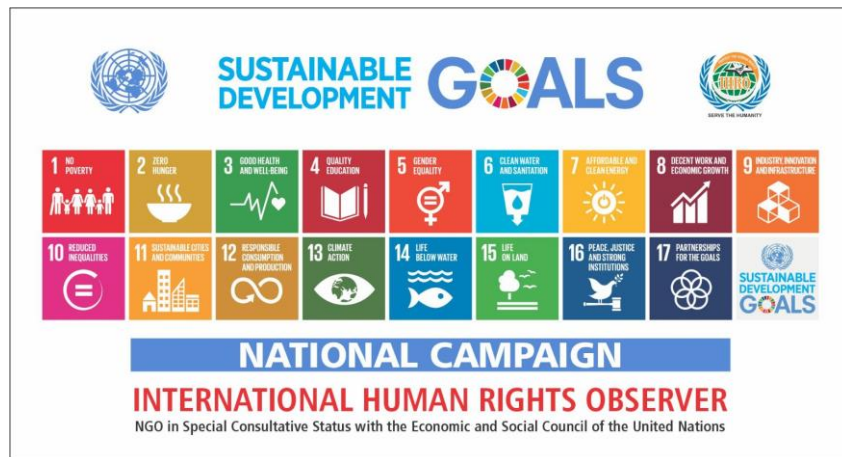




# INTERNATIONAL HUMAN RIGHTS OBSERVER

## MEMORANDUM & MANIFESTO



### INTERNATIONAL HUMAN RIGHTS OBSERVER

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## **MEMORANDUM OF THE IHRO**

### **Article No. 1: Name of the organization**

International Human Rights Observer (IHRO)

### **Article No. 2: Working Area of the Organization**

The Capital of Pakistan Islamabad and All regions of Pakistan

### **Article No. 3: Aims and Objectives of the organization**

IHRO has the following aims and objectives:

### **Vision of the Organization**

International Human Rights Observer's envisions a world in which every individual irrespective of his cast, religion or color enjoys international human rights norms and fundamental freedoms enshrined in the Universal Declaration of Human Rights and other international human rights standards.

### **Mission of the Organization**

Our mission and dream is to promote and protect human rights, we are striving to make our dream a reality - we believe that it could be a reality. To make it happen we advocate, research and undertake action at all possible levels including national, international and government, grass roots levels. We are focusing our efforts to prevent the abuses by empowering the people through Human Rights Education, as knowledge is power. We build partnerships to end grave abuses of the rights for achieving physical and mental integrity, freedom of religion, beliefs and expression and also freedom from discrimination for the whole humanity.

### **Amis & Objectives :**

- \* Through Human Rights Education and advocacy ,we want to create consciousness with respect of right and liabilities among individuals.
- \* To work for the rectification and implementation of Universal declaration of Human Rights and other related chartered covenant and protocols.
- \* To take necessary action in preventing Human Rights Violation and provide aid and assistance including legal aid to victims of Human Rights violations to Individuals and Groups striving to protect Human Rights.

- \* To receive and investigate reported and unreported cases and allegation of Human Rights violations and recommending appropriate action to the concerned authorities.
- \* To provide basic necessities of life such as drinking water, medical relief, and dowry to poor, and helpless girls, drainage and other rural development schemes like model villages in developing countries particularly to the people and remote areas living in small villages.
- \* To combat all kind of extremism and to promote peace to build a global village of lasting peace, social, and economic justice and development for the 21st century.
- \* To educate and create consciousness among youth and women against drugs narcotics and HIV-Aids and to work for the welfare of youth, women and minorities.
- \* To co-operate with National Human rights Institutions, international organizations, groups and individuals engaged in promoting human rights and to participate in meeting and conferences on Human Rights at home and in abroad.
- \*To open Human Rights training institute to teach human rights mechanisms to the officials, civil society and human rights activists and other interested individuals from developed and developing countries.
- \*To build a Religious Institute to promote Interfaith Harmony. To Promote Interfaith harmony by creating several occasions that can help to overcome any gap that is stopping people to flourish in the area. To organize a several conference or programs to promote harmony and peace in country.
- \* The Charity shall engage in child welfare by engaging children in different activities and providing them stipends and different scholarly programs.
- \*The Charity shall engage in Welfare of Youth. As youth is the most important asset of any nation for them we would arrange various activities that gives them advantages in one way or the other such as Campaigns regarding social and career development for their grooming.
- \* The Charity will engage in welfare of Women. We will arrange some skillful activities for the women of the society such as making arrangements for the skills of the stitching and knitting, arts and mils etc for the females.
- \* The Charity shall engage in welfare. Training and rehabilitation of persons with disabilities.
- \* Rehabilitation of persons suffering from Drug Abuse and Narcotics.
- \* The Charity will also focus on vocational and professional training.
- \* The charity shall endeavor to work on poverty alleviation ,better Health Facilities and Cultural Heritage

