



UNIVERSAL INTERVENTION AND DEVELOPMENT ORGANIZATION

UNIDOR CONSTITUTION REVISED 2021



**Universal Intervention and Development
Organization (UNIDOR)
UNIDOR CONSTITUTION REVISED 2021**

**DRAWN BY:
BOARD OF DIRECTORS
UNIDOR SOUTH SUDAN**

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ARTICLE ONE (1) :

Name of Organization -Universal Intervention and Development Organization

ARTICLE TWO(2): ACRONYM NAME OF THE ORGANIZATION (UNIDOR)

ARTICLE THREE (3) ORGANIZATION HEAD QUARTER .

UNIDOR HQ is Juba South Sudan ,we are located a long Kololo, America embassy road in front of Catholic University , in Juba South Sudan P.O. Box 283 Juba South Sudan and P.O. Box 48719-00100GP Nairobi Kenya

ARTICLE FOUR (4) GOAL OF UNIDOR

Is to Save life and transform communities

ARTICLE FIVE (5) UNIDOR VISION

Is to be a partner of Choice in community Transformation

ARTICLE SIX (6) MISSION

Is to alleviate suffering , resolved conflict , prevent humanitarian crisis and save lives.

ARTICLES SEVEN (7) : CORE VALUE

- Faith in God
- Partnership
- Transformation
- Accountability and Transparency
- Neutrality

ARTICLE EIGHT (8): ORGANIZATION OBJECTIVES

- To response to any human suffering, through multisectoral response
- To build , empower community to be innovative and be self reliance
- UNIDOR is a Christian base organization , and therefore none discriminative , the organization must provide fair and equity treatment to all regardless of any political , religion , nationality affiliation
- To build capacity of employees through offering them short term/Long training and on job training

ARTICLES NINE (9) STRUCTURES ,GOVERNANCE AND ADMINISTRATION OF THE ORGANIZATION (UNIDOR)

i. BOARD OF DIRECTORS

Is the higher organ of the organization in which the head of this body is the chairperson of the board , the board of director comprised of five members (5) who have the overall authority and management of the organization , these are volunteers members however UNIDOR only pay them motivation incentive during the meeting in addition some of the members have to be transport from either Kenya or South Sudan , or if any extraordinary meeting request by chair and secretary.

The following are the position in the board and responsibilities

- Chairperson of the board
- Vice Chairperson of the board
- Secretary General of the board
- Treasurer of the board

- Vice Treasurer of the board
- Two Members of the board

Function and powers of the chairperson of the board

- Chair all meetings except if delegated to the immediate member on the leadership in which always the immediate person is the vice chair
- Rule over the tie decision as he/she have 2 votes
- Provide guidance to the members of the board on the growth and development of the organization
- Work closely with executive Director who is also a secretary
- Approved Board Meeting minutes as well as budget.
- Signed and endorse organization audits reports when satisfied with the reporting activities , when the auditors made the conclusion on his/her finding and recommendation
- Make final decision in case of any defeat decision by the executive Director specially on senior management team
- Signed any document on changes of the banks status include removal and adding of another signatory to the organization account unless if the executive Director is authorized to do so in writing in the absent of the chair the vice chairperson assumpt responsibility , and in the absent of two the executive Director who is the secretary general to the board assumpt responsibility
 - ☐ Have the final decision on behave of the organization management
 - ☐ In case of any deadlock during election the chair have 2 votes responsibility
- Advise Executive Director and Senior management team on management and operational matters of the organization include employees and fund management

- Carry out private lobby for organization support financially and socially dealing with government to build trust of UNIDOR work in the country , approaching private donors who may pledge support to UNIDOR on delivery support of Multisectoral Projects
- Approved Employee Salaries Scales and benefits which depend on the availability of the fund mobilized ,
- Officially open and closed any meetings
- Delegate any of the board staff on his/her behave
- Stand to keep and maintain the organization integrity and image

