



TERRAM PACIS CHARTER

Advocating for gender diversity, peace-building & human rights



TERRAM PACIS CHARTER

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TERRAM PACIS CHARTER

On March 30th, 2010, for a quality assurance of Non-Formal Education in Lifelong learning, for the promotion of youth and adult education and their empowerment, and for the advocacy for a culture of peace and human rights, participatory democracy, gender and digital literacy, and for environmental protection; the founding committee established **TERRAM PACIS**, as a Non-Governmental, Humanitarian and Non-Profit Organisation governed as defined in this Charter.

TERRAM PACIS Charter herein referred to as “**The Charter**” was signed on June 16th, 2010 by the founding committee at the conclusion of the organisation’s first international seminar on the universally recognised human rights and fundamental freedoms. All the articles of The Charter came into force on September 21st, 2010.

Amendments to all Articles of The Charter were adopted by the General Assembly on December 18th 2020 and came into force on March 16th, 2021.

This Charter is subject to, and complies with the Non-Profit Corporation Act. So, this Charter is the legal document that constitutes the statutes or the Bay-Laws of the **TERRAM PACIS** Organisation.





CHAPTER 1.

PURPOSES & PRINCIPLES

ARTICLE-1. NAME

The legal name of this Non-Profit Organisation shall be known as TERRAM PACIS, hereinafter referred to as "The Organisation."

ARTICLE-2. LANGUAGE

The working languages of The Organisation are English and French; thus, all origin documents, records, and reports are available in English or French.

ARTICLE-3. PURPOSES

The Organisation plays a central role in the democratic process by providing a means for individuals to deliberate on public policies and decisions that affect them. To the extent possibilities, The Organisation engages with youth and adult learners through voluntary, training, advocacy, educational, and empowerment activities as a means to fulfilling its mission and vision.

ARTICLE-4. PRINCIPLES

4.1. MISSION

The Organisation is a training provider organisation that provides youth workers, adult educators as well as young and adult learners with learning opportunities through training processes and creates the educational materials that meet their learning needs based on the assessed knowledge gaps and needs toward their social, personal, and professional development.

4.2. VISION

Our vision keeps us focused on what we strive for: to be a dynamic non-profit, youth, and adult based organisation whose mandate is to promote their education. And advocate for what is vital: no youth's or adult's personal, social, or professional success should be limited by their race, religion, sexual orientation or gender identity or expression.

4.3. VALUES

We do not accept funds from donors who could directly and/or indirectly, compromise our independence. We are non-partisan; we certainly do not embrace political cause in order to maintain neutrality in our actions. We aim to keep our mandate objectively to effectively tackle youth and adult learners' issues and respond to their learning needs.

4.4. ACCOUNTABILITY

Accountable and Transparent: we have an ethical obligation to carry out

our work with transparency. We inspire reliability among the people we serve; by responsibly and effectively using our resources to their benefits. We thus strive to organise the energy and ideas of the community to achieve together what individuals cannot achieve alone.

ARTICLE-5. OFFICES

5.1. HEADQUARTERS

The headquarters of The Organisation are based in the city of Oslo in Norway. The Organisation may have other offices as the General Assembly determines or deems it necessary, or as The Organisation has a need to expand.

5.2. BRANCHES

5.2.1. TERRAM PACIS IT Hub

On December 18th, 2020, in its 10th ordinary session, for the promotion of the youth social innovation, to extend and strengthen youth digital skills in solving social problems with digital solutions through a human-centred and environmentally-friendly approach, the General Assembly approved resolutions: *TP-GAR09-18DEC-2020* that established TERRAM PACIS IT Hub.

TERRAM PACIS IT Hub hereinafter referred to as the IT Hub, is subject to, and complies with this Charter. The principal office of the IT Hub is located in Kigali-Rwanda.

