

**THE CONSTITUTION OF
NATIONAL DISABILITY FORUM
OF SOLOMON ISLANDS**

Adopted on 24th May 2024

TABLE OF CONTENTS

PREAMBLE	3
PART I-DEFINITIONS AND INTERPRETATIONS	5
PART II-THE ORGANIZATION	6
<i>Article 1-Name and Establishment</i>	6
<i>Article 2-Statuses of Organization</i>	7
<i>Article 3-Purposes, Vision, and Mission</i>	7
<i>Article 4-Obligations, Objectives, and Activities</i>	8
PART III-MEMBERSHIP	11
<i>Article 5-Membership</i>	11
<i>Article 6-Honorary Members</i>	12
<i>Article 7- Eligibility for Membership</i>	12
<i>Article 8-Procedures for Membership</i>	13
<i>Article 9-Membership Subscriptions</i>	14
<i>Article 10-Rights and Responsibilities of Members</i>	15
<i>Article 11-Membership Register</i>	16
<i>Article 12-Suspension, Termination, and Withdrawal of Membership</i>	16
PART IV-GOVERNANCE & ADMINISTRATION	18
<i>Article 13-Executive Board</i>	18
<i>Article 14-Duties of Office Bearers</i>	19
<i>Article 15-The Leadership Code</i>	21
<i>Article 16-Extension of an Office Term</i>	22
<i>Article 17-Powers</i>	22
<i>Article 18-Remuneration</i>	24
<i>Article 19-Vacancy in the Board</i>	25
<i>Article 20-Dismissal or Removal of the Board</i>	26
<i>Article 21-Election of Board Members</i>	27
<i>Article 22-The Chief Executive Officer and Staff</i>	28
<i>Article 23-Trustees and Patron</i>	28
PART V-MEETINGS AND PROCEDURES	29
<i>Article 24-Board Meetings</i>	29
<i>Article 25-Decisions of the Board</i>	30
<i>Article 26-Annual General Meeting (AGM)</i>	31
<i>Article 27-Extraordinary General Meeting (EGM)</i>	32
<i>Article 28-Quorum, Decisions, and Proxy</i>	32

PART VI -FINANCIAL MATTERS	34
<i>Article 29-Financial Year</i>	34
<i>Article 30-Banking</i>	34
<i>Article 31-Capital Projects</i>	35
<i>Article 32-Audit</i>	35
<i>Article 33-Protection, Rights, and Liability of Board Members</i>	36
<i>Article 34-Loans</i>	37
PART VII-MISCELLANEOUS	37
<i>Article 35-Appeals</i>	37
<i>Article 36: NDFSI Affiliates</i>	38
<i>Article 37-Common Seal</i>	39
<i>Article 38-Amendments</i>	39
<i>Article 39-Non-Discrimination</i>	40
<i>Article 40-The Board to Make Rules, Regulations, and Policies</i>	40
<i>Article 41-Dissolution and Distribution of Assets</i>	41
<i>Article 42-Repeal and Transition</i>	42
<i>Article 43: Date of Commencement</i>	42
SCHEDULE 1: FORMS	44
<i>Form 1: NDFSI Individual Membership Application Form</i>	44
<i>Form 2: NDFSI Corporate Membership Application Form</i>	49
<i>Form 3: NDFSI Individual’s Registration Form</i>	51
<i>Form 4: NDFSI Corporate Registration Form</i>	54
SCHEDULE 2: NDFSI AFFILIATES	56

PREAMBLE

IN ACKNOWLEDGING the successful registration of the Disabled People's Association in Solomon Islands (DPASI) in 2003 and since then it has implemented its objectives and maintaining and improving its programs for the common interests of all people with disabilities in the Solomon Islands. It has operated as People with Disabilities Solomon Islands (PWDSI) since 2010, and now to be called National Disability Forum of Solomon Islands (NDFSII).

RECOGNIZING that people with disabilities make up about eleven percent (11%) of the Solomon Islands population and **BELIEVING** that they have the same rights and freedoms that everyone else has, hence NDFSII value the principles of:

INCLUSION, EQUALITY, AND EQUITY that people with disabilities can participate fully, equally, fairly, and effectively in any aspect of society without discrimination;

RESPECT AND DIGNITY that we empower people with disabilities and strengthen communal solidarity for them to have a sense of belonging to the general population of the Solomon Islands without living no one behind;

HONESTY that trusts and transparency can be seen in the operation of the organization;

PASSIONATE AND SELF-DETERMINATION that the standard of living of people with disabilities can be raised to the same level as everyone else;

COMMUNITY-MINDEDNESS that tolerance of diversity of culture, religion, disabilities, nationality, language, and otherwise are respected in all the businesses and operations of the organization;

HEALTH AND WELL-BEING for everyone including persons with disabilities to live a healthy and harmonious life;

PROFESSIONALISM that activities of the organization may be carried out in an evidence-based approach, accepted work integrity, and decent leadership qualities for effective outcomes of the organization.

We, the members of NDFSI, in understanding and promoting our principles and fight for the rights of people with disabilities now and in the future, adopt this constitution as a guiding instrument of NDFSI.

PART I-DEFINITIONS AND INTERPRETATIONS

In this constitution:

“**an inclusive society**” means a society, an avenue, or a human habitat where people with disabilities have equal access to opportunities and enjoy the same rights as others in all aspects of life.

“**NDFSI**” is an acronym for *National Disability Forum of Solomon Islands*. It is the umbrella or central coordinating organization of people with disabilities and organizations of persons with disabilities in the Solomon Islands.

The use of “**the organization**” in this constitution refers to the NDFSI or National Disability Forum of Solomon Islands.

“**the organization’s affiliates**” or “**NDFSI Affiliates**” refer to the NDFSI’s affiliate associations. These are organizations of people with disabilities within the Solomon Islands that are affiliated to NDFSI such as the Deaf association and Blind association. They help in promoting and achieving the NDFSI goals.

“**financial member**” means a valid member of NDFSI. He or she is a member of NDFSI who meets membership requirements and faithfully pays his or her financial dues on time and without any outstanding debt.

“**Charitable Trust Act**” means the Charitable Trust Act (Cap 115) of Solomon Islands.

a “**form**” referenced in this constitution by a number means the form attached to the SCHEDULE 1 of this constitution.

