

ORGANIZATIONAL PROFILE AND CONSTITUTION

- **Name of the organization:** Bilan Awdal Organization
- **Date of establishment:** 2002
- **Nature of organization:** Bilan LNGO
- **Contact person:** Hassan Nuur Ahmed
- **Title:** Chairman
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- **Areas of operation:** Hargeisa, and Awdal Somaliland
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Background of the Organization

Bilan Awdal Organization is a local NGO which is a non-governmental nonpolitical and nonprofit making organization. It was voluntarily established by some intellectual youth, who are interested to involve such kind of work, this organizational greatest goal is to serve 100% for the Community in the country.

After along survey that had started in October 2001 with long discussions and proposals among the member of this Bilan Awdal Organization was fully founded on 30-03-2002 in of Borama Awdal region. The organization is determined to give attention in the rebuilding of the life infrastructure, Agriculture Development and social service such as sector of Agriculture, health, environmental conservation, sanitation facilities, awareness against rehabilitation of returnees and internal displaced people (IDP's), Women Empowerment, improvement of Agriculture and the reconstruction of the socio-economic infrastructure.

ARTICLE 1.

NAME OF THE ORGANIZATION

The name of the organization is Bilan Awdal Organization abbreviated as (BAO)

ARTICLE 2. EMBLEM OF THE ORGANIZATION

ARTICLE 3. HEADQUARTER

The head quarter of the organization is Borama Awdal region Somaliland.

ARTICLE 4. FISCAL YEAR

The fiscal year will be from first January of the year to 31 December of the year

ARTICLE 4. ORGANIZATIONAL VISION

The vision of BAO is to achieve of Rural Community, productive, healthy literate youth community that lives in a well sanitary environment equipped with all the life and social infrastructure. Achieving of these results socio-economic booming and development of every side of the country

ARTICLE 6. ORGANIZATIONAL MISSION

The mission of the organization is to develop the Community of the country at the areas of Bilan Awdal Organization, education, health,, environments, awareness of improvement of the sanitation and encouraging the productivity of the youth and rehabilitation of those returned the camps of the neighboring countries and supporting the youth who lost their opportunity of education through training and motivation of the disabled youth.

Also BAO is to strengthen the reconstruction and co-existence of Somaliland society through providing a way to effect to change of their KAP (knowledge Attitude and Practice) as well as to raise the level of their understanding and opinion through extensive public awareness activities of promotion and protection of human right program.

ARTICLE 7. PURPOSE AND OBJECTIVES

The main purposes that the organization is founded;

1. to improve the towards a better future in the areas Agriculture development, education, health, , water and sanitation and awareness against
2. to promote and environmental protection the living standard of the Rural Community by using their potentials (time and force)
3. Promotion of gender development concerns in the interest of the women community
- 4.To upgrade the living conditions of low-income women and agro-pastoralists by helping them through initiating income generation and diversification activities.

The main objectives of the organization are:

1. to promote the capacity building of the Rural , this capacity building has several components and will be support of the civil service reforms, district decentralization and urban management
2. to focus on the destitute and marginalizing Agriculture Development and their families (target community) will attain food self sufficient and income security through paid or self employment
3. to insure the community will have sufficient and safe water
4. to ensure environmental and ecological sustainability
5. to deliver social service to fight against illiteracy, poverty and environmental protection and development of private activities
- 6.To establish vocational training centers for women's literacy and skills trades programmers
- 7.To make arrangement for the improvement of Environmental protection, financial situation mainly through revolving credit facilities and/or enhancing similar possibilities.

ARTICLE 8. PRIORITIES

1. Agriculture Development
 - ❖ Increase crop Production
 - ❖ Enhancing Farmer skills
 - ❖ Improving farmer training programs
 - ❖ Transforming knowledge to the farmers
1. promoting education opportunity for the whole community members including
 - ❖ Old people
 - ❖ Returned refugees
 - ❖ Street children
2. participating campaigns against environmental problems such as
 - ❖ deforestation
 - ❖ soil erosion
 - ❖ deforestation against grassland areas to survive the livestock and endangered will life animal
 - ❖ pollution of air water and soil

3. support health care campaigns which are intended to prevent widespread disease and sexual transmitting diseases
4. motivation and creating sport field and public body building centers
5. Giving highest priorities rehabilitation project to public essential areas
 - ❖ Hospital
 - ❖ Schools
 - ❖ Mother and child health care centers
 - ❖ Wells and dams
6. children's right and elimination of the discrimination against women
7. participation public awareness against bad behavior and social cases
8. promotion the awareness against the illegal migration which is alarming increasing recently

