



## **Bylaws of the Globalization Programs Support Organization (GPSO)**

### **Article I: General Provisions**

#### **Section 1.1: Name**

The name of the organization shall be the "Globalization Programs Support Organization," hereinafter referred to as "GPSO" or the "Organization."

#### **Section 1.2: Legal Status**

GPSO is a non-governmental, non-profit, and non-political organization established and operating in accordance with the Non-Governmental Organizations (NGOs) law of Afghanistan and other applicable legal statutes.

#### **Section 1.3: Date of Establishment**

The Organization was officially registered in the year 1399 (2020).

#### **Section 1.4: Principal Office**

The principal office of the Organization shall be located in Faryab Province. The Organization is required to formally declare its specific address and the locations of any field offices to the Ministry of Economics within three (3) months of its registration.

#### **Section 1.5: Change of Address**

In the event of a change to the location of its principal office, the Organization shall be obligated to provide formal written notification to the Ministry of Economics.

#### **Section 1.6: Official Seal and Logo**

The Organization shall have an official seal and logo, which may only be used for official activities undertaken to advance the Organization's mission and objectives.

## **Article II: Mission, Goals, and Activities**

### **Section 2.1: Mission Statement**

The mission of GPSO is to provide impartial humanitarian and development services to people in need throughout Afghanistan, without regard to political affiliation, ethnicity, race, language, gender, or regional background.

### **Section 2.2: Strategic Goals**

The specific goals of the Organization include:

- Promoting gender equality and the empowerment of women.
- Working to eliminate poverty, hunger, and social inequity.
- Advocating for and contributing to a quality education system.
- Fostering economic development and creating sustainable employment opportunities.
- Promoting environmental sustainability and a clean climate.
- Contributing to the development of peace, justice, and strong institutions.
- Implementing awareness programs related to public health services and access to clean water.
- Supporting the implementation of the Sustainable Development Goals (SDGs) within the country.

### **Section 2.3: Scope of Activities**

To achieve its goals, the Organization will engage in activities including, but not limited to:

- Developing programs to advance gender equality and empower women.
- Implementing projects aimed at reducing social and economic inequality.
- Designing initiatives to alleviate poverty and hunger.
- Supporting efforts to improve access to and the quality of higher education.
- Facilitating economic development and job creation for youth.
- Advocating for initiatives that support peace, justice, and equality.
- Conducting public health awareness campaigns.

- Working in partnership with other stakeholders to support and implement the SDGs.

### **Article III: Membership**

#### Section 3.1: Eligibility

Membership is open to any individual who is committed to providing humanitarian and voluntary services to the people of Afghanistan and who agrees to abide by these bylaws, irrespective of their political, ethnic, regional, racial, or gender identity.

### **Article IV: Governance Structure**

#### Section 4.1: Governing Bodies

The governing bodies of the Organization shall be the General Assembly, the Board of Trustees, and the Executive Team.

#### Section 4.2: The General Assembly

The General Assembly is the supreme governing body of the Organization, composed of the members of the Board of Trustees and the Executive Team. A representative from the Ministry of Economics or a relevant sector department may attend meetings in an observational capacity.

#### Section 4.3: Meetings of the General Assembly

A regular meeting of the General Assembly shall be held annually. An extraordinary meeting may be convened upon the recommendation of a majority of the Board of Trustees or upon the request of two-thirds of the General Assembly members.

#### Section 4.4: Powers of the General Assembly

The powers and responsibilities of the General Assembly include:

- Receiving and reviewing annual reports from the Board of Trustees and the Executive Team concerning activities, project implementation, revenue, and expenditures.
- Receiving and reviewing the report from the Organization's audit team, which is appointed by the General Assembly.
- Approving the Organization's annual budget and strategic activity plans.
- Electing and dismissing members of the Board of Trustees.
- Amending and ratifying the Organization's bylaws.

- Overseeing the Organization's policies and approving its short-term and long-term strategic direction.
- Ratifying all internal regulations and provisions of the Organization.
- Approving any changes to the Organization's name, as well as decisions regarding dissolution, merger, or the establishment of branch offices.
- Making final decisions on all matters presented on the General Assembly's agenda.

#### **Section 4.5: Voting Rights**

Each member of the General Assembly shall have one vote. The chairperson for each General Assembly meeting shall be elected by the attending members.

#### **Section 4.6: The Board of Trustees**

The Board of Trustees shall consist of five (5) members elected by the General Assembly for a term of two (2) years. At least one member must be from the Organization's existing membership, while the remaining members should be qualified and experienced individuals from outside the Organization. The Board of Trustees shall meet at least once every four (4) months. The Director of the Organization shall serve as an ex-officio member of the Board but is not eligible to serve as its chairperson.

#### **Section 4.7: Powers and Responsibilities of the Board of Trustees**

- **Powers:**
  - Review reports from the Executive Team on activities, revenue, and expenditures.
  - Approve internal policies and procedures for the Organization's departments.
  - Authorize the signing of agreements and protocols with external entities.
  - Approve strategic work plans for the Executive Team.
  - Authorize the establishment of field offices as required.
  - Recommend candidates for election to the General Assembly.
- **Responsibilities:**
  - Provide strategic guidance and advisory support to the Director and Executive Team.
  - Conduct oversight of the Organization's annual financial performance.
  - Address and resolve complaints and suggestions from staff.

