



## THE STATUTES OF THE NORWEGIAN AFGHANISTAN COMMITTEE (NAC)

Adopted at the Committee's Annual Meeting of June 6<sup>th</sup> 2015

Revised at NAC's Annual Meeting of June 10<sup>th</sup> 2017

Revised at NAC's Annual Meeting of June 15<sup>th</sup> 2019

Revised at NAC's Annual Meeting of June 12<sup>th</sup> 2021

Revised at NAC's Annual Meeting of June 12<sup>th</sup> 2022

Revised at NAC's Annual Meeting of June 10<sup>th</sup> 2023

Revised at NAC's Annual Meeting of June 12<sup>th</sup> 2024

### A. THE NAME AND PURPOSE OF THE ORGANISATION

#### § 1. *The name and attachment of the organisation*

The name of the organisation is Afghanistankomiteen. In English translation it is known as the Norwegian Afghanistan Committee (NAC). The acronym NAC is utilized in both Norwegian and English.

Afghanistankomiteen (NAC) is a politically independent solidarity organisation run by its members. Afghanistankomiteen (NAC) is a non-profit organization. The use of any budget surplus is decided upon by the Board.

#### § 2. *The purpose of the organisation*

The Norwegian Afghanistan Committee shall:

- Together with the Afghan people contribute to the development of an independent, democratic and peaceful Afghanistan
- Promote knowledge about Afghanistan in Norway
- Promote mutual understanding and friendship between the Afghan and the Norwegian people

#### § 3. *Management and priorities*

The approved strategy and the annual work programme determine the priorities for NAC's work

#### § 4. *Membership*

##### Individual membership

Ordinary members of NAC are individuals who support NAC's purpose and pay membership fee. By registration and annual payment of the membership fee, members may join groups with specific tasks. All members who paid their membership fee by 30.04 have the right to vote, to propose, and to speak at the annual meeting. Observers have the right to speak at the annual meeting. In order to get an assignment in the board or in a group, the person must be a

member of NAC. Termination of membership is completed by personal notice or failure of payment of membership fee for two years. The board may expel members from assignments or membership if they act contrary to the purpose of NAC or impair the reputation of NAC.

#### Organisation membership

Organisations who support NAC's purpose can have membership. The organisation may have two representatives at the annual meeting, but only one right to vote.

## **B. THE STRUCTURE AND TASKS OF THE ORGANISATION**

### *§ 5. The Annual Meeting*

The Annual Meeting is arranged once every year, before 1<sup>st</sup> July. It is NAC's highest decision- making authority. Resolutions by the Annual Meeting are binding for the entire organisation.

#### a) Notification and time limits

Notification for the Annual Meeting should be made at least eight weeks in advance, indicating time and place for the meeting. Proposals for revisions of the statutes and strategy documents should be sent to the Board six weeks in advance, and to members four weeks in advance. Agenda and supporting documents should be sent minimum two weeks in advance.

#### b) Agenda and proceedings

Agenda for the Annual Meeting shall contain the following points: election of speaker, note taker, approval of notification and agenda, order of business, and protocol from last annual meeting.

Items to be decided:

- Annual report from the board and groups
- Audited total accounts for last year
- Budget and work plan for the present year
- Proposal for a new board from the election committee
- Other proposals from the members

#### c) The Annual Meeting elects a board consisting of

- Chairperson
- Deputy chair
- Five board members
- Three deputy members
- The term of office for the chairperson, deputy chair and board members is two years. The term of office for deputy members are 1 year. The chairperson and three board members are elected in equal number years, deputy chair and two board members are elected in odd number years.
- For the election of the board, competency is emphasised within the organisations core areas, so that the board in total possess the knowledge and experience that is required for responsible operations and strategic development.

The Annual Meeting also elects

- Accountant
  - Election committee with three members
- d) Provided a minimum of half of the board members or ten percent of the members of NAC demand it, an extraordinary Annual Meeting should be called for.

#### *§ 6. The Board*

The board of NAC has the primary responsibility for the operations. The Board is qualified for decision making provided five board members are present. The secretary general of NAC participates in the board meetings, and has the right to speak and to make proposals, but not the right to vote. The Board meet at least quarterly during the year. Call for the meeting and agenda shall be sent to the Board members two weeks in advance. Supporting documents should be sent one week prior to the meeting. Regarding the tasks and responsibilities of the Board, confer § 10.

#### *§ 7. Extraordinary Board meeting*

The Board may be summoned by the chairperson, the deputy chair, the board members as well as the secretary general.

#### *§ 8. The chairperson*

- a) The chairperson is the primary spokesperson for NAC
- b) A possible reimbursement for the leadership task is decided by the board
- c) The board may disengage the chairperson from her/his responsibilities provided the person counteracts the rules and regulations of the Annual Meeting or NAC's objectives and operations.
- d) If the leader must withdraw from her/his obligations in the middle of an election period, the deputy chair will normally take over the obligations from the leader. Provided there are specific reasons, the board may appoint a functioning leader until the next annual meeting.

#### *§ 9. The deputy chairperson*

The deputy chairperson undertakes the assignments of the chairperson during absences of the latter, provided a functioning leader is not appointed.

#### *§ 10. The tasks of the Board*

- a) The Board convenes immediately after the end of the annual meeting
- b) It is the Board's responsibility to ensure that the operations of NAC are implemented according to the strategic objectives of the organisation. The board reports to the annual meeting.
- c) The Board has primary responsibility for the economic management of the organisation.
- d) The Board has the primary employer's responsibility for the employees of NAC.
- e) The Board is responsible for the employment and dismissal of secretary general and country director, and to ensure appropriate instructions for their fields of work.
- f) The board members are obliged to secrecy regarding the organisation and operations of NAC. This is also valid after the duty of board membership is finalised.
- g) The Board appoint the taskforces and groups that are found convenient and define their mandates. The board approve of new interest groups. The board proposes members for the election committee.