Function and powers of the vice chairperson of the board

- Deputized the chairperson of the board in all the respective roles
- Chair meeting when delegated by the chair or when the chair is not available
- Work closely with the executive Director of the organization on all the organization administrative matters and report any unsolved issue to the chair
- Carry out indirect support for the organization financially , socially in the country of operation
- Advise executive Director on the development of the organization and on any challenges he/she may feel require correction
- Sign any official document on behave of the chair when authorized in writing
- Stand to keep and maintain the organization Integrity and image

Function and powers of the Secretary General of the board

- The secretary of to the board of Directors also served as the executive Director of the organization
- Secretary of the board hold two position one is the secretary to the board and two as well the executive Director of the organization
- Invite all board members for meeting after approval by the chair
- Make sure there is fund to facilitate Board members movement from one point to another
- Make sure there is fund to meet the meeting hall, meals , and bonus for members who manage to attend the meeting only except the executive Director or any other organization senior staff who may attend the meeting but served with meal
- Write Minutes of the board Meeting and share them with members for endorsement
- As executive Director is the principle signatory to the organization accounts with 2 other primary , this means cash cannot be withdraw or pay with out signature of the executive Director nor Executive Director to withdraw or pay with out the signature of the second or 3rd signatory two must signed for the bank to process any transaction or payment request
- Make decision on who to be signatory to the organization account with consultation with chairperson of the board
- Approved all recruitment of all position in the organization
- Provide clear structure of the organization operational procedure , culture and policies of operation

- Together with board members be able to developed all working policies to be disseminated to employee for their guidance
- Provide guidance on the organization culture and policies
- Signed all Legal contracts with funding partners and government or any authority unless authorized another staff to do so

Function and powers of the Treasurer

- Keep all organization financial records and utilization of fund receive
- Work closely with finance team to be sure of fund utilization and management
- Received , review and provide any commence to any financial report by the organization before sharing the report with the entire management
- Involved in Financial policy development which must be generated by the finance manager
- Liaise or work closely with department of finance to know the exact role of the finance and advise the board on the status of the department
- Co- Signatory to the account of the organization with the executive Director being the principal signatory
- Update Leadership of the board of directors on agreed time about the organization status and position financially and further advise if decision on staff reduction or Salaries reduction can be made as alternative to maintain the organization operation
- Carry our Survey on Salary Scale of other partners and advise UNIDOR on where to position ourselves

Function and powers of the VICE Treasurer

- Support treasurer roles in case of the absent
- Work closely with treasure and finance team in the organization
- Do independent work when delegated by the treasurer
- Participate in the meeting discussion as individual

Function and powers of the two board members

- Support entire roles of the boards through technical in put during any discussion of the board and specific advise to the board members
- Have absolute right to vote during election of the board leadership
- Can contest for any position in the board and seek voters to support them
- Provide legal advise to the board and particularly for Secretary and the chair on matters of organization development and challenges the organization may be facing and how to tackle them
- Should contribute brilliance and more technical ideas for growth of the organization

ii. THE FUNCTION OF THE BOARD

The board is the higher organ of UNIDOR and therefore expected to performance the following function .

- **Recruited, supervise, retain , evaluate and compensate** employee who performance good work , they must make sure employee are committed to their job and so that no employee is allow to save two masters , when they signed contract they need to signed Conflict of interest , code of conduct .

- **Provide Direction for the organization :** The board have strategic function in providing the vision , mission , goal of the organization these are task combine with the executive Director of the organization who is a full time employee and manage daily activities of the organization .
- **Formulation of organization policy guideline:** Board of Directors are responsible to formulate the policies of the organization, and they make sure they are fully implemented by the employee of the organization
- **Govern the organization and maintain the relationship between employee and the employer:** The board of Directors ensure smooth running of the organization , they make sure the senior management team are fully and participate in board meetings , specially head of programme , head of Finance and head of Operation , if there is any management challenges facing executive Director the board is the final solution to it.
- **Fiduciaries duty to protect the organization ,and its assets :** The board of Director are responsible to make sure should the organization faced any operational problems include shortage of funding to support the implementation of the programme the board have authority to interject and find lasting solution
- **Monitor and control function :** The board of directors have responsibility to monitor the project implementation and make sure they received report from the Organization management on agreed timeframe

iii. SENIOR MANAGEMENT TEAM (SMT)

