

**Constitution  
International Development Organization (IDO)**

**INTERNATIONAL DEVELOPMENT ORGANIZATION**

**IDO**

# **CONSTITUTION**

**Date of Establishment**

**March 2013**

# Constitution International Development Organization (IDO)

## Preamble

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah the most Beneficent, most Merciful.

We, the Board of Directors of the International Development Organisation (IDO):

In response to the words of our Lord and in our desire to help the needy and poor people of the world:

Do hereby adopt this document as the rules governing this organization, may Allah help us and accept this as an act of worship from us.

### Clause 1: Definitions

- a. *The Organization refers to International Development Organisation throughout this document*
- b. *IDO is the acronym of International Development Organisation.*
- c. *Needy Communities are the communities identified by the Vision, the Board of Trustees and the Board of Directors as qualified to receive the services of the organization.*
- d. *Board of Trustees refers to the body of mentors/leaders including the Founding Members. This body oversees the Board of Directors and has a responsibility to ensure that the organization is always adhering to the Vision, Mission, Goals and Objectives of the organization*
- e. *The name "Ameer" refers to the Chairman of the board of trustees.*
- f. *Board of Directors (BOD) refers to the decision-making or policymaking body of the organization, which makes all decisions on policy choice and sanctions all activities of the organization.*
- g. *The Executive Director refers to the Chairman of the Board of Directors, is the highest operational office holder of the Organization and reports to the Board of Trustees of the Organization or its chosen representative.*
- h. *Volunteers refer to persons who believe and are willing to work towards the goals of the organization, and are registered as such by the Executive Director.*
- i. *Members are persons or individuals who share in the vision of the Ameers towards providing core services to target communities of the world.*
- j. *Special or Emergency Meeting means a meeting other than the mandatory meetings of the organization, and which is incidentally called.*
- k. *Emergency situation or Exceptional Circumstance is an instance in which the conventional rules of this constitution may be altered only for a specified scenario as written into this constitution and sanctioned by the Ameer.*

### Clause 2: Name and Establishment

- a. *The name of the organization shall be International Development Organisation, hereafter called "the organization" or "IDO".*

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- b. The organization is established in accordance with the Quran and Sunnah (in order to uphold the Values of the Quran and to ensure transparency and accountability in all its functions), according to the provisions of this constitution, and in accordance with domestic and international legislation regarding not-for-profit organizations, and with regards to international best practice in the human support industry.
- c. The organization operates wherever needy communities are identified throughout the world.
- d. The services rendered by the organization are not limited to Muslim communities.
- e. The Head Office of the organization shall be Sydney Australia.
- f. The organization is to be a not-for-profit entity and have an identity and existence distinct from its members or office-bearers.

#### **Clause 3: Statement of Objects**

The objective of the organization is to provide assistance to eradicate deprivation, stand against oppression, and ease the effects of disaster by delivering life sustaining aid such as water and food; healthcare services such as medical centres and sanitation facilities; education aid such as schools and skills training; community welfare and counseling services; implementing livelihood and self-sustainable programs that will enable identified communities to be self sufficient, and to provide a secure future for children especially orphans both locally and overseas through the IDO Orphan Leadership Program. The objective of the organization also includes campaigning, advocating and raising awareness on the plight of orphans and the needy throughout the world through research facilities, and inviting people, institutions and businesses to help. Additionally the organization shall work to facilitate increased involvement of socially responsible businesses within needy communities towards the prosperity for all. The objectives mentioned here shall be achieved either by the organization alone or in concert with other organizations. The organization shall, if necessary and in the event of emergency, work with other organizations towards the achievement of world relief.

#### **Clause 4: Vision, Mission, Goals and Objectives Statement**

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**Vision:** A community with little signs of devastation, free from deprivation or oppression is our goal; a society with its basic needs met, where Orphans are empowered through education, full of opportunities to grow.

**Mission:** Our mission is to eradicate deprivation, stand against oppression, and ease devastation by delivering basic life sustenance, education facilities, implementing training programs that will enable these communities and especially the Orphans, to become self-sufficient so that they can once again contribute to human society.