“**individual members**” means both individual persons with disabilities and people without disabilities who are members of NDFSI. People with disabilities are automatically become members but must register. However, people without disabilities must meet the criteria outlined in sub-article 7.2 of this constitution and must apply and if accepted can register to become members.

“**corporate members**” means any organizational bodies that are member to NDFSI. Such organizations or corporate bodies must apply and register to become members of NDFSI. However, NDFSI Affiliates are automatic corporate members of NDFSI.

“**honorary members**” means persons that the board may confer upon under section 6 of this constitution.

PART II-THE ORGANIZATION

Article 1-Name and Establishment

1.1 There is within the Solomon Islands the umbrella organization for organizations of people with disabilities.

1.2 The name of the organization is called **NATIONAL DISABILITY FORUM OF SOLOMON ISLANDS** and uses the acronym **NDFSI**. The organization is registered under the Charitable Trust Act of the Solomon Islands.

1.3 The organization has its main office in Honiara and may have its branches in other locations in the Solomon Islands as may be considered necessary.

Article 2-Statuses of Organization

2.1 The organization is a founding member of the Pacific Disability Forum (PDF). The PDF is the regional organization of people with disabilities in the Pacific region.

2.2 The Ministry of Women, Youth, Children, and Family Affairs (MWYCFA) is the organization's government focal point.

2.3 Development Service Exchange (DSE) is the national facilitating and coordinating body of all Non-Governmental Organizations (NGOs), including the NDFSI, in the Solomon Islands.

2.4 It is affirmed that the organization is a voluntary, charitable, independent, non-partisan, and non-profit organization.

2.5 It is further affirmed that the organization is the central coordinating body of all organizations working in the Solomon Islands to promote and safeguard the welfare and interests of people with disabilities.

Article 3-Purposes, Vision, and Mission

3.1 The **purpose** of the organization is to advocate, promote, protect, and advance the human rights and freedoms of people with disabilities;

3.2 The **vision** of the organization is to create within the Solomon Islands an inclusive, culture-sensitive, gender-equitable, and rights-based society that promotes the protection of all people with disabilities.

3.3 The **mission** of the organization is to facilitate, coordinate, support, promote equal opportunities, and advocate for non-discrimination and

accessibility of people with disabilities to services and facilities that are useful to them so that people with disabilities' lives are maximized to the highest potential.

Article 4-Obligations, Objectives, and Activities

4.1 The **obligations** of the organization are:

- (a) to observe this constitution;
- (b) to adhere to the organization's Board resolutions;
- (c) to produce or be involved in producing and updating policies and laws related to disability inclusion;
- (d) to take part in activities and work of the organization and the organization's affiliates;
- (e) to financially contribute to the maintenance and operations of the organization; and
- (f) other obligations necessary for the effective and efficient operation of the organization.

4.2 The **objectives** of the organization include the following:

- (a) to act as a collective voice for people with disabilities in the Solomon Islands;
- (b) to promote the welfare and wellbeing of people with disabilities;
- (c) to get access to international, regional, and national funds to facilitate the operation of the organization;

- (d) to raise awareness and public education on disability issues;
- (e) to work in cooperation with the national Government and other stakeholders in empowering people with disabilities to become productive and useful citizens;
- (e) to help establish affiliate bodies of the organization;
- (f) to create and search for job opportunities to help employ people with disabilities;
- (g) involve in auditing infrastructure such as buildings, roads, and so on to be accessible by all people with disabilities; and
- (h) to do such other things as may be seen necessary to achieve any or all its objectives.

4.3 The **activities** of the organization must always promote the purpose of the organization which include but is not limited to:

- (a) bring into reality the rights mentioned within the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD);
- (b) work for and with persons with different forms of impairments such as those with physical, intellectual, mental, and sensory impairments;
- (c) work for and with different disability population groups such as women with disability, children with disability, and culturally diverse backgrounds;

- (d) working on experiences and research that establish comprehensive agendas to make changes that are equally or otherwise fairly without leaving anyone behind;
- (e) make initiatives to commit people with disabilities to self-help, mutual support, and self-representation;
- (f) to advocate for the rights of people with disabilities to stop discrimination due to marginalization that they experience in their communities;
- (g) empower people with disabilities to take overall control of their own lives by assisting them with advice, information, education, and other help specifically required by each person with a disability as a basis of his or her human rights;
- (h) represent people with disabilities in all bodies, meetings, conferences, and other forms of occasions that require disability representatives to make a disability-inclusive society;
- (I) foster communication, cooperation, and partnerships with other community organizations with similar objectives;
- (j) act as soon as possible in times of emergencies to help mitigate the impacts on people with disabilities;
- (k) assist with the enhancement of the organization's experiences and provide support for people with disabilities in a wide range of areas, be it academic, sporting, personal, or addressing social

challenges in partnership with people with disabilities and other stakeholders; and

(l) all such things as are lawful and conducive to the attainment of the purpose of the organization.

4.4 Where circumstances render necessary, the members of the organization may extend, vary, or modify the above obligations, objectives, and activities to strengthen, diversify, or enhance its work.

PART III-MEMBERSHIP

Article 5-Membership

5.1. Membership of the organization comprises of:

- (a) individual members including staff;
- (b) corporate members including affiliate members; and
- (c) honorary members.

5.2 Subject to the provisions of this Constitution, Individual Membership of the organization is open to all irrespective of ethnicity, race, gender, health status, sex, religion, political opinion, marital status, sexual orientation, and other factors that may be discriminatory against an individual.

5.3 For purposes of clarity, staff without disabilities may become members but without any voting rights whilst in the employment or service of the organization. However, the Chief Executive Officer has full voting right as stated in sub-article 13.3 of this constitution.

Article 6-Honorary Members

6.1 The Board may confer upon any senior Individual Members who are:

- (a) at least 30 years of age;
- (b) highly respected in society;
- (c) consistently render personal support and service to the organization over a long time; and
- (d) other criteria determined by the board that may qualify a person to be a senior individual member (referred to as the honorary member).

6.2 The status of an honorary member is for life, free of any or all subscription requirements.

Article 7- Eligibility for Membership

7.1 All persons with disabilities who are at reasonable ages are automatically qualified for membership in the organization or the organization's affiliates without membership fees. *Reasonable ages* in this Sub-article means the ages that are not too young and can be able to join the organization membership.

