



## STATUTES

# Kibosho Institutions Development Organization (KINDO)



## Foreword

The following statement of Policy was prepared by the preparation committee of Kibosho Institutions Development Organization (in short KINDO), approved of this Organization, at Brno, in January 2008. It was then agreed that such a statement would help members, in their efforts to promote the goals of this Organization, thus conducting more effective Educational, Health and Social development activities in Kibosho community and all parts of the world.

The following principles are set forth for members and to encourage them to bear in mind a number of over-arching considerations related to the provision of developmental services.

1. Educational, Health and Social activities to be provided by the organization shall be shaped by local and national cultural, social and political circumstances. Thus policy statements contain only general principles under which KINDO can assist experts in constructing and operating programs which are suitably responsive to local communities and national needs.
2. Educational, Health and Social activities have very different histories in various parts of the Kibosho community. In some areas, they have been well established for several decades and in others, the need for such services is just beginning to emerge. It is necessary to remember that the needs are changing and developing constantly, wherever such services exist.
3. Educational, Health and Social services can be offered through a variety of agencies, including schools, colleges and universities, community agencies, government departments, trade unions and private enterprises.
4. Educational, Health and Social services, including career development, are conceived as dynamic processes. Although historically most services have been offered during the years of formal education and at the point of transition into training or employment, changing world conditions make it imperative that similar services be provided throughout the life span.
5. Most effective Educational, Health and Social services are developmental. This means that providers should be able to anticipate individuals' needs for professional assistance than making assistance available only at points of crisis.
6. All people, regardless of age, gender, race, ethnicity, belief, disability or sexual orientation, are entitled to educational, health and social services, irrespective of their employment status, occupation level, their salary or geographical remoteness.
7. Those who need assistance or service should receive it from competent members. In addition to professional training, in-service training and continuing education are essential for professionals employed by this Organization who seek to offer a competent and up-to-date development service.
8. It is understood that well established services, in the main, function more closely to the ideal than do newly designed services, but all services offered by KINDO are enriched by international experience and exchange of information relating to all aspects of service.
9. The KINDO's responsibilities to the community may not always be discharged fully by direct service to individual area. Therefore, KINDO and its members have the right and duty to engage in advocacy with those who influence and control the range and number of opportunities available to the community.



## **1. Name, Headquarters, and Purpose**

The Kibosho Institutions Development Organization (KINDO) was founded in Brno, Czech Republic in 2008. Its Headquarters shall be Chládkova 2, 616 00 Brno. The General Assembly held in January 2008 in Brno decided that this organization should adopt the name: Kibosho Institutions Development Organization (further only KINDO). The Organization shall be governed by the following Statutes.

The Organization is a non-profit making body. It shall work to develop human potential in Kibosho community and around the world through development of educational, health and social services. This shall be achieved by establishing proper and well functioning institutions and by cooperating with individuals, national and regional associations and institutions concerned with development of educational, health and social services in all areas of Kibosho. The Organization shall put forward recommendations at an international and national level, and support development of educational, health and social services at a local level, in order to further the development of these services policy and practice.

## **2. Mission**

- 2.1. The aims of KINDO are to assist people at the local level in learning and understanding how the educational, health and social activities work. KINDO will achieve this by helping them to:
  - (a) understand and appreciate their needs, values, skills, and abilities in the context of the dynamic relationship between individuals and their environment;
  - (b) relate effectively with others – e.g. ability to work collaboratively and committed to diversity and sensitivity to different cultural, gender, ethnic, geographic, and experiential backgrounds;
  - (c) explore career alternatives – e.g. motivation for self-employment;
  - (d) develop appropriate plans for educational and career management – investment in education;
  - (e) integrate successfully in society and the labor market.
  