#### **Goals:**

1. To perfect the IDO Orphan Leadership Program
2. To use 100% of public donations for our projects
3. To establish IDO throughout the world
4. To advocate for the Orphans and Needy

#### **Objectives:**

- 1) To support fully, our Orphan Brothers and Sisters in devastated, oppressed or deprived regions.
- 2) To benefit disadvantaged and deprived communities throughout world, and to stand against oppression in the world.
- 3) To be known worldwide for our ability to roll out relief and development projects which are tailored to each crisis or the needs of deprived communities and have the Orphan Leadership Program at its core.
- 4) To be the leading Humanitarian Aid and Development Organisation for Orphans education and welfare.
- 5) To be an outspoken advocate for the plight of all those deprived and devastated communities and to stand for Human Rights against oppression and injustice
- 6) To be the point of call for “real” information and resources on the ground and throughout the world
- 7) To be established and trusted at the grass root and Government levels within the communities we work throughout the world.
- 8) To gain the support of highly ranked organizations and individuals in Australia and worldwide and to leverage off this support to continue our work.
- 9) A track record of successfully implemented projects that are ongoing
- 10) To develop strategies that remove the need for NGO long term commitment by implementing sustainable projects that empower communities.

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- 11) To be able to influence those in leadership to assist us in implementing our Vision
- 12) To be well respected by the UNHCR and other established Humanitarian NGO's around the world for the work we do and for our sincerity in helping those who are deprived and oppressed.
- 13) To be self-sufficient as an Organisation, and not have to rely upon financial donations to continue our work.

#### **Clause 5: Organs & Branches**

- a. The organization may set up offices in countries and regions around the world to pursue the objectives of I DO.
- b. The organization may initiate social enterprises as a means for promoting support from businesses and communities around the world.
- c. The organization may also initiate research facilities as a means of documenting the circumstances and needs of devastated, deprived and oppressed communities.

#### **Clause 6: Board of Trustees**

- a. Members of the Board of Trustees are:
  1. Ziad Hafda Chairman of the Board of Trustees(Ameer)
  2. Abdul Movin Founding Member
  3. Ismail Kirsten Founding Member
  4. Ahmad Hafda Member, mentor/leader
  5. Mogamat Haroun Kirsten Member, mentor/leader
- b. The organization may appoint up to 5 Members of the Board of Trustees.
- c. The Board of Trustees is the guiding body appointed to ensure that the organization continues to successfully achieve its vision, mission, goals and objectives.
- d. The Board of Trustees holds "in-trust" the funds, assets or property that belong to the Organisation.
- e. The Board of Trustees has a fiduciary duty to protect all funds, assets or property of the Organisation.
- f. The Board of Trustees oversees and advises the Board of Directors on issues facing the organization.
- g. The Board of Trustees has the power to dissolve all or part of the Board of Directors at its discretion.
- h. The Board of Trustees may at its discretion remove any of the members of the Board of Directors including the Executive Director.
- i. The Board of Trustees shall mediate between the Board of Directors should a dispute arise which cannot be resolved by the members of the Board of Directors.

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- j. For practical and risk management reasons, Members of the Board of Trustees may be appointed as Project Team Members, Managers or Directors in order to fulfill the Organizations' Vision, Mission, Goals and Objectives. This appointment shall occur for a finite period only, which shall be agreed upon by the Board of Trustees in consultation with the Executive Director, or until such time as a suitable replacement is selected by the Chairman of the Board of Trustees (Ameer) in consultation with the Board of Trustees and Executive Director.
- k. Members of the Board of Trustees may be appointed by members of the Board of Trustees with the approval of the Ameer.

**Clause 7: The Chairman of the Board of Trustees (Ameer)**

The Ameer of the organization shall:

- a. Act as the Chairman of the Board of Trustees.
- b. Have the ultimate and final authority on all matters concerning the Organisation according to **Consultation** with the Board of Trustees. The Ameer may remove any individual from office and/or from the organization at any time with **Consultation** with the Board of Trustees if he feels that the individual is a potential threat to the Vision or the existence of the organization and its' values, or if they have breached the organisations' Code of Conduct.
- c. Be a member of the Board of Trustees, unless he appoints someone to act in his position as Chairman of the Board of Trustees for a period of time as defined by clause 6(j).
- d. In the event of the death or unexpected absence of the Ameer, then his appointed Officer shall replace him in all capacities within the organization, and the authority held by the Ameer shall be transferred in full to this person.
- e. The Ameer shall appoint an Officer to replace him in the organization based upon the following criteria:
  - a. That the person possesses the necessary Islamic Belief, Faith, knowledge and character that befits the role.
  - b. That person has the necessary Qualifications and Skills set to successfully execute the responsibility.
  - c. That a majority of the Members of the Board of Trustees support that persons appointment
  - d. If that person is closely related to the Ameer, that there has been no nepotism or bias shown in the Ameer decision to appoint that person.
  - e. That there is no conflict of interest in any way in the appointment of that person to the role.