5.2.1.1. LEGAL FORM

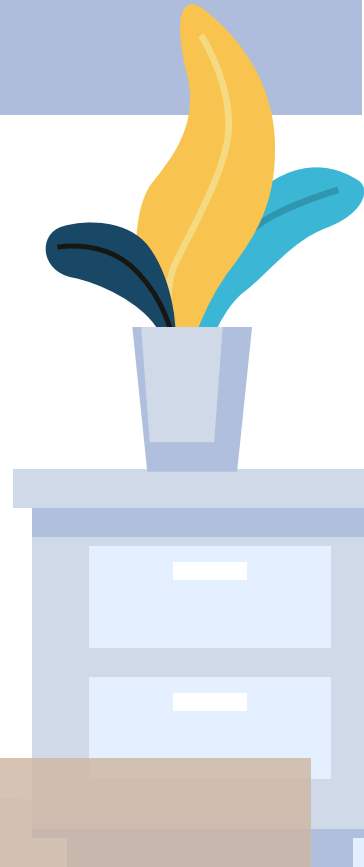
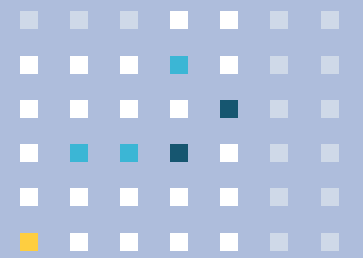
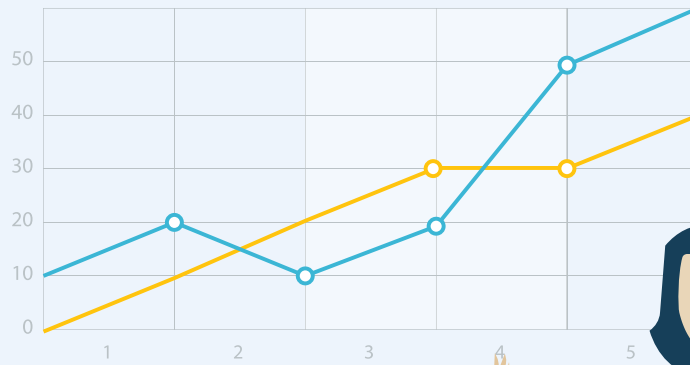
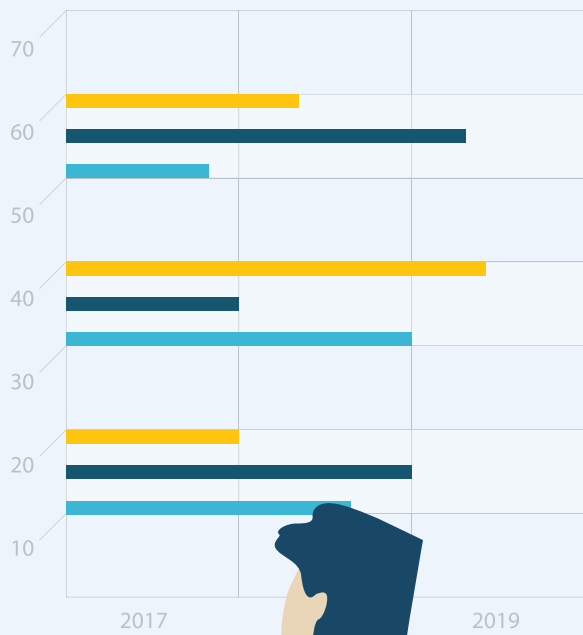
The IT Hub is a Small and medium-sized enterprise that aims at extending and strengthening IT industry in East Africa, by delivering quality IT Solutions at reasonable prices with 65% of all the services fees making a direct positive impact on the lives of youth through the Organisation's charitable work.

5.2.1.2. MISSION

Consistently, provide products, services, and solutions of the highest quality to bring the clients' ventures to life and connect their brands with the right audience, by pushing the boundaries of creativity through digital technology.

ARTICLE 06. DEDICATION OF ASSETS

The properties and assets of The Organisation are irrevocably dedicated to and for charitable and non-profit purposes only. No part of the net earnings, properties, or assets of The Organisation, on dissolution or otherwise, shall inure to the benefit of any person or any member of The Organisation.



CHAPTER 2.

STATUTORY BODIES

ARTICLE 07. GENERAL ASSEMBLY

The General Assembly is the highest decision-making body of The Organisation and meets once a year in the month of December. The General Assembly consists of all board members.

07.01. POWERS OF THE GENERAL ASSEMBLY

A regularly constituted General Assembly has the broadest powers to take, execute, and ratify all decisions taken in the interest of The Organisation; The decisions taken by the General Assembly are binding for all members, including the absent or dissenting ones.

