



# **Afghanistan Educational and Health Aid Organization (AEHDA)**

# **Constitution**

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**2020/2003**

**Address:**

**19/105 House, 1<sup>st</sup> Street, Shar-e-Naw, 9-District ,1003, Kabul, Afghanistan.**

## **Chapter First**

### **First article:**

**This constitution has been established in light of the eleventh and fourteenth articles of the Law of Non-Governmental Organizations in order to integrate the activities and identify the competencies and responsibilities of the leadership body, as well as to create order and discipline and to establish a transparent accountability system in the Organization.**

### **The second article:**

**This Organization, which is called the Non-Governmental AEHDA Org (Educational and Health Development Aids for Afghanistan) and its English abbreviation is (AEHDAO or AEHDA for convenience). It is a non-governmental and non-profit organization and in its activities it follows the Law of Non-Governmental Organizations and other applicable laws of the country.**

### **The third article**

**The AEHDA Org (Afghanistan Educational and Health Development Aids), which is referred to as the AEHDA Org in this statute, was established in 2003 , and licensee renewed 2020.**

### **The fourth article:**

**The central office of the AEHDA Org was located in the province (Kabul), within three months its position was established and its field offices will be established in other provinces of the country if the activities of the org expand.**

### **The fifth article:**

**In case of changing the office of the AEHDA Org from one place to another, the Organization is required to send a notification to the Ministry of Economy.**

### **The sixth article:**

**AEHDA Org has a specific logo and symbol that it uses to implement its activities and business goals.**

**The seventh article:**

Any person without political, ethnic, positional, racial and gender affiliations who wishes to serve the people of Afghanistan voluntarily and humanitarially and accepts the conditions of this statute, can become a candidate and become a member of this Organization according to the procedure.

**The eighth article :**

The activity of the AEHDA Org will officially start after the approval of the High Commission for Evaluation, Registration and Registration and receiving the activity license from the Ministry of Economy.

## **Second chapter**

### **Objectives and field of activity of the Organization**

**Article 9:**

The main purpose of this Organization, as a non-governmental and non-profit social Organization, is to provide voluntary and humanitarian services to people in need of the society, regardless of political, ethnic, racial, linguistic, positional, etc., which has the following objectives.

- Access to quality education for the people of the society, especially girls, children and teenagers.
- Efforts to increase the working capacities of subordinate and non-governmental organizations in the education and training departments of employees.
- Support and cooperation in the implementation of educational programs, scientific research and evaluations of relevant programs of the Ministry of Education and Higher Education, Public Health, Agriculture, Livestock and Irrigation, Rural Development, Immigrants and other departments.
- Active participation in the process of combating the illiteracy of women's affairs in coordination with relevant bodies.

- **Help in rehabilitating destitute women without guardians and making them self-sufficient.**
- **Access of the people of the society, especially women and children, with basic health services and quality hospitals.**
- **Raising the level of professional knowledge and public awareness of health workers and community people, especially community health volunteers in the country.**
- **Help in rehabilitating people with disabilities and making them self-sufficient.**
- **Assistance in the necessary and timely response to deal with internally displaced persons and immigrants and returnees.**
  
- **Help in promoting and preparing the necessary health information of the unit based on evidence/scientific research and surveys.**
- **Assistance in the necessary and timely response to deal with accidents and natural disasters and the right of priority for women, children and vulnerable families.**

**And the activities of the Organization are as follows:**

## **1- Educational activities:**

- **Implementation of educational and training programs according to the curriculum of the Ministry of Education and the Ministry of Higher Education of the country**  
**Active participation in the development and adaptation of training programs and capacity building of personnel of government and non-government departments that are active in the higher and semi-higher education sector.**
- **Implementation of professional and vocational educational programs for women, children, youth and drug addicts at the level of the provinces and society of the country.**

**Active participation in the development and implementation of scientific and research programs of national and international departments and Organizations that are**

evaluations of related projects.

- Plan, analyze, implement and evaluate specific programs to combat illiteracy, especially for women and girls in the country, in coordination with subordinate Organization s.
- Active participation in the development, implementation and evaluation of specific programs for self-sufficiency and rehabilitation of disabled and disabled people in the society in coordination with the relevant Organizations.

## **2- Health activities of the unit.**

- Providing quality basic health and hospital services in accordance with the policies of the Ministry of Public Health of the country and global standards according to the needs of the people of the community, launching specific training programs for health workers, community health volunteers and the target population to strengthen the country's health system and raise the quality of knowledge. and the awareness of the participants
- Improving the health status of women, girls and vulnerable groups through the provision of quality health care services
- Advocacy for Women Right, Children right , Gender Based Violence and Human right .