7.2 Any person without disabilities does not qualify for Individual membership of the organization unless he or she is at least 18 years of age and meets one or more of the following conditions:

- (a) committed to promoting the aims and objectives of the organization;

- (b) a parent, a caregiver, guidance, a spouse, a husband, a wife, or other forms of relationship to any person(s) with a disability that the board considers necessary to grant membership;
- (c) willing and prepared to do voluntary or such other work for the organization as and whenever called upon; and
- (d) a staff member of the organization but does not have voting right as stated under sub-article 5.3.

7.3 No organization qualifies for corporate membership of the organization unless it is one that has not been involved in any activities prohibited by the Solomon Islands' laws and meets one or more of the following conditions:

- (a) shares some similar objectives with the organization;
- (b) assists or likely to assist the organization with goods, services, or other forms of aid; and
- © is committed to upholding and promoting the values, purpose, objectives, and the Constitution of the organization.

Article 8-Procedures for Membership

8.1 Membership Applications for non-disability individual and corporate members will be made on Form 1 and Form 2 respectively and submitted to the Secretary of the Board.

8.2 All applications will be considered by the Board, which will either approve or refuse membership.

8.3 Where a decision is made in respect of an application, the Secretary will notify the applicant in writing or otherwise, within seven (7) working days after the decision is made.

8.4 Unless circumstances are difficult for the calling of a Board meeting, any or all applications should be considered as soon as practicable or preferably within 30 working days of receipt of the application by the Secretary.

8.5 To speed up consideration of membership applications on time, the Board may delegate its powers to such subcommittee (comprising the Secretary and not more than 3 other Board members) established for purposes of this provision.

8.6 Registration of both individual and corporate members will be made on Form 2 and Form 4 respectively and automatically or effectively become members upon paying the prescribed registration fee.

8.7 Any person registered under any of the organization's affiliates such as the Blind association and the Deaf Association are automatically become a member of the organization.

Article 9-Membership Subscriptions

9.1 Each member of the organization must pay an annual subscription fee by 31st May of each year.

9.2 At the first registration as a member of the organization, each member must pay a registration fee to the organization.

9.3 All members of the organization must pay the required subscriptions. The payment of the annual subscription and registration fees are evidence of such memberships.

Article 10-Rights and Responsibilities of Members

10.1 The Board may from time to time prescribe the rights and responsibilities of members as may be appropriate or necessary.

10.2 Subject to the provisions of this constitution, members will:

- (a) have full voting rights;
- (b) be eligible to nominate and/or be elected to the Board. For corporate members, their representatives may be elected to the Board;
- (c) be entitled to attend and participate in all general meetings of the organization; and
- (d) have the right to access, either conditionally or unconditionally as prescribed by the Board, such services as may be provided by the organization from time to time.

10.3 Members must:

- (a) whenever required, assist, support, and cooperate with the organization in the development, planning, and implementation of its activities and programs;
- (b) ensure their obligations to the organization, either financial or otherwise, are met, discharged, or performed on time;

(c) attend all general meetings to ensure all the organization's businesses are dealt with whenever necessary; and

(d) always maintain the good name of the organization.

Article 11-Membership Register

11.1 The Secretary will maintain and update a register of members of the organization. Unless decided otherwise by the Board, the register may be open for inspection by the public.

11.2 The register contains such information including:

(a) name of the corporate or individual member;

(b) contact details;

(c) Permanent and current address;

(d) date admitted as a member; and

(e) where applicable, a detail of an annual subscription that has been or is to be paid.

11.3 The Board may call upon any inactive members to reaffirm or withdraw their memberships.

Article 12-Suspension, Termination, and Withdrawal of Membership

12.1 The Board may, by resolution of at least three-fourths (3/4) majority, suspend or terminate any member upon such ground(s) including:

- (a) engaging in immoral, illegal, or similar activities that are harmful to the reputation of the organization;
- (b) acting against the interest of the organization;
- (c) consistently refusing to render voluntary services to the organization whenever required and needed; and
- (d) making profit out of the activities of the organization.

12.2 No termination or suspension is effective unless done according to the following procedures:

- (a) a written notice of the proposed suspension or termination be served on the member setting out the reasons for such decision;
- (b) the member be required to respond to the allegations or reasons within seven (7) working days of the date of the notice; and,
- (c) upon receipt of the written response, the Board may either confirm, withdraw, or lift the termination or suspension and must communicate such decision as soon as practicable to the member.

12.3 Any member aggrieved by the decision of the Board may appeal under Article 35 of this constitution.

12.4 For purposes of withdrawal or lifting of termination or suspension under 12.2(c), the Board may impose such conditions as may be reasonable or necessary for reinstatement of membership status.

12.5 Members that have failed to pay the annual subscription (if applicable) by 31 May of each year must automatically lose their membership of the organization.

12.6 Members may withdraw at any time by giving written notice to the Secretary. In which case the subscription (if applicable) must be forfeited to the organization.

PART IV-GOVERNANCE AND ADMINISTRATION

Article 13-Executive Board

13.1 The affairs of the organization are governed and overseen by the Executive Board ('the Board') which consists of:

- (a) a President;
- (b) a Vice-President;
- (c) a Treasurer;
- (d) a Secretary; and
- (e) Affiliates' representatives/Presidents

13.2 The President, Vice-President, treasurer, and the secretary will hold office for a term of three (3) years and may seek re-election for further terms. However, the affiliates representatives/Presidents will remain. The affiliate Presidents of the day become automatic representative members of the board.

13.3 The Chief Executive Board of the organization is the ex officio Secretary to the Board with full voting powers.

13.4 All the Board members should have a copy of this constitution immediately or as soon as practicable after being elected to office. They are therefore obliged to read and understand it for proper governance and administration of the organization. For Board members with illiterate or other difficulties, someone must read and explain each section of this constitution as clearly as possible.

Article 14-Duties of Office Bearers

14.1 The Board is made up of 4 (four) members plus affiliate members with their respective duties. Unless considered otherwise, the number of the Board members may either be increased or reduced.

14.2 The duties of the President include:

- (a) overall oversight of affairs of the organization;
- (b) preparation and presentation of annual reports;
- (c) presiding at all meetings of the organization and the Board;
- (d) official representative of the organization at all occasions to which the latter is formally invited; and
- (e) the signing of documents and other instruments on behalf of the organization.