The senior Management team is the second higher organ of the organization , it comprise of five members lead by Executive Director , the other members are , Director of Programme , (DP) Director of Operation (DOP , Finance Manager ,(FM) or

Director of Finance , Human Resource Manager(HRM) these are the team who carry out the organization daily activities ,and make decision on any matters , they approved for departmental recruitment , termination of any employee contract , employee performance appraisal , they meet when there are demand , they do not have specific timeline plan , ED call meeting when necessary and require , Executive Director have the authority to rule and make any final decision over the matter brought to SMT attention , here are summary of SMT responsibility

- Responsible for Organization daily activities per department and entire operation both HQ and field locations
- They Meet any time when there is matter of concern to be discussed and decision have to be made
- Employee performance Appraisal approved
- Make Final decision on any matter of operation , when the organization faced funding challenges the SMT is the one to guide decision on the best approach , this include issuing staff contract break unpaid break, reduction of numeration(Salary)
- Executive Director is responsible to make any final and difficult decision on behave of the organization management

iv. MIDDLE MANAGEMENT TEAM (MMT)

Middle Management Team (MMT) is a third level of Organization , management , these team comprise of all Programme ,Support, base managers , and state coordinators if exist , here is the summary of the MMT roles and responsibility .

- Programmes Managers are responsible for departmental fund raising each department head take full responsibility of making sure the department is well funded and so the activities are implement under this constitution UNIDOR managers are motivated to own the department and they

are given authority to issue warning and recommend termination of any staff who do not perform well under their respective department , they are expected to carry out employee performance

- Reporting to donors meeting deadline
- Supervising field project implementation with project officers
- Providing internal monthly reports to the director of Programme who will then share the same with Executive Director
- Support Managers are responsible for all the require support per sectors
- MMT Meet quarterly to discuss and share their achievement , challenges and future planning

ARTICLES TEN (10) CRITERIA TO BE A BOARD MEMBER

- Any person who accepted to volunteer his/her time to the organization work and make a different is highly welcome and become a board member
- Must be a grown up adult between the age of 25- 30 years of ages and above and not below the age of 20 years because with board some time difficult decision has to be taken and require mature and well understand person
- Must have better Education background at least college or university level of academic
- Should Speak English , Arabi and Swahili
- Must have good network with other networks.
- Must have good and clear communication skills in English .
- Must respect and follow the organization culture and policies
- Able to contribute on policies development technically

ARTICLE ELEVEN (11) MOTIVATION OF THE BOARD

As the board of directors are volunteer, they are not in any payroll of the organization , it is the prerogative of the management to provide motivation incentive to the members who attended the meeting , in this regard , whenever a meeting take place outside South Sudan , those who shall travel from South Sudan to any recommended destination UNIDOR must meet the travel by air or land , pay VISA if require , put members in to a full board accommodation , and in addition after the meeting each member to received an amount of two hundred and fifty US Dollars (\$250 USD) for the entire duration of meeting not per day

Board of Directors voting during election

By this constitution board of Directors are allow to served for two terms which is eight years because each term is four (4) years , however due to the fact that it is a voluntary service members who intend to take longer per can be allow , however the supreme decision is taking by general assembly , therefore during the election the following procedures and step

- a) Members who want to contest are encourage to applied submit their applications, with their certificates , the key position always in applications are Chairperson, vice chair , treasurer, because secretary is automatically the executive Director of the organization*
- b) Voting is always trough secrete voting through the box*
- a) If No application submitted then ,during the general assembly nomination of members to be made by individual to express their interest to served and be seconded by members*

DECISION Quorum

Save as otherwise stated in this constitution, all meetings, Assemblies and other activities that involve decision making shall have 2/3 majority for a minimum decision making. When the board meeting fail twice due to lack of quorum the chairperson of the board and the vice , plus Secretary have authority to decided on the matter , above all the chair have double vote and power to make ruling in case of any tied decision .

