

# **Statute of the ECO Network of drug demand reduction NGOs**

## **Preamble**

### **Part One Introduction**

#### **Article 1- Name:**

The name of the network shall be ECO Network of drug demand reduction NGOs (Hereinafter referred to as the Network)

#### **Article 2- Registration**

The Network will be registered in ..... and the registered office of the Network shall be located in .....

#### **Article 3- Interpretations/ Definitions**

3-1- The network consists of volunteering Drug Demand Reduction NGOs active in the member states within the Economic Cooperation Organization (ECO)

3-2- NGO shall mean Non-governmental, Non-political and Non-profit organization registered under the laws of its respective country

3-3- Full Member shall mean any NGO that has been accepted by the General Assembly.

3-4- Associate Member shall mean any NGO that has submitted its membership request but has not been accepted by the General Assembly yet.

3-5- Honorary Membership can be granted to individuals or organisations who have rendered outstanding service to the Network. Honorary Membership shall be granted by the General Assembly with the simple majority voting in favor of an Honorary Membership. Honorary Membership shall not imply the voting right the General Assembly.

#### **Article 4 –Goals and Objectives**

The purpose of the network is to establish a structure for promoting the role of NGOs in drug demand reduction in the region and thus strengthening the drug demand reduction response in the region through the following:

4-1- Create mechanism for exchanging experience with other networks, NGOs and international institutions.

4-2- Facilitate partnership between members

4-3 -Disseminate existing knowledge, experiences and reports among members

4-4- Contribute in regional policy making and decision makings related to the subject of Network activity

- 4-5- Facilitate the establishment of national focal points
- 4-6 -implement Joint projects supported by Network or members in ECO member states
- 4-7- Strengthen the NGOs in the region as a united entity to advance their advocacy leverage

#### **Article 5 – Methods of Operation**

- 5-1- Holding Joint work meeting at the specified intervals
- 5-2- Holding Seminars, Training Conferences and experience exchange workshops
- 5-3- Holding thematic exhibitions inside member countries
- 5-4- Preparing visits to assess Network members facilities and activities
- 5-5- Developing, implementing and execute joint projects between organizations
- 5-6- Apply for membership in other networks with the similar goals and programs
- 5-7- Advocacy with relevant governmental, nongovernmental and intergovernmental bodies at national, regional and interregional levels
- 5-8- Holding training programs for the Network members and other stakeholders of the Network
- 5-9- Develop Network bulletins and other Information, Education and Communications publications
- 5-10- Create and operate the network website

### **Part two**

#### **Membership**

##### **Article 6- Membership**

6-1- Membership: Any registered NGO working in the ECO member states, which shares the vision, mission and values reflected I the present statute is eligible to send a membership request to the Executive Committee. The Executive Committee shall review necessary documents of the requesting NGO within thirty (30) working days for eligibility. Executive Secretary shall send a written note to the applicant within forty-five (45) working days from receipt of membership request. Receipt of a positive written note by the applicant shall mean the NGO is accepted as an Associate member. The Executive Committee shall propose all eligible applications to the first meeting of General Assembly. Whenever the majority of General Assembly votes for the membership of an organization, that organization shall be recognized as a Full-Member.

##### 6-2- Rights and Obligations of Membership

6-2-1- A full member shall be entitled to one vote at all General Assembly as well as special/Extraordinary Assembly Meetings. Each member may, however, send a maximum number of three observers to these meetings.

6-2-2- A full member shall be entitled to nominate a candidate for the post of Secretary and hosting the secretariat of the network. A full member is entitled to nominate its candidacy as a member of the Executive Committee

6-2-3- A full member has the right to vote on any issue tabled at the Annual General Meeting.

6-2-4- A full member is entitled to participate in the formulation of policies and work programs for the network.

6-2-5- A full member shall supply the Network's Executive Secretary with the annual report of its activities.

6-2-6- An Associate member can attend the General Assembly meetings as an observer. Such members cannot vote at the Annual General Meetings.

6-2-7- All members of the Network have the right to participate in the management and to make suggestions in common interest through communication with the Executive Committee and bring to the attention for discussion in the General Assembly.

6-2-8- All members have the right to be informed about the network's activities, benefit from its achievements and of having access to all Network's reports and publications.

