



Public Aid Organization 2015 The Basic System of Public Aid Organization (PAO)

Decided in the General Conference of PAO in
2014/1/31

Article 1/ the **following** items in this system and all other documents of PAO indicate the meaning mentioned within each item:

- 1-1 The Organization: Public Aid Organization.
- 1-2 The Basic System: The Basic System of PAO.
- 1-3 General Assembly: General Assembly of PAO.
- 1-4 Supporting Group: The supporting group of PAO.
- 1-5 Board of Trustees: The board of trustees in PAO.
- 1-6 Administration Board: The administration board of PAO.
- 1-7 General Director: The general director of PAO, and he is the director of board and head the meetings of administration board.

First Section / the Basic principles **First Chapter / the organizations Identity**

Article 2/ Name of the organization: Public Aid Organization.

Article 3/ Location of the organization: Erbil- Iraqi Kurdistan Region. It has offices in other governorates and places, and according to the necessity.

Article 4/ the essence of PAO:

4-1: the **vision**: a world in which human lives in it with his full rights.

4-2: Values & principles:

4-2-1: Commitment of the international treaties and agreements related to human and his rights.

4-2-2: Commitment of democracy.

4-2-3 : Voluntarily working and public utility.

4-2-4: Neutrality, transparency, independence, honesty, forgiveness and nondiscrimination .

4-2-5: Cooperation, participation, collective working, equality of opportunities, gender balance, gaining the trust of the beneficiaries and responsibility.

4-2-6: Keeping personal secrets.

4-3: **mission:** a non-governmental, independent and non-profitting and public utility organization. It works according to its humanitarian values in order to improve and settle the principles of human rights, establishing a developed civil society. This will be done by carrying out developing programs and projects.

:4-4: **Aim:** Establishing and applying the principles of human rights through permanent development to establish better future.

4-5: **Strategies:**

4-5-1: Declaring in a written way about (who are we, our essence, whom do we serve and how do we carry out our programs(

4-5-2: Adopting the institutional system.

4-5-3: Adopting data, statistics and planning in carrying out the programs of PAO.

4-5-4: Reaching and helping the people who are in need of help more than others .

4-5-5: Training and providing for the needs of those who work in environmental fields.

4-5-6: Getting benefit from the modern technology and those who have specialties and professions.

4-5-7: Feedback

4-5-8: follow-up, observation and evaluation.

- 4-5-9: Cooperation, networking and advocacy.
- 4-5-10: Commitment of the current laws in working areas.

Chapter Two/ the Conference of the General Assembly

Article 5/ the Conference of the General Assembly :

5-1: The conference of the general assembly is hold once each three years as a demand from the board of trustees. The board of trustees has the right to postpone the conference for a period of time not exceeding two years and for one time. They should show the reasons behind it.

5-2: The board of trustees or two third of the members of the board of directors and consulting council to demand an exceptional meeting to be hold for the working group in the general assembly. They should show the reasons behind it.

5-3: the exceptional meeting does not lead to postpone the date of holding the general assembly .

Article 6/ Missions & authorities of the Conference of the General Assembly:

6-1: The Conference of the General Assembly is the only side entitled to amend the First Section (The Basic Principles) in the basic system.

6-2: approving the documents of the conference.

6-3: electing the board of trustees

6-4: merging or dissolving the organization

Second section/ the organization's skeleton

Chapter three /the organization's staffs & formations

Article 7/ the general assembly: the general assembly consists of

7-1: board of trustees: board of trustees consists of five elected trustees and two extra members.

7-2: administrative staff: administrative staff consists of;

7-2-1: the head of staff.

7-2-2: departments' managers.

7-2-3: managers of executive offices.

7-2-4: other members whose numbers are specified by a decision of board of trustees.

7-2-5: one of the administrative members is chosen to be the deputy head in addition to his job.

Article 8/ administrative structure: the administrative structure includes;

8-1: board of trustees.

8-2: administrative staff.

8-3: departments.

8-4: executive offices.

8-5: coordinators offices.

8-6: programs and projects

Article 9/ the organization has a supporting group that participates in preparing, implementing, and assessing its development programs, which include;

9-1: local & international partner organizations or those funding its programs.

9-2: different governmental institutes that partners of funders of organization's programs.

9-3: different press and media that support the organization's programs.

9-4: beneficiaries of the organization's programs.

Chapter Four / Missions and the Authorities of the Assemblies and Formations of PAO

Article 10/ Missions and authorities of the Board of Trustees:

10-1: demanding to hold conference of the general assembly.

10-2: it has the right to postpone the conference of the general assembly for a period of time does not exceed two years and for a single time.

10-3: demanding to hold exceptional conference for the working group in the general assembly in a case it required.