- h) If a board member acts against the statutes of the board and/or the objectives and operations of NAC, the member may be dismissed from the assignment.

#### *§ 11. The election committee*

- a) The election committee is appointed by the Annual Meeting, consisting of three members and one deputy member, of whom one is appointed as leader.
- b) The election committee nominates to the following positions that are elected at the Annual Meeting:
  - chairperson
  - deputy chairperson
  - three board members and three deputy board members
  - statutory auditor
- c) Nominations should be forwarded to the election committee minimum five weeks prior to the Annual Meeting, and the election committee should forward their final nominations to the board three weeks prior to the annual meeting.
- d) The election committee should not have positions in the board.

### **C. VOLUNTEER WORK**

#### *§ 12. Committees*

The committees shall prepare cases and have an advisory role in relation to the Board. Members of the committees may be called to board meetings if needed. The Board approves of the mandates for the committees and may decide to delegate some of their mandate for decisions to the committees. Leaders for the committees are approved by the Board. The Board shall be informed about the members of the committees. The number of members is decided by the committees according to need.

The work of the committees supports the implementation of NAC's work programme, which is approved by the Board. An annual report of the operations of the various committees are delivered to the Board and attached to the Annual Report.

#### *§ 13. Associated Groups*

Associated Groups are group individual members with a commitment to Afghanistan who come together on the basis of geographic or demographic criteria, or fields of interest. The Associated Groups shall be working for the organisation's objectives and in accordance with its statutes. NAC does not allow Associated Groups based on ethnic or religious affiliation. The Associated Groups constitute themselves and apply to the Board to become part of NAC. The Associated Groups will have a democratically elected leader who is responsible for contact with the secretariat.

#### *§ 14. Working groups*

The Board and committees may need to appoint working groups (task forces?) to work with concrete tasks related to the work programme. The groups should have a job specification that is approved by the Board. A working group do not have decision-making power.

### *§ 15. Continuation of local committees*

Local committees, which exist per 2015 may continue their work in accordance with their earlier procedures. Such committees may have their own statutes. The statutes shall be approved by the Board who secure that the local statutes comply with the organisation's overall statutes. NAC's central statutes shall always be superior to those of the local committees.

### *§ 16. Discontinuation of volunteer committees, working groups and local committees*

The Board can dissolve a committee or working group, possibly discontinue the group's relationship to NAC, provided the group acts contrary to the organisation's purpose, values or statutes. This may be accomplished without discontinuation of an individual membership.

### *§ 17. Cooperation of the groups with the secretariat and the Board*

Provided a group or a committee want to give a statement on behalf of NAC, this must be approved in advance by the secretariat. By possible differences of opinion between the secretariat and the group, the board must decide the case. The secretariat or the Board shall decide to support the activities of volunteer groups, provided they promote NAC's objectives.

## **E. (D) FUNDRAISING**

### *§ 18. Fundraising*

All collected funds are utilised for NAC's project work in Afghanistan and is spent according to the organisation's strategy and work programme. All collected funds shall be transferred directly to NAC's fundraising account. All fundraising shall be closely coordinated with the secretariat and in agreement with the ethical guidelines of the national fundraising control.

## **F. (E) DECISION MAKING AUTHORITY**

### *§ 19. Overall responsibility*

- a) The Annual Meeting has overall political, financial and organisational responsibility.
- b) The Annual Meeting approves statutes, overall strategy and annual work programme for NAC's operations.
- c) The board is responsible for follow-up of the decisions of the annual meeting.

### *§ 20. Changes of statutes*

Any member of NAC may propose changes of the statutes. The changes can only be decided by the annual meeting by a minimum of two thirds majority of the present members.

### *§ 21. Operations of the office in Norway*

Operations, employments of staff, title, decision-making authority and order of reporting of the employees of NAC is decided by the board according to the finance situation of NAC.

### Daily leader/secretary general

- a) The daily leader/secretary general has delegated employer's responsibility for strategic management, financial control, securing the financing of the operations, and

organizing the day to day running of the organization. The secretary general has delegated employer's responsibility for the office staff, country director and persons on short time assignments in Afghanistan. The secretary general is also responsible for ensuring that the project activity is managed in accordance with prevailing resolutions and has the authority to implement measures on her/his own initiative for this to be realised. The secretary general reports to the board.

- b) The secretary general has the power of signatory for the organisation and the right to make statements on behalf of the organisation.

## *§ 22. Operations of the office in Afghanistan*

### Country director

- a) The country director has overall responsibility for development programmes, financing and organisation in Afghanistan. This includes personnel management, administration, budgeting, accounting and security.
- b) The director shall coordinate the operations with Afghan authorities, local partners as well as donors.
- c) Daily operations shall be in accordance with national legislation, NAC's statutes, strategy and work programme. The implementation shall be in cooperation with the management group in Afghanistan and coordinated with the secretary general.
- d) The country director is delegated employer's responsibility for the employees in Afghanistan as well as for recruitment of personnel for implementation of the projects. The country director follows a work instruction approved by the board.

## **G. (F) DISSOLUTION OF THE ORGANISATION**

### *§ 23 Dissolution of the organisation*

- a) Following preparations of the board, proposals for dissolution of NAC shall be promoted at the annual meeting. A majority vote of three fourth of the members present at the meeting is required for the dissolution to be executed.
- b) The proposal for dissolution should be sent to the members a minimum of four weeks pr the meeting.
- c) In case of dissolution of the organisation, NAC's assets should be transferred to an organisation, which comply with the aims of NAC.