6-2-9- All members have the right to terminate their membership in the network under their own free will.

6-2-10- All members shall pay annual membership fees which is determined by the General Assembly.

6-2-11- All members of the network shall be obliged to observe the clauses stipulated in the present statute.

6-2-12- All the members of the network shall be obliged to avoid using the network and its name in any way contradicting the statute and the law, nor to use the network for the sake of their personal benefits and profit.

### **6-3- Membership Fee**

6-3-1- Upon admission as full member, members shall pay their membership fee which is determined by the General Assembly.

6-3-2- The method for payment of the membership fee and its collection method would be determined in the first Network General Assembly. Likewise changes on this decision shall be taken by subsequent General Assembly meetings.

### **6-4- Termination of Membership**

6-4-1- Non-compliance with the principles and the provisions of the present statute and/or any abuse of the network can cause the suspension of a Member of the network in following cases:

- Breaching the statute
- Displaying conducts that are derogatory to the reputation and image of the network

- Systematic refusal to participate in the network activities and/or not paying membership fees

6-4-2- The request for suspension of any member shall be signed by at least three members of the Network and presented to the General Assembly.

6-4-3- The request for suspension of any member shall provide sufficient documentation related to violations and related documents are required to be attached at the time of request submission

6-4-4- The request for suspension of any member shall be reviewed in the General Assembly and at least two-thirds (2/3) of the present members shall vote it to be approved.

6-4-5- Should the suspension issue not be resolved within one year the suspended member can be expelled upon the written request of three members to the General Assembly and the vote of at least two thirds (2/3) of the members present in the General assembly.

### **Part Three**

#### **Structure and Organs of the Network**

##### **Article 7- General Assembly**

7-1- General Assembly shall be the highest authority and decision-making organ of the Network.

General Assembly consists of those Full Member representatives having committed their financial obligations. Full Member Representatives shall be introduced by a written note and have the right to vote. Associate member representatives have the right to attend General Assembly meetings but have no right to vote. The member organizations may send in addition to the authorized representative for voting two additional observers who would attend the meeting without voting eligibility.

7-2- Calling Meetings of the General Assembly

7-2-1- Annual General Meeting of the Network shall be held at least once a year, called by the Executive Committee

7-2-2- Notice of the date, time and place of the Annual General Meeting shall be dispatched to all members at least sixty (60) working days prior to the date of such meeting, considering also the visa issue. Every notice of the time and place at which the General Assembly is to be held shall be accompanied by a copy of the agenda and financial statement for the preceding fiscal year.

7-2-3- The quorum for General Assembly shall be one-half (1/2) of the Full members entitled to vote. The Executive Committee, in conjunction with the members of the Network present, shall adjourn any meeting if the members present do not form a quorum, or if the meeting

has proceeded beyond the expected time and the proposed agenda has not been exhausted.

7-2-4- The business of the General Assembly shall be:

7-2-4-1-To receive and approve the report of the Executive Committee.

7-2-4-2-To receive and approve a statement by the Treasurer and approve the Network budget for the ensuing year.

7-2-4-3- To elect members of the Executive Committee and the Secretary for the ensuing year

7-2-4-4-To decide on the membership fee

7-2-4-4- To decide about any changes in the constitution

7-2-4-6- To consider and vote upon any alternation and / or additions to the constitution of the Network of which due to notice has been given.

7-2-4-7-To transact and vote upon any issue mentioned in the Agenda.

7-2-4-8- Review and make decisions on requests received such as membership application or request for expulsion of any member

7-2-4-9- Review and establish conditions of services required as related to hired staff like the number and type of hired staff and the level of payments to hired staff as well as determining general budget made available for the function of the secretariat.

7-2-4-10- Establish the conditions of Service (e.g. remuneration, benefits, etc.) for the secretary of the Network.

7-2-4-11- To dissolve the network or decide for merger with other organizations/networks

7-2-4-12- The General Assembly shall not be allowed to take decision on topics not included in the agenda of invitation

7-2-5- The procedures and/ or rules for the conduct of the General Assembly shall be as follows:

7-2-5-1- the Chairperson of the General Assembly or any other member of the committee appointed by him shall chair The Annual General Meeting;

7-2-5-2- Representative/s of Full Members present at the meeting shall be entitled to one (1) vote; no member shall be entitled for more than one (1) vote in any condition;

7-2-5-3- Votes for election of the Executive Committee shall be by secret ballot;

7-2-5-4- All votes otherwise shall be by a show of hands or secret ballot as the meeting shall determine.

