



*Action for Humanitarian Support and Recovery tel:  
+211923850005/926087067*

---

**Action for Humanitarian Support and Recovery**

---

# **CONSTITUTION**

# **2023**

## **PREAMBLE**

We, the members of the Action for Humanitarian Support and Recovery (AHSR) at the Republic of South Sudan, hereby associate ourselves to “Support the people build the Country” to provide humanitarian support and Recovery to the needy and work with the needy people who are the majority in the Republic of South Sudan to empower them to work on Gender Base Violence free nation, Education of Girl child, Civic Education, Conduct advocacy programmes and Good governance, Rule of Law and human rights, peace building and livelihood.

**CONSCIOUS** that the reality of post independent South Sudanese, whose development is hampered by increasing public debt and fiercely competitive international markets, it has emerged as providing humanitarian support to improve Recovery of the communities is the ‘felt needs’ approach and emphasized on Providing Justices and Accountability for survivors of CRSV,

**ACKNOWLEDGING** that the road to avail access to community development, gender equality, returnees’ settlement and promote good governance within the society is a long way with a lot of bumps. It will need an experience that has to continue to re-energize and guide our commitment and focus of the entire members of Action for Humanitarian Support and Recovery organization,

**AWARE** that our noble goal is to avail access to food to communities, gender equality, promote good governance. and free girl child labor through Low-code development platforms to enable citizen developers to build simple applications and automate business processes without needing to code. These intuitive, visual development environments provide drag-and-drop components and pre-built integrations that abstract away the complexity of software engineering and also restoring the promise of peaceful Country which is our collective responsibilities;

**FURTHER AWARE** that our primary mandate is to “Support the people build the Country” is going down to provide some food/nonfood items, shelters, education for girl child, health care and protections with its recovery plan to hunger alleviation and social economic will help to raise the standard of living of the citizen which will in turn develop the nation,

**Inspired** on the inspiration of past accomplishments made On the Organization members working with other organization, we can build upon those achievements to shape the future. It is about humanitarian support and sharing knowledge and experience. It is the passion to build on what we’ve learned to create something better for the Republic of South Sudan by continue in humanitarian support to promote nation and state building, national healing and reconciliation; Therefore, AHSR will be able to maintain unity of purpose across diverse ethnic, regional and religious divide.

**Recognizing** the aspirations of AHSR for the real is programs providing comprehensive response to GBV, Projects seek to increase protection of survivors, prosecution of perpetrators, and

prevention of future crimes through Activities: such as Dialogues and civic space for citizen participation and awareness workshops on citizens' rights/inclusivity

**Committed** to provide the South Sudanese public with a neutral and non-partisan humanitarian support in empowering them to work on Gender Base Violence free nation, Education of Girl child, Civic Education, Advocacy programmes and Good governance, with the rule of Law, Transparency and Accountability which reflects the behaviors of the citizen,

**DETERMINED** to promote the unity of the AHSR and to uphold the values and principles of non-partisanship, transparency, accountability, professionalism, voluntarism, teamwork that unite us in this Organization and to resist and remain unshaken by all forces of division especially along race, sex, language, ethnic and other cultural background;

**FURTHER COMMITTED** to be the voice and the light of the Citizen in South Sudan, where the citizen are equal people, are encouraged and supported to achieve their fullest potential

**DO HEREBY AGREE** to pay total allegiance to the terms of this Constitution as the supreme law of the Organization to guide our operations in line with laws of our Country, the Republic of South Sudan.

## CHAPTER 1

### PRELIMINARY PROVISIONS

#### Articles 1

##### 1.1 Establishments

- a. There is hereby established the “Action for Humanitarian Support and Recovery” with acronym AHSR as described by this constitution
- b. AHSR shall register with the Ministry of Justice, Relief or with any other body prescribed by the law of the Republic of South Sudan
- c. AHSR shall have a corporate Logo and seal that shall be used in the transaction of legal business
- d. AHSR shall have its headquarters in Juba and its operations in all the States of South Sudan.
- e. AHSR shall use English as the official language and local languages in all its dealings with the local communities in the States.

##### 1.1 Tittles and commencements

- a. This constitution shall be cited as “The constitution of the Action for Humanitarian Support and Recovery” hereinafter abbreviated AHSR.
- b. The constitution shall commence upon its enactment by AHSR’s Annual board of Directors meeting (GM) and shall be signed by the elected Chairman of the Action for Humanitarian Support and Recovery (AHSR).