Thus, the General Assembly acts:

- to adopt the policy, guidelines, and the work plan;
- to adopt amendments to the Charter and the Rules of Procedure;
- to adopt the budget and approve the accounts;
- to evaluate the work of The Organisation; and
- to elect or dismiss members of the Executive Boards.

ARTICLE 08. FOUNDING COMMITTEE

The Founding Committee supervises the performance of the Executive Board, which ensures a clear distinction between management by the Executive Board and Governance by the Founding Committee and further establishes clear lines of authority within The Organisation.

Moreover, prevents conflict of interests and too much power being concentrated in the hands of one person.

08.01. CHIEF EXECUTIVE OFFICER

The CEO presides over the Founding Committee; acts as the legal representative of The Organisation; chairs the General Assembly and is responsible for ensuring that The Organisation's Executive Boards fulfil their management responsibilities and that they comply with applicable laws and bylaws as set in this Charter.

08.02. ADVISOR TO THE CEO

The advisor to the CEO helps the CEO to identify, articulate and prioritise projects and challenges affecting The Organisation; assists The Organisation

to better implements its missions, and helps to determine best approaches to reaching The Organisation's non-profit purpose.

08.03. ADVISOR TO THE EXECUTIVE BOARD

The adviser helps the Executive Board to review the financial performance and records to ensure that the budget is being administered according to the bylaws and assists the Executive Board in determining the best approaches to reaching The Organisation non-profit purpose.

ARTICLE 09. EXECUTIVE BOARD

The Organisation is managed by an Executive Board that has all the rights, powers, and limitations of liability to establish policies and the directives subject to the provisions of this Charter with the responsibilities to see that the policies and the directives established by the General Assembly are appropriately followed.

09.01. EXECUTIVE DIRECTOR

The Executive Director is responsible for ensuring that the board fulfils its duties and comply with bylaws, chairs the board meetings according to rules of order and encourages member's participation to arrive at decisions in a democratic manner.

09.02. FINANCIAL DIRECTOR

The Financial Director contributes to the successful management of financial tasks: maintaining financial records in the manner which facilitates audit to provide accurate reporting on the financial activities, and direct annual budget planning with the Executive Board.

09.03. COMMUNICATIONS DIRECTOR

The Communications Director is responsible for establishing partnership with other institutions; represents The Organisation to enhance its engagement profile, creates, oversees communications, creates opportunities for actions geared toward organisation's visibility, and works closely with the Executive Director

09.04. WEBSITE MANAGER

The Website Manager's work focuses on creating The Organisation's information and ensuring its protection by managing the website contents. He or she helps equip fellows with resources via our online community. As

our work is increasingly reliant on technology, is crucial to our charitable work continuity and success.

09.05. TRAINING COORDINATOR

The Training coordinator oversees and directs training and learning activities, by designing and planning effective training programmes as well as overseeing training materials development. Furthermore, trains and guides new trainers, and develop a monitoring system to ensure that all the trainers at The Organisation are performing their responsibilities according to received training.

09.06. EXECUTIVE BOARD'S DUTIES

- Define the overall strategy in accordance with The Organisation's mission;
- Adopt the work plan and guidelines of the General Assembly and determine policies;
- Responsible for finances and budgetary matters, as reported by the General Assembly;
- Ensure assessment of performance and oversee the implementation of the work plan;
- Responsible for human resources and annual report to the General Assembly.

09.07. THE SECRETARIAT

The Secretariat is a body of the Executive Board that acts as secretary at meetings, keeps legal documents and minutes of meetings which are required to be kept at its principal office, and is responsible of coordinating the events of The Organisation.

09.08. THE EDITORIAL

The Editorial is a body of the Executive Board that is responsible of producing and publishing learning and training modules. It is the custodian and producer of records and documents of The Organisation which are required for News blog, and educational materials to ensure that The Organisation has credible information.

ARTICLE 10. CONFIDENTIALITY POLICY

The Organisation's confidential information means, but not is limited to plans, processes, financial reports, donor lists and any other information relating to partners, donors, volunteers, or any third-party The Organisation transacts with whether furnished, oral, or written, and regardless of the form of communication or the way it is furnished.

- The Organisation's records mean any document or record concerning the affairs of The Organisation;
- Party means The Organisation or a board member; and Parties mean both The Organisation and the board members;
- Representative means any person affiliates to The Organisation such as: the directors, staff, trainers, etc.