ARTICLE 9. ORGANIZATIONAL POLICIES

- ✓ the organization will be non commercial non partisan
- ✓ the name of the organization, emblem ,and the name of any member in their official capacity shall not be used in connection with commercial concern or with any partisan interest over for any purpose not appropriately related to purpose of the organization
- ✓ the organization is going to co-operate with other organization or agency concerned with the member of the youth well fare but persons representing the organization in such matter shall make no commitment that are binding with out authorization of the board of directors

ARTICLE 10. MEMBERSHIP

Every Somaliland who is irrespective of sex, affiliation and geographical location and attended atleast 1 year of the trainings which the BAO trained them after one year of training, you can join and become member of this organization after his/her acceptance abide by its rules and regulation

ARTICLE 11. OBLIGATION AND RIGHTS OF MEMBERS

Every member of the organization is part of the General Assembly and has the right to participate every meeting of the organization, while every member has the same right to express his/her views and opinion freely in any mater pertaining the

organization and has the right to elect and be elected to any office of the organization.

Every member is also obliged to utilize his/her experience for the development and the organization objectives as well as work voluntarily and executive of its activities when deemed necessarily. This include protection of materials used for internal and external publicity and producing the positive image of the organization to the organizational members (chair person, vice chairperson, board and GA members)

ARTICLE 12 DISMISSAL OF MEMBERS

Any member of the organization could be dismissed when she/he is found to commit the following offences

- ✚ break the rules and the regulation of the organization
- ✚ misuse any financial resource or properties of the organization
- ✚ misbehave or abuse official of the board or the executive committees, creating disputes and conflict among the organizational members
- ✚ if he/she doesn't buy the monthly subscriptions four consecutive period with out any justification reason
- ✚ if she/he dies or doesn't be able to work for the sake of sickness or any other justifiable reason, the chairperson has the right to nominate a qualified candidate for the post and then the board has the rectification .

ORGANS OF THE ORGANIZATION

ARTICLE 13. GENERAL ASSEMBLY

1. The General Assembly is the highest body of the organization and constitutes all members of the organization, who will have equal right to express their views and opinions and execute policies and decisions on all matter pertaining to the organization.
2. the General Assembly shall convince once every year in an ordinary meeting to review and examine the annual report and expenditure of the organization, as well as to pass decisions and recommendations on all aspects of the organization's activities
3. The General Assembly could also convince in an extra-ordinary meeting that could be called in emergencies by the chairman of the organization.

4. The General Assembly will have powers to amend articles of the constitution, as well as to initiate and pass new policies and decisions that concern the development of the organization.
5. the General Assembly will also have the right to elect members of the Board Of Directors and executive committees of the organization for an office term of two years, as well as to remove them or any one of them from the office by 2/3 majority vote of those attending in the meeting.

ARTICLE 14. BOARD OF DIRECTORS

1. The Board Of Directors of the organization will be responsible to execute all policies, and decisions passed by the General Assembly of the organization
2. the Board Of Directors will be composed of by five members elected from General Assembly for an office term of two years and will have powers to supervise and oversee all activities carried out by the executive committees members
3. the Board Of Directors will report to General Assembly on the progress of their implementation and their prior solution an organization submit the annual general report and expenditure of the organization and will pass their recommendation for approvals
4. the Board Of Directors will meet once every three months to examine and oversee all activities implemented by the executive committees
5. any vacancy comes to the BOD will be filled by an appointment made by the BOD and assign one of its members with an un-expired term
6. BOD may be compensated for an operation costs and other office expenses, upon representation of receipt

ARTICLE 14. EXECUTIVE COMMITEES

- ❖ The executive committees of the organization will consist of seven members who are elected official entrusted to lead and carry out all the activities and the administrative work of the organization
- ❖ The executive comities will be responsible and report to BOD on ways to execute their duties. They will also be expected to submit periodical reports to the BOD o internal and external issues relating to the implementation of the objectives and aims of the organization
- ❖ The Executive Committees will be responsible to occupy the following posts

1. Chairperson
2. Vice chair person
3. Executive director
4. Admin/finance
5. Agricultural officer
6. Health officer
7. Environmental officer
8. Water and sanitation officer

ARTICLE 15. CHAIRPERSON

- The chairman will be the highest official of the organization, who will be responsible to the public, other organizations, institution and in front of a court of law
- The chairman will be sole signatory to all agreement and contact reached with all other organization and institutions on behalf of the organization. He will also have the power to manage and coordinate the execution of all programs and projects implemented by the organization
- The chair person shall chair all meeting of the executive committees and convene in accordance to the regulation of the organization
- He/she will formulate the whole system of administration in all aspect (economically, socially, and financially).
- ❖ The chairman will hold up meeting and submit reports to the BOD on all matter relating to their work
- He/she will countersign all invoices and vouchers with the admin/finance officer of the organization

ARTICLE 16. VICE CHAIRPERSON

The vice chairman shall act always as the leader of the executive committees when the chairperson is absent or not available. He/she will perform other duties and assigned to him/her by the chairman and the executive committees.