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**Clause 8: Board of Directors**

- a. Members of the Board of Directors are:
  - 1) Haroun Kirsten Secretary
  - 2) Zaheer Domingo Treasurer
  - 3) Ahmad Dabboussi Member
  - 4) Abdul Naseem Chairman
  - 5) Silma Ihram Member
- b. The Board of Directors oversees and supervises the works and staff of the Executive Committee of the organization.
- c. The terms of members of the Board of Directors may be terminated or renewed annually.
- d. The composition of the Board of Directors shall not be less than two (2) or more than nine (9) and can have at least one female representative and at least one volunteer of the organization.
- e. The selection of members of the Board of Directors shall be by the Board of Trustees in consultation with the Executive Director, and by consideration of experience and relevance of persons to the course of the organization.
- f. No member of the Board of Directors shall acquire any property belonging to the organization or receive remuneration in any contract entered into by Board of Directors.
- g. In contravention to (i) of this clause if any member of the Board of Directors is a professional, he or she may charge and be paid all the usual professional charges for business done by him or her on behalf of the organization.
- h. In the first two years of the organization, a member of the Board of Directors may be appointed as a staff member of I DO.
- i. The Board of Directors shall have the power to:
  - i. Raise funds and to invite and receive contributions, provided that in raising funds the Board of Directors shall not undertake any substantial permanent trading activities and shall conform to all relevant requirements of the law;
  - ii. Buy, lease or exchange any property necessary for the achievement of the objectives, and to maintain and equip it for use;
  - iii. Employ such staff to administer the organization as are necessary for the proper pursuit of its objectives.
  - iv. Set up and dissolve any ad hoc bodies or sub committees to further the course of the organization when the need be.

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- v. Cooperate with other organizations, voluntary and statutory bodies operating in furtherance of similar objectives or of charitable purposes and to exchange information and advice with them.
- vi. Appoint and constitute such advisory committees as the Board of Directors may think fit; and
- vii. Do all such other lawful things as are necessary for the achievement of the Vision, Mission, Goals and Objectives of the organization.

**Clause 9: The Executive Director**

There shall be an Executive Director of the organization who shall:

- a. Be the Chairman of the Board of Directors, as well as directly liaise with and supervise the activities of the Executive Manager and Executive Committee of the organization.
- b. Be an official mouthpiece of the organization.
- c. Perform the functions as stated by this constitution either directly or through subordinate offices.
- d. Have the power to make all decisions relating to the day to day operations and administration of the organization in pursuit of its Vision, Mission, Goals and Objectives.
- e. Have the final say on all decisions emanating from the Board of Directors in pursuit of their duties towards the organization as defined in this constitution.
- f. Report to the Board of Trustees on a quarterly basis to inform them of the progress of the organization towards its Vision, Mission, Goals and Objectives.

**Clause 10: The Executive Committee (EC):**

- a. The Executive Committee of the organization shall be responsible for the day to day operations of the Organisation.
- b. The Executive Committee shall be considering items related to the day-to-day administration of the organization.
- c. The Executive Manager shall be the head of the Executive Committee, and all other members of the Executive Committee shall report to the Executive Manager.
- d. The Executive Manager shall be responsible for reporting to the Board of Directors and specifically the Executive Director on a regular basis, about the status of the organisations' operations.
- e. The Executive Manager shall manage all day to day operations of the Organisation.
- f. Represent the organization in all religious, legal, political, social and economic pursuits.