10.01. CONFIDENTIALITY & CODE OF ETHICS

To encourage and foster open discussion at its meetings, confidentiality of records must be maintained. It is the policy of the Executive Board to ensure that directors do not disclose confidential information relating to discussions at its meetings.

- Unless, compelled by legal process to disclose information, or as otherwise agreed by the Executive Board and approved by the CEO, such an information remains confidential.
- The board members acknowledge that any violation of this policy may cause harm to The Organisation and frustrate the board deliberations. Any member who violates this policy is thus subject to termination of his or her position.

To ensure compliance with applicable laws and to protect The Organisation and its staff from potential legal problems regarding conflicts of interest and violation of fiduciary obligations, The Organisation endorses and adopts the following statement of policy:

10.01.01. CONFIDENTIALITY

Board members acknowledge that the provision of services and resources to those traditionally disadvantaged largely depends upon the public trust. Thus, disclosure of Confidential Information could threaten the operations of The Organisation.

Hence, board members should expressly acknowledge the status of Confidential Information and that Confidential Information constitutes a protectable interest of The Organisation. Thus, for the purposes of this Charter, confidential Information does not include information that:

- is readily available to the public in the same or an equally useable form as that maintained by organisation;
- has been lawfully received from an independent third party without any restriction and without any obligation of confidentiality; or
- has been independently developed without access to or knowledge or use of the Confidential Information.

10.01.02. FIDUCIARY OBLIGATIONS

Fiduciary obligations prohibit a director from seizing The Organisation's opportunity for his or her personal benefit. This means that such a staff may not take advantage of a business opportunity in which the staff knows that The Organisation has a genuine interest and where such an association opportunity would be consistent with The Organisation's purposes, mission, and goals as a non-profit entity.

Further, if the staff becomes aware of such an opportunity; he or she is obliged to inform The Organisation and allow the Executive Board to act first, or access all the available case scenarios and/or possibilities.

10.01.03. DUTY OF LOYALTY

This includes supporting, and not opposing directly or indirectly or taking any other stance against policies and positions duly adopted by Executive Board and approved by the General Assembly.

Thus, each staff is obligated to maintain his or her duty of loyalty in all manner of activities during their terms of services. This duty of loyalty is not intended to, nor should it discourage debate within board meetings. Such a debate is encouraged and is part of the staff responsibility in the deliberation process.

10.02. MAINTAINING CONFIDENTIALITY

The staff cannot divulge, disclose, provide or disseminate; in any manner to any person or entity at any time Confidential Information without the CEO confirmation. Furthermore, the staff has to maintain security measures to safeguard Confidential Information. Pursuant to such a maintenance, the staff

shall:

- attempt in every reasonable way to prevent intentional or unintentional unauthorised use or disclosure of Confidential Information;
- promptly notify the CEO of an unauthorised use, or disclosure of Confidential Information; and
- assist The Organisation in any reasonable way to retrieve wrongfully disclosed Confidential Information, or organization records, or stop unauthorised use.

10.03. USE OF CONFIDENTIAL INFORMATION

The staff may use Confidential Information, to the extent necessary to perform his or her authorised duties. Notwithstanding the foregoing, he or she shall not use Confidential Information for any purpose not permitted herein without the prior written authorisation of the Chief Executive Officer.

10.04. DISCLOSURE OF CONFIDENTIAL INFORMATION

The staff cannot, directly and/or indirectly, in any capacity, make known, disclose, make available or utilize any of the Confidential Information other than in the proper performance of her or his duties, or if requested by court or other administrative. If a staff is requested pursuant to a court order to disclose Confidential Information, the staff shall provide CEO with prompt written notice to:

1. seek an appropriate protective order or other remedy with respect thereto;
2. consult with the staff in taking steps to resist or narrow the scope of such request or legal process, or
3. waive compliance, in whole or in part.

10.05. TERMINATION AND RETURN OF CONFIDENTIAL INFORMATION

The staff may be released from his or her obligations, in whole or in part, if:

1. The CEO provides a written demand that any Confidential Information be returned;
2. The staff mandate is expired, staff is voluntarily or involuntarily terminated or suspended, or
3. The staff breaches any terms as described in the above sections.