- 10-4: declaring emergency in the organizations.
- 10-5: amending the basic system except the First Section.
- 10-6: endorsement of the strategic plans and programs of organization.
- 10-7: endorsement of the general budgets for the programs of the organizations.
- 10-8: issuing the interior systems, sub-systems and binding decisions for each assemblies and formations of organization.
- 10-9: issuing the interior systems to adapt with the organization's situation in its working areas.
- 10-10: follow-up, evaluating and careful examination the works of organization and its formations according to determined mechanism in special sub-systems.
- 10-11: employing, dismissing and signing the contracts of the members of administrative assembly and the directors of offices and sectors.
- 10-12: dismissing one of the board trustees in case of violating the decisions of the essential system or the internal system of the board.
- 10-13: in case of decreasing the number of trustee's members, one of the extra members will take over and substitute the decrease.
- 10-14: the board of trustees organizes its work's mechanisms within three months from its election.

Article 11/ Missions and Authorities the Administrative Assembly:

- 11-1: submitting the suggestions of the strategic plans and the programs of organization to the board of directors.
- 11-2: preparing emergency plans according to board of trustees' decision.
- 11-3: submitting the suggestion of the general budget for the programs of organizations to the board of directors.
- 11-4: preparing annual planning, annual executive annual financial reprot, and annual conjectural budget for the organization.
- 11-5: preparing systems & schedules to be vpresented to board of trustees.

11-6: preparing instructions according to the systems.

11-7: auditing the accountants of the organization by legal authorities.

11-8: approval about employing the workers and signing working contracts by contracts not by the directors of offices and sectors of the organization.

11-9: the head of administrative staff is authorized by board of trustees to represent the organization, and has the right to authorize one of members of administrative staff during his non attendance.

Article 12/ Missions and Authorities of the departments;

12-1: The Missions and Authorities of the departments are organized by a special decision issued by board of trustees.

12-2: every department has manager which is also a member of administrative staff.

Article 13/ Missions and Authorities of executive Offices coordinators offices inside and outside Iraq;

13-1: representing the organization morally in the region according to valid laws.

13-2: implementing works and plans that presented to them by administrative staff.

13-3: preparing annual plan, conjectural budget, projects proposals, and signing working contracts in projects.

13-4: presenting annual and monthly financial and executive reports.

13-5: following up the daily work & other commitments in the region.

Article 14/ Missions and Authorities of the supporting group

14-1: the supporting group is participating in assessing the needs, putting strategic plans; follow up process, and forming defending & pressure groups.

14-2: the administrative staff takes over the arrangements of the supporting group's mechanisms with coordination of board of trustees.

Section three/ Administrative system & organization's registers

Chapter five / Administrative system

Article 15/ administrative system of the organization:

15-1: trustee's council puts a general detailed administrative system in which the skeleton, authorities, duties, the rights, and the administrative levels are included.

15-2: the administrative system specifies the relationships between the staffs & formations of the organization and administrative discipline that manages penalties & rewards.

Chapter six/ records of the organization

Article 16/ PAO organization is depending on the following records in its daily works. The records are verified according to the current law:

16-1: the record of the decisions in which the decisions of the board of trustees are written down in it, and are signed by its members.

16-2: the record of employees and volunteers. In this record the name, address, age, sex, profession, qualifications and the date of starting the work are recorded.

16-3: finance and accounting records. In these records the incomes and expenditures are recorded according to the current law in the organization.

16-4: record of assets. In this record anything belongs to PAO are recorded, such as, furniture, equipment, transferred and non-transferred money.

16-5: record of the projects. The programs and projects of PAO are recorded.

16-6: other records according to the job of PAO. This will be done by a special system issue by the board of trustees.

Chapter seven/ the financial resources

Article 17/ the financing sources of PAO consist of:

17-1: financing the programs and projects by assemblies, institutions, cooperative or subsidy organizations through the strategy and programs of PAO.

17-2: unconditioned contributions, donations and aids from individuals, institutions and official and non-official sides and others.

17-3: Campaigns for gaining support according to existing laws.

17-4: other incomes in which PAO gain as a result of its activities and investment in order to achieve its aim.

Chapter eight/ the financial system

Artcile 18/ Financial System

18-1: PAO manages its financing by itself. It has annual financing budget starts from the beginning of each year and ends at the end of the same year.

18-2: the board of trustees put a general and detailed finance system for PAO. In this system financial expenditure, accounting organizing and other aspects of financing activities are determined.

18-3: settling drawings, expenditure and incomes by reliable receipts belong to PAO.

18-4: the cash money of PAO is to be put in one or more banks and under the name of the organization. Drawing of money will be according to checkbooks.

18-5: POA is promising to make careful examination of its annual and final accounting, and giving it to a legally recognized side.

18-6: when the organization is dissolved, the money and the properties are transforming according to the current law.