14.3 The functions of the **Secretary** are to:

- (a) call meetings of the organization and the Board in consultation with the President;
- (b) records and keep minutes of all the organization's meetings;

(c) keep custody of all documents of the organization and availing the same to members and other organizations having an interest in the operations of the organization;

(d) maintain the register of members, assets, and property of the organization; and

(e) undertaking such other duties as may be delegated by the Board from time to time.

14.4 The **Vice-President** may perform the functions of the Chairperson in the latter's absence and will perform such other duties as may be delegated by the Chairperson from time to time.

14.5 The functions of the **Treasurer** include:

(a) overseeing all financial transactions of the organization;

(b) preparation and presentation of annual financial reports;

(c) receipting of cash donations, grants, or other monies received by the organization;

(d) acting as a mandatory signatory to all cheques and withdrawals of the organization; and

(e) performing such other duties as may be delegated by the President from time to time.

14.6 The Affiliate representatives/Presidents:

(a) are required to attend all the Board and general meetings;

(b) may involve in a subcommittee for the purpose stipulated in sub-article 8.5 of this constitution: and

(c) may carry out duties agreed upon by the Board.

Article 15-The Leadership Code

15.1 The board members must:

(a) be dedicated to promoting the interest of the organization;

(b) take decisions solely for the interest of the organization;

(c) manage the organization's resources effectively and efficiently;

(d) avoid placing themselves under any obligation such as financial or otherwise, causing them to deviate from performing their duties;

(e) practice an attentive, impartial, and fair performance of their duties while in the employment or service of the organization;

(f) be responsible for their actions or inactions through appropriate mechanisms; and

(g) avoid misleading the association.

15.2 The leadership code set out in sub-article 15.1 of this article also apply to the organization staff including volunteers, employees, and the Chief Executive Officer.

Article 16-Extension of an Office Term

16.1 Upon the expiry of its 3-year term, and in the event of delays or difficulties in convening the Annual General Meeting (AGM) for the election of a new board, the current or incumbent board may continue to perform its functions and duties for an extended period not exceeding six (6) months.

16.2 The extended term will automatically end on convening the AGM and the election of a new board anytime within the six (6) months.

16.3 During its extended term, the Board must continue to exercise such full powers as may be necessary to ensure the functions, activities, programs, or services of the organization are not disrupted or stalled.

Article 17-Powers

17.1 The powers of the organization must be exercised on its behalf by the Board or its trustees. The exercise of such powers must be in the best and overall interests of the organization.

17.2 The Board may delegate in writing some of those powers to the Chief Executive Officer or such other sub-committee(s) established by resolution of a general meeting from time to time.

17.3 The supreme decision-making body of the organization is the members' general meetings.

17.4 Resolutions made at general meetings must be binding on the Board and may revoke, vary, or alter any decisions earlier made by the Board.

17.5 In pursuing its objectives and purpose, the organization will have the following powers:

- (a) enter into binding agreements;
- (b) acquire, hold, and dispose of real or personal property;
- (c) raise funds and/or invest the same in or on any security as may be authorized by resolution of members;
- (d) spend monies for matters directly related to its affairs;
- (e) open and operate bank accounts;
- (f) engage in any non-profit investment for purposes of raising revenue to financially sustain its operations;
- (g) to borrow money from any financial institution;
- (h) to make such gifts or donations out of its assets or funds for public benefit or charitable purposes;
- (i) to raise money from the public in whatever manner permissible by law; and
- (j) other things necessary to expedite the discharge of its functions and powers.

17.6 The Board may prescribe rules and procedures governing and regulating the exercise of the above powers.

Article 18-Remuneration

18.1 Members of the board are not entitled to remuneration for services rendered to the organization in their official capacity except upon the following:

- (a) a board member is engaged by the organization to carry out a specific task that falls within his or her area of qualification or expertise and which requires a fair amount of time and input to be completed; or
- (b) a board member is representing the organization as a resource person or participant in overseas' appointments such as workshops and conferences or otherwise.

18.2 For the above cases, remuneration for a Board member may be paid at such rate as set out in the financial policies of the organization (if any), or as agreed by the Chief Executive Officer in consultation with the finance officer.

18.3 Nothing in this provision will apply to any allowance(s) payable to Board members concerning:

- (a) meetings of the Board;
- (b) goods, services, or money provided by the organization in a way to perform its activities; or
- (c) benefits directly accessible to him or her as a member of the organization.

18.4 The allowances payable to the board members stated in sub-article 18.3 above also apply to all members of the organization.

18.5 If approved by the board, payment for remuneration may be given to any members or non-members for goods supplied or services provided to the organization.

Article 19-Vacancy in the Board

19.1 A vacancy will automatically exist within the Board upon any of the following:

- (a) death or serious mental illness;
- (b) becoming bankrupt;
- (c) resignation or dismissal from Board;
- (d) ceases to be a member of the organization;
- (e) failure to attend at least three (3) consecutive meetings of the Board without good reasons; and
- (f) leaving the Solomon Islands for a period of more than six (6) months without faithfully paying his or her annual subscriptions.

19.2 A resignation must be in writing and addressed to the President (or to “The Vice-President” in the case of the President’s absence). Unless earlier revoked, a resignation will take effect two (2) working days after it is received by the President or Vice-President.

19.3 Any vacancy in the Board must be occupied within 14 working days. This is done through the board appointing a member who is

dedicated to the causes of the organization. Any such appointment is to be only temporary pending the next AGM when the appointed Board member will vacate the position.

19.4 The Board may appoint any of its members to keep minutes of any of its meetings in the absence of the Secretary.

Article 20-Dismissal or Removal of the Board

20.1 By resolution at a general meeting, the organization's members may remove or dismiss the Board (or any of its members) on such grounds as set out in sub-article 20.2. The power to dismiss also includes the power to reinstate.

20.2 The grounds for removal or dismissal will include:

- (a) gross incompetence to perform duties;
- (b) a conviction for a criminal offense punishable by an imprisonment term of at least six (6) months;
- (c) misuse of funds, property, or assets of the organization;
- (d) breach of the rules against conflict of interest;
- (e) engagement in activities that tarnish or will tarnish the good name and reputation of the organization; and
- (f) acting against the interest and objectives of the organization.

20.3 Any Board member aggrieved by dismissal or removal under this article may appeal under Article 35 of this Constitution.

Article 21-Election of Board Members

21.1 Nominations for the Board may either be made in writing or on the floor of the AGM. Any written nominations made before the AGM must be submitted to the Chief Executive Officer.