##### 1.2 Interpretation

- a. “Constitution” – Means the Constitution of the Action for Humanitarian Support and Recovery
- b. “Organization” – Means the Action for Humitarian Support and Recovery
- c. “Member”: refers to an individual registered in accordance with this constitution.
- d. “Honorary member (s)” – refers to member (s) nominated by the Board after accepting the conditions of membership as described by this constitution
- e. “Volunteer”: refers to a member offering knowledge or service to the work for AHSR without expecting contractual formal payment.
- f. “Committee(s)”: refers to a formally constituted body of members to undertake a specific task as per this constitution
- g. “State Coordination Committees”: refers to state Members that coordinate the work of AHSR at the State level.

- h. "Annual board of Directors meeting": refers to the annual meeting of the entire membership of the Action for Humitarian Support and Recovery
- i. "Secretariat": refers to a body of professional individuals hired by the Board and responsible for implementing the day-to-day work activities of the Organization as per this constitution.
- j. "Board of Directors": refers to a highest management body of officials elected by the general assembly of AHSR as described by this constitution.
- k. "Chairman": refers to the head of AHSR elected by the general assembly to lead and approve all official engagements of the organization as described by this constitution.
- l. "Treasurer" – refers to a member elected by the general assembly to be the treasurer of the Board and the organization as described by this constitution.
- m. "Secretary" – refers to the head of the secretariat who is normally a non-voting member of the Board, responsible for taking all minutes of each meeting and keeping records of such meetings and official documents of the organization.
- n. "Executive Director"- refers to the head of the secretariat recruited and appointed by the Board and charged with the responsibility of overseeing the management of the secretariat and operations of the organization.
- o. "Field Coordinator(s)" – Refers to an appointed member at the secretariat or volunteers elected at the State level to head the State boards or location as described by this Constitution

## CHAPTER 2

### MANDATE, OBJECTIVES AND PRINCIPLES

#### Articles 2

##### 2.1 AHSR mandate:

1. AHSR mandate derived from the organization members who were working for other Organizations before formation of the forum came into effect, due to their experiences, they fill there are problems facing the communities recording food security and at the same time settlement for returnees and displaced persons. This made them to connect with each other to initiate the idea of the Action for Humitarian Support and Recovery, they united on January 20<sup>th</sup>, 2023 with a belief that “Support the people build the Country” to work with the needy to support them with food items and non-food items recovery program which will see them empowered to work on all aspect of Gender Base Violence free nation, Education of Girl child, Civic Education, Advocacy programmes and Good governance, Rule of Law and human rights, peace building and livelihood.
2. **AHSR aim** is to promote and to educate the public on the rights of women/girls and the means of enforcing such rights for achievement of equality.
3. **AHSR Vision:** is to be the voice and the light of the Citizen of the Republic of South Sudan, where the needy are considered equal citizens, are encouraged and supported to achieve their fullest potential in the Republic of South Sudan

**2.2 AHSR Mission:** AHSR exists to promote “Support the people build the Country” to provide humanitarian support and Recovery to the needy and work with the needy people who are the majority in the Republic of South Sudan to empower them to work on Gender Base Violence free nation, Education of Girl child, Civic Education, Conduct advocacy programmes and Good governance, Rule of Law and human rights, peace building and livelihood.

##### 2.3 AHSR objective are:

1. To provide humanitarian support to the returnees, displaced and the needy in the Republic of South Sudan.
2. To conduct Recovery programs for the for people who have lost their properties due to the prolong civil war in the areas disrupted by 2013 and 2016 wars.
3. To lobby and advocate for GBV free nation and survivors’/witness, gender desk and protection centers and psychosocial support.
4. To enhance community development through livelihood for self-reliance through trainings on farming, fishing, bee keeping and catering/tailoring.
5. To advocate and lobby for effective and respect to rule of law through promoting good governance for transparence and accountability.
6. To encourage the community to promote girl Child education among the among the population in Rural areas and in urban areas. Girl Child education among the population in Rural areas and in urban areas.

7. Promote good governance among the leaders especially, political leaders, Community leaders, Opinion leaders' youth leaders, women leaders, private sector and civil society Organization to practice democracy, transparency, accountability so that they are answerable to the people they lead.

#### 2.4 AHSR Principles and Value are:

1. AHSR members are generally required to maintained the **principles** of non-partisanship and unbiased interactions with each other and others in ensuring **values** of transparency, accountability and professionalism in all its undertakings and promoting the broad objectives and goals of the organization.

## CHAPTER 3

# ORGANIZATIONAL MEMBERSHIP

### ***Article 3 Membership classification, conditions and qualifications***

3.1 Membership Classification, qualifications and these include the following:

- a. Individual members
- b. Ordinary members “Individuals and Civil Society Organization”.
- c. Honorary Members

3.2 There shall be conditions of membership set for each classification of members as described by this constitution.

3.3 All members shall (Must) subscribe to the core principle of non-partisanship as described by this constitution, and shall be required to sign a pledge of non-partisanship.

