


By-law of Nujeen for Family Democratizing Organization

Article 1: Name

- Name: Nujeen for Family Democratizing Organization.
- Acronyms: NFDO
- LOGO: 

Article 2: Address

HQ: Iraq-Kurdistan Region

Duhok - Lower Malta Quarter

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Article 3: Definition

Nujeen for Family Democratizing Organization is non-governmental, local, Humanitarian, Voluntaries, non- profit, independent Kurdistanian Organization. Established in September of 2003 and authorized in both Kurdistan Region Government(KRG) and Central Government in Baghdad.

Article 4: Mission

Spreading a democratic and a humanitarian culture among family and society members.

Article 5: Vision

Establishing democratic civil community on the basis of conviviality and accepting of the other.

Article 6: Basic principles and values

The basic Principles that the organization work by;

- Independency.
- Democracy.
- Non-discrimination.
- Humanity.
- Renovation.
- Given /Tender

Article 7: Goals

1. Organizing family relations and other social relations on the basis of democracy, participation, pluralism, acceptance of the other and activating the peace process in the region and resolving disputes peacefully.
2. Activating the role of individuals in the family and society and guaranteeing their freedoms and building their capacities.
3. Raising awareness and cultural level of the family members and spreading the spirit of understanding, dialogue and respect for each other.
4. Reduce the impact of social pressures of gender discrimination and values and social habits worn and negative prevailing in society, especially discrimination against women.
5. Responding to the needs and requirements of marginalized individuals in the community, such as children, people with disabilities and special needs, orphans, displaced persons and refugees.
6. Developing the family economy by contributing to the evaluation and control of public sector and the private sector policies, those are related to the income of the family and individuals.
7. Democratization of educational curricula with the relevant authorities.

Article 8: Work's nature and activities

Organization uses the following activities to achieve goals:

1. Awareness activities

- Establish educational circles.
- Field visits.
- Holding seminars.
- Making researches.
- Distributing flyers and posters.
- Preparing and presenting radio and television programs.
- Posting Articles and reportages on newspapers, magazines and organization's website.
- Reviving historical and international days.

2. Capacity building:

- Self-help groups SHG.
- Held various workshops related to the core of organization's goals.
- Training for various fields.
- Making field researches via modern methods.
- Concerning of volunteer document and holding monthly sessions.

3. Advocacy:

- Performing and participating in campaigns to protect the rights of individuals and neglected people.
- Forming compression groups and networks from NGOs and concerned authorities.
- Collecting data and statics about the negatives phenomena in society, analyzing them and working on reducing their impact.
- Publishing and using the results of researches and questionnaires in seminars and upon media institutions.

4. **Accountability, responsibility and transparency activities:**

- Monitoring elections on every level.
- Monitoring and evaluating works and services of the public and private sectors.
- Monitoring the political process.
- Participating in the making and modification of rules that are set by the parliament of KR-I according to the requirements of a healthy society progress.
- Community participation in decision-making.

5. **Activities of establishing and resolving conflicts.**

- Observing the rights of religious and nationality minorities through observers.
- Writing reports about the situation of human rights and minorities.
- Establishing connection with every peace related institution, especially peace universities.

Article 9- Structure of NFDO

1. **Board of advisors:** this board consists of five members and they are founders of organization and their job is voluntarily.

Roles and accountabilities:

- Monitor activities and organization's projects and the extent of the organization's commitment to the plans and aims.
- Every six month the board of advisors has a meeting, as well as in times of emergencies via a call from the director.
- Board of advisors has a partial responsibility in helping the organization achieving its goals.
- Appointing a director for the organization.

2. **General Director of the organization:**

The director is chosen by the board of advisers and represents the higher authority in the organization.

Missions and responsibilities:

- Appointing chief executive officer CEO.
- Responsible of implementing all missions and policies of organization
- He is the supervise on all the organizations' activities, projects, plans and budget.
- Responsible of building and formulate interior and exterior relations of the organization.
- He is one of a particular committee three members which has responsibility of election and employing all director of the administration and head of the departments.
- Responsible of presenting annual report to board of advisors.
- Responsible of presenting annual funds' reports to board of advisors
- Responsible of giving strategies plan for the following year.

3. Chief executive officer CEO of organization

Appointed by director of organization.

- He has the position of director assistant and he replaces the director in his absent and he holds all responsibilities, missions and powers of the director.
- He is one of a particular committee three members which has responsibility of election and employing all directors of administration and heads of the departments.
- Responsible of appointing other employees and that by coordinating with the head of the different departments.

