staff will engage in representation as appointed/required and ensure feedback to the membership in a timely manner.

##### **4.3.2 ACBAR Director**

- a. ACBAR shall employ a Director to manage the day-to-day activities of ACBAR in accordance with the Statutes his/her Job Description and in line with the strategic plan.
- b. The ACBAR Director is accountable to the membership and reports to the Chairperson
- c. The Director is responsible for and shall manage all ACBAR staff
- d. The activities of the staff members of the Secretariat shall be governed by job descriptions which will be approved by the Steering Committee.
- e. The ACBAR Director attends Steering Committee meetings without voting rights.
- f. Annual work plans and budgets are prepared by the Director in collaboration with Secretariat staff for review and endorsement by the Steering Committee. After endorsement both will be presented to the Annual General Assembly.
- g. The Steering Committee vests authority in the Director to take responsibility for all day-to-day operational aspects of the Secretariat.
- h. The Director shall ensure that the minutes of all meetings such as the AHF, ADF and Steering Committee are distributed to members within three working days.

## **CHAPTER 5 FINANCE**

- a. The fiscal year of ACBAR is from the 1st January to 31st December.
- b. During the fiscal year no revision may be made in the current year's approved budget without prior approval by the Steering Committee or the General Assembly. Within the budget, however, savings in one budget line may be transferred to another budget line provided this is in accordance with donor regulations and endorsed by the Treasurer.
- c. The signatories to all cheques and financial documents valued at shall be any two of the following; Chairperson, Vice-Chairperson, Treasurer, and Director where the signature of the Treasurer is normally mandatory unless there are special circumstances which should be reported to the Steering Committee.
- d. If the transfer of savings in certain budgeted expenditure components would augment or decrease any other budgeted expenditure component by more than 15 per cent prior approval must be obtained from the Steering Committee.
- e. The expenses of the ACBAR Secretariat shall be financed from yearly membership fees and/or from other funding sources. The Steering Committee will propose the minimum required membership fees and will present this amount for approval at a General Assembly meeting.
- f. The Director and the Steering Committee are responsible for soliciting funds from as wide a base of donors as possible and to ensure neutrality of the organisation. The Chairperson and/or Vice-Chairperson should be informed beforehand and are expected themselves to be in close contact with donors.
- g. The ACBAR Secretariat shall prepare monthly financial reports, which will meet the requirements of budgeting and cash accounting.
- h. Copies of the monthly financial reports will be distributed to the Steering Committee members by the Director.
- i. The Annual financial accounts of ACBAR must be audited every year by an outside auditing firm proposed by the Steering Committee and approved by the General Assembly.

## **CHAPTER 6 PUBLIC POLICY STATEMENTS**

- a. In undertaking advocacy work on behalf of its members, ACBAR may, from time to time, issue public statements or press releases, or hold press conferences or issue public comments.
- b. Important public statements in writing on issues, which are not covered by guiding documents or previously discussed in Steering Committee, shall be approved by the Steering Committee in advance.
- c. Where the statement is on a matter endorsed by the majority vote of ACBAR members, the Steering Committee, the Director and Chairperson are empowered to speak and issue statements as representative of all members of ACBAR
- d. Such statements will note that this is a corporate initiative, rather than expressing the views of individual members. The spokespeople will be identified only as members, staff or executive officers of the ACBAR
- e. After statements are made they should be circulated subsequently to the Steering Committee and ACBAR members.
- f. Every member including Steering Committee members have the right to publicly announce his/her reservation(s).

## **CHAPTER 7 WORKING GROUPS**

- a. ACBAR may establish two types of Working Groups: ad hoc Task Forces which can be constituted as and when necessary to deal with specific short term issues or

- tasks; and Working Groups which are formed on the basis of its basic mandate and strategic objectives. The latter includes the Advocacy Working Group.
- b. Working Groups and Task Forces can be formed either by the request of the General Assembly or by the decision of Steering Committee.
  - c. Task Forces can be formed to lobby and advocate on specific issues of humanitarian concern, to coordinate specific activities of the Forum, to manage specific projects on behalf of the Forum, to act as a platform, etc.
  - d. The Steering Committee will agree on precise work plan and TOR of the Working Group or Task Force and ensure follow up and monitor the implementation of the agreed work plan.
  - e. Working Groups formed on the basis of ACBAR's mandate will have at least one serving member of the Steering Committee and one staff member of the Secretariat to facilitate liaison and support to the Working Group.
  - f. The Working Group or Task Force will elect its own Chair and a person who reports to the Secretariat, General Assembly or Steering Committee depending on the need.
  - g. The Steering Committee and Secretariat shall review Working Groups and Task Forces every six months and may wind up or disband them if assigned task are completed or the relevance of the Group is no longer necessary
  - h. The Working Groups and Task Forces will determine the frequency of their meetings and report back to the Steering Committee on a regular basis.
  - i. Minutes from each Working Group meetings should be provided to the Director, who will include a summary in his/her monthly update to the Steering Committee.

#### **CHAPTER 8 PROVINCIAL/REGIONAL COMMITTEES OR FOCAL POINTS**

- a. ACBAR may establish regional or provincial committees or regional or provincial focal points to enhance its work
- b. Regional or Provincial Committees can be established by any group of ACBAR members after making a request to the Director who will obtain approval from the Steering Committee
- c. Such Committees shall be open to all ACBAR members.
- d. The role of these committees is to plan and co-ordinate activities in the region or province concerned in accordance with Statutes of Operation and other guiding documents approved by the General Assembly and/or Steering Committee.
- e. Each Regional or Provincial Committee shall elect a Chairperson and a four-person Advisory Committee by a majority vote of all members at an annual general meeting in the region or province.
- f. The Regional or Provincial Committees will determine the frequency of their meetings and report back to the Director and the Steering Committee on monthly basis.

#### **CHAPTER 9 AMENDMENTS TO THE STATUTES AND LIQUIDATION**

- a. Changes to the Statutes can be made by a two-thirds majority vote of the membership attending a General Assembly meeting as long as the quorum is met.
- b. The Statutes of Operation become effective the day a two-thirds majority vote of members attending the General Assembly approves them.
- c. In case ACBAR is dissolved, or is liquidated for any reason whatsoever, the General Assembly will determine how the funds of ACBAR will be liquidated in line with NGO legislation and donor regulations.
- d. In order to dissolve ACBAR as an organization, the General Assembly is require to take this decision by a two-thirds majority vote at two consecutive General Assembly Meetings, of which the second will be extraordinary and must take place not later than two weeks after the first meeting.

ACBAR Statutes of Operation

Kabul, Afghanistan