21.2 No nomination will be effective unless:

- (a) it is seconded by two (2) other members of the organization;
- (b) the nominee is a current financial member; and
- (c) the nominee has given consent to such nomination either in person or through a proxy.

21.3 Unless decided otherwise by the resolution of the AGM, voting must be by secret ballot with one vote per member and must commence with the presence of the President.

21.4 The candidate securing a simple majority of votes will be declared the winner.

21.5 In the event of a tie, a new vote must be called. Should there remain a tie after the second vote, additional nominees (besides current candidates) will be called from the floor.

21.6 A candidate may be nominated for more than one position. However, any such additional nomination must automatically be forfeited upon being elected (if at all).

21.7 The Chief Executive Officer must preside over elections but in his or her absence, members may by resolution appoint another person to perform such role.

Article 22-The Chief Executive Officer and Staff

22.1 There will be a Chief Executive Officer of the organization who must be appointed by the Board to have administrative oversight of the affairs of the organization.

22.2 The Chief Executive Officer may be assisted by such staff or volunteers as may be required from time to time.

22.3 For purposes of facilitating the timely performance of the organization's activities and functions, the Board with the consent of the trustees may delegate (in writing) to the Chief Executive Officer such powers as may be necessary including the power:

- (a) to recruit and terminate staff;
- (b) to spend monies to a specified limit under his or her sole discretion;
- (c) to sign or execute certain documents, legal or otherwise, on behalf of the organization;
- (d) to review the terms and conditions of employment (if applicable); and
- (e) to make certain authorizations under his or her sole authority.

Article 23-Trustees and Patron

23.1 The founding trustees of the organization (if any) will continue as trustees except upon any of the following:

- (a) death;

(b) resignation; or

(c) removal by resolution of an AGM.

23.2 There will be appointed by resolution of the AGM (or such other general meeting) at least three (3) but not more than five (5) trustees who must (except for events specified under sub-article 23.1) hold office for life.

23.3 Any or all real property (land and buildings) acquired or owned by the organization must be vested in the trustees who will hold the same for the sole benefit of the organization.

23.4 Members may by resolution at a general meeting appoint any person (either national or non-national) of reputable standing in society or the holder of an office of high regard in the country to be the patron of the association for life or such lesser term as the members consider appropriate.

PART V-MEETINGS AND PROCEDURES

Article 24-Board Meetings

24.1 The Board will meet at least two (2) times per financial year at such times and venues as appointed by the Secretary in consultation with the President.

24.2 The quorum for each meeting must be four (4) Board members.

24.3 The President (or in his or her absence, the Vice-President) will preside over all Board meetings. Should both be unavailable, the Board must appoint one of its own to chair a particular meeting.

24.4 The Secretary must send at least 14 working days' notice to all Board members, either in writing, verbal, or other means, setting out the:

- (a) date and time;
- (b) venue;
- (c) the nature of the business to be discussed at the proposed meeting; and
- (d) if such a meeting requires particular technologies to facilitate it, then it must be informed to participants when the notice is given.

24.5 The secretary ensures that the sending and receiving of notices are not discriminatory to the board members.

24.6 The Board may invite any such persons with relevant qualifications, experience, or expertise to be present at any of its meetings to provide advice, opinion, or information on matters to be discussed.

Article 25-Decisions of the Board

25.1 The Board decisions are made by consensus. But in events a vote is required, such a decision must be made by a simple majority vote.

25.2 The person chairing a Board meeting will have a deliberative vote and a casting vote in the event of a tie.

25.3 All decisions of the Board must be entered in the minutes or records as resolutions.

25.4. The resolutions of the Board are subjected to sub-article 17.4 of this constitution.

Article 26-Annual General Meeting (AGM)

26.1 There will be held each year at such place and time the (AGM) which, unless decided otherwise by the Board, will be held no later than 30 June of each year.

26.2 The business of the AGM may include:

- (a) Receiving and considering:
 - (i) the annual report;
 - (ii) financial statement and audit report for the last financial year; and
 - (iii) the estimated budget for the current or new financial year.
- (b) the setting of membership subscriptions (if applicable);
- (c) consideration of amendments to the Constitution;
- (d) endorsement of the next operational or work plan;
- (e) where applicable, the election of a new Board;
- (f) reviewing the roles, objectives, and functions of the organization; and
- (g) attending to other general business of the organization.

26.3 The Secretary must give all members notice of at least 14 working days, setting out the date, time, venue, and nature of the business to be discussed at the AGM.

Article 27-Extraordinary General Meeting (EGM)

27.1 An EGM may be called at any time by the Secretary in consultation with the President, or upon the request of at least 10 members.

27.2 Business of an EGM will be as set out in the notice and may include:

- (a) dismissal or removal of the Board or any of its members;
- (b) consideration of amendments to the Constitution; and
- (c) consideration of the financial operation of the organization, including incidences of misuse of funds and related disciplinary matters.

27.3 No matter should be set down as business of an EGM unless it is determined by the President in consultation with the Secretary to be important and requires an urgent or timely decision by resolution of a general meeting.

27.4 Notice of such meeting must be given at least two (2) working days before the date of the meeting.

Article 28-Quorum, Decisions, and Proxy

28.1 The quorum for each general meeting (either AGM or EGM) is at least fifty percent (50%) of the organization's members.

28.2 If the quorum is not present after one (1) hour after the time, date, and venues appointed for the general meeting, then the meeting is dissolved and adjourned for another time, date, and venue as would be notified by the secretary.

28.3 The undone or unfinished businesses of an adjourned meeting will be transacted in the next allocated general meeting unless considered otherwise by the secretary.

28.2 Decisions at general meetings must be by resolution of members either through consensus or a simple majority vote of the members present and voting.

28.3 Unless decided otherwise by the decision of members, voting for resolutions at general meetings (other than elections) will be by show of hands, but other means may be acceptable if the show of hands is not possible for a person due to impairments.

28.4 A member may participate and vote through proxy at a general meeting, provided that the proxy's name must be forwarded in writing, by email, or otherwise to the Chief Executive Officer at least 24 hours before a scheduled meeting.

28.5 The power of a proxy is to be only valid for a particular meeting for which the proxy is authorized and sent by the 'sending' financial member, but in no event must he or she be counted for purposes of determining the quorum.

28.6 The authority of a proxy to represent a member at a general meeting is suspended if a relevant member is present at the meeting.