Article No. 4 **NATURE OF THE ORGANIZATION**

The organization shall be non-political, non-governmental, non-profitable and non-sectarian, voluntary social welfare agency.

Article No. 5 **MEMBERSHIP**

A. Eligibility for Membership. Any person having the following qualifications shall be eligible for membership of the organization.

- I. Who has reputable character and sound mind
- II. Who agrees to abide by the constitution and by laws of the organization and supports the aims and objectives of the organization.
- III. Who agrees to pay the prescribed fee of the organization

B. **CATEGORIES OF MEMBERSHIP**

**Life Member:** A person who pays 30000 Pak rupees in lump sum to the organization shall be invited by the Executive Committee to become a life member of the organization.

**General Member:** A person whose application for membership is approved by the Executive Committee shall become General member of the organization on payment of an annual membership fee 10000 Pak Rupees.

**Executive Membership:** A person whose application for membership is approved by the Executive Committee and President shall become the Executive Member of the organization on payment of an Annual Membership fee 25000 Pak Rupees.

**Volunteer Membership:** Volunteer membership will be called by the organization for different projects time to time. A person whose application for membership is recommended by any other general member of the organization shall become the Volunteer member of the organization and will pay the 5000 Pak Rupees membership fee.

**Union Membership:** Other NGOs, CBOs and Pakistan overseas can also be affiliated with the organization by filling the registration form and paying the 50,000 Pak Rupees .

C. **PROCEDURE FOR ADMISSION OF MEMBERSHIP**

**Patron:** Having qualifications as laid down under Article 6-B (I) may be invited by the Executive Committee to become a patron/s of the organization. **Life Members/General Members:** Person having qualifications as laid down in Article 6 (A) and desirous of becoming life member or General member shall apply on prescribed form of the organization, to become Associate Member or Affiliated Member which shall have the power to accept or reject any such applications. Such agency shall become Associated Member or Affiliated Member only after payment or prescribed fee.

#### **D. PROCEDURE OF REJECTION**

- (i) Person whose application for membership is rejected by the Executive Committee can apply again after a lapse of six months.
- (ii) The application rejected of its second time by the Executive Committee shall be put up before the General body for consideration giving reason for rejection.
- (iii) A person whose application has been rejected by the Executive committee will have the right to appeal to the General Body whose decision shall be final.

#### **E. RIGHTS & PRIVILAGES OF MEMBERS**

- (i) Following categories of members shall have the right to vote and take part in the meetings/functions of the organization and hold office in it.
  - (1) Life Members
  - (2) General Members
- (ii) Following categories of members shall NOT have the right to vote or hold office but can participate in the meetings and functions of the organization.
  - (1) Patrons
- (iii) Members who have not cleared their dues within due dates will not have the right to vote or seek election or participate in any activity of the organization.

#### **F. PROCEDURE OF SUSPENSION, CANCELLATION AND REGISTRATION OF MEMBERSHIP**

Membership can be terminated on any of the following grounds:

(i) **For non-payment of subscription up to 30 days after due date**

The Honorary Treasurer will issue 15 days notice to all members who are in arrears prior to the due date. Second members who are in arrears prior to the due date. A second notice of 30 days will be the period if the dues are not cleared by the target date mentioned there in as per second notice, the persons concern will ipsofacto cease to be member.