3.4 Members shall be expected to respect the constitution, core values and principles of AHSR as described herein by this constitution

3.5 Payment of a membership fee shall be mandatory for all members as classified under article 3.1 above of this constitution

### **3.6 Individual members shall:**

- a. Be South Sudanese national (s), or non-South Sudanese who accepted to abide by the principles, mandate, objectives, and values of AHSR
- b. Accepted and commit promoting the core principle of non-partisanship and the constitution of AHSR
- c. Be of sound mind and able to work
- d. Not have any criminal record both from within and outside the Republic South Sudan
- e. Have specialized knowledge and contribution to Humanitarian support and Recovery programmes in the Republic of South Sudan.

### **3.7 Ordinary members shall:**

- a. South Sudanese organizations or groups officially registered with legal entity mandated by the law;
- b. Commit and promote the core principle of non-partisanship and the constitution of AHSR
- c. Have a proven professional track record of responsible management of its affairs and supporting community development actions in the Republic of South Sudan
- d. Commit to offer volunteer service to the country wide in implementing of AHSR programs and activities
- e. Contribute to developing to the strategic direction and sustainability of AHSR
- f. Shall be a member of local State Assembly or in the State Steering Committees “State Board”, and the counties committees and willing to contribute or support professional leadership from their organization shall request in writing to stand for various leadership positions of AHSR



### **3.8 Honorary Members shall be:**

- a. Shall be people of high integrity and committed to the principle of non- partisanship
- b. Shall commit to the aims, vision, mission and core values of AHSR
- c. Shall be literate, of sound mind and health
- d. Shall be resourceful persons
- e. Shall be of proven integrity and experience
- f. Shall be willing to abide by the Constitution, rules and regulations of the Organization.

### **Article 4: Rights, duties and obligations of Members**

#### **4.1 Rights, duties and obligations of individual and ordinary Members shall:**

- a. All categories of the AHSR membership as described by Article 3,3.1 are lawfully required to pay an annual subscription fees that shall be proposed by the Board, reviewed and approved by GA
- b. Members shall be required to attend all meetings, participates in the organization's development and not limited to formation of committees, deliberation and enactment of policies and programs;
- c. All the members and particularly the individuals/CSOs that formed AHSR are required to support the implementation of its activities and work towards achieving the vision, mission and objectives of the organization.
- d. A member also has right, duty and obligation to participate in the selection and elections of organization leadership.
- e. Be nominate or nominate and appointed to any post in the organization as long as she/he meeting the required qualifications and;
- f. Safekeeping of properties of the organization
- g. Defense of oneself and appeal against organisations disciplinary actions with which one is unsatisfied.
- h. Co-operation and unity in diversity among themselves in the organization for the promotion of the principles and objectives of the organization.
- i. Encourage others to the membership and to fight against all sorts of repressions and discriminations
- j. Acceptance of constructive criticism and exercise of self-encounter for realisation of real democracy, justice and peace in the organization.

#### **4.2 Duties and function roles of Honorary Members shall:**

- a. Work to provide technical advice to the organization
- b. Work to contribute to development and financial stability of AHSR;
- c. Advocate and promote AHSR, solicit resources for AHSR from partners and well wishers at different level within and externally
- d. Participate in Board meetings and be a non-voting member

## CHAPTER 4

# ORGANIZATIONAL STRUCTURE FRAMEWORK

### Organizational Structure and Composition

#### Article 5

- 5.1 There shall be an established Counties or States Coordination Office/Officer to manage operations of AHSR and make appropriate leadership in their respective capacities at the level of County/state
- 5.2 The Secretariat shall be headed by an appointed Executive Director that works supporting staff, State Coordinators at level of counties coordinating Offices;
- 5.3 The Board of Directors at the National levels elected by General Assembly to overseeing supervising activities and development of AHSR Secretariat, Coordination Offices and grassroots volunteers, sympathizers and organizational membership on behalf of the General Assembly.