ARTICLE 17. EXECUTIVE DIRECTOR

The executive director is the person who performs the following function.

- ❖ Coordinates the different programs of the organization

- ❖ Prepare the programs which is known to be useful for the target group
- ❖ Prepare the financial report return with cashier
- ❖ Check all the financial transactions
- ❖ And produce monthly, annual report to the members of the organization
- ❖ And produce monthly and annual reports to the members of the organization
- ❖ Is the communicator who is responsible for developing the communication strategy and plans for the organization with the consultancy of the chairperson this includes the production of materials used for internal and external publicity and producing the positive image of the organization to the organizational members (chairperson, vice chairperson, BOD members and GA members) and to the community

Bod of Directors Bilan Awdal Organization

S/N	Name	Title	Signature
1	Hasan Nour Ahmed	Chairman	
2	Saed Ahmed Osman	Executive director	
3	Eng Abdiqani mahad	Wash Officer	
4	Abdiqaadir Omar Boqore	Agri Expert	

5	Pro: Ahmed dahir Aden	Admin and officer	
6	Haroun Mohamed Abdilahi	Project Officer	

ARTICLE18. DUTIES AND RESPONSIBILITIES OF THE EXECUTIV COMMITTEES

1. other members who are holding responsibilities with executive committees and will run their normal function or titles in accordance to the rules and regulations of the organization
2. they have to abide by the coordination of the chairman as well as to work collaboration and support fo each other
3. They should submit reports to and give declaimed information showing how they fulfilled the duties of their section.
4. They have to give professionals to assist them with assessment and provide programs design before submitting their proposals to the chairman.
5. They have also to deal with the changes needed and ways of the implementations of the projects and programs they are supervising.

DEPARTMENTAL OFFICERS

SECTION 1. EDUCATION OFFICERS

- ❖ Education officers is the head of the education department
- ❖ The education officer must set the departmental plans and actions and prepare departmental projects and submit to the executive directors of the organization

- ❖ Must collect the data and information relating to this field and prepare department communication strategy to which he /she needs to enhance the department and meet the departmental and organizational objectives
- ❖ Must collaborate smoothly with the organizational objectives.

SECTION 2. WATER AND SANITATION OFFICER

- Must prepare the departmental projects
- Must formulate the strategic plan of the department
- Must prepare monthly and annual reports to the partners of the cooperating agencies
- Must collect the data and information relating to the field and departmental communication strategy to meet the organizational objectives.

SECTION 3. ADMIN/FINANCE OFFICER

- ✓ Is responsible for recruiting staff, dismissal and prepare human resource planning with the permission and consultancy of the chairman and executive directors.
- ✓ Must prepare the financial statement of the organization and receive income and pay the office and administration expenses.
- ✓ Must run the daily operation of the organization.

ARTICLE 19. FINANCE

- ❖ The executive director and admin/finance officer will counter sign all the cheques. A member of BOD will also sign cheques more than \$5000 USD
- ❖ The executive director and admin/finance officer will submit a monthly financial and narrative report to the BOD and submit bank statement.

ARTICLE 20. AUDITS

The organization will audit its finance internally and externally. The accounts will audit the organizational finance on monthly basis. A hired external auditor will do auditing as and when required.

ARTICLE 21. INCOME

Sources of funds will be subscription fee, potential income generating activities and local donations as well as INGO's and UN agencies.

ARTICLE 22. PROPERTIES

All organizational property will have procedures & policy for its use and disposals.

ARTICLE 23. DISSOLUTIONS OF THE ORGANIZATIONS

- ✚ The organization will be dissolved if 2/3 of the members approve it in a meeting participated by all members
- ✚ BOD will organize meeting if required by 2/3 of the total members.
- ✚ All properties of the organization will be handed over to the NGOs having similar aims and objectives.

ARTICLE 24. AMENDMENT OF THE CONSTITUTION

- i. The constitution will be only amended in annual General Assembly meeting
- ii. If constitutional amendment is necessary before General Assembly meeting, an extra-ordinary meeting will be requested and 2/3 of the members will approve the amendment. All amendment resolutions must be sent immediately to the ministry of national planning and coordination and the office of attorney general for acknowledgment and recording purposes.