Upon such release, the staff should return all Confidential Information within five working days, from the day on which the staff is released, along with all copies including, but not limited to, anything of The Organisation or made by the staff.

Anything that cannot be returned shall be destroyed. If a legal proceeding has been instituted to seek disclosure of Confidential Information, such material shall not be destroyed until the proceeding is settled or a final judgment with respect thereto has been rendered.

The Organisation reserves the right to inspect all devices used to conduct affairs of or store the organization's information.

ARTICLE 11. CONFLICT OF INTEREST POLICY

Any director or member of the Executive Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which The Organisation has a transaction or arrangement with;
2. A compensation arrangement with The Organisation or with any entity or individual with which The Organisation has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which The Organisation is negotiating an arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favours that are not insubstantial. Any financial interest is not necessarily a conflict of interest. A person who has financial interests may have a conflict of interest only if the Executive Board decides that a conflict of interest exists.

11.01. PROCEDURES FOR ADDRESSING A CONFLICT OF INTEREST

Regarding any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and thus, be given the opportunity to disclose all material facts to the Executive Board considering that proposed transaction or arrangement:

1. An interested person makes a presentation at the Executive Board meeting, but after the presentation, he or she leaves the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. After exercising due diligence, the Executive Board determines whether The Organisation could obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest;
3. If more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board determines by the majority vote of the disinterested directors whether the transaction or arrangement is in The Organisation's best interest, for its own benefit, and
4. Whether it is fair and reasonable. In conformity with above determination, Executive Board makes its decision as to whether to enter the transaction or the arrangement, or not.

11.02. VIOLATIONS OF CONFLICT-OF-INTEREST POLICY

If the Executive Board has reasonable cause to believe that a staff has failed to disclose actual or possible conflicts of interest, it shall inform the staff of the basis for such belief and afford her or him an opportunity to explain the alleged failure to disclose.

If, and after hearing the staff's response and after making further investigation as warranted by the circumstances, the Executive Board determines whether the staff has failed to disclose an actual or possible conflict of interest and take appropriate disciplinary and corrective action.



CHAPTER 3.

HUMAN RESOURCES

ARTICLE 12. MANDATE

1. The term has the duration of 3 years as of the 1st of January following the year of the General Assembly during which a director has been ratified.
2. Each member of the Executive Board has the possibility to be re-elected as many times as possible.
3. Membership of the Board is automatically terminated in the event of:
 - Expiration of mandate; Death; or
 - A member is dismissed by CEO and ratified by the General Assembly.

ARTICLE 13. VACANCIES

A vacancy on the Executive Board may exist at the occurrence of the following conditions:

1. Death, resignation, or removal of a board member;
2. A director declared of unsound mind, convicted of a felony, or missed 3 consecutive board meetings;
3. An increase in the authorised number of directors.

A director elected to fill a vacancy, is elected for the unexpired term of his or her predecessor.

ARTICLE 14. RESIGNATION

1. Each staff has the right to resign at any time upon written notice thereof to the CEO;
2. Except as provided herein, any director may resign effective upon giving a written notice to the CEO; unless the notice specifies a later time for the effectiveness of resignation;
3. If the resignation is effective at a future time, a successor may be designated to take office when the resignation becomes effective;
4. Unless the CEO is first notified, no director may resign when the organisation would then be left without a duly elected director in charge of its affairs.

ARTICLE 15. TRANSPARENCY

1. As a non-profit entity, the organisation has an ethical obligation to the public to conduct its mission, programmes, projects and activities with accountability and transparency;
2. The organisation, regularly and openly should convey concrete information to the public about its work, mission, projects, activities, accomplishments, and decision-making processes;
3. This information has to be easily accessible to the public and create external visibility, dissemination, and exploitation of results.

ARTICLE 16. ACCOUNTABILITY

1. The level of citizen trust in the ability and motivation of decision-makers in non-profit civil society organisations, determines how well the society is informed;
2. The organisation complies with all legally required reporting procedures in regards with its Confidentiality Agreement Policy;
3. The organisation has an obligation to responsibly use its resources toward its mission to the benefit of the community.

ARTICLE 18. ACCESSIBILITY

1. The Secretariat and the Editorial provide information to the public that describe the work and performance of the organisation;
2. In some cases, the Executive Board organise a meeting agenda to those who request information or interested in knowing more about the organisation.