- 2.2. Therefore, the Mission of KINDO is to:
  - (a) advocate that all people who need and want educational, health, social services can receive them from a competent and recognized professional;
  - (b) promote better educational, health and social activities at all levels;
  - (c) contribute to addressing diversity and social justice issues in education and work;
  - (d) make recommendations to policy makers and work with them at all levels to achieve a basic quality standard of educational, health and social service in the community;
  - (e) promote training and continuing education programs for local leaders and people in the area;
  - (f) support the development of methods for evaluating educational, health and social services provided to the local community;
  - (g) assist in the areas of research, practice, and policy development for the preparation of appropriate and effective methods and materials for providing development services to the community;



- (h) promote the adoption and enforcement of a code of ethics for members and for services to the local communities.

### **3. Objectives**

In advancing the mission described above, the objectives of KINDO are to:

- 3.1. promote and improve communication between local people and organizations active in educational, health and social services in the community;
- 3.2. encourage the continuing professional development of ideas, practice, research and policy development in the field of educational, health and social services;
- 3.3. collect and disseminate information on the latest educational, health and social practice, study and research conducted in the community;
- 3.4. advocate with international organizations, national governments and other agencies for the development of policy that supports educational, health and social activities, study and research.

### **4. Scope of Activities**

In order to promote and develop educational, health and social activities in the community, KINDO shall:

- 4.1. Promote and conduct professional training programs for local people, staff and all members in educational, health and social activities;
- 4.2. Collaborate with international, governmental and non-governmental organizations, and individuals involved in educational, health and social activities and related matters;
- 4.3. Collect and distribute information pertaining to educational, health and social activities;
- 4.4. Organize and/or endorse international seminars, colloquia, symposia, conferences, congresses, workshops and study;
- 4.5. Encourage research, by suitable means;
- 4.6. Participate in other activities relating to educational, health and social activities in the field of research as well as in practical application;
- 4.7. Maintain a list of experts who are available to provide, teach, give advice or speak as specialists on educational, health and social issues and carry out research.
- 4.8. Maintain a program of publications.

### **5. Languages**

The main languages used in activities of the Organization are those used in the communities in which the Organization conducts its activities.

### **6. Members**

- 6.1. KINDO shall consist of the following categories of members: Full members and Honorary members.
- 6.2. Full members shall be:
  - a) Individual members;
  - b) National and trans-national associations;
  - c) Associations whose aims involve educational, health and social activities promotion;
  - d) Institutions whose work involves educational, health and social service provision;



- e) Supportive members (international organizations, governmental bodies, state agencies, states and individuals who are not necessarily involved in educational, health and social promotion activities, but who give financial or moral support to the Organization).

The above shall be considered full members only if they have fulfilled all membership conditions.

- 6.3. Honorary members are those who, because of their merits for KINDO and contributions to educational, health and social activities promotion, are thus designated by a two-thirds majority vote of the Board of Directors.
- 6.4. All members of KINDO have the following rights:
  - (a) Vote and be voted to all committees of KINDO.
  - (b) Give suggestions and recommendations to all committees of KINDO.
  - (c) Use the resources and facilities of the organization and participate in all activities organized by KINDO according to rules set by the Board of Directors of KINDO.
  - (d) Be informed about the activities undertaken by KINDO.
- 6.5. Members responsibilities:
  - (a) All members are required to observe the Statutes and decisions made by KINDO.
  - (b) All members are required to contribute in achieving objectives and mission of KINDO and to avoid all activities that might harm its interests.
  - (c) All members shall commit themselves to putting interests of KINDO ahead of their personal interests and in case of conflict to choose the most favorable compromise.
  - (d) All members of KINDO must agree with the ethical standards of the Organization.