#### 5.1 General Assembly –

- a. The General Assembly shall be the supreme body of AHSR
- b. Fully registered members shall constitute the General Assembly of AHSR
- c. The General assembly shall elect, approve and remove the Board of Directors
- d. Approve revisions of the Constitution, policy documents and strategic direction of AHSR
- e. The General Assembly shall elect and mandate delegates to elect the Board in accordance with elections regulations for the Organization
- f. The General Assembly shall mandate the Board with the responsibility to directly provide leadership, oversight function of supervising Secretariat, and implementation of the approved strategy of AHSR.
- g. The General Assembly shall approve or disapprove of the annual report, new programs and plans of AHSR
- h. Approve admission of new members to AHSR and termination of membership from the Organization
- i. Shall be chaired by the Chairman of the Board
- j. Meet once a year, in an ordinary session and may convene emergency meetings as shall be necessary
- k. At all-time promote unity and cohesion of the Organization

#### 5.2 Board of Directors (BoDs)

- a. There shall be an elected 5-member National Board of Directors by the General Assembly (GA) and its roles and responsibilities are defined below
- b. Nominate 2 additional members as Honorary Board Members
- c. Be the head of the leadership and Management structure of AHSR, convening and presiding over all meetings of the Annual General Assembly
- d. Draft and present all policy documents for approval by the Annual General Assembly
- e. Ensure that the legal procedures of AHSR are abided by
- f. Ensure recruitment of qualified staff for the Secretariat, their quality performance and dismiss them in accordance with the Human Resource Policy procedures after consultation with the board members.
- g. Be responsible for restructuring the secretariat and Field Coordinators to meet the needs of AHSR
- h. Represent AHSR at all external meetings, including Donors meetings and has powers to delegates some of its roles to the secretariat staffs.

- i. Lead all plans for the sustainability of AHSR including mobilization of funds for AHSR
- j. Develop strategies and provide strategic leadership direction of AHSR including taking lead on making public statements about the position of AHSR on different political and policy matters relating to promoting democracy, political and electoral processes in the country
- k. Responsible for leading or working together with the executive director on all contracts entered into by AHSR
- l. Form appropriate Board committees and constitute other committees to support the work of AHSR

## **5.2.1 Standing Board Committees**

### **1. Human Resource, Legal and Disciplinary Committee shall be responsible:**

- a. Dissemination of relevant laws of South Sudan
- b. Providing advice on the legal requirements of the existence of AHSR and its members;
- c. Ensure that AHSR meets and complies with the legal requirements of the Republic of South Sudan
- d. Handle disciplinary matters in the organization, staff welfare and development and other related issues;
- e. Other legal matters pertaining to the operations of AHSR

### **2. Finance Committee shall be responsible**

- a. Work with the finance manager to Budget and planning
- b. Head Allocation of resources
- c. Ensure proper use of financial policies
- d. Ensure proper inventory and asset management of AHSR's
- e. Report to the board quarterly and annually
- f. Mobilize resources
- g. Ensure that procurement is done in line with the policies of AHSR.

### **3. Programs Committee shall be responsible**

- a. Initiate and support Secretariat in all program activities
- b. Coordinate the planning, implementation and evaluation of program activities implemented by the Secretariat.
- c. Liaise with State Steering Committees to ensure effective implementation of program activities in the states.
- d. Design project guidelines
- e. Authorized plans for carrying out project feasibility studies
- f. Has mini for conducting monitoring and evaluation of projects;
- g. Edit and approve project proposals

### **4. Public Affairs and Advocacy Committee shall be responsible**

- a. Lead on all advocacy work and other appropriate issues related to public affairs
- b. Work with the Secretariat to develop advocacy plans and messages for promoting image of AHSR
- c. Monitor and evaluate the implementation of advocacy plans of the organization
- d. Support secretariat to promote and strengthen Organizationing, internal and external relations of the organization
- e. Help design tools for marketing and advocacy on matters of AHSR locally, national and at the internationally

### **5.3 Disqualification member of Board, FCs and membership entitlement**

1. If a member failed to attend three consecutive meetings without written information other than leave.
2. By written notice to the National board if he/she feels to resigns from office
3. If the member is removed from the membership of the Organization pursuant to a resolution of the national board and pass on by the General Assembly.
4. There shall be a developed Code of Conduct that regulates entire AHSR membership if not adherence to the rules and regulations shall be disqualified.

### **5.4 Field Coordination (FCs) and the Volunteers**

1. There shall be a nomination of 2 member of Field Coordination's and a Volunteer to coordinate and manage operations of AHSR at the locality.
2. The FCs shall nominate delegates to participate in deliberations and elections of the National Board of Directors at the General Assembly as expressed by this constitution.
3. In coordination with national Board, the appointed FCs members and shall appoint 1 honorary member from the ranks of senior citizens within their communities as per set criteria as expressed by the constitution.
4. All the FCs act in the Field Coordinators in their localities to Coordinate AHSR activities at the state in conjunction with AHSR Secretariat and the National Board of Directors
5. Plan, develop budgets and implement activities of AHSR at the level of state and present reports to Executive
6. Account and reconcile funds disbursed in a timely manner
  - a. Small grant
  - b. Operation cost
  - c. Any other fund
7. Represent and attend meetings on behalf of the organization in the state or location
8. Provide reports and update to the secretariat weekly, monthly and quarterly basis
9. Monitors AHSR's activities in their locality
10. Report any security issues that are likely to affect the activities in the Area
11. Safe guard and protect AHSR's assets