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- g. The Executive Manager shall be the official mouthpiece of the organization.
- h. The Executive Committee shall fulfill all tasks and directions given by the Board of Directors and the Board of Trustees.
- i. The Executive Committee shall include:
  - I. Executive Manager
  - II. Projects Director Levant Project
  - III. Projects Director Africa Projects
  - IV. Marketing Operations and Systems Manager
  - V. Community and Public Relations Manager

#### **Clause 11: Official Staff**

- a. The Executive Committee shall appoint staff members to administer the day-to-day activities of the Organization with the approval of the Board of Directors.
- b. The staff of the organization shall manage the organization in accordance with the dictates of this constitution, and in accordance with the Quran and Sunnah (in order to uphold the Values of the Quran and to ensure transparency and accountability in all its functions) failing which the Board of Directors shall reserve the right to expel or remove a staff from office.
- c. The functions of the offices of the organization shall be determined by/at the first meeting of the Board of Directors in each financial year, and shall be spelt in a separate document designated by the Board of Directors.
- d. The staff of the organization shall sit as Report, Evaluation and Feedback Committee each year to write report on and evaluate the activities of the organization in the last 12 months, and present same to the Board of Directors and other stakeholders.
- e. No person shall be entitled to act as a member of the Board of Directors or as a staff of the organization until signing in the minutes of the Board of Directors a declaration of acceptance and of willingness to act in the best interest of the organization.
- f. The Public Officer: **The Public Officer for IDO shall be Dat The Nguyen.**

#### **Clause 12: Sub-Committees**

- a. The Board of Directors may set up sub committees to execute specific aspects of the organization.
- b. The committees shall function in accordance with the dictates of this constitution, and in accordance with the Quran and Sunnah.

#### **Clause 13: Fundraising and Sponsorship Committee (FSC)**

There may be a Fundraising & Sponsorship Committee, which:

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- a. Shall be responsible for funding in the organization.
- b. Shall comprise of the Executive Director, the Executive Manager, Fundraising and Marketing staff, and up to three other members of the organization.
- c. Shall be responsible for drafting the annual Financial Statement of the organization and advising the organization on funding and sponsorship issues.
- d. May employ the services of a professional in carrying out its duties as per this constitution.

**Clause 14:      Publicity, Media and Advocacy Committee (PMAC)**

There may be Publicity, Media and Advocacy Committee, which shall:

- a. Be responsible for Publicity, Campaign and Media affairs of the organization.
- b. Be responsible for announcing and publicizing all resolutions, events and decisions of IDO.
- c. Be responsible for Publications, Editorial, Press releases and literary works under IDO.
- d. Comprise of the Ameer as chairman, Executive Manager, and two other members of the organization, one of who may be a trained journalist or media personnel.

**Clause 15:      Members and Volunteers**

- a. The organization shall register to be members persons who:
  - i. are eighteen years or older,
  - ii. are not infirm,
  - iii. believe in the vision and mission of IDO,
  - iv. are willing to serve the target communities, and
  - v. have been found to be fit as a member of the organization.
- b. Volunteers may be members of the organization.
- c. Volunteers of the organization may complete volunteers' application forms.
- d. High school students are eligible to be volunteers of the organization.
- e. Members may only be appointed by the approval of the Executive Director in consultation with the Ameer.
- f. A register of members shall be kept by the Executive Director and be updated annually at the annual general meeting.

**Clause 16:      Appointments**

- a. The Board of Directors shall reserve the right to hire and fire the staff of the organization.
- b. The Board of Directors may appoint officers to take up roles as the need be.

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- c. As far as possible such appointments in (b) shall be made from the volunteers and members of the organization.

**Clause 17: Complaints and Dispute Management**

- a. The Board of Trustees shall be the Dispute Resolution Committee of the organization.
- b. In the event of the Ameer being a party to a dispute, or have a complaint lodged against him, which clearly shows that he has acted against the interests of the organization in its Vision, Mission, Goals and Objectives, then the other members of the Board of Trustees shall in good faith and with all respect and consideration, and in accordance with the Quran and Sunnah (in order to uphold the Values of the Quran and to ensure transparency and accountability in all its functions), and in accordance with the Code of Conduct, work with the Ameer to resolve the dispute.
- c. If during the course of the dispute resolution, members form an opinion that the Ameer is at fault, they shall do the following:
  - a. A private meeting shall be arranged between the Board of Trustees and the Ameer, having regard to the Quran and Sunnah (in order to uphold the Values of the Quran and to ensure transparency and accountability in all its functions), and the Code of Conduct, at an agreed time and place within 14 days from the time the Ameer is informed of the need for such a meeting. The Ameer in this instance is obliged to respect this request in good faith and attend such a meeting.
  - b. At this private meeting, the advice to be given to the Ameer must be in writing, detailing the facts which support this opinion which are to be in accordance with the constitution, the Code of Conduct, and in accordance with the Quran and Sunnah (in order to uphold the Values of the Quran and to ensure transparency and accountability in all its functions).
  - c. The meeting shall be conducted with respect to the office and role of the Ameer in a tactful way, without prejudice or malice, and intended only and entirely for the best interests of the Organization.
  - d. In the event of the Ameer insisting upon his position in the above dispute, and it is proven beyond doubt that he is at fault, then the members of the Board of Trustees shall implement the following disciplinary course of action against the Ameer:
    - i. All allegations made against the Ameer need to be documented systematically and forwarded in writing and or via email to the Ameer within 7 days of the alleged dispute.
    - ii. The Ameer must be given at least 14 days from the time the written notice is served, within which to make submissions to the Board of Trustees in connection with the complaint.