4. Administrative authority;

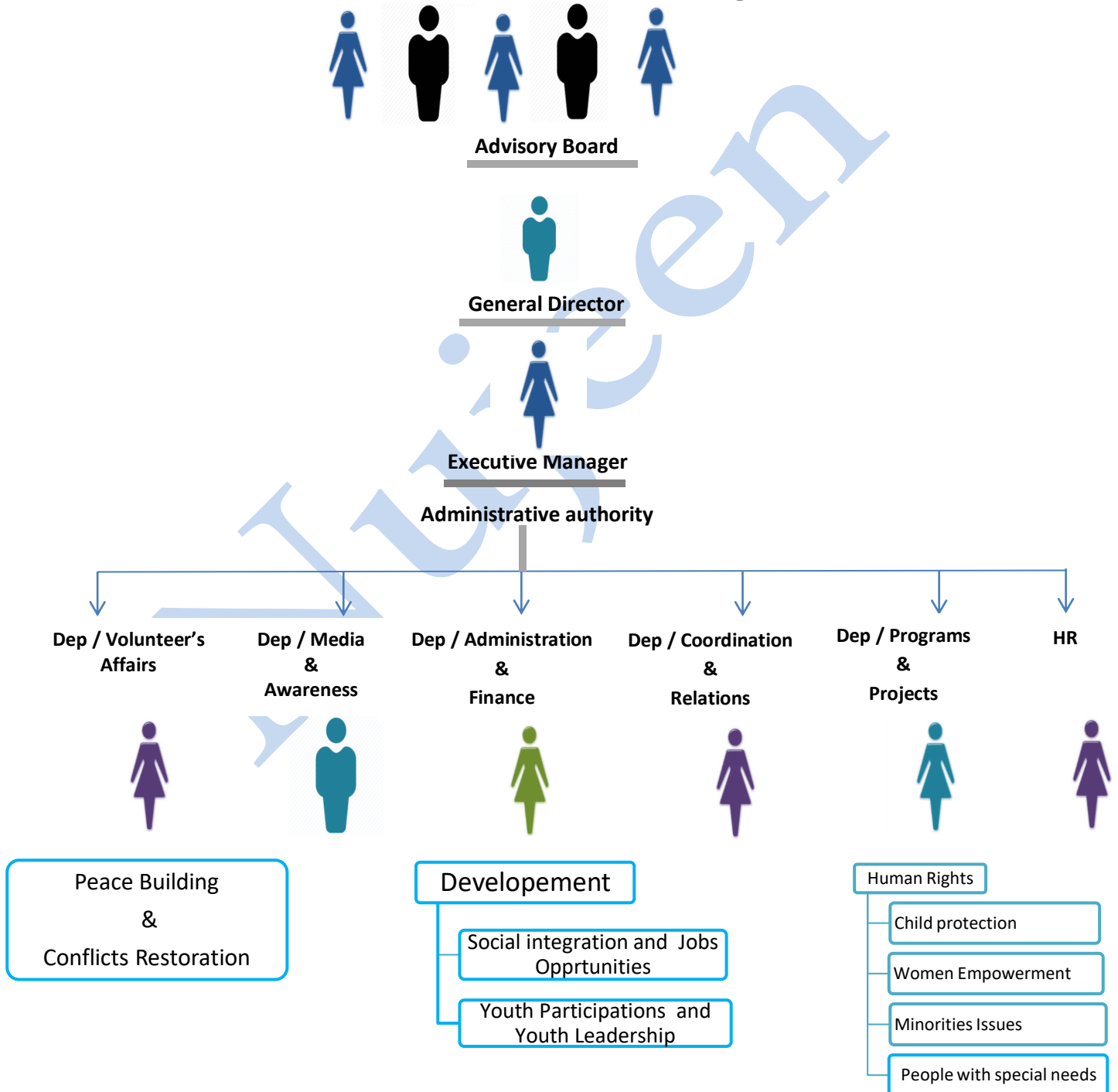
Consists of (9) persons, each of them managing or heading a part of departments from which the structure of the organization is build. And that is as the following.

- 1) Human Resources Department.
- 2) Project management department.
- 3) Coordination and relations department.
- 4) Administration and funds department.
- 5) Human Rights (Child Protection, women empowerment, PwD, Minority issues)
- 6) Peace building and conflict resolution department.
- 7) Media and organization's website department.
- 8) Volunteer's affairs department.
- 9) Development and youth involvement department.

All directors and heads of departments mentioned are elected and appointed by a particular committee "which is mentioned before" with taking into account competencies and skills, if new sections of the organization will be opened in another location, the director of the new section will be appointed by the committee which was mentioned previously.

Each department has specific policies and procedures that are written within the organizations manual.

“Administrational Structure of Nujeen Organization”



Article 10: Rights and advantages of NFDO

- The organization has its own personality and prominence, and it is represented to the other organizations its director.
- The organization has the right to own movable and unmovable money and how to spend them according to its goals.

Article 11: Funds and financial resources of NFDO

Financial resources of NFDO are:

- Donations from members and volunteers and donors of charities.
- Government grants unconditional.
- International organizations and UN agencies by proposing projects and grants.
- Leaflet imports and human resources investments and leasing equipment.
- Future Investment and development projects of the organization.

It should be taken into consideration that the organization has no intention of profit from those resources but rather to be able to proceed with its work in the hard times to come.

Article 12: Monitoring and audit

For monitoring and auditing, the organization is ready for any legal monitoring including governmental, or inside the organization itself, or from donors, as stated below:

- The organization is, submit auditing of the monitoring system of KR-I
- The organization is submit interior monitoring system of the organization itself by the council of advisors when the director officers the annual financial to the council.

- The organization is ready to audit for donors and partners from funded organizations to procedure audit and surveillance systems, the process of implantations and founding the budget of the projects.
- The organization keeps records of financial documents, employee's contracts, employment contracts and grants.

Article 13: Organization's archives:

Organization has authoritative archives from notary or the judge as written below:

- Archive of volunteers and employees.
- Archive of decisions and records of meeting of the organization.
- Financial records (revenues and expenses).
- Record of inbound and outbound.

Article 14: Dismissal and cancellation of the organization

- The Organization will be dismissed by an assent of board of advisors with agreement of director of organization. All its properties will be given away to similar organizations.
- The organization will be dismissed and its properties given away by the judiciary.

Article 15: Public privations

No modifications or changes are allowed for any of the above mentioned articles or the interior system unless in a public meeting in which all the board of advisors members, the director and the heads of departments are attended.