### **5.5 The Management Secretariat Office's Composition, Functions and Meetings**

1. The Board of Directors shall have employed principal units and organs to run the day-to-day affairs of the organization, which shall refer and known as management secretariat and be headed by appointed Executive Director by the Board of Directors.
2. The Executive Director shall be the Chief Executive Officer that coordinates all the forum business nationwide. He or She shall be accountable to the Board of Directors.
3. The Executive Director shall direct the affairs of the Executive Office, The Management Secretariat Office shall be made up of directors, senior managers/officer and sectors heads and field staffs are its lower echelons.
4. The Executive Director with support from the Board of Directors may appoint officers/assistants for management secretariat departments that are specified and approved by the Board of Directors in accordance with the organizational mandate.

5. The constitution shall mandate the Board to establish and come up with regulations, procedures and policies that shall govern the functions and conditions of services of all the hired secretariat staff, technical consultants and these including benefits attached to their services.
6. The Management Secretariat Office shall at each level execute the following duties:
  - a. Implementation of resolutions, policies initiated and passed by General Assembly (GA), Special General Meetings or with the National Board of Directors.
  - b. In charge of the Organization's management, the planning, organizing the work and control in terms of assessment and regulation of progress
  - c. Coordinating different activities of the organization such as liaising with field offices, is including with other organizational administrative officials, departmental units and individuals for ensuring fulfillment of duties, responsibilities as stipulated in the constitution.
  - d. Preparation of programs of work including and not limited to presentation of proposals policies to partner(s), donor(s) and the Board for approval/considerations.
  - e. Preparation and presentation of regular reports to the other offices, Board, partners and donors and beneficiary's communities through branches of the Organization.
  - f. Recommend dismissal, admission or resignation of any official; ensure the implementation of financial regulations, human resource policy and Administering and managing the organization's funds.
  - g. Have power to Recruit lower staffs, standing, ad-hoc and or special committees to facilitate and help in the execution of its mandate in conjunction of the Board.
  - h. Fulfillment of duties and responsibilities on behalf of the Board of Directors in accordance with the specific mandates as expressed in this constitution.
  - i. Drafting regular program and financial reports including but not limited to report on the GA, Board and Committee (s) and taking of necessary action thereon.

## **5.5 Meeting of Board, Field Offices and the Management Secretariat Office**

- a. The Chairperson of the Board of Directors shall hold Bi annual meeting for the whole board while Board Committees can convene one meeting every month if possible
- b. The Field Coordinator shall hold field meeting twice or more a month depending with the state circumstances, resources and level of program engagement
- c. The Executive Directors shall hold ordinary sitting once or more a month depending on conditions and level of programs engagement.
- d. The Executive Directors shall convene the meeting; program manager or finance manager may convene the same in the absence of the both, any assigned officer shall convene the session.
- e. The Executive Directors shall hold emergency meetings on request of the staff or 50 +1 percent of the secretariat's members thereof.

## **Conditions of Elections/Appointment of the Members**

### **Article 6**

1. The Board of Directors shall be elected by the General Assembly for period of three (2) years but any Board member may resign with effect from the date of acceptance of his/her resignation by the Board
2. The Board members shall be eligible for re-election at the expiration of the two (2) years.
3. The Board may set out a reasonable figure as remunerations for those Directors who are involved on day to day basis in the business of the AHSR depending if involved directly in implementation of activities.
4. In the event of a serious illness, death or resignation of any board member, the Board shall be responsible for the nomination of a suitable replacement but, the endorsement be upon the Board of Directors.
5. The member of Board shall, in its discretion and subject to two third (2/3) majority of the Board, be entitled to suspend any Director or member for such reason as it may deem valid under the circumstances, in which

event such a Director shall cease being a member of the Board until s/he matter is dealt with by a Disciplinary Committee in this Constitution and its regulations that shall be established therein.

6. Non-attendance of Board meetings by a Board member in three consecutive meeting without prior notice or permission will lead to losing one's position on the Board. The institution represented will be asked to second a replacement.