- Identify and pursue funding opportunities and resources for projects.
- Foster positive relationships with partner organizations, civil society, and government bodies.
- Propose amendments to the bylaws for consideration by the General Assembly.

## **Article V: Executive Management**

### **Section 5.1: The Executive Team**

The Executive Team is responsible for the day-to-day management of the Organization and includes the Director, Deputy Director, and administrative and financial staff. The Director, Deputy Director, and Finance Manager may not be from the same immediate family. Key members of the Executive Team are appointed by the Board of Trustees for a one-year term.

### **Section 5.2: Responsibilities of the Executive Team**

- Report on activities, revenue, and expenditures to the Board of Trustees.
- Develop internal procedures and job descriptions for all departments.
- Prepare operational work plans for all staff.
- Organize and manage the logistics for Board of Trustees and General Assembly meetings.
- Implement all decisions and directives issued by the Board of Trustees and the General Assembly.
- Ensure timely execution of all project work plans.
- Draft and propose internal regulations for review and approval.
- Establish a system for receiving and addressing public petitions and complaints.

### **Section 5.3: Director's Responsibilities and Authorities**

- **Responsibilities:**
  - Provide overall leadership for all human resources, administrative, financial, and programmatic affairs.
  - Maintain professional discipline and a positive work environment.
  - Delegate duties and manage work plans for all staff.
  - Serve as the primary representative of the Organization at national and international forums.
  - Prepare and present reports on organizational performance to the Board of Trustees.

- Oversee the implementation of all internal management systems.

- **Authorities:**

- Participate in relevant meetings, workshops, and seminars on behalf of the Organization.
- Hire and dismiss personnel in accordance with these bylaws and applicable labor laws.
- Monitor and approve all programmatic and financial reports.
- Evaluate staff performance against established plans and objectives.
- Sign official agreements, protocols, and contracts on behalf of the Organization.

#### Section 5.4: Deputy Director

The Deputy Director shall serve as the primary assistant to the Director and shall assume leadership of the Organization's affairs in the Director's absence. The Director may formally delegate any of their duties and authorities to the Deputy Director as needed.

### **Article VI: Financial Management and Reporting**

#### Section 6.1: Financial Standards

The Organization's financial affairs shall be managed in accordance with accepted national and international accounting standards to ensure transparency and accountability.

#### Section 6.2: Financial Reporting

An annual financial report detailing all revenue and expenditures shall be prepared and audited. Copies of this report shall be archived internally, provided to relevant donors, and submitted to the Ministry of Economics.

#### Section 6.3: Fiscal Year

The fiscal year of the Organization shall commence on the first day of Jadi and conclude on the last day of Qaws of the solar year.

#### Section 6.4: Reporting to Ministry of Economics

The Organization shall submit a comprehensive activity report, detailing both programmatic implementation and financial performance, to the Ministry of Economics every six (6) months, in accordance with NGOs law. A copy of any agreement signed with a donor agency shall also be submitted to the Ministry.

## **Article VII: Asset Management**

### Section 7.1: Ownership of Assets

All movable and immovable property acquired by the Organization shall be the exclusive property of the Organization and registered accordingly. No member or employee shall have a personal claim to any organizational asset.

### Section 7.2: Use of Assets

All assets and financial resources of the Organization shall be used exclusively to advance its mission and goals.

### Section 7.3: Disposition of Assets Upon Dissolution

In the event of the Organization's dissolution or merger, all remaining assets shall be transferred to the Government of Afghanistan or to another registered NGO with a similar mission, in accordance with the law.

### Section 7.4: Sale or Lease of Assets

Obsolete equipment or property may be sold in accordance with applicable laws, with all proceeds directed toward the Organization's non-profit activities. Unused property may be leased, with the rental income used to support the Organization's mission. Under no circumstances shall the proceeds from the sale or lease of assets be distributed among the Organization's members or staff.

## **Article VIII: Personnel Policies**

### Section 8.1: Recruitment

The Organization shall recruit staff based on merit, qualifications, and professional experience through a fair and competitive process. Priority will be given to qualified Afghan nationals. Recruitment shall be conducted without discrimination, and opportunities will be provided to qualified individuals with disabilities. All recruitment and employment practices will comply with the labor laws of Afghanistan.

### Section 8.2: Compensation

Staff salaries shall be determined based on the roles, responsibilities, and terms of their contracts, and shall be competitive and no less than the equivalent for government employees. All matters related to travel allowances, overtime, and benefits shall be handled in accordance with the Organization's internal policies and national labor laws.

### Section 8.3: Leave

All personnel are entitled to leave in accordance with national and religious holidays as stipulated by the labor laws of Afghanistan. Maternity leave shall be provided in accordance with the law, for a period of no less than three months.

## **Article IX: Miscellaneous Provisions**

### **Section 9.1: Funding Sources**

The Organization's funding shall be secured through grants, donations, and assistance from national and international donors, including government agencies, non-governmental organizations, and UN agencies.

### **Section 9.2: Amendments**

These bylaws may be amended only by a majority vote of the General Assembly.

### **Section 9.3: Dismissal and Grievance**

A member or employee who has been dismissed may submit a formal complaint in writing to the Board of Trustees and the General Assembly for review.

### **Section 9.4: Signature Authority**

The Director's signature is required for all financial documents, contracts, and proposals. In the absence of the Director, the Deputy Director is authorized to sign on their behalf.