

**Internal Policy and Procedures of Being Free  
Organization**

**For Amelioration, Individualism and Human  
Development**

## Article 1

### Identity of Organization

#### Section 1

Name of organization:

Being Free Organization; for amelioration, individualism, and human development.

Logo of Organization:



Meaning behind logo:

The logo portrays a flying bird with open wings with a blue, right wing and a white, left wing representing our civil, cultural, democratic

movements. The image lays on a blue background and is followed by the organizations's name in Kurdish then in English.

## **Section 2**

### **Address of organization:**

The organization's head office will be based in Slemani – Kurdistan/Iraq, further branches will be opened nationally and internationally as deemed fit or necessary.

## **Section 3**

### **Definition of organization:**

A non-profit organization that operates independently of any government with a purpose to address the social issue of freedom and independence of individuals, further development of civil community and refinement of persons to aid in the progress of human resources and skills and enhancement of general awareness of issues concerning social justice, democracy, and equal opportunity in public and private sectors.

## **Section 4**

### **Scope of work:**

Facilitating refinement and betterment of individual's skills to help create a better, more educated, civil community.

Bringing about change in the judicial system and its executions to create a more just system.

Facilitating proper implementation of human rights principles and democratizing the form of powers and authority that currently exist.

## **Article 2**

### **Aim and purpose of organization**

#### **Section 1**

The aims of the organization:

1. Implementing freedom and equality in the wider community, regardless of any ethnic, religious, gender differences, in any context, be it, social, political, economical, cultural, or legal, as long as it does not violate any other person's rights.
2. Encouraging the community towards further civil enlightenment and advancement comparable to forward communities in other countries.
3. Promoting freedom of speech, civil and political rights of individuals, group and NGOs.
4. Supporting the freedom and independence of other civilian organizations throughout the community.
5. Demanding and implementing transparency and human rights in public settlements and promoting democracy and individualism within them.
6. Solidifying the meaning of being part of a community and bringing about legal supremacy over all the civilians of the community and country.

7. Aspiring to help educate and enable individuals, families, and the community to embody peace and heterogeneity and equality to promote equal opportunities and eliminate gender inequality.
8. Encouraging individuals and authorities to abide by the human rights bill and international human rights law.
9. Working towards promoting a democratic upbringing inside families and throughout the many levels of education and higher education.
10. Promoting the sustainability of natural resources to preserve and create a healthier environment.
11. Creating equal opportunities for individuals in the community in education, job, social, and political opportunities.
12. Implementing s11 of the Free Information Act 2013 in public and private settlements.

## **Section 2**

### **Ways of work:**

1. All forms of civilian work conducted peacefully.
2. Research, questionnaires and analysis.
3. Holding meetings, seminars, conferences, workshops, open dialogues.

4. Setting programs for raising general awareness of individuals, organizations and, community as a whole on social and political issues happening nationally and in the wider context.
5. Contributing to publishing, writing, translating, and researching of any work relating to the aforementioned ongoing causes.
6. Establishing a media outlet and independent publishing house.
7. Lobbying and presenting of cultural, educational and legal ideas and projects to parliament, government, judiciary and private sector establishments.
8. Implementing s5 of the Public Authorities and Civil Organizations Joint Protocol Act 2013
9. Setting up liaisons and collaborations to implement projects with other organizations and individuals.

## **Article 3**

### **Membership**

#### **Section 1**

##### **Conditions for becoming a member:**

1. Must be 18 years of age or above.
2. Must believe in the internal policies of the organizations and abide by it's guidelines.
3. Must have consideration and respect for individuals, human rights, civil community, and freedom of speech.
4. Must believe in equality of individuals without any regard for ethnic, religious or gender differences.

#### **Section 2**

##### **Violations and consequences**

###### **A. Violations:**

1. Rejection or violation of any internal policies and procedures.
2. Violation of any of the membership conditions.
3. Being absent from 5 meetings without asking for permission.



## **B. Consequences:**

1. Notice
2. Warning
3. Suspension after 3 notices and/or warnings
4. Rescinding the membership

## **Section 3**

### **Members' rights:**

1. All members of the organization enjoy the same rights and are treated equally in all aspects.
2. Each member takes on responsibility to their full potential and capabilities in projects and events.
3. Members have the right to partake in any event or project set up by the organization in any place or time.
4. Each member has the right to cancel his/her membership.
5. Each member has the right to express him/herself freely and give their opinion on any matter relating to the organization and its conducts.

6. Every member has the right to vote and elect themselves for any vacancies in the organization.
7. Every member must be made aware of the time and place of any meeting that occurs.

## **Section 4**

### **Members' jobs and responsibilities:**

1. Work towards the general benefit of the organization and implement democratic principles and not use the organization for any personal interest be it political, economical, or social.
2. Abide by the internal policy and guidelines of the organization.
3. Pay the yearly membership fee of 60,000 IQD.