ARTICLE 19. WORKING ENVIRONMENT

1. The ability of the organisation to make effective use of the energy, time and talents of its staff and volunteers is essential to accomplish its mission;
2. The organisation places a high priority on exercising fair and equitable practices that attract and retain qualified volunteers and staff;
3. The organisation has an obligation to adhere to all applicable employment laws and to provide a safe and productive work environment.

ARTICLE 20. EMPLOYMENT POLICIES

1. The organisation employs skilled individuals who are suitable for the positions they are occupying and are committed to the goals, values, and objectives of the organisation;
2. The organisation established a clear conflict of interest policy for staff that includes disclosure of relationships and interested party transactions;
3. The organisation conducts background checks on staff or volunteers, particularly if their positions involve performing financial duties or serving in other sensitive areas.

ARTICLE 21. TRAINING, DEVELOPMENT AND RETENTION

1. The organisation provides personnel with clear job descriptions and the resources they need to produce quality work;
2. The organisation supports education, development, opportunities for growth and advancement of staff.

ARTICLE 22. EVALUATION

1. An essential responsibility of the organisation is to assess the impact of its actions and to act upon this information;
2. Regularly, the organisation measures its performance against a clear set of goals and objectives and share this information with the public and use them to continually improve the quality of its activities.

ARTICLE 23. RESPONSIVENESS

1. The organisation is committed to effective and efficient delivery of services and always strives to improve processes, programmes, and results;
2. The organisation's programmes consider and respond to the experience, needs and satisfaction of the people it serves; in ways that are culturally sensitive and appropriate for the community served.

ARTICLE 24. MEASUREMENT

1. The organisation's measurement system is practical and useful to improve ongoing processes, activities, and results;

2. The measurement system is used to evaluate organisational effectiveness and inform its operational plan;
3. Measurement includes information on satisfaction, activities, results, and society input.

ARTICLE 25. CUSTODIAN

1. The Organisation keeps at its principal office the original Charter as amended to date, which is open for inspection at all reasonable times during office hours;
2. The Organisation keeps adequate and correct books and records of accounts, and written minutes of proceedings of the Boards and General Assembly;
3. The minutes are kept in written or typed form, and other books and records are kept either in written or typed form or in any form capable of being converted into written or printed form.

ARTICLE 26. RETURNING RECORDS

1. Upon leaving office, each officer, employee, volunteer, or agent of the organisation should turn over the records in good order;
2. Records include organisation materials, books, minutes, lists, documents, contracts, or other property of the organisation as have been in the custody of such personnel during his or her term of office.

ARTICLE 27. INSPECTION

1. The CEO has the absolute right at any reasonable time to inspect all books, records and documents of every kind and the physical properties of the organisation and each of its subsidiaries;
2. The inspection should be made in person or by an agent and includes the right to copy and make extracts of documents.



CHAPTER 4.

RULES OF PROCEDURE

ARTICLE 28. ANNUAL REPORT

1. The Secretariat ensures that the annual report, ratified by General Assembly is sent to members within 30 days after the end of The Organisation's fiscal year;
2. The Organisation prepares annual financial statements using generally accepted accounting principles, valid after it has been ratified by the General Assembly.

ARTICLE 29. FISCAL YEAR

1. The fiscal year begins on January 1 and ends on December 31.

ARTICLE 30. AMENDMENTS AND REVISIONS

1. This Charter can be adopted, amended, or repealed by the vote of the 3/4 of the GA;
2. Such action must be authorised at a duly called and held meeting of the Executive Board;
3. A written notice setting forth the proposed revisions with explanations given in accordance with the Charter by those who are willing to revise this Charter must be sent out by the secretariat.

ARTICLE 31. CONSTRUCTION AND DEFINITIONS

1. Without limiting the generality of the foregoing, the masculine gender includes the feminine and neuter;
2. If any competent court of law shall deem any portion of this Charter invalid or inoperative, then so far as is reasonable and possible:
3. The remainder of this Charter shall be considered valid and operative, and
4. Effect shall be given to the intent manifested by portion deemed invalid or inoperative.

ARTICLE 32. GUIDING PRINCIPLE

1. The following rules of procedure are supplementary and subordinate to the Charter and they regulate the implementation of the Charter.