28.7 The President can hold up to more than 5 proxies while other proxy holders must hold at most 5 proxies.

28.6 The President (or in his or her absence, the Vice-President) will chair all general meetings, or in the absence of both, members must appoint one of their own to chair the meeting.

28.7 The President or another person chairing a general meeting must have a deliberative vote and a casting vote in the event of a tie.

PART VI -FINANCIAL MATTERS

Article 29-Financial Year

29.1 The financial year of the organization is from 1 July to 30 June of the following year.

29.2 The annual financial statements of the organization must present a true and fair view of its financial standing for every financial year.

Article 30-Banking

30.1 The organization may establish and operate a bank account or several bank accounts bearing the name of the organization with such commercial bank(s) as nominated by the resolution of the Board.

30.2 Monies to be paid into any such bank accounts include:

- (a) registration and membership fees (where applicable);
- (b) cash donations, grants, and endowments;

- (c) income from investments and other fundraising activities; and
- (d) such other forms of revenue as may be earned or received by the organization from time to time.

30.3 Any or all monies received by the organization must be deposited into its bank account(s) within three (3) working days of its receipt.

30.4 Withdrawals from the organization accounts must be authorized by the signatures of at least two (2) signatories, one of whom must either be the President or the Treasurer.

Article 31-Capital Projects

31.1 No funds of the organization must be committed for any capital projects or other major undertaking or investment unless approved by the resolution of the Board.

31.2 For the avoidance of doubt, this provision does not apply to any spending that would otherwise be classified as part of normal operating expenditure.

31.3 The assets and finance of the organization are used and spent solely for the furtherance of the purpose of the organization and must not be transferred either directly or indirectly to other members or persons.

Article 32-Audit

32.1 The bank accounts of the organization must be audited annually (or as and whenever required by any donor or benefactor of the

organization) by a qualified external auditor appointed from time to time by the Board.

32.2 Every audit report must be tabled at the AGM or such other general meeting called for that purpose, for examination by members.

32.3 All financial records (including statements and audited reports) of the organization may be open for inspection and examination by the Board as and whenever required.

Article 33-Protection, Rights, and Liability of Board Members

33.1 Board members are not liable for any financial loss incurred by the organization as a result of actions done or decisions made in good faith in the discharge of their official duties and functions.

33.2 Board members may be reimbursed out of funds of the organization upon the production of receipts or similar documents for any or all expenses incurred out of their own pockets in the discharge of their official duties and functions.

33.3 Nothing in sub-article 33.1 prevents a Board member from being liable for loss that results directly from his or her negligent or fraudulent actions or a decision solely taken:

(a) in breach or disregard of a resolution of the Board or a general meeting; or

(b) without consulting or getting approval of the Board.

Article 34-Loans

34.1 Members, staff, volunteers, or any other persons must not get loans from the organization's funds.

34.2 Nothing in this Constitution will prevent the organization from entering a financial arrangement with any member for purposes of a short-term loan from that member to the organization to cover any shortfalls or deficits within its finances or operational budget.

34.3 Any arrangement(s) concluded under sub-article 34.2 must only be for purposes of an interest-free loan and for an amount that can be repaid by the organization within a period of six (6) months.

PART VII-MISCELLANEOUS

Article 35-Appeals

35.1 Any of the organization's members or a member of the Board or a trustee, or patron aggrieved by an action or decision taken under this Constitution may appeal against such action or decision with the President who may refer the appeal to:

- (a) a panel appointed by the Board to hear such appeal; or
- (a) the Special Appeals Panel that may be established by this Constitution.

35.2 Any panel appointed by the Board under these provisions must consist of not more than three (3) persons who must be non-members of the organization.

35.3 The Board must prescribe the rules or procedures regulating the conduct of proceedings of any panel appointed under the provisions of sub-article 35.1.

Article 36: NDFSI Affiliates

36.1 The organization as the umbrella organization of all Organizations of Persons with Disabilities (OPDs) has or will establish or help to establish affiliate member associations known as NDFSI Affiliates.

36.2 A NDFSI affiliate is a sub-disability association which are made up of members with disabilities who either have somethings in common or is established to administer certain disability affairs. See SCHEDULE 2 for the NDFSI Affiliates flowchart that are already established and registered under the Charitable Trust Act and those that are yet or proposed to be established.

36.3 The NDFSI affiliates' Presidents/representatives are automatic board members of the organization as stated under sub-article 13.1 (e) of this Constitution.

36.4 In the case where the NDFSI affiliate president cannot attend any board meeting, he or she must appoint a board member of his or her association to represent him or her in the meeting.

36.5 The affiliates' representatives have their duties stated under sub-article 14.6 of this Constitution.

Article 37-Common Seal

37.1 The Common Seal of the organization is affixed to any deeds or legal documents (relating to matters including real property) by authority of the Board in the presence of the President (or Vice-President) and endorsed by the signature of at least one (1) trustee.

37.2 Original copies of deeds or documents affixed with the Common Seal of the organization must be securely stored within the premises of the organization or such other safer location appointed by the Board, and records of the same must be entered in a book maintained by the Secretary.

Article 38-Amendments

38.1 This Constitution may be amended by a simple majority of financial members present and voting at a general meeting called for that purpose.

38.2 The procedures for amendment are as follows:

- (a) a notice bearing the proposed amendment together with such other background information and rationale for amendment is served on members;
- (b) the notice must be served at least 14 working days before the scheduled meeting; and
- (c) the amendment is debated and put to a vote on the floor of the general meeting.

38.3 Unless decided otherwise by the resolution of a meeting, an amendment comes into effect upon adoption by a similar resolution of the meeting.

Article 39-Non-Discrimination

39.1 The organization and all its members pledge to stand against discrimination in the organization.

39.2 The organization will report to relevant authorities if discrimination is detected in the operation of the organization

39.3 The organization will not discriminate against its members according to race, gender, age, nationality, language, religion, or other forms of discrimination.

39.4 Nothing in this Article prevents the board members from making decisions necessary for the operation of the organization or on the basis of merit.

Article 40-The Board to Make Rules, Regulations, and Policies

40.1 The Board may adopt rules, regulations, or policies as may be necessary or required for giving effect to the provisions of this Constitution.

40.2 Any rules, regulations, or policies made under this provision may be amended or revoked from time to time by a simple majority vote of the Board.