## **Elections of AHSR office bearer**

### **Article 7**

1. The General Assembly shall direct elect a Chairperson, Vice Chairperson and the Treasurer of the National Board of Directors from amongst its ranks (members). These office bearers shall be elected for a period of (2) two years and shall be eligible for re-election at the end of their term of office provided they have full support of the majority and can be express through fresh democratically elections.
2. Notwithstanding anything herein contained or implied to the contrary, the Chairperson shall, ex officio, be member of every committee or subcommittee and of AHSR and shall, upon attendance at any meeting thereof, be entitled to exercise the same voting rights as member, after his/her term ceased is also eligible to be honorary member in AHSR Board if wish.

## **Allocation of Portfolios**

### **Article 8**

1. The Board of Directors of the AHSR shall appoint from among itself members to seat on specific portfolios committees, depending on their area of expertise.
2. These portfolios will be sub-committees responsible for looking into all aspects of different thematic issues on development.
3. The portfolios may be increased or reduced depending on the practicalities on the situation in the state or working environment that organization may serve.
4. Technical experts may be co-opted from the pool of experts when the portfolio committees need specialized input.
5. Regulation will be provided on the formation of these committees

## **Qualification of Board Members**

### **Article 9**

1. Be a South Sudan by nationality
2. Both male and female are eligible
3. Have attain the age of 25 years
4. Being member of AHSR; member organization or be an individual member of AHSR
5. The Board members shall be persons of highest integrity in both private and public lives.
6. Have at least four years' experience in the line of management and administration
7. Be of sound mind and be able to work/health
8. No person shall be elected as a Board member who has been convicted of any offence involving an element of dishonesty or who has been convicted of a criminal offence in which he served any term of imprisonment or who has been declared a prodigal by the courts, or who is a rehabilitated insolvent. Unless under special consideration.
9. Have a minimum academic qualification of a diploma or bachelor degree in a relevant field including but not limited to law, political, economic, management, administration, governance, development studies among others.
10. Have track record of success and is a team player

11. If serving Board Member is convicted of any offence involving dishonesty, personal and moral integrity of reputation in society, or becomes insolvent s/he shall be deemed to have resigned from the Board in the Directorate Office.

## **Roles, Responsibilities and Powers of the Board**

### Article 10

1. The Board shall have general control of the AHSR's human resource, assets and shall strive to attain the objectives for which the AHSR is established
2. The Board shall have all powers to enable it to administer the AHSR and without limiting its general powers in any way, it shall also have the following specific powers
  - a) Select, encourage, evaluate and, if need be replacing the Executive Director in case of gross misconducts if approved by the board members
  - b) To review and adopt long-term strategic programs for Organization
  - c) To ensure that the necessary resources are available to pursue the strategic objectives
  - d) To monitor the performance and the management of the organization
  - e) To ensure the Organization operates accordingly and effectively
  - f) Recommend suitable candidates for election to the board or work for board succession
  - g) Shall follow up management of the Organization through Secretariat
  - h) Shall evaluate the overall performance of the Organization and in particularly the staff at secretariat;
  - i) Shall formulate overall policies, solicit and raise funds.
  - j) Shall review Secretariat operations and the social development
  - k) Shall consolidate and build confidence among the officials.
  - l) Shall consider proposals for the amendments of the constitution before being presented to the General Assembly in accordance to this constitution and regulations made hereunder;
  - m) Shall have power to form standing, and ad-hoc committees for discharge of its functions
  - n) In the co-option, the Board shall first of all consider the members in the pool of experts.

## **CHAPTER 5 OFFICE BEARERS AND FUNCTIONS**

### Duties and Jurisdiction of Chairman

#### Article 11

1. Maintain and ensure guarding of the constitution, and internal regulations.
2. Preside over the Board meetings and invitation of the Board to convene
3. Respect of organs, separation of powers and collective leadership.
4. Ensure that the other members of the Board work to the best of their ability.
5. Call ordinary or emergency meetings in compliance with Articles of this constitution.
6. Preparation and rendering of inter alias-regular reports, programs and annual budgets of the organisation and forward such documents to persons, offices, triennial conventions, and the GA if and wherever required.
7. Rendering of advice, and counsel with its members of the leadership in the Board and the management, of the Secretariat Office, these including others cadres within the Organization.
8. Representing the Organisation at meetings, conventions and forums locally, nationally and internationally levels.
9. Involvement and endeavour for attainment of principles, objectives vision and mission of the organisation. Moreover, the Chairman shall be the Spokesperson of the AHSR and, in consultation with the board, may appoint any member or Honorary Member and or staff to speak on behalf of the AHSR on particular issue (s).
10. Be responsible and primary contact person of the Organization.
11. Establishment and consolidation of good relations with others organisations.