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- iii. These submissions and allegations will be submitted at a hearing between the Ameer and the Board of Trustees within 21 days of the alleged dispute.
  - iv. No decision will be made until evidence from both parties have been reviewed and taken into account.
  - v. Judgment will be passed by majority vote and in line with the Quran and Sunnah and in the best interest of the organisation and its vision and mission.
- d. At the first meeting of the Board of Trustees in each year the organization shall revise the dispute resolution and disciplinary procedures of the organization.
- e. A complaint may be made to the Board of Trustees through any member that any person be it a volunteer, staff member or a Board member of the organization:
- i. has persistently refused or neglected to comply with the provisions of this constitution or Code of Conduct, or
  - ii. has persistently and willfully acted in a manner prejudicial to the interests of the organization.
- f. On receiving such a complaint, the Board of Trustees shall decide through a show of hands, whether the complaint should be investigated or be resolved without taking any further action on the issue(s) raised.
- g. If the complaint is to be resolved without further action, the Ameer of the Board of Trustees in consultation with the Board of Trustees shall decide what action to take including an imposition of a realistic penalty and/or a verbal warning befitting the offence in question.
- h. If the Board of Trustees decides to investigate and resolve the issue(s) raised in the complaint, then:
- i. The Board of Trustees must cause a written notice of the complaint to be served on the member concerned; and
  - ii. Must give the member at least 14 days from the time the written notice is served within which to make submissions to the Board of Trustees in connection with the complaint.

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- iii. The Board of Trustees shall, after taking into consideration all submissions made by parties to the dispute, form a decision which shall be served on members concerned.
- iv. The Board of Trustees shall, if the member concerned does not accept its decision, shall decide which action to take to offer a mutually accepted decision.
- v. In an event where a party to a dispute is unhappy with the decision of the Board of Trustees, the Board of Trustees shall, in the absence of any option, cause the party to accept that decision failing which the Board of Trustees shall consider the matter closed regardless.
- vi. If a member or a party to a dispute is unwilling to obey the directives of the Board of Trustees, the Board of Trustees may take punitive actions against such member of the organization or a party to the dispute.
- i. The Board of Trustees may suspend a member of the organization, if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- j. If the Board of Trustees considers the complaint to be groundless, the complainant shall be notified accordingly.
- k. If the Board of Trustees expels or suspends a member of the organization, it must, within 7 days after the action is taken, cause a written notice to be given to the member against whom the action is taken, of the reasons given by the Board of Trustees for having taken that action and of the member's right of appeal under (n) of this clause.
- l. The expulsion or suspension does not take effect:
  - i. Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

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- ii. If within that period the member exercises the right of appeal, unless and until the organisation confirms the resolution under (m) of this clause below.
- m. A suspended member may appeal to the Board of Trustees, within 14 days after notice of the resolution is served on the member, by lodging a notice with the Board of Trustees to that effect in writing.
- n. The notice should be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- o. On receipt of a notice from a member under (n) of this clause, the Board of Trustees is to convene a meeting to be held within 90 days after the date on which the notice of appeal is received.
- p. At the meeting mentioned at (o) of this clause above, the Board of Trustees:
  - i. Must give member(s) concerned the opportunity to state their respective cases orally or in writing, or both, and
  - ii. Members of Board of Trustees present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
  - iii. If at the Board of Trustees meeting the organization passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

**Clause 18: Resignation, Removal and Termination**

- a. Officers and members of the organization may resign from their roles and status if they are of the opinion that they cannot, due to given reasons, perform the duties accorded them.
- b. The Ameer of the Board of Trustees, in consultation with the Board of Trustees, shall have the right to remove an office holder from office if he believes that the presence of that office holder in office is inimical to progress of the organization. In the event that the Board of Trustees are divided regarding this decision, the Ameer shall be deemed to insist on his decision

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and therefore will have the right to make the final decision after performing Salaatul Istikhaarah (prayer for Guidance).