40.3 The rules, regulations, or policies made under this provision may provide for such matters including:

- (a) discipline, conduct, and professionalism of the staff and Board members;
- (b) recruitment and employment of staff;
- (c) management of finances;
- (d) volunteer services;
- (e) operation of provincial branches;
- (f) rules of procedure; and
- (g) asset management.

Article 41-Dissolution and Distribution of Assets

41.1 The members may by resolution of an Extraordinary General Meeting called specifically for that purpose of winding up the organization by a two-thirds (2/3) majority of all members present and voting.

41.2 Notice of the meeting to wind up the organization must be sent to members at least 30 working days before the date of the proposed meeting.

41.3 The assets of the organization remaining after settling debts and liabilities must be given to or applied for the benefit of charitable organizations in the Solomon Islands sharing similar functions and objectives with the organization.

41.4 Any such organization to receive or apply for the benefit stated in sub-article 41.3 above must be one that its constitution or governing

rules prohibit the distribution of its income and assets to staff and members.

41.5 Nothing in these provisions will affect any property used by the organization being the subject of any written arrangement(s) which require(s), as a condition, its return to the donor in the event of dissolution or winding up of the organization.

Article 42-Repeal and Transition

42.1 This reviewed constitution of the organization and all subsequent amendments to it ('the repealed constitution') applying as at the date of adoption of this CONSTITUTION is repealed immediately.

42.2 Despite such repeal, all acts, rights, liabilities, or powers done, assumed, or acquired under the repealed constitution must remain valid or continue to have effect:

(a) as if done, assumed, or acquired under this new Constitution;

or

(b) until replaced under this Constitution.

Article 43: Date of Commencement

43.1 This CONSTITUTION was approved for review on the 8th Day of October 2022 at NDFSI Office in Honiara.

43.2 This reviewed CONSTITUTION was adopted by RESOLUTION of Members on the 24th Day of May..... 2024 at Youth Hub..... Honiara.

Authenticated and Signed by the Board and Trustees of NDFSI:

NDFSI President


Name: SIMON DOLAIANO.....

Signature: .....

Date: 24-05-2024.....

NDFSI Vice President


Name: ANIKA KINGMELE.....

Signature: .....

Date: 24-05-2024.....

NDFSI Secretary


Name: Diany Zoti.....

Signature: .....

Date: 24/05/2024.....

NDFSI Treasurer

Name: CHRIS TAFSA.....

Signature: .....

Date: 24-05-2024.....

SCHEDULE 1: FORMS

Form 1: NDFSI Individual Membership Application Form

NDFSI INDIVIDUAL MEMBERSHIP APPLICATION FORM

Membership for a non-disability individual Member. Fill out, sign, and deliver to NDFSI.

Please circle here on which medium you prefer to receive the feedback on your application:

- Phone call -email -in person (f2f) -phone message
- Newspaper -Facebook -Fax -WhatsApp
- Others
- If others please specify:

SECTION 1: APPLICANT'S PERSONAL DETAILS

This section requires you to give details that match your existing official identification documents. For example, your title and names in this form must match the title and names in your passport, driver's license, or other official identification documents.

Title: -Prof -Dr -Mr -Ms -Miss -Mrs

Gender: -Male -Female -Others (Please specify):

Marital Status: -Single -Married -Others (Please specify):

Surname Name: _____

Given Name(s): _____

Occupation: _____

Institution: _____

Current Address: _____

Permanent Address: _____

City & Post Code: _____

Country: _____

Telephone: _____

Fax: _____

Mobile Phone: _____

E-mail: _____

Date of Birth: ____/____/____ dd/mm/yyyy

Place of Birth (State/Province): _____

Country of Citizenship: _____

**SECTION 2: APPLICANT'S IMPAIRMENT(S)/DISABILITY (IES)
DETAILS**

Do you identify as having disability/disabilities? -Yes -No

If 'Yes', please provide detailed information about your disability.

.....
.....
.....
.....
.....

SECTION 3: EMERGENCY CONTACT DETAILS

Please provide below contacts of any 2 persons who can be contacted in times of emergencies.

Person 1

Title: -Prof -Dr -Mr -Ms -Miss -Mrs

Other Title (Please specify):

Surname Name:

Given name(s):

Gender: -Male -Female -Others (Please specify):

Relationship to you:

Home phone:

Work phone:

Mobile phone:

Fax (if any):

Email:

Current Address:

Permanent Address:

Town/City:

State/Province Postal code (if any):

Country:

Person 2

Title: -Prof -Dr -Mr -Ms -Miss -Mrs

Other Title (Please specify):

Surname name:

Given name(s):

Gender: -Male -Female -Others (Please specify):

Relationship to you:

Home phone:

Work phone:

Mobile phone:

Fax (if any):

Email:

Current Address:

Permanent Address:

Town/City:

State/Province Postal code (if any):

Country:

SECTION 4: DECLARATION AND ACKNOWLEDGMENT

I declare, in submitting this application form, that the information contained in it and provided in connection with it is true and correct.

I acknowledge that giving false or misleading information is a serious offense under the Penal Code Act.

Full Name of Applicant	Signature	Date

Form 2: NDFSI Corporate Membership Application Form

NDFSI CORPORATE MEMBERSHIP APPLICATION FORM

Membership for an organizational Member. Fill out, sign, and deliver to NDFSI.

Please circle here on which medium you prefer to receive the feedback on your application:

-Phone call -email -in person (f2f) -phone message -
Newspaper

-Facebook -Fax -WhatsApp -Others

-If others please specify:

SECTION 1: YOUR CORPORATE DETAILS

This section requires you to provide your official/legal/registered name and details.

Your Organization Name: _____

Acronym of your Organization: _____

Legally Registered: Yes No

Is your organization a network/NGO/CSO: Yes No

Date of Establishment: _____

Address of Organization: _____

Website Address: _____

City & Post Code: _____

Country: _____

State/Province: _____

Telephone: _____

Fax: _____

Mobile Phone: _____

E-mail: _____

SECTION 2: YOUR ORGANIZATION'S MAIN FUNCTIONS

Please provide brief information about the main function of your organization and your interest to become a member of NDFSI.

.....
.....
.....
.....

SECTION 3: DECLARATION AND ACKNOWLEDGMENT

I declare, in submitting this application form, that the information contained in it and provided in connection with it is true and correct.

I acknowledge that giving false or misleading information is a serious offense under the Penal Code Act.