(ii) **Absence from meeting**

(General Body & Executive Committee):

A member who fails to attend three consecutive meetings without prior intimation, with justification, shall cease to be a member of Executive Committee or General Body as the case may be.

(iii) **Conduct being detrimental**

The conduct of any member is deemed by the Executive committee to be prejudicial to the interest of the organization or calculated to bring the agency into disrepute; his membership can be suspended/canceled according to the following procedure:

- (a) The Executive Committee during which he/she will have to submit a written explanation about the conduct shall give member a notice of at least 15 days.
- (b) In the event of explanation being found unsatisfactory the Executive Committee may either administer a warning or may ask the member to resign his membership from the organization forthwith.
- (c) In the event of the said member refusing to resign when asked to do so, the Executive committee in a special meeting may decide the case finally with 4/5 majority of the total strength of the committee.
- (d) For reasons to be recorded in writing, the Executive Committee with 3/4 majority of its total membership suspend forthwith the

membership of a defaulted member maximum for a period of three months, during which Executive Committee shall be bound to take final decision.

(iv) **Registration**

Any member on his own accord, terminate his membership by sending his resignation to General secretary, Executive Committee may accept resignation provided all the outstanding dues have been cleared by him.

(v) **Dealt of Member**

(vi) **Procedure for Restoration of Membership**

- (a) Non-payment: In case it is due to non-payment of membership fee as per Article 6F(I) his/her membership may be restored after payment of all the dues outstanding against the member subject to approval of the Executive Committee. The notice of cancellation of membership on account of non-payment of fee shall be published in local newspaper through wide publicity by voluntary social welfare organization, who may find it difficult to issue individual notice.
- (b) In case his/her conduct being detrimental to the interest of the organization, the Executive Committee, if it is satisfied, may restore his membership after he/she gives a written assurance that he/she will not work against the interest of the organization.
- (c) In case the person's membership is not restored by the Executive Committee, he/she shall have the right to appeal to the General Body, which by a minority of 2/3 of the members present in voting may restore his membership. Decision of the General Body on this subject shall be final.

Article No. 6 **ORGANISATION STRUCTURE**

The organization shall consist of General Body and Executive Committee.

Article No. 7 **"A" GENERAL BODY**

The General Body of the organization shall be composed of Life Members and Ordinary Members.

### **Power & Functions**

- (i) The General Body will determine the policy and program of the organization and shall approve fiscal budget submitted by the Executive Committee.
- (ii) It will hold elections of office bearers and members of the Executive Committee as and when due through Election Committee elected for it.
- (iii) It will appoint Chartered Accountant for the purpose of auditing the accounts of the organization. This appointment shall be subject to the approval of the Registration Authority.
- (iv) It will approve the reports and audited statements of accounts of the previous years, submitted by the Executive Committee.
- (v) It will decide the appeals filed by the members and matters referred by the Executive Committee.
- (vi) It shall amend in the constitution of the organization as and when necessary, in accordance with Article 1 of this constitution.

### **“B” EXECUTIVE COMMITTEE**

The Executive Committee of the organization shall be composed of the following office bearers and member:

- (i) President
- (ii) Senior Vice President
- (iii) V. President
- (iv) General Secretary
- (v) Joint Secretary
- (vi) Finance Secretary
- (vii) Press Secretary
- (viii) Executive Member(s) 10

### **Powers & Functions**



- (i) To act and represent the organization in all matters and executing the policy and decisions of the General Body.
- (ii) To appoint from members of the organization such sub-committee/s for any specific purpose/s as may be necessary. It will have the right or co-opting members to serve on their Sub-Committee for specific purpose/s such Sub-Committee shall submit report to the Executive Committee on completion of the tasks assigned to them within the stipulated time after completion the said of task.
- (iii) To invite, nominate, accept, suspend, cancel or restore the membership of persons according to the provisions of Article 960 of the constitution.
- (iv) To appoint, suspend or dismiss paid staff of the organization if deemed necessary, it shall also determine the terms and conditions of the employment of staff.
- (v) To prepare schemes, budget and progress reports and shall be responsible for the maintenance and safe custody of the office records, property elevate.
- (vi) If vacancy occurs in the Executive Committee, the Executive Committee can co-opt members if the vacancy occurs before half the tenure of office is over, it shall be filled in by the General Body.
- (vii) It shall prepare annual reports, audited accounts and present them to the General Body for approval.
- (viii) It shall fix the date, time and place for holding Annual General Body meeting as and when due.
- (ix) After election the committee shall draw up programme of the organization and shall be responsible for its implementation.
- (x) The Committee shall keep a register of members to be maintained and kept up to date in which the names and addresses of all categories of members of the organization shall be entered with the payment, made by each of them by way of donation or subscription as the case may be.
- (xi) All office bearers and members of the Executive Committee shall be honorary and shall not change any remuneration.