12. With approval of the Board, He/she shall Recruit/appoint the Executive Director, the Chief Executive Officer, specialised cadres or committees for assistance in discharge of the functions of the organization's management secretariat in accordance to this constitution.
13. Shall exercise his/her functions in accordance with bylaws and the constitution

#### Vice Chairman

##### Article 12

1. One vice Chair will be elected to Assist Chairman in performing his/her duties and functions
2. Deputising the Chairman in absence of the latter;
3. Performance of the duties assigned thereto by the Chairman

#### Secretary

##### Article 13

1. Assist deputy Chairman in discharge of his functions or duties, the Executive Directors shall be the Secretary by the nature of his/her position.
2. Maintain proper Board of Directors records inter alias minutes of meetings of the Board, files of correspondence or other documents and the seal.
3. Be responsible for smooth running of the Board, administration co-ordination, organization, and collaboration at level of the organization.
4. Support the work of the committees or committees thereof

#### Treasurer

##### Article 14

1. Guiding and co-ordinating the activities of the finance in the Board
2. Recording financial grants, presentation of issues and proposals to the Board, and other duties assigned thereto regarding to the finance issues.
3. Presentation and preparation of financial plans and programs and present it to the Board
4. Assessment of the performance of the finance situations of management Secretariat and through the Board to initiate fund raising activities of the organization
5. Preparation and presentation of periodical finance reports to the Board, General Assembly of AHSR
6. Deputising for the Chairman and the deputy Chairman during the absence of both.

#### Executive Director

##### Article 15

1. Accountable and responsible for the overall managerial, technical and fiscal implementation of the program at all level of the Organization and act as the Project Director for specific project and he shall be member of the board in the Board of Directors, the capacity Secretary of the Board
2. Direct contact to donors, the programs of the organization and others partners overseeing administrative and financial aspects of the organization or of the projects and assure that these components of the program are functioning efficiently and are in line with organization policies, procedures and its laws
3. Overseeing preparation of programmatic, financial and Monitoring and Evaluation (M&E) reports for donors, partners, and the Board of Directors, and submits them in timely manners according to guidelines provided by the National Board of Directors as well as the donors funding countries or institutions
4. Responsible for assuring that financial and program reports are submitted in timely manners to donors, partners and to the Board of Directors
5. Coordinator to the partner's organizations program inputs and overseeing their implementation of agreed upon roles and the project timely
6. Identify and cultivate in country sources of funding and explore new possibilities for AHSR work to expand



7. Filling of vacant posts after relief of the occupant for lack of competence, bad conduct or other reasons with consent and duly approval of Board of Directors and in accordance with the organisation's rules and regulations.

### Field Coordinator/Deputy

#### Article 16

1. Chairs meetings
2. Supervises activities implementation
3. Control funds at the location of program implementation site
4. Send activities and financial reports to the Head office.
5. Attend all coordination meetings with stakeholders in the field
6. Representative of AHSR in the field and can be signatory to AHSR bank account in the site.

### Roles of a Treasurer

#### Article 17

1. Compile financial reports
2. Signatory to the accounts
3. Custodian of all AHSR funds in the head Office
4. In charge of assets
5. Mentor members in the forum on reconciliation polices
6. Supervise the finance management

### Leadership commitment

#### Article 18

1. A leader in the organisation shall be a member of the organisation and shall be a leader by elections or appointment.
2. Leaders shall be committed to the course of the organisation.
3. Leaders in all the organs of the organisation shall exercise their powers as delegated to them.
4. The tenure of a leader in the organisation ends on the following and in accordance with this constitution and the regulations and rules of the organisation:
  - a) Resignation
  - b) End of mandate
  - c) Relief for lack of eligibility
  - d) Relief in accordance with disciplinary actions.
  - e) With vote of no confidence by two third of the members of a General Assembly with reasons accorded to.
  - f) Death.
5. Non-elected position holders shall be relieved of their positions by the authority that appointed them in accordance to this constitution and regulations of the organisation.

### Internal regulations on disciplinary measures

#### Article 19

The internal regulations of this organisation shall provide for the disciplinary process, penalty and reprimand of members and leaders of the organisation.

## **Chapter 6 Organizational Finance**

### **Sources of finances**

#### **Article 20**

1. Membership registration and annual subscription fees from members of AHSR
2. Fundraising events incomes through campaign and proposal writing
3. Donations incomes from members from well-wishers' individuals and organizations
4. Disposal of assets and income generating project

### **Fund uses, Management of finances and Assets**

#### **Article 21**

- a. All the business transaction shall be authorized by the key 3 officials, the Chairperson, Treasurer and Secretary "Executive Director". The 3 officials shall be signatories to AHSR Bank.
- b. Accounts All the AHSR incomes and the properties so ever derived shall be applied solely for the promotion of the objects of the Organization.
- c. The National Board of Directors shall develop and present policies that shall regulate use of finance and assert to properly manage the AHSR Treasury.
- d. The financial and assets policy and regulations shall include regulating methods of funding expenditure, distribution on all levels of the Organization.
- e. The books of accounts shall be kept in the office or such other places as the National Board of Directors thinks fit, and shall always be open to the inspection when deemed necessary during business hours.
- f. A proper balance sheet as at the date on which the income-expenditure accounts are made up shall be prepared every year, and laid before members present at the General Assembly or meetings.
- g. At the General Assembly in every year, the National Board of Directors shall present before the members present a proper financial and assets report for the period since the last preceding report made for a minimum of 2 months before such meeting.