- c. The organization shall continue to operate and function to fulfill its vision, aims and objectives in accordance with the Quran and Sunnah (in order to uphold the Values of the Quran and to ensure transparency and accountability in all its functions) notwithstanding changes in the composition of its membership or office-bearers.
- d. In pursuant to (b) of this clause, the officer in question should to be given an opportunity to refine their behavior, and suspension or termination shall always be a last resort.
- e. The Board of Trustees may, and for good reason terminate the membership of any officer, member, volunteer or any affiliate of the organization.
- f. An Officer, a volunteer or the affiliate concerned per article (b) and (d) shall have the right to be heard by the Board of Trustees, accompanied by a friend or a chosen companion, before a final decision is made.
- g. The Ameer of the Organisation shall be removed from his office as a result of clause 17: i.e, the Ameer is removed from his office.
- h. A member of the Board of Trustees, shall cease to hold office if he or she:
  - i. Is removed from office by the Board of Trustees and the Ameer.
  - ii. Become incapable by reason of mental disorder, illness or injury, of managing the functions of his or her office,
  - iii. Is absent, without the permission of the Board of Trustees, from meetings held within a period of six (6) month without seeking official permission and the Ameer/ Chairman of the Board of Trustees resolves that his or her office be vacated,
  - iv. Is found to be a culprit of a civil or criminal wrong at a level considered serious enough to jeopardize the Vision, credibility and goodwill of the organization.
  - v. Is found to be morally unsuitable for his or her office.
  - vi. Is found to be of a conduct inconsistent with the objectives of the organization and the Code of Conduct.
  - vii. Notifies the Ameer of the Board of Trustees of his or her wish to resign in accordance with article (a) of this clause.

#### **Clause 19: Donations**

The organization receives and survives on donations from the public, organisations, and other NGO's and charities both local and global in the form of:

- i. Money Donations, which shall be our most preferred donation
- ii. Items Donations and
- iii. Volunteering

#### **Clause 20: Funding**

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- a. The organization shall explore both internal and external means of raising funds to bolster its financial base.
- b. The Organization shall invite financial donations from the Australian Community and beyond through staging fund raising events, calling for support using both print and electronic media and the internet.
- c. IDO shall look for and invite companies and institutions to sponsor its activities, deprived communities and individuals who are in need.
- d. The Organization relies on volunteer staff to reduce cost and render quality and accessible services to beneficiary communities.
- e. The funds of the Organization, including all donations, contributions and bequests, shall be paid into an account operated by the Board of Directors in the name of the Organization at such bank as the Board of Directors shall from time to time determine.
- f. The Finance and Sponsorship Committee chaired by the Executive Manager shall be responsible for the funding of the Organization.
- g. All cheques drawn on the account must be signed by at least two members of the Board of Directors including the Executive Director.
- h. The funds belonging to the Organization shall be applied only in furthering the objectives of the Organization.
- i. The Board of Directors and the Executive Committee shall comply with:
  - i. The keeping of accounting records for the Organization;
  - ii. The preparation of annual statements of account for the Organization;
  - iii. The auditing or independent examination of the statements of account of the Organization; and
  - iv. The preparation of an annual report submitted to Australian Securities and Investment Commission, and sponsors and donors of the Organization.
- j. An auditor shall audit the Organization annually.
- k. The date for end of the Organisations financial year shall be the last day of June each year.

**Clause 21: Partners**

- a. IDO shall liaise with other social development organizations around the world to achieve its goals.
- b. Other organizations shall register as partners of the Organization.
- c. The Organization shall contribute to the development of its partners around the world.

**Clause 22: Meetings**

- a. The Board of Trustees shall meet four times each year within three months intervals of each meeting.
- b. The Board of Directors shall meet monthly as a minimum, and may meet as often as directed by the Executive Director.