REMOVAL OF MEMBER FROM BOARD SERVICE

For the fact that the service is volunteer some members sometime take much of their commitment to their individual job where they are paid for , this reason if a member absent from any meeting the following reason will make them lost the memberships , however they can restate when they express their interest to rejoin . summary reason to lost the membership

1. Absent or missed board meeting three - five time
2. If a member worked for NGOs or government because this will lead to conflict of interest because to avoid conflict of interest
3. If you have security threat and fear from the working environment
4. If you are found gossiping against the organization this means such member cannot support the organization mission
5. Resignation - a board member can decide to resigned and give reason for his/her resignation
6. Termination for gross misconduct include reason of cheating , Fraud , sexual exploitation and abuses which is zero tolerance such member must be immediately asked to leave the job

THE MEETING:

The general Assembly:

- The General Assembly shall be held once annually to report the organization achievement, challenges and future plan , in this meeting with board of Directors three senior UNIDOR

staff must attend the meeting , the Director for Programme (DP, the Director of Operation (DOP), and Finance Manager to contribute to the discussion and reporting agenda it is important also that they represent the reality of the operation of the organization,

- Board of Directors (BoD) meeting should be held biannually however should there be any urgent demand which require decision the chairperson in consultation with secretary General for extraordinary meeting can be convince
- Normal Meeting , secretary to the board should share Notification with members 30 days before exact date of the meeting to all meetings shall be prepared, signed, dated and served accordingly
- For any extraordinary meeting the secretary to the board must invited intended members giving fourteen (14 days) however when it is an emergency the intended members can be given 2-3 days to meet and make decision on the urgent demand
- In all the board meeting agenda , and previous meeting reports are share before the meeting data so that members are able to familiarized themselves with the agenda of discussion and if there were any previous meeting actions point to be review
- The Agenda and other relevant documents shall be accompanied by invitation letters, if there are another business to be added should be share with secretary before the exact data of the meeting

ARTICLE TWELVE (12) RUNNING AND MANAGEMENT OF ORGANIZAYION BANK ACCOUNTS

UNIDOR as an organization must always operate through the most secure and reliable banks , UNIDOR must also operate from the bank use commonly by our long term donors to easy

transactions of fund , therefore in any of those bank open the principle signatory must be the executive Director with 2-3 Signatory , in which executive director is the principle signatory , no cash of fund to be pay or transfer with out his/her signature , according to the country law signatory are demand to be 3-4 but with principle signatory being the head of the institution or organization, further the executive have prerogative power on who to be the signatory to have control of resources

1. Who are suppose to be signatory and who nominated them

Under constitution the following are to be the main signatory to the organization accounts

- a) Executive Director as the principle signatory to the account
- b) Director of Operation
- c) Head of Finance
- d) Treasurer to the board

Any of the members listed here can signed with the executive Director under this constitution, however should any the signatory involved in fraud or activities defined as corruption the Executive Director must immediately inform the board of Directors to convince a meeting and make resolution on the best judgement of the act .

Under this constitution the executive Director is the supreme leader of the organization and have power to nominate any staff but with consultation with in the senior management team (SMT) before making any final decision , the head of finance ,Director of Programme , and Director of operation can be signatory to the bank account , however executive Director remain the principle signatory and have final approval of the individual , it is of the management though that having more than 2 signatory is the best and to avoid causing any inconvenient to the operation of the organization , the board

of Director treasure entrusted the head of finance to be part of signatory so that no delay in term of supporting the team .

ARTICLE THIRTEEN (13) ,FRAUD EVIDENT OR CHEATING

Organization require transparency , honesty and openness therefore under this constitution if any fraud is notice and confirm the person involved must be immediately removed , punished and terminate his/her working contract with resolution signed by board of directors , specially the chair, treasurer and secretary , the same board must be the one to endorse any recommendation of the Executive Director on who can be a signatory , a signatory is a person who hold senior position and can be trusted to do justice and fair decision some one who keep extreme confidentiality of the organization affairs ..