## **7. The General Assembly**

- 7.1. The General Assembly, consisting of all members, shall meet at least once every (1) year, under the chairmanship of the Chairperson of KINDO who, in the event of his absence, will be replaced by a Vice-Chairperson. The Chairperson shall be assisted by Vice-Chairperson, the Secretary General, and the Treasurer.
- 7.2. An Extraordinary General Assembly may be called upon a vote of the Board of Directors, provided that more than 50% of the Directors are in agreement with holding the Extraordinary General Assembly.
- 7.3. An Extraordinary General Assembly also may be called at the request of more than 50% of the full members of KINDO. Clearly formulated objectives and a proposed agenda for such an extraordinary meeting must be submitted to the Secretary General and Chairperson in writing at least thirty (30) days prior to the proposed meeting date, in order to permit proper notice being given to all members.
- 7.4. The time and place of the General Assembly meeting shall be decided by the Board of Directors and shall be announced to all members at least thirty (30) days in advance.



- 7.5. The agenda for the General Assembly meeting shall be decided by the Board of Directors and shall be distributed to all members not less than twenty (20) days in advance of the General Assembly. The agenda for the General Assembly shall include all matters deemed necessary by the Board of Directors and all matters put forward by at least one-third of the full members of KINDO.
- 7.6. The function of the General Assembly shall be to:
  - (a) determine the future policy of KINDO;
  - (b) elect or approve the members of the Board of Directors;
  - (c) examine and formally approve the activities of the retiring Board of Directors.
- 7.7. At meetings of the General Assembly, the following voting procedures shall apply:
  - (a) decisions concerning the revision of the statutes or the winding-up of KINDO shall require a two-thirds majority;
  - (b) all other motions shall be carried by a vote that receives more than 50% of the votes cast.
- 7.8. All full members of KINDO shall have voting rights at the General Assembly.
- 7.9. For members in all categories the Secretary General shall be notified in writing, prior to the General Assembly, of the name of the delegate or delegation from each association or institute with the right to vote on behalf of that association, institute, or supportive member.
- 7.10. The voting strength shall be distributed as follows:
  - (a) members of all categories shall be entitled to one vote. Vote of associations, institutes and other organizations, which are members of KINDO, can not overrule the vote of individual members. The Board of Directors shall have a veto power in all disputable issues.

## **8. The Board of Directors**

- 8.1 The Board of Directors shall consist of the Chairperson of the Organization, Vice-Chairperson, the Secretary General, and the Treasurer. Should any position on the Board of Directors become vacant, the member who received the most votes during extraordinary meeting will move into the position of a full Board member;
- 8.2 The Board of Directors takes all necessary action to implement resolutions of the General Assembly under the leadership of Chairperson, who also manages all activities of KINDO;
- 8.3 The Board of Directors meets when necessary, at least once (1) per year at the invitation of the Chairperson;
- 8.4 Decision of the Board of Directors is valid, if supported by present majority;
- 8.5 The Board of Directors is elected for six (6) years term. Its members can be re-elected;
- 8.6 The Chairperson negotiates and can sign agreements on behalf of KINDO alone. In case he/she is absent, then Vice-Chairperson or General Secretary or Treasurer are allowed to negotiate and sign agreements on behalf of KINDO individually;
- 8.7 There will be exceptions on the right to negotiate and sign agreements mentioned in article 8.6 for the Vice-Chairperson, General Secretary and the Treasurer. They include those cases involving manipulation and taking away properties of KINDO, when each



of them is allowed to negotiate and sign agreements individually. In such cases, there must be at least two members of the Board of Directors, and one of them should always be the Treasurer;

- 8.8 The Board of Directors prepares the annual program of KINDO;
- 8.9 The Board of Directors examines and approves the preceding year's activities of KINDO;
- 8.10 The Board of Directors examines and approves the budget of KINDO;
- 8.11 The Board of Directors shall keep in archive all documents of KINDO, send and receive legal documents and correspondences and prepares protocols of all meetings and negotiations;
- 8.12 The Board of Directors shall publish Bulletin, in which it will inform members and the general public about the activities of KINDO. It is also responsible for the Bulletin's content and genuineness. Prepares and creates all promotion materials. Spread the existence of KINDO and its activities;
- 8.13 The Board of Directors shall search for new contacts and maintain good relationship with all organizations, government institutions, but in line with Statutes of KINDO. Maintains good internal relationships between members of KINDO and all its sub-committees;
- 8.14 The Board of Directors is responsible for all legal issues concerning KINDO.