## **PRESIDENT**

- (i) The president shall be the constitutional head of the organization. He shall preside over the meeting of the Executive committee and General Body. He would adjourn the meetings of Executive Committee and General Body if he considers that the proceedings are injurious to the interest of the organization, such adjourned meetings would be held within one week from the date of adjournment.
- (ii) He shall ensure that the consideration is duly carried out in all respects.
- (iii) He shall keep himself informed of all the activities of the organization.
- (iv) He shall supervise the working of the organization, guide and help the office bearers and members in discharge of their duties towards the organization.
- (v) He shall exercise the right of casting vote in any of the meeting of the organization.
- (vi) In case of emergency he will have powers to meet expenditure up to Rs. 50000/-subject to the approval of the Executive Committee in this subsequent meeting.
- (vii) Provisions of Article 6-F shall not be applicable to the President of the organization.
- (viii)

## **SENIOR VICE PRESIDENT**

- (i) The Senior Vice President shall assist the President in the discharge of his duties and perform such duties as may be assigned to him by the President so far as they relate to his office.
- (ii) In the absence of the President the Senior Vice President shall assume the powers and functions of the President.

## **GENERAL SECRETARY**

- (i) The General Secretary shall be the Chief Executive of the organization who shall act in consultation with the President and shall be responsible to the Executive Committee.
- (ii) He in consultation with the President shall prepare the agenda, call for meetings of the General Body and Executive Committee and accordingly will put up the minutes of the last meeting in the proper record of the same. He shall be

responsible for execution of all the resolution and directives of the Executive Committee and General Body.

- (iii) He shall prepare annual reports about the work done by the organization and submit it in the meeting of Executive Committee for consideration and approval and subsequently in the General Body meeting as the case may be.
- (iv) He shall be responsible for submissions of reports and returns as desired by the Registration Authority. He shall be responsible for office management and records of the organization.
- (v) He shall conduct all correspondence on behalf of the organization except on policy matters which prior approval and instructions of the Executive Committee shall be taken.
- (vi) He shall be responsible for the general supervision of the organization and its services and staff. The executive Committee may delegate to him the powers to appoint, dismiss and take punitive action against the paid staff of the organization. His report to the Executive Committee and General Body for approval shall be final.
- (vii) He shall be the ex-office member of all Sub-Committee.
- (viii) In case of an emergency he shall have powers to meet expenditure up to Rs. 25000/-subject to the approval by the Executive Committee in its Subsequent meeting.

#### **JOINT SECRETARY**

- (i) The Joint Secretary shall assist the General Secretary in the discharge of his duties and perform such duties as may be assigned to him by the president so far as they relate to his office.
- (ii) In the absence of the General Secretary shall assume the powers and functions of the President.

#### **FINANCE SECRETARY**

- (i) The Finance Secretary shall maintain accounts of the income and expenditure and shall be the in charge of the organization.
- (ii) He shall operate the Bank Account of the organization under joint signature of the President or the Executive committee may decide General Secretary as.