### **Disclosure of interest**

#### **Article 22**

A member of the Board and Secretariat who is directly or indirectly interested in a contract or proposed contract with AHSR shall disclose the nature of his/her interest in a meeting of the Board of Directors publicly in which the question of entering into a contract is taken into consideration or not. The interested person shall not vote in any respect of a contract or arrangement in which he/she is interested.

### **Annual Fiscal Budget and Reporting**

#### **Article 23**

1. Through AHSR Board of Directors, the Executive Director prepare and render a report on the budget of the previous year and proposed new budget to the AHSR Annual General Assembly for discussion and duly approval.
2. The financial year of the AHSR shall begin on the first day of September and end on the last day of August every Year and the Board may from time to time proposed changes and such need to be approved by the General Assembly as requirements.

## Organizational Audits

### Article 24

1. AHSR finances and Assets will be audited.
2. The auditing will be done by both Internal and external auditors of proven competences and approved by the National Board of Directors.
3. Internal auditing shall be conducted quarterly while external auditing shall be conducted annually.
4. The report of the auditors shall be read in board meetings along side with the financial and Assets reports.

## CHAPTER 7 TRANSITIONAL AND CLOSING PROVISIONS

### Resolution of disputes

#### Article 25

1. The higher one whose decision shall be binding resolve disputes between the lower authority of the organs and the next echelon.
2. In the event of any difference arising between the organization on the one hand and any of the members or committee members or any other person (s) on the other hand or between committee members or between members touching on the true intent or construction of this constitution or any rule (s) or regulation (s) affecting the organization shall be referred to arbitration of a panel or single arbitrator appointed by the Board of Directors and if persist then the registrar, the Registrar of Non-Government of Organization at Ministry of Justice prescribed by Law or any institution in its substitute.
3. Board of Director shall constitute a disciplinary committee with the clear Terms of Reference as per Article 25 (2) of this constitution.

### Representation

#### Article 26

The Chairperson of the National Board of Directors or his/her designee shall be the legitimate spokesperson and the representative of AHSR in any local, national and external forum (s) respectively. Other members of the Board, Secretariat and the Coordination's officer can also be delegated such powers to represent the Organization in accordance to this constitution.

Women Representation in the leadership of AHSR Board of at all levels shall be at least 40%, Youth representation in the Board shall be at least 2%, Persons with physical challenged 1%. The policy and procedures electing them to the Board shall developed and approved by the Annual General Assembly

### Amendments of the constitution

#### Article 27

1. Subject to the provisions of NGO Regulations Act, the Organization may by special resolution passed modify or repeal this constitution or adopt a new constitution or change the name of the Organization, provided that no such alteration, amendment or modification shall be made which impair or prejudice the effectiveness of the prohibitions contained in this constitution against distribution of income, property and asset of the Organization to the members.

2. This constitution maybe amended in a General Assembly meeting by a vote of 3/4 of the delegates members present in the Annual General Assembly.

## Dissolutions and Declarations

### Article 28

AHSR shall not be dissolved or wound up except by a resolution passed at a General Assembly Meeting of the members by votes or two thirds of the members present. The quorum at the meeting shall be 50% + 1 of all members of the organization. If no quorum is obtained, the proposal to resolve or wound up the organization shall be submitted to further General Council Meeting. Notice of this meeting shall be given to all members of the AHSR at least 14 days before the date of the meeting. The quorum for this 2<sup>nd</sup> meeting shall be a simple majority of the members present at the meeting.

## Disposal of assets and liabilities

### Article 29

Upon dissolution of the organization, its remaining assets shall be distributed to another organization(s) with similar objectives. Provided also that such organization(s) is or are to be determined by the members of the organization at or before the time dissolution and in default thereof, by a judge, the high court of South Sudan or the Chief Registrar of Non-Governmental Organizations, and if and so far as effect cannot be given to the aforesaid provisions, then to some other charitable project

Signed

Farouk Ismail  
Chairman  
Action for Humanitarian Support and Recovery