ARTICLE SIXTEEN (16) FUNCTIONS AND POWERS OF EXECUTIVE DIRECTOR

- He/She is the executive Director of the organization act as the supreme leader of the organization
- Head of Senior Management Team (SMT)
- Act as the secretary to the board of Director
- Principal signatory to the organization account
- A final decision maker of the organization
- Organization budget holder who approved and disapproved cost of staff Salary
- Must keep up to date records for all employee of the organization
- Draw and share the agenda of the meeting before the time of the meeting so that members are prepare for answer

- Must be the only one to approved any press release or any communication to social media
- Have the authority to recommence any staff to be co-signatory to the account of the organization
- Appraises employee reported to him/her bi-annually
- Report any challenges facing the organization to the board of Directors
- Always plan a head on Board of Director meeting annually or when there is extraordinary meeting called by the chair
- Stand to protect/ prevent and maintain the organization integrity and the image
- Must keep the organization doctrine of devotion a life

ARTICLES SEVENTEEN (17) FUNCTION AND POWER OF DIRECTOR OF PROGRAMME

- He/she shall be The deputy executive Director in nature
- Shall remain the head of the programme
- Shall be a member of Senior Management Team (SMT)
- Must be technically fits to supervise Programme Managers
- Must be able to write Proposal for funding
- Must be able to read and provide commence to any Programme Manager
- Advise Executive Director of Programming matters include cost for staff and operation
- Shall chair any Organization Management meeting in the absent of the Executive Director and even when the executive Director present
- Must always remain in charge of the organization when ED is on leave or on mission out side the office

- Must be able to appraise Programme Managers and share feedback with Executive Director bi-annually
- Must represent Organization in different clusters and in the face of any authority
- Work well and understand different cultural behavior of employee in the organization
- Stand to protect/ prevent and maintain the organization integrity and the image

ARTICLES EIGHTEEN (18) FUNCTION AND POWERS OF DIRECTOR OF OPERATION

- Shall be the head of organization operation
- Shall be a member of senior Management team of the organization (SMT)
- Shall work in the middle of Finance department , Logistic and Procurement department ,and Human Resources and Training Department
- Work closely with Logistic and Procurement on movement of the organization vehicles , assets , employee movement , deal with Suppliers of the organization, signed contract with them but after seeking approval from Executive Director and Director of Programme
- Work closely with HR department to verify employee payroll and pay slip
- Work closely with Finance team to make sure all payment is within the cost
- Appraises employee reported to him/her
- Stand to protect/ prevent and maintain the organization integrity and the image

- **ARTICLE NINETEEN (19) FUNCTION AND POWERS OF DIRECTOR OF FINANCE**

- Head of the finance
- Shall be a member of senior Management team (SMT)
- Must be able to write technical Financial Policy ,and Procedure to be put in practical operation by the organization and accept by donors
- Advise Executive Director on the utilization of the income and the future sustainability of the organization
- Designate task to different staff with in the finance where each staff is assigned to deal specific donors reports and be the main contact
- Make sure all Financial reporting are send to donors after his/her approval
- Must make sure institution audit is done on time and therefore
- Appraises employee bi-annually and share feed back with Executive Director
- Stand to protect/ prevent and maintain the organization integrity and the image

ARTICLE TWENTY (20) FUNCTION AND POWERS OF HUMAN RESOURCE AND TRAINING MANAGER

- Head of Human Resource department , employee capacity building
- Must be a member of senior Management team (SMT)
- Must keep up to date data on employee contract and use as back up for the organization
- Issue contracts of employment to employee after consulting with respective sector head , Finance manager to verify the

cost approved , and Seek approval from executive Director before issuing contract to individual

- Stand to protect/ prevent and maintain the organization integrity and the image

ARTICLES TWENTY ONE (21) CATEGORIES OF EMPLOYEE

Universal Intervention and Development Organization remain a National organization and shall have the following categories of the employee

- National Recruited Staff (NRS)
- International Recruited Staff (IRS)

Other Categories

- Programme Staff
- Supported Staff : These are drivers , Cleaners , security guards ,mechanics
- Casual Workers contract is issue as per the law of the land and the Policy of the organization , casual workers are purely pay in the local currency
- Consortium/Partners staff

ARTICLES TWENTY TWO (22) AUDITORS

UNIDOR shall always consider two main auditing.