- (iii) He shall, within a week of receipt, deposit all the amounts in to the bank duly approved by the Executive Committee in the account of the organization.
- (iv) He shall be responsible for proper auditing of the organization's accounts by an auditor duly appointed by the General Body.
- (v) He shall receive and collect all donations, grants in and subscription, dues and other payments on behalf of the organization and will issue proper receipt thereof.
- (vi) He shall maintain accounts of the organization in registers prescribed under section 9 (a, b, c, g) of the Voluntary Social Welfare Agencies (Registration and Central) Rules 1962 and present, monthly statements of income and expenditure in the meeting of the Executive Committee. He shall put up the annual audit report about income and expenditure in the General Body meeting and get it confirmed.
- (vii) He shall prepare the annual budget and place it before the Executive Committee for approval prior to its submission to the General Body of the organization.
- (viii) He will get the accounts examined by the General Secretary and President quarterly and will put up the quarterly report of the accounts and statements of fee and other such dues payable by the members and shall suggest the means of increasing the sources of income of the organization.
- (ix) He shall keep with him imprest cash for the Executive committee shall fix day-to-day expenditure such amount.

**PRESS SECRETARY**

He will coordinate with all the office bearers and will keep them all duly informed of the activities and will associate press and publication etc.

Article No. 9 **MEETING**

- (i) No fresh notice shall be needed for an adjourned meeting and the meeting shall be held on the same day, time and place in the following week. In case the day of meeting falls on a holiday, it will be held on the next working day. No quorum will be required for such meeting. Provision of this section shall not apply to the requisitioned meeting.
- (ii) All meetings of the organization shall stand adjourned for seven days if within half an hour of the appointed time quorum is not formed.

- (iii) A requisitioned meeting shall stand dissolved, if within half an hour of the appointed time no quorum is formed. A requisitioned meeting of the same business shall not be called for a period of six months from the dissolution of the requisitioned meeting the General Body for special business. In case, the General meeting does not convene meeting within 15 days of the receipt of requisition the requisitioner may themselves convince General body Meeting for the business.

### **NOTICE**

Such meeting will require a written notice of at least 15 days.

### **QUORUM**

Fifty percent of the total members in good standing shall constitute the quorum.

### **EXECUTIVE COMMITTEE WILL ORDINARY MEET AT LEAST ONCE IN TWO MONTHS**

- a. A notice of seven days will be necessary for any ordinary meeting of the Executive Committee.
- b. A special or emergent meeting of the Executive Committee may be called at the discretion of the President at a notice of 40 hours.

### **QUORUM**

One third of the members shall form the quorum for a meeting of the Executive Committee.

### Article No 10 **TERMS OF OFFICE**

- (i) The terms of office shall be for a period of three years for all the office bearers and members of the Executive Committee.
- (ii) The executive committee must hand over the charge to the newly elected Executive committee within 15 days after election. The Handing over and taking over will be carried out under the supervision of the Election Committee.

### Article No. 11 **ELECTIONS**

- (i) The elections of office bearers and executive members of the Executive Committee will be held after three years within two months.
- (ii) Execution members of the Executive Committee will be elected through ballot poll.

- (iii) Each member will poll his vote for each position of the members of Elective Committee.
- (iv) In case of the between two members, election commissioner will use his casting vote.
- (v) Results of the election will be announced on the same day.

Article No 12 **AMENDMENTS IN THE CONSTIOTUTION**

- (i) Amendments in the constitution shall be made in special meeting of the General Body called for this purpose.
- (ii) Any member wishing to suggest an amendment in the constitution may do so by writing to the Executive committee. After approval of the Executive Committee the proposed amendment shall be circulated amongst all the members of the General Body along with the notice of the meeting at which the amendment is to be considered at least 30 days prior to the date of the meeting proposal amendments received from members up to seven days before the date of the General Body Meeting will be placed before it for consideration.
- (iii) The amendment must be approved by 3/4.majority of the total membership of the General Body in good standing.
- (iv) The organization shall not make any change in the constitution, memorandum of Article of organization, rules and regulations or byelaws without the prior approval of the Registration Authority.
- (v) No amendment shall be enforced or applied without the approval of the Registration authority
- (vi) **Article No. 14**

**DISSOLUTION OF THE ORGANISATION**

- (i) The organization shall be dissolved in accordance with law of the country for such organizations/company.
- (ii) Dissolution shall only be decided at a Special meeting of General Body, specifically called for the purpose.

**NOTE:** Management staff (directors, coordinators and other staff) will be appointed with the President with the approval of the executive committee