

CONSTITUTION

1. NAME OF THE ASSOCIATION

The name of the association shall be Aamu.

2. AIMS

A.) To promote the benefit of the Afghan communities in the Worldwide without distinction of sex, or of political, religious or other opinions by associating the local authorities, voluntary organizations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare and celebrating special events such as Eids and new year for recreation and leisure time occupation with the object of improving the conditions of life for the Afghan communities Worldwide.

B.) To relive poverty by providing advance and assistance to those in need.

C.) To do any other charitable activity.

3. EQUAL OPPORTUNITY STATMENT

3.1 -The association will promote equality of opportunity to the members and the wider community we serve.

3.2- To insure the equal opportunities within a diverse group, we agree that no political, racial, or religious discussions are entered into.

3.3 -The association is committed to placing equal opportunities at the core of all their practices, in the formulation of policies and in our relations with all people who come into contact with us.

3.4 -The association will comply with all statue requirements, e.g. race relations act 1976, sex discrimination act 1975, disabled persons act 1994 etc.

4. MEMBERSHIP

4.1 -Full membership is open to all individuals (cover the age of 18years) and no geographical limitations apply other then residence of the UK.

4.3 -The secretary of the association shall keep a register of all members.

4.4 -All persons wishing to be members will need to complete a membership application form, and members should keep a copy of their membership form as evidence of their membership in this association.)

4.5 -All members shall receive a copy of the constitution and equal opportunity policy from the secretary.

4.6-A member ceases to be a member automatically upon:

- Informing the secretary in writing that they no longer wish to be a member (the secretary of the association should keep this letter as a proof of their resignation).
- In case of any conviction of any sort of crime, the committee shall provide enough evidence regarding the conviction in a special meeting for the committee management, in request of 3 members, to ceases the membership.

4.7 -The management committee shall have the right to approve or reject applications for membership.

5. MEETING

5.1 -The secretary will arrange for the annual general meeting to take place.

5.2 -At the AGM the committee will:

- Report on its work during the last year.
- Present a verified or audited account.
- Stand down and members will elect a committee for the next turn of business.
- Consider any resolution or proposals by members. This may include changes to this constitution.
- Vote on any changes to the constitution.

5.3 -The secretary will inform all members of the time and venue for the AGM at least 21 days before the meeting. A request for nominations to the committee will be included in this information.

5.4 -The secretary will send the following information to members at least 4 days prior to the AGM

- A copy of agenda.

- Names of all nominees to committee.
- Notice of resolutions or proposals (including to the constitution).

6 THE COMMITTEE

6.1 -The committee elected at the AGM will manage the association.

6.2- The committee shall consist of the chairperson, vice-chairperson, secretary, treasurer and other members. The committee shall never exceed 15 members.

6.3- The AGM will elect the executive officers and other members of the committee.

6.4 -The committee shall meet a minimum of 4 times a year. The time and the venue of these meeting are to be decided by the committee.

6.5 -The chairperson shall act as chairperson at the meeting of management committee. If the chairperson is absent from any meeting, the members of the executive committee person shall choose one of their members to be the chairperson of the meeting before any other business is transacted.

6.6 -Executive officers and other committee members will carry out the task given to them at committee meetings.

6.7 -If a committee member fails to attend 3 consecutive meeting without giving adequate apologies, their committee membership will be deemed terminated.

6.8 -The committee can establish a sub-committee on a permanent or temporary basis. The members of the sub-committee can be taken from all association members, but a committee member will chair the sub-committee.

7. ROLES OF PROCEDER AT ALL MEETING

7.1 QOURUM

7.1.1 -The presences of at least one tenth of the members will constitute a quartet open meeting. All decisions made at quartet open meeting of the association shall be carried by majority vote.

7.1.2- The committee shall be deemed quartet if at least two-thirds of members, with voting right, are present at the meeting. One of these must be an executive officer.

7.2- VOTING

7.2.1 All questions or resolutions put forward at any meeting will be decided by a simple majority of those present and entitle to vote. This will be done by a show of hands, except when a poll is demanded or directed.

7.2.2- In this case of an equal number of votes the chairperson shall have a second or casting vote.

7.3 MINUTES

7.3.1 Minutes shall be taken at all the association meeting. These will be kept by the secretary.

7.3.2 -The secretary will make minutes available to members within 7 days of a request.

7.3.3- Minutes will be distributed 7 days before meeting.

7.3.4- Copies of open and committee meeting will be available at the AGM.

8. FINANCE

8.1- All monies raised by the association or on its behalf will be used to further the aims of the association and for no other purpose.

8.2-The treasurer shall keep proper receipt and payment accounts of the finances of the association and shall open/maintain a bank/building society account in the name of the association.

8.3 -The treasurer shall provide regular reports on the finance of the association to the committee.

8.4- The account shall have three signatories, nominated by the committee, one must be the chairperson. No signatories shall be related or reside in the same house.

8.5 -All cheques or drafts shall be signed by two of the three signatories.

8.6 -The treasurer shall submit the account for audit to an external examiner who has been appointed at the AGM. The external examiner shall be someone independent of the association, such as a qualified external examiner, a representative of a community organization etc.