ARTICLE 33. COMPOSITION & QUORUM

1. At the General Assembly, representatives of at least half of the full members constitute the quorum;
2. The quorum is established and announced at the beginning of the meeting.
3. The proportion of votes is set according to the established quorum. Abstentions do not affect the proportion of votes.

ARTICLE 34. VOTING

1. Each member has only one vote,
2. Unless otherwise determined, voting is by simple majority;
3. The General Assembly can only pass urgent resolutions with a two thirds majority of members present and voting, not counting abstentions.
4. Simple majority is understood as more than half of votes cast, not counting abstentions.
5. Absolute majority is understood as more than half of the votes cast out of votes of the total number of members, counting abstentions;
6. A minority statement is included in the minutes whenever a member request this.

ARTICLE 35. MINUTES & AUDIO-RECORDINGS

1. Minutes of meetings of the General Assembly records resolutions, decisions, motions and votes together with necessary explanatory information;
2. Draft minutes are made available by the Secretariat within 30 days to the board. Sessions are also recorded.

ARTICLE 36. SUBMISSION OF MOTIONS & RESOLUTIONS

1. Motions and Resolutions by the members should be submitted to the Secretariat by registered mail 30 days before the opening of the meeting of the General Assembly;
2. Urgent resolutions and motions may be submitted to the CEO at least one hour before the official start of the meeting of the General Assembly.

ARTICLE 37. ADOPTION OF DOCUMENTS

1. Any document put to the General Assembly for adoption is made available by the Secretariat, according to the respective deadlines set in this Rules of Procedure;
2. The Executive Board puts forward a recommendation on the urgency of the document. Then, the General Assembly decided if the document should be discussed;
3. Adoption of documents takes place with a simple majority. However, amendments to the Charter are adopted by simple majority. Adoption of the work plan and the budget is approved by a majority of 2/3 of votes.

ARTICLE 38. ELECTIONS

1. All elections or ratification take place by secret ballot under the supervision of CEO;
2. The candidate should achieve a threshold of two third of the votes cast.
3. In the event that a person ceases to be a member of the Board, the Board elects a replacement for the remainder of the mandate.

ARTICLE 39. ORDINARY SESSIONS

1. Notice of an ordinary session and a draft agenda are made available by the Secretariat to all participating bodies three months in advance;
2. The draft agenda is prepared by the Executive Board and decide the date of the General Assembly;
3. The draft agenda includes notably: A report on the work plan, including an assessment of the work of open meetings and working structures presented by the Executive Board;
4. All documents and resolutions required for consideration should be on the agenda and a final agenda should be made available by the Secretariat 15 days before the opening of the session;
5. The General Assembly may, with a two thirds majority of the member present and voting, not counting abstentions; include on the agenda new items and resolutions of an important and urgent character.

ARTICLE 40. EXTRAORDINARY SESSIONS

1. An extraordinary session takes place at the earliest 30, and at the latest

- 60 days after a decision has been made or a demand has reached the Secretariat;
2. The draft agenda should be made available by the Secretariat 20 days before the extraordinary session takes place.

ARTICLE 41. CONDUCT OF MEETING

1. The General Assembly is chaired by the CEO, if not available by the Executive Director;
2. The meeting minutes is approved/signed by the CEO proving that the General Assembly took place.
3. The Secretariat informs all members of the meetings that are being held and of their agenda. A draft agenda is prepared by the Executive Board.

ARTICLE 42. STANDING ORDERS FOR MEETINGS

1. The Chair declares the opening and closing of each meeting, presents agenda, direct the discussion, ensure observance of the rules, and accord the rights;
2. The chair rules on points of order and has the power to propose adjournment or closure of the debate or adjournment or suspension of a meeting;
3. During the discussion, the Chair gives the floor first to speakers wishing to make points of order, then to speakers requesting information;
4. These standing orders must apply to each statutory meeting unless otherwise stated.



TERRAM PACIS CHARTER

PREPARED BY THE SECRETARIAT

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Approved by:
Joseph Hategekimana
Chief Executive Officer

A handwritten signature in blue ink, appearing to read "Joseph Hategekimana", written over a horizontal line.

Done at Oslo on December 18th, 2020.



TERRAM PACIS CHARTER

Advocating for gender diversity, peace-building & human rights

