



KURDISTAN SOLIDARITY FORUM (KSF)

Forûma Pişgirtia Kurdistan

Independent • Non-Profit • Non-Partisan

Human Rights • Democracy • Kurdish Rights

London, United Kingdom

INTERNAL REGULATIONS OF THE KURDISTAN SOLIDARITY FORUM (KSF)

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ARTICLE 1: PURPOSE AND STATUS

1. These Internal Regulations provide the operational framework for implementing the Constitution of the Kurdistan Solidarity Forum (KSF).
2. They regulate the Forum's internal procedures, membership, meetings, elections, committees, financial administration, conduct and other operational matters.
3. Where any provision of these Internal Regulations conflicts with the Constitution, the Constitution shall prevail.

ARTICLE 2: MEMBERSHIP

2.1 Eligibility

1. Membership is open to individuals and institutions that support the objectives of the Forum.
2. Individual members must be aged 18 or over.

2.2 Membership Procedure

1. Applications for membership shall be submitted through the procedure approved by the Forum.
2. Applications shall be reviewed and processed in accordance with the Constitution and procedures approved by the Forum.
3. Membership records shall be maintained by the Secretary or another person designated by the Executive Committee.

2.3 Rights and Responsibilities

Members may participate in Forum activities, vote and stand for elected positions, subject to the Constitution and these Internal Regulations.

Members shall uphold the Constitution, respect the principles of the Forum and comply with these Internal Regulations.

Members may be required to pay an annual membership fee as determined by the Forum.

ARTICLE 3: GOVERNANCE AND COMMITTEES

3.1 Administrative Committee

The Administrative Committee shall support the overall administration of the Forum and shall consist of:

- Four General Directors, responsible for overall management and programme supervision.
- Four Deputy Directors, who assist the General Directors and act in their absence when required.
- The Secretary, responsible for meetings, minutes, records and official correspondence.
- The Finance Officer, responsible for preparing the annual budget and financial reports and monitoring expenditure.
- The Treasurer, responsible for bank accounts, payments, financial records and receipts.

Additional members may be included as required, in accordance with the Constitution.

3.2 Executive Committee

The Executive Committee is composed of all core members, with additional members appointed as required. It supervises implementation of General Assembly decisions and oversees specialised committees.

The Executive Committee may establish permanent or temporary committees and task forces where required and shall define their responsibilities and reporting arrangements.

3.3 Specialised Committees

The Forum may operate the following specialised committees:

1. **Cultural, Language, Heritage, Folklore and Music Committee** – promotes Kurdish culture and language and organises cultural, artistic and heritage activities.
2. **General Events Committee** – organises lectures, seminars, conferences, meetings, demonstrations and celebrations.
3. **Media and Communications Committee** – manages the Forum's website, social media, press and publications.
4. **Organisational Committee** – manages logistics, attendance, registration and event organisation.
5. **Public and International Relations Committee** – maintains communication with local and international institutions, parliaments, government bodies and NGOs.
6. **Humanitarian and Charity Activities Committee** – organises humanitarian initiatives, charitable campaigns and community support activities.

Additional permanent or temporary committees may be established by the Executive Committee to support the objectives of the Forum.

ARTICLE 4: MEETINGS

4.1 General Assembly

1. The General Assembly shall meet annually on a date determined in advance.
2. Emergency meetings may be called by the General Directors or upon the request of one-third of the members.
3. The General Assembly is the highest decision-making body of the Forum.

4.2 Committees

The Executive and Specialised Committees shall meet regularly as required. Minutes shall be recorded and circulated to the relevant members.

4.3 Quorum and Voting

1. The quorum for the General Assembly is one-third of voting members.
2. The quorum for the Executive Committee and Specialised Committees is a simple majority of current members.
3. Decisions shall normally be made by a simple majority of those present and voting, unless the Constitution requires a higher threshold.
4. Each member shall have one vote.
5. The Chair of the meeting shall have a casting vote in the event of a tie.

6. Voting may be by show of hands or electronic poll, except where a secret ballot is required.

ARTICLE 5: ELECTIONS

1. Elections shall be conducted annually by secret ballot or approved electronic voting.
2. The term of office shall be one year and may be renewed.
3. Candidates shall submit an official nomination and meet the eligibility requirements.
4. Where candidates receive an equal number of votes, a further ballot shall be conducted between the tied candidates.
5. Election results shall be formally announced to the General Assembly.

ARTICLE 6: FINANCIAL ADMINISTRATION

1. The Forum's funds may be derived from donations, grants, projects, membership fees and the sale of goods or services consistent with its objectives.
2. Applications may be made for grants from Kurdish and international organisations.
3. All financial activities shall be conducted transparently and accountably.
4. Funds shall be used solely to achieve the Forum's objectives.
5. An annual budget shall be prepared by the Finance Officer and reviewed by the Executive Committee.
6. The Treasurer shall maintain appropriate records of income, expenditure, payments and receipts.
7. No income or property of the Forum shall be distributed among members, except for reimbursement of authorised expenses incurred on behalf of the Forum.

ARTICLE 7: COMMITTEES AND TASK FORCES

1. Permanent or temporary committees and task forces may be established for specific activities or projects.
2. Their purpose, responsibilities and duration shall be determined by the Executive Committee.
3. Each committee or task force shall operate consistently with the Constitution, these Internal Regulations and the objectives of the Forum.
4. Committees shall report on their activities to the Executive Committee as required.

ARTICLE 8: DISCIPLINE, CONDUCT AND CONFLICTS OF INTEREST

1. Members shall maintain proper conduct, respect other members and uphold the Constitution and principles of the Forum.
2. Breaches of the Constitution or Internal Regulations may result in:
 - A. Official warning.
 - B. Temporary suspension of membership.
 - C. Termination of membership following review by the Executive Committee and General Assembly.
3. A member subject to suspension or termination may submit a written appeal to the General Assembly within 14 days of the decision.

4. The Executive Committee shall ensure that disciplinary action is fair, transparent and consistent with these Internal Regulations.
5. Any member of the Administrative Committee, Executive Committee or a Specialised Committee who has a personal or financial interest in a matter under discussion shall declare that interest and withdraw from the relevant decision.

ARTICLE 9: AMENDMENTS AND GENERAL PROVISIONS

1. These Internal Regulations may be amended by a two-thirds majority of the General Assembly upon proposal by the Executive Committee or one-third of the members.
2. No amendment to these Internal Regulations may conflict with the Constitution.
3. Any matter not covered by these Internal Regulations shall be determined by the Executive Committee, provided that the decision is consistent with the Constitution.
4. These Internal Regulations shall take effect upon approval by the General Assembly.

ADOPTION AND APPROVAL

These Internal Regulations were adopted in accordance with the Constitution of the Kurdistan Solidarity Forum and shall take effect upon approval by the competent body of the organisation.

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Issued By: Kurdistan Solidarity Forum Executive Committee (KSF-UK)

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