7-2-5-5- In General Meetings a vote shall be passed by a simple majority of present members entitled to vote. For decisions related to amending the statute of the network two third of the present members is necessary and for the dissolution or merger of the network the majority of three fourth (3/4) shall be necessary.

7-2-5-6- The Chairman and Place of next General Assembly meeting shall be determined at the end of each General Assembly meeting.

### **7-3- Extraordinary/ Special General Meeting**

7-3-1- An Extraordinary General Meeting of the Network may be called at the request of two-third (2/3) of Executive Committee members or at the request of one-fifth (1/5) of the total representatives of Full Members.

7-3-2- Notice of the date, time and place of the Extraordinary General Meeting shall be dispatched to all members at least thirty (30) working days prior to the date of such meeting and shall specify in writing the matters to be dealt with.

7-3-3- An Extraordinary or Special General Meeting shall be competent only to deal with the particular business of which due notice has been given.

7-3-4- The procedure and / or rule for the conduct of an Extraordinary or Special General Meeting shall be the same as in Article 7-2-5.

7-3-5- Minutes of the meeting are prepared and filed signed by the Chairperson and the person keeping the minutes.

### **Article 8- Executive Committee**

8-1- Executive Committee comprising of five (5) persons who shall be elected by the vote of General Assembly each two (2) years.

8-2- Chairman, Treasurer and Secretary, shall be elected by the vote of Executive Committee members.

8-3- The quorum for Executive Committee Meeting shall be two-third (2/3) of the Committee members and each decision shall be made by the vote of simple majority of all present members.

### **Article 9- Tasks, Duties and rights of Executive Committee**

9-1- Management and administration of all day-to-day affairs of Network;

9-2- Act as juristic personality representing the Network;

9-3- Convene General Assembly Meetings within the determined period each year and make reports to the members.

9-4- Purchase, take on lease or in exchange hire or otherwise acquire any moveable and immovable property which may be deemed necessary for any of the purposes of the Network and to sell and exchange of any kind.

9-5- Open and Close Bank Accounts in the name of Network, to operate such accounts, debt payment and collection of claims.

9-6- Employ and/ or dismiss of staff and consultants, whether full time, part time, paid or unpaid.

9-7- Institute, conduct, defend, compound, or abandon any legal proceedings by or against the network in courts and legal authorities.

9-8- Receive applications for membership and review eligibility.

9-9- Attempts to obtain consultative status of accredited institutions of national, regional and international.

9-10- Members of the Executive Committee shall hold the office for a period of two (2) years but shall be eligible for re-election to office for an additional period of two (2) years, after which such members shall not be eligible for re-election for a period of two (2) years;

#### **Article 10- Secretariat**

10-1- Permanent Secretariat of the Network is located in Tehran- Iran .

10-2- All executive and current affairs of the Network shall be planned and implemented by the Secretariat

10-3- Secretariat shall be informed of all correspondence and communication between Members.

10-4- All correspondence and communication between Members and other institutions and state organizations which is performed under the name of Network shall be coordinated with the Secretariat of the Network prior to any action

#### **Article 11- Secretary**

Tasks and duties of the Secretary

11-1- Secretary shall be elected by the General Assembly for a period of 2 years

11-2- Secretary shall be responsible for the network secretariat and the executive committee

11-3- All Network communications shall be done with the signature of the Secretary

11-4- Secretary shall act as the Network representative in all meetings and communications between Network and other entities

11-5- All Legal documents shall be valid signed by the secretary

11-6- All Financial documents shall be duly signed by the secretary and the Treasurer

#### **Article 12- Finance**

12-1-Membership fees

12-2-Grants by Governments

12-3-Grants by International Organizations and Non-Governmental organizations

12-4-Incomes by implementing joint projects

#### **Article 13- Dissolution of the Network**

The network could announce dissolution by the decision of General Assembly and the vote of three- Fourth (3/4) of full members present in the meeting. In such case all assets of the Network shall belongs to ECO