## **9. The Control Committee**

- 9.1. The Control Committee members are elected by the General Assembly and reports to it.
- 9.2. The Control Committee shall have at least three (3), but maximum of five (5) members.
- 9.3. The Control Committee oversees the finance and activities of KINDO, alerts the Board of Directors about any problem found and initiates correction measures. It shall conduct control of KINDO activities at least twice a year.
- 9.4. In case the problem found concerns Statutes, then it must be solved at the next working meeting called by the Board of Directors.
- 9.5. The Control Committee prepares report of revisions and control of KINDO activities for the meetings of the General Assembly. The General Assembly can not approve the accounting reports or payment of debts without considering the recommendations or suggestions of the Control Committee.
- 9.6. The Control Committee is elected for six (6) years term. Its members can be re-elected.
- 9.7. Early termination of membership in Control Committee shall be done by General Assembly on initiative of any member of KINDO. Membership in Control Committee can also end when the member resigns or dies.
- 9.8. The Control Committee elects its chairperson among its members.
- 9.9. The Chairperson of Control Committee can participate in meetings of the Board of Directors, but with advising vote only.



## **10. Elections for the Board of Directors and the Control Committee**

- 10.1. The terms of office for members of the Board of Directors shall be six (6) years. Outgoing members shall be eligible for re-election.
- 10.2. Nominations for the Board of Directors and for the Control Committee shall be submitted to the Secretary General at least thirty (30) days in advance of the General Assembly.
  - a). Any individual member of the KINDO may be nominated for a position on the Board of Directors, including a position on the Control Committee. Individual members may nominate themselves. Nominations will only be accepted from people who fulfill all membership conditions.
  - b). Individuals who are eligible for nomination to the Board of Directors or Control Committee by virtue of their membership in KINDO or association that belongs to KINDO must have their nomination filed by the organization or association which holds membership in KINDO. Only organizations or associations whose membership is current and they fulfill all membership conditions will be eligible to nominate their members to the Board of Directors or Control Committee.
- 10.3. Before the General Assembly takes place at the end of electoral term, the Board of Directors shall prepare a list of names suggested for positions on the next Board of Directors. This list of names shall be incorporated into the list of candidates nominated by the membership for positions on the Board of Directors and the Control Committee, and shall be presented to all members in advance before the General Assembly.
- 10.4. Members of the Board of Directors shall be elected in the following manner and in accordance with the process outlined in the internal guidelines of the organization.
  - (a) A ballot shall be prepared by the Secretary General in advance of the General Assembly listing the names of all candidates for the Board of Directors. In addition, the ballot will indicate the names of candidates for the positions on the Control Committee.
  - (b) Members shall cast their votes according to the procedures outlined in 7.10. The first four (4) candidates obtaining the most votes shall be the full members of the Board. In the event of a tie vote for the full member of the Board of Directors or the Control Committee a second ballot will be held at the General Assembly.
  - (c) In addition, the candidates for positions on the Board of Directors must obtain greater than 50% of the votes cast in order for their position on the Board of Directors to be ratified. Of the candidates in the Chairperson/Vice-Chairperson pool, the two candidates receiving the most votes, subject to the provision mentioned earlier in this clause, shall become the Chairperson and the Vice-Chairperson. The person receiving the most votes shall be offered the position of Chairperson. If he or she does not wish to accept the Chairperson position, it will be offered to the candidate receiving the next greatest number of votes, and so on, until a Chairperson is selected. Candidates for positions on the Board of Directors who do not received more than 50% of the votes cast to ratify their positions on the Board of Directors, may still be elected to the Board of Directors, provided they receive enough votes in accordance with Statute 10.4(b).