## **Nutrition services for mother and child.**

- Healthy drinking water services.
- Emergency response with a special focus on women, vulnerable groups and deprived and remote communities.
- Launching surveys and scientific research, including evaluations of health programs to create knowledge and scientific and practical suggestions about solving problems and planning in the future, ensuring strong leadership and coordination of emergency food security and agriculture and agricultural interventions to address critical needs.

- **Humanitarian and providing basic knowledge related to skills and resources needed for quality planning for community health and emergency recovery and development.**
- **Establishing coordination and partnership with national non-governmental organizations, international organizations and the United Nations in order to provide services and adapt programs.**
- **Creation of emergency teams and emergency response system to help in the event of natural disasters**

**Creation of emergency teams and emergency response system to help with internally displaced persons, immigrants and returnees, and priority rights for women, children and vulnerable families.**

## **Chapter III**

### **Institute leadership bodies**

**Article 10:**

**The leadership bodies of the Organization :**

- 1- General assembly.**
- 2- Board of Directors.**
- 3- The Executive board.**

**Article eleven:**

**General assembly of the Organization:**

**The general assembly of the Organization is the highest decision-making authority in the Organization, which consists of the members of the board of directors, the executive board (key members) of the Organization, and the representatives of the relevant sector departments and the representatives of the Ministry of Economy are the supervisors in the meetings of the general assembly.**

**The twelfth article:****Meetings of the General Assembly of the Institute:**

**Regular meetings of the General Assembly are held once every year, and extraordinary meetings can be held if necessary, by the request of the majority of the members of the Board of Directors or two-thirds of the members of the General Assembly of the Organization.**

**Article 13:****Powers of the General Assembly;**

- **Listening to the report of the board of directors and the executive board of the Organization during the period of project activities and the Organization's income and expenses.**
- **Hearing the report of the Organization's review and supervision board. (The team is determined by the General Assembly)**
- **Approving the annual budget and work plan of the Organization.**
- **Unanimous selection of proposed members of the board of directors.**
- **Making decisions on the adjustments and amendments of the Organization's statutes.**
- **Considering and reviewing the policy and approving the Organization's policy for short and long term.**
- **Approval of all bills and regulations of the Organization.**
- **Approval of personality change, dissolution, merger, name change and creation of field offices of the Organization.**
- **Decision on other items of the agenda that will be raised in the general meeting.**

**Article fourteen:****Voting right:**

1. Each participating member in the general meeting of the Organization has an independent right to vote, which he uses in making decisions.
2. The chairman of the general assembly meeting is elected by the members participating in the assembly and has the right to consultative vote in decisions.

**Article 15:****Board of Directors ( BoDs)**

- 1- The board of directors consists of (5) members and is elected by the general assembly of the Organization. (2) One member of the board of directors is a member of the Organization and the rest of the people with knowledge and experience are elected from outside the Organization.
- 2- Meetings of the board of directors can be held once every (4) months or at least once a year, and extraordinary meetings can be held at the request of the majority of the board of directors.
- 3- The head of the Organization is a member of the board of directors, but he cannot be the chairman of the board of directors, and he is elected for an average period of (3) years, and if necessary, the board of directors sees a maximum of (6) years.

**B: Duties:**

- 1- Giving permanent advice to the president and other members of the executive board to implement the resolutions of the general assembly and improve the Organization's operations.
- 2- Investigating the financial affairs (revenues and expenses) of the Organization for six months and annually.
- 3- Addressing the requests and complaints of the employees of the Organization.
- 4- Searching for ways to receive funds and sources of funding for surveyed projects.



- 5- Providing communication with coordination departments and civil society organizations and government departments.
- 6- Presenting suggestions about adjustments and corrections in the constitution to the general assembly.
- 7- Approving the supervision bill proposed by the executive board.
- 8- The term of service of the members of the board of directors is (6) years and it can be extended if the conditions are met.

#### Article 16:

##### Qualifications and duties of the board of directors.

##### A: Qualifications:

- 1- Listening to the report of the executive board on the activities and statement of income and expenses in the meetings of the board of directors.
- 2- Approving the bill of duties of the institute's departments.
- 3- Approving protocol contracts and contracts with non-governmental Organization and donors, government departments and civil Organization .
- 4- Approval of the work plan of the executive board and related departments of the Organization.
- 5- Approving the work plan considering the characteristics of each project.
- 6- Controlling the income and expenses of the Organization.
- 7- Approving the establishment of field offices of the Organization considering the relevant plan.
- 8- Proposing the election of the Board of Directors to the General Assembly.