Full name Organization's representative	Occupation	Signature	Date

Form 3: NDFSI Individual's Registration Form

NDFSI INDIVIDUAL'S REGISTRATION FORM

(Registration form for all individuals)

Complete this form to be part of our membership service.

Gender: Male or Female or Others (Please Circle).

If others please specify:

Marital Status: Single/Married/Others (Please circle). If others please specify:

Family Name:

Given Name(s):

E-mail:

Phone Number:

Village:

Constituency:

Province:

Postal Address:

.....

Current Address:

.....

Permanent Address:

.....

Parent, Guidance, or Caregiver:

.....

Birth Date:/...../.....Month/Day/Year

Place of Birth:

Religion/Denomination:

Occupation:

Your highest education level (if applicable):

Your current school/study institution (if applicable):

.....

Address of your current school:

.....

.....

.....

.....

Contacts of your current school; phone:

Email:

Registration fee: Paid/Not Paid (Please circle).

If paid, method of Payment:

By submitting this form with the registration fee, you are automatically become the member of NDFS.I.

By registering for NDFSI membership, you promise NOT to conduct any fraudulent, illegal, or immoral activities within this organization.

Full Name of Applicant	Signature	Date

Form 4: NDFSI Corporate Registration Form

NDFSI CORPORATE REGISTRATION FORM

(Registration form for organizational member)

Complete the form below to be part of our membership.

Organization Name:

Organization Acronym:

E-mail:

Phone Number:

Village:

Constituency:

Province:

Postal Address:

Address:

.....

.....

.....

Main functions:

.....

.....

Is your organization Government or Non-Government Organization:

.....

Registration fee: Paid/Not Paid (Please circle).

If paid, method of Payment:

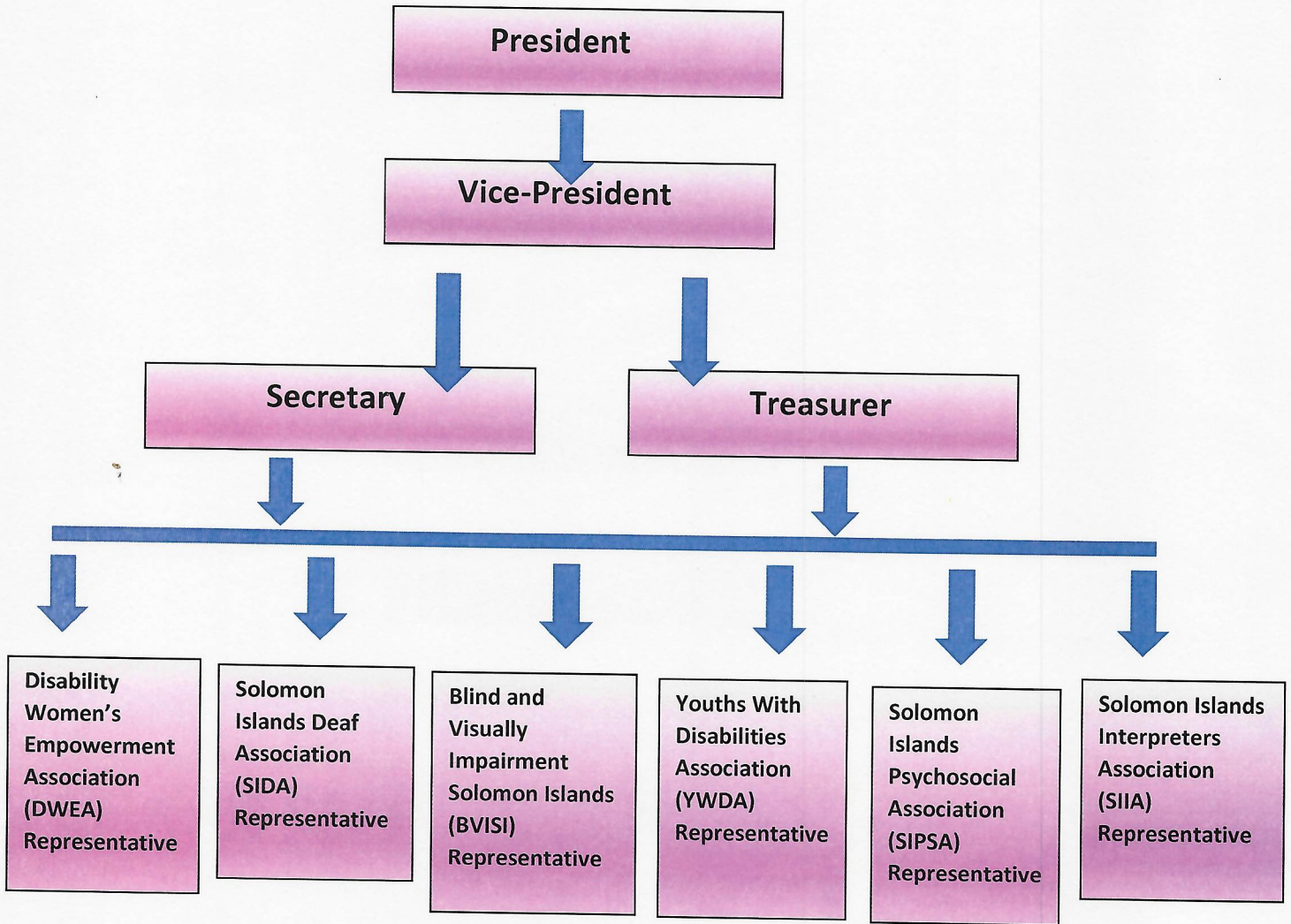
By submitting this registration form with the registration fee, you are automatically become the member of NDFSI.

By registering for NDFSI membership, you promise NOT to conduct any fraudulent, illegal, or immoral activities within this organization.

Full Name of organization's representative	Occupation	Signature	Date

SCHEDULE 2: NDFSI AFFILIATES

National Disability Forum of Solomon Islands Executive Board
Organizational Structure



Registered under the Charitable Trust Act

Yet to register under the Charitable Trust Act

SCHEMATIC OF THE ORGANIZATION

General Assembly of the National Council of Economic Advisors

Organizational Structure

Director

Deputy Director

Assistant Director

Assistant Director



Director of Research and Statistics

Director of Economic Analysis

Director of Economic Policy

Director of Economic Research

Director of Economic Studies

Director of Economic Information

Organizational Structure of the National Council of Economic Advisors