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- c. Both the Ameer/ Chairman of the Board of Trustees and the Executive Director may call a meeting of their respective Boards or of the staff members or of the general membership of the Organization if the need be.
- d. Both the Ameer/ Chairman of the Board of Trustees and the Executive Chairman shall chair all meetings of their respective Boards of the Organization and in their absence their appointed representative shall be the chair.
- e. Meeting procedures and decision making shall be done according to the Code of Conduct of the organization.
- f. The Board of Directors shall present to each first annual general meeting the report and accounts of the organization for the preceding year.
- g. The Board of Directors shall keep minutes, in books kept for the purpose, of the proceedings at the Board of Directors, staff and emergency meetings.
- h. No decision may be made at a meeting of the organization which is inconsistent with the Quran and Sunnah, this constitution, the Code of Conduct, or the Vision, Mission, Goals and Objectives of the Organisation: and all new Policies and Procedures must be approved by the Board of Directors.

**Clause 23: Amendments of Constitution**

- a. The statement of objects and this constitution may be altered, rescinded or added to by a special resolution passed by the Board of Trustees and the Ameer or his appointed Officer.
- b. The statement of objects and this constitution may be altered, rescinded or added to every year, or as often as required within the first 3 years of the organisations existence.

**Clause 24: Dissolution**

- a. The Board of Trustees may decide that it is necessary or advisable to dissolve the Organization.
- b. In pursuant to (a) of this clause, the Board of Trustees shall call all members of the Organization of which at least 60 days notice must be given stating the terms of the resolution to be proposed.
- c. If two-third (2/3) majority of those present and voting confirms the proposal, the Board of Trustees shall announce the Organization as dissolved.
- d. In accordance with (c) of this clause the Board of Trustees shall have the power to attain any assets held by or on behalf of the Organization.
- e. Any assets remaining after the paying off debts and liabilities shall be given or transferred to another charitable institution, preferably among partners of the Organization, having objectives similar to the objectives of the Organization as the members may determine, or failing that, shall be applied for some other charitable purposes.

**Clause 25: Appendixes**

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- a. Apart from the provisions of this constitution, members of the Organization shall abide by the appendixes to this constitution such as:
  - i. Appendix 1 (IDO Code of Conduct)
  
- b. The contents of the appendixes to this constitution shall be determined by the Board of Directors, and revised on yearly bases.

**Clause 26: Miscellaneous**

**a. Insurance**

The Organization may effect and maintain insurance.

**b. Custody of Book**

Except the Board of Trustees decides otherwise, the Executive Director must keep in his custody or under his control all records, books and other documents relating to the Organization.

**c. Inspection of Books**

The records, books and other documents of the organization must be open to inspection, free of charge, by a member of the organization and at any reasonable time period.

**d. Service of Notices**

- a. For the purpose of this constitution, a notice may be served on or given to a person:
  - i. by delivering it to the person personally, or
  - ii. by sending it by pre-paid post to the address of the person, or
  - iii. by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
  
- b. For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
  - i. in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - ii. in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and

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- iii. in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.
- c. Notices of meetings and events shall be served through electronic means, except notices of outcomes of special resolutions or enquiries or when communicating with bodies outside the association, in which case notice may take the form of verbal transmission and/or written and documented communication.

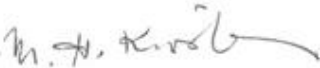

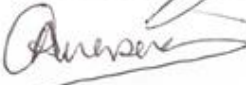
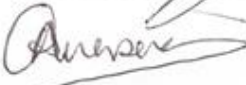


**Clause 27: Promulgation**

- a. We the members of the Board of Directors, by our signatures against our names at article (b) of this clause, on this 21<sup>st</sup> day of August in the year 2014;

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- i. Do adopt this constitution as the instruction manual of the Organization and governing our dealings with our community,
- ii. Promise to serve the best interest of the Organization and remind ourselves, by reference to this constitution and to the Quran and Sunnah, of the purpose of this Organization and how it should be run and also
- iii. Promise to hold the information about the Organization, privy to on account of our official roles, in a strictly confidential a manner as shall facilitate the achievement of the intent and goal of the Organization.

b. The constitution is hereby adopted by:

Name	Position	Signature
Mr. Haroun Kirsten	Secretary	
Zaheer Domingo	Treasurer	
Ahmad Dabboussi	Member	
Abdul Naseem	Member	
Silma Ihram	Member	
Dat The Nguyen	Public Officer	

c. The constitution is hereby adopted as the basic body of rules governing International Development Organisation (IDO).