## **Fourth Season**

### **The executive board and the duties of the executive board.**

#### Article seventeen:

##### Executive Board:

- 1- The executive board of the Organization consists of the general head of the Organization, the head of programs, the operational head of the administrative

- 2- and financial officers and the heads of the departments, the deputy head and the financial and administrative officer of the institute cannot be members of the same family.
- 3- The general president and the heads of the programs, the operational head and the general financial and administrative manager of the Organization, who is part of the executive board, are elected by the board of directors for a period of (3) years.
- 4- The rest of the members of the institute are recruited through open competition
- 5- Meetings of the executive board are held once a month, the head of the Organization and other department officials present their executive reports.

#### **Article 18:**

##### **Duties of the Executive board.**

1. Submitting a report to the board of directors on the activity and statement of revenues and expenses in the meetings of the board of directors.
2. Arrangement of the bill of duties of the institute's departments.
3. Preparation of the work plan of all members of the executive board and related departments of the Organization.
4. Arrangement of proposal for the election of the Board of Directors to the General Assembly.
5. Organizing meetings of the Board of Directors and the General Assembly.
6. Implementation of all approvals and decisions of the general meeting and board of directors.
7. Preparing the work plan and implementing it according to the set time.
8. Plan and arrange the bill of duties of the departments.
9. Listening to people's appeals and complaints about their needs.

#### **Article XIX:**

##### **Duties and qualifications of the head of the Organization:**

##### **A: Duties of the general chairman:**

- 1. Leadership of human resources, administrative, financial and project affairs of the institute.**
- 2. Creating discipline among the employees of the Organization.**
- 3. Managing the tasks and providing the user plan for the managers and members of the Organization.**
- 4. Representation of the institute in national and international seminars, workshops, which are held (with the permission of the competent authorities).**
- 5. Preparing a regular report on the activities and progress of the Organization and presenting it to the board of directors.**
- 6. Leading and controlling the implementation of financial, procurement, administrative and human resources systems.**
- 7. Providing work facilities between departments and collecting their work reports.**

#### **B- Qualifications of the general chairman:**

- 1. Participation in meetings, national and international seminars and governmental and non-governmental coordination meetings.**
- 2. The purpose of hiring and firing personnel of the Organization according to the statutes.**
- 3. Checking the arrangement of six-monthly, monthly and yearly reports.**
- 4. Checking the quality and quantity of officials according to the agreed plan.**
- 5. Solving the problems of the Organization, reaching out to the Organization's title requests and complaints.**
- 6. Issuing gifts to improve and adapt the affairs and activities of the Organization.**
- 7. Signing contracts, memoranda and protocols with donors and other sources that assist the Organization.**
- 8. The other head of the permanent cooperation institute is the general head, and in the absence of the head, all the powers of the head are exercised by the supervisor.**
- 9. The general head of the Organization has the authority to delegate his work powers to the supervisor or heads under the influence or other officials of the Organization in writing, if necessary.**

## **The fifth chapter**

### **Use of the Organization's property**

#### **Article 20:**

All movable and immovable assets in the Organization belong to the Organization and are registered in its name, no member has the right to possess it, and the registration and purchase of necessary equipment and supplies is not done in the name of the members of the Organization.

#### **Article twenty one:**

All the special budget of the Organization has been spent in accordance with the project goals and the terms of the contract, and its report is presented in the annual financial expenditure of the Ministry of Economy and relevant authorities.

#### **Article twenty-two:**

In case of liquidation, merger, deprivation and termination of activity of the Organization, its property shall be entrusted to the government of the Islamic Republic of Afghanistan in accordance with the decision of the relevant decision-making authority and in accordance with the law on the management of Organization with similar goals.

#### **Article twenty-three:**

If the Organization wants, it can sell some of its vehicles, old goods, and accessories in accordance with the Law of Jewels. Of course, the money obtained will be used for the non-profit purposes of the Organization.

#### **Article twenty-four:**

The Organization can rent out its movable and immovable property if it is not needed for its project and use the proceeds for non-profit purposes of the Organization.