- (d) The terms of reference described in Article 8 and Article 9 will apply to those members of the Board of Directors who have been elected according to the procedures outlined in these terms of reference.
- 10.5. At the first meeting of the General Assembly (or the first meeting after a vacancy occurs), the General Assembly shall conduct an election to fill any vacant positions on the Board of Directors or the Control Committee from among the members of KINDO. Vacancies in the Board of Directors or the Control Committee may arise when a person on the list of candidates for the Board of Directors or the Control Committee position does not receive more than 50% of the votes cast, when a member of the Board of Directors or the Control Committee resigns, or when a member is removed from office, according to item 10.7.
- 10.6. The Board of Directors and the Control Committee shall remain in office until the following General Assembly and its members shall be eligible for re-election according to item 10.1.
- 10.7. A member of the Board of Directors and the Control Committee may be removed from office by a resolution of the General Assembly that is passed by a two-thirds majority vote in a secret ballot.

## **11. The National Representatives**

- 11.1. The National Representatives appointed by the members of the country concerned or by the Board of Directors, assumes the responsibility for liaison between the members of his/her country, the Secretary General and the Treasurer concerning news releases, memoranda, and the recruiting of new members. National Representatives shall act as agents of KINDO and shall make a report to the Secretary General each year on their activities, e.g., membership, national meetings, visits, new guidance initiatives etc.
- 11.2. In countries where a National Association(s) is a member of KINDO, the appointment of the National Representatives shall be made in consultation between the National Association(s) and the Board of Directors.
- 11.3. National Representatives may resign or be discharged by the established procedures.

## **12. Financing Activities of the Organization**

- 12.1. The revenue of the Organization shall come from:
- (a) grants,
  - (b) donations
  - (c) bequests.
  - (d) gifts
  - (e) income from other sources related to its activities;
- 12.2. The accounts of KINDO shall be kept by the Treasurer under the supervision of the Board of Directors.
- 12.3. The budgetary estimates for the ensuing fiscal year shall in general be established by the Board of Directors and shall be submitted to the General Assembly for inspection. After the end of the fiscal year, the Treasurer shall submit an account of the financial position to the Board of Directors for approval. Such report will be audited according to the internal guidelines of KINDO.



- 12.4. In addition to the budget, which contains only the main figures and a general description of income and expenses, Board members should receive, before the Annual Board Meeting, a rendering of accounts, with detailed items, of the preceding year.
- 12.5. As a matter of principle, in the absence of the Treasurer, no financial decisions may be taken unless: the Treasurer has submitted a financial proposal and it is approved by the meeting or the decision does not have a financial implication greater than approved by the Board from time to time.

### **13. Changing the Statutes and Internal Guidelines**

- 13.1. The operating procedures of KINDO are provided in its internal guidelines. This document includes details regarding balloting procedures, auditing procedures, research and program development projects, and list of publications.
- 13.2. The internal guidelines may be changed by a majority vote of two-thirds of the Board members, provided that a notice of motion is circulated in writing to members of the Board of Directors at least 30 days in advance of a regularly scheduled board meeting.
- 13.3. Changes to the Statutes may be made upon agreement from greater than two-thirds of the members attending a General Assembly. Notice of Motion for changes to the Statutes must be circulated in writing to all members at least 60 days in advance of the General Assembly meeting.
- 13.4. The proposed amendments will become effective following approval of two-thirds (2/3) majority vote of full members.

### **14. Dissolution of KINDO**

- 14.1. The winding up of affairs of KINDO may be decided upon by a two-thirds majority of its full members convened in an extraordinary meeting of the General Assembly and on a proposal to be properly addressed to the Chairperson of KINDO at least sixty (60) days before the meeting of the Extraordinary General Assembly.
- 14.2. In the event of such dissolution, the Extraordinary General Assembly shall name two Liquidators and should take all necessary action to dispose of the assets according to proper regulations. Extraordinary General Assembly can also decide to grant or transfer the properties of KINDO to an institution pursuing similar objectives to the KINDO.