## **Section 5**

### **Losing membership:**

1. If a member is convicted of any crime.
2. Violations of any internal policy or procedure.
3. Defamation, derogatory words, or ill will towards another member.
4. Death
5. Member canceling his/her membership.

## **Article 4**

### **Structure and operation of organization**

The structure of the organization: Being Free is in practice a flat structure with each member holding the same place and level of responsibility for the founders, general assembly and board of directors/executive director.

#### **Section 1**

##### **Founders:**

Consists of five members responsible for the founding and establishing of the organization.

##### **The founders have the following rights and responsibilities:**

1. Present recommendations to the board of directors/executive director.
2. Conduct meetings between the 5 members.
3. Review and evaluate the organization's activities.
4. The organization can be dismantled with 2/3 votes of founders.
5. The organization's name can be changed with 2/3 votes of founders.

6. the organization can merge with another organization with 2/3 votes of founders.

## **Section 2**

### **General Assembly:**

Consists of all the members of the organization.

### **The general assembly has the following rights and responsibilities:**

1. The president, vice president, board of directors, departmental managers and 2 substitute members of the organization can be elected and changed every 2 years through anonymous voting.
2. The right to participate in any public event held by the organization.
3. The right to present any idea to the board of directors.
4. Hold annual meetings where each member appraises and evaluates the activities and conducts of the organization for that year
5. General assembly can instate an advisory board to attend meetings and offer their advise on important matters.
6. Every member has the right to view and supervise the organization's accounts and financial activities, respectively.

## **Section 3**

### **Board of directors:**

Consists of the president and vice president of the organization and departmental managers. Namely;

1. President
2. Vice president
3. Finance and operations manager
4. Public relations manager
5. Projects and activities manager
6. Research and publishing manager
7. Media and journalism manager
8. Substitute members (2)

### **The board of directors has the following rights and responsibilities:**

1. Members of the board will be elected through a general assembly vote and another voting between the board members.
2. The board of directors is responsible for the operations of the organization and its finances.
3. The board is responsible for approving and organizing projects and selecting a representative to sign any relevant documents.

4. The board can, at its discretion, decide to open new branches in the country or outside the country.
5. With (50+1) vote, board members can modify the internal policies and procedures, as deemed fit.
6. With majority vote, board members can form alliances with other organizations, as deemed fit.

**President's rights and responsibilities:**

1. Releases statements on proper conducts and procedures in the organization, signs and approves any publishing work and exercises the right to approve and reject any contract or obligation of the organization.
2. The president will be elected through a voting process every 2 years.
3. Monitors and supports all departments, branches, and projects of the organization.

**Vice president's rights and responsibilities:**

1. The vice president will substitute and take on all the duties of the President when and if the President is absent or no longer in position.
2. The vice president will be elected through a voting process every 2 years.

## **Article 5**

### **Income of organization**

**The organization's income consists of the following:**

1. The annual membership fee and internal donations from the members.
2. Donations from governmental or private settlements in the Kurdistan region.
3. Donations from international organizations, UN agencies, consulates.
4. Revenue generated from any activity or event held by the organization.

**Accounting of the organization's income and revenue:**

1. All the income sources must be used from the organization's official bank account.
2. The organization will budget and account yearly according to the relevant accounting system, including income statements and balance sheets, that is applicable in Kurdistan Region.
3. The organization will present its yearly accounting reports to the relevant authorities, promptly and in the correct procedure.

4. For any projects funded by the government, the organization must present detailed report of its expenditure to the relevant authorities and abides by the agreement which both parties have agreed and signed upon.
5. Annual accounting reports will be prepared by the board of directors and presented to the general assembly.



## **Article 6**

### **Record-keeping and Privacy Policy**

#### **Section 1**

**The following types of data have been approved for the purpose of record-keeping:**

1. Members' information: full name, age, gender, level of education, address, date of start of membership.
2. Accounting information: Income statements and balance sheet.
3. Information on assets: A record of all the organization's assets.
4. Information on decisions: A record of all decisions made by the board and general assembly and the names the organization's representatives.

#### **Section 2**

**The following information will be held by the organization:**

1. Record of all entries and exits into organization's premises.
2. Archives and retros kept from projects and events.
3. Notes taken in meetings
4. Record of decisions made.

## **Article 7**

### **Principles of work inside organization**

**The principles work expected from the members of the organization are:**

1. Abiding by the Universal Declaration of Human Rights.
2. Abiding by the relevant laws and regulations of civil organizations and Kurdistan region.
3. The branches that open in other countries must abide by the regulations and laws of the host country.

## **Article 8**

### **Termination of organization**

**The organization can be dissolved voluntarily or mandatorily:**

1. Voluntary termination of organization will occur through the relevant internal policy and procedures set out above.
2. Mandatory dissolution of the organization will occur through a legal order and all assets, income, and capital will be dealt with in accordance with sub-section (1,2) of s17 of the Non-Governmental Organizations Act 2011.