- Donors Project Audits which is external auditing this audit is dictate by the funding donor, they select their own audit firm and only inform organization for date , this is where the auditors is allow to access all files and documentation of the project on utilization following the approved cost by the donors
- Institutional audits , this is the organization audits which is recommended to take place every year not passing the month of March unless there are obstacle

which are beyond the organization which include lack of fund available

ARTICLE TWENTY THREE (23) FINANCIAL YEAR

Universal Intervention and Development Organization financial year begin on the 1st day of January and end on the 31st day of December every year , from this time the board of Directors must have meet twice and make decision on the next phase of planning

ARTICLES TWENTY FOUR (24) ABRITRATION CLAUSE

ARBITRATION

Save where by this constitution the decision of the board is made final if at any time hereafter any dispute , differences or question shall arise between employees where SMT cannot manage to resolved

ARTICLES TWENTY FIVE (25) AMEDEMMENT OF THE CONSTITUTION

This constitution is subject to amendment by 2/3 majority provided that the Article or Articles to be amended are addressed with their causal amendment directed to the constitutional Review commission by two third majority of full members in 30 days prior to the general Assembly.

ARTICLES TWENTY SIX (26) DISSOLUTION AND DISPOSAL OF PROPERTY

The disposing assets shall be an assets that are of no use to the Organization and no further value in that case the organization management have right to donate it or sell it out. The Executive Director shall informed Board of Directors for approval for an asset worth value above Five thousand US Dollars (\$5000 Dollar)

If the cost of assets is less than 1000 \$, then the Executive Director shall make a decisions regarding is disposal.

ARTICLES TWENTY SEVEN (27) LIABILITY LIABILITY

Universal Intervention and Development Organization is a Christian and none governmental organization and must be liable for any thing that may facilitate its entire operation and this include making sure employees are will motivated to be productive this include paying their wages and benefits on time

ARTICLE TWENTY EIGHT (28) STANDING ORDERS

Government of South Sudan may give standing orders and Administrative instructions as statutory and legal requirements which shall certainly affect this constitution. Corresponding respective changes in the affected clauses shall be communicated accordingly.

ARTICLES TWENTY NINE (29) INTERPRETATION

The General Assembly shall have final powers to interpret this constitution.

ARTICLE THIRTY : DISSOLUTION OF UNIDOR

UNIDOR may be dissolved by 2/3 majority of full members and present at the voting session UNIDOR 2/3 majority of full members may write a dissolution petition 120 days before the General Assembly stating various reasons for dissolution of UNIDOR In the event of dissolution, the property of UNIDOR shall be disposed off in such a manner as shall be decided by the General Assembly or shall be given to sister organization with similar objectives of UNIDOR in development. in the event Distribution of property a senior Government officer shall be present when the property is being disposed to the identified sister Associations or Government department.

ARTICLES THIRTY ONE (31) THE VOTE OF NO CONFIDENCE

A motion of vote of no confidence in the Board shall be signed by 2/3 majority of the total number of full members.

The movers of the motion shall give at least 60% days' notice to the responsible organ of the organization

The motion shall be carried out by approval of 3/4 majority of full members present and voting where appropriate.

ARTICLES INCORPORATION CLAUSE:

We, the signed members, and officials against our Titles, Addresses and occupation of the said Humanitarian Organization(UNIDOR) – South Sudan, are desirous in subscribing to the said Organization to register as a humanitarian and resilience organization with ultimate aim to alleviate suffering and save life of communities in South Sudan. The Following are the board of Directors who endorse this Constitution

Chairperson Signed 

DR MAKENA KABURU

Secretary General to the board of Director Signed 

JAMES KEAH

Treasurer Signed 

ROBERT BORTER

ANNEX LIST OF THE BOARD OF DIRECTOR

S/ NO	Name in Full	Sex	Position
1	Dr Makena Kaburu	F	Chairperson
2	Dr Isaac Yak	M	Vice Chair
3	James Keah	M	Secretary General
4	Robert Borter	M	Treasurer
5	Margaret Matthew	F	Member

INCORPORATION CLAUSE:

Dated this 01/01/2021 in Juba, South Sudan.

Witnesses

Dr. Melita Holt Biel
ADVOCATE & LEGAL CONSULTANT

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