#### **The twenty-fifth article:**

**The Organization does not have the right to sell its movable and immovable assets and to distribute and divide the obtained funds among the members of the Organization.**

**1- The purchase of all the tools and equipment of the Organization will be purchased according to the documents.**

**2- All vehicle equipment and home delivery equipments are checked from time to time and taken care of by staff.**

## **The sixth chapter**

### **Hiring, wages and leave of employees**

**Article twenty-six:**

**Any domestic or foreign citizen who wants to actively participate in the Organization's activities will be hired according to the conditions of the official contract based on the application form, education level, profession, and occupation based on the necessity of the Organization.**

**1- Employees are hired individually after professional evaluation by the relevant branch and approval of the head, except in emergency situations.**

**2- Afghans are given priority in the appointment of experts, and if necessary, foreign nationals are hired according to the law and based on the official contract.**

**3- There is no discrimination in the employment of employees, and if necessary, the right to be employed is also given to disabled and disabled persons who can handle the work according to the applicable laws**

**4 -In the employment of domestic and foreign nationals, all applicable laws, norms and international conventions are observed.**

**5-The children's Organization cannot employ children under the age of 18 as employees.**

**Article twenty-Seven :**

**1- The wages of employees are paid according to the working conditions based on the contract, and the wages of employees are in no way lower than the salaries**

of government employees, and in cases of emergency, non-existence of the project or lack of budget in the project are excluded.

2- The salaries and benefits of the employees while traveling to foreign provinces and remote areas of the country are implemented according to the bill and laws in force.

3- Wages for days off and overtime can be paid considering the budget and contract of the parties.

4- Workers' wages and daily wages are paid according to the daily rate.

5- The Organization is responsible for the timely payment of wages and salaries to employees and workers.

6- Salary increase for the employees of departments and projects according to the Organization's bill can be paid after the evaluation of the board and completion of the trial phase and a certain period of service after the approval of the head of the Organization.

7- The Organization is responsible for all payment obligations for employee salaries, purchases from within the country, house rent and tax matters.

**Article twenty-eight:**

**Rest and holidays:**

1. The employees and service personnel of the Organization are entitled to legal leave, considering the national and religious holidays according to the labor law of the Islamic Republic of Afghanistan.

2. The maternity leave is considered according to the effective law and cannot be less than three months. Of course, it is used one month before birth and two months after birth..

## **The seventh chapter** **Financial affairs of the Organization**

**Article twenty-ninth:**

1- The financial and accounting affairs of the Organization are carried out according to domestic and international standards and norms.

- 6- The Organization's financial affairs report, i.e. the annual income and expenses, is reviewed by the financial and accounting standards and its copy is deposited in the Organization's archives, under the Ministry of Economy.**
- 7- All purchase and consumption documents of donated funds and equipment can be verified after accurate financial assessment.**
- 8- The financial year of the institute is from 1st of Jedi to 30th of Sagittarius every year, and the institute is obliged to submit its report.**

**Article 30:**

- 1. The report of the Organization's activities, separately from its project and financial affairs, according to the reporting form of the Ministry of Economy, is submitted every six months to the Ministry of Economy and relevant authorities.**
- 2. The Organization submits a copy of any document that relates the Organization's activities to the subcontractors to the Ministry of Economy.**

## **The eighth chapter**

### **Duties and responsibilities of members**

**Article thirty-one:**

**The members of the Organization have the following duties and responsibilities.**

- 1. All members are obliged to comply with all applicable laws assigned by the NGOs Law, the statutes and internal regulations of the Organization.**

**Article thirty-two:**

**In order to achieve the goals and adapt the related plans and projects, the Organization can establish coordination and umbrella according to the law of NGOs.**

## **The Ninth chapter**

### **Miscellaneous sentences**

#### **Article thirty-three:**

**Funding sources for the institute's activities are obtained from the documents of donations, assistance and attracting national and international aid through international non-governmental organizations, United Nations offices and countries by offering or proposal.**

#### **Article thirty-four:**

**The organizational structure of the Organization is according to its chart on a separate sheet of documents.**

#### **Article thirty-five:**

**The expelled or punished member can present his written complaint to the general meeting or board of directors.**

#### **Article thirty-six:**

**Membership in the institute is revoked in cases such as death, resignation, dismissal, absence for a long time of (20) days, termination of the project, and dissolution of the institute.**

#### **Article thirty-seven:**

**In the financial documents, agreements, proposals and other documents of the Organization, only the signature of the head of the Organization, in his absence, is the signature of the deputy of the Organization.**



**Article thirty-eight:**

The key employees of the Organization, including the general president or the president under the influence of the Organization, are responsible in case of resignation or removal from their duties, which they present to the Organization in case of non-responsibility.

The statutes (Educational, Health and Development Assistance Institute of Afghanistan) have been studied and approved by all the members of the board of directors.

**The names of the members of the board of directors**

1. Dr. Sohail Alizai (Member and Chairman of the Board of Directors)
2. Dr. Belqis (Member and Deputy of the Board of directors)
3. Dr. Shahwali Maarofi (Member of the Board of Directors)
4. Dr. Mirzakhan Bashermal (member of the board of Directors)
5. Dr. Safora Noorzai (member of the board of Directors).

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**Signature of the Chairman of the Board of Directors**

**Dr. Sohail Alizai**

