

**CONSTITUTION
AND
BY-LAWS**



**INTERNATIONAL FEDERATION
OF NON-GOVERNMENT
ORGANISATIONS FOR THE
PREVENTION OF DRUG AND
SUBSTANCE ABUSE**



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PREAMBLE

We, the founding members of the International Federation of Non-Government Organisations for the Prevention of Drug and Substance Abuse (IFNGO), having declared our intentions in a joint declaration in Kuala Lumpur in 1981, hereby reaffirm and dedicate our collective wisdom and efforts to the prevention and reduction of drug abuse. Realizing that community effort and voluntary initiative are needed to complement and reinforce government organizations in the fight against such abuse, we acknowledge and reiterate the philosophy and spirit of the partnership between non-government organizations and government organizations to work closely together at national, regional and international levels.

We recognize that drug and substance abuse transcends ethnic, geographical, political, cultural and religious boundaries, and requires the active participation of the whole community for its control, reduction and eventual eradication, and that by virtue of their flexibility and adaptability, non-government organizations are in a better position than government organizations to experiment and innovate for the development of effective intervention strategies. We further recognize and share the following concerns:

- That human resources are the most valuable assets of any community and that the increasingly widespread multiple abuse of narcotic drugs and psychotropic substances threatens not only the healthy development of the youth, but also the social fabric, the stability and national security of the respective countries;
- That more effective preventive and rehabilitative measures to reduce drug abuse and its hazardous consequences cannot be over emphasized;
- That NGOs have an important role to play in assisting their respective governments in the implementation of existing dangerous drug legislation and the provisions of the international treaties, such as the Single Convention on Narcotic Drugs, 1961 (as amended by the Protocol of 1972) and the Convention of Psychotropic Substances 1971;
- That NGOs need to work closely with the United Nations and its specialized agencies (e.g. United Nations Division of Narcotic Drugs (UNDND), United Nation Fund for Drug Abuse Control (UNFDAC) (e.g. United Nations Office for Drug Control and Crime Prevention, World Health Organization (WHO), International Labour Organization (ILO), regional and international organizations (e.g. Colombo Plan Bureau, the International Council on Alcohol and Addiction etc.) As well as national and international law enforcement agencies in order to achieve a **DRUG FREE SOCIETY**.

Therefore in order to enhance cooperation and exchange of information and expertise in this area and to facilitate and formulate cost effective programs, we have resolved to adopt this constitution of our Federation.

ARTICLE I - NAME AND DOMICILE

- 1.1 **The Name** of this organization shall be the International Federation of Non-Government Organizations for the Prevention of Drug and Substance Abuse (IFNGO).
- 1.2 **Domicile.** IFNGO may have its domicile in the office of the incumbent president, or at any other place of registration as designated by the Management Board. Then Secretariat may be conveniently located in the country of the designated Honorary Secretary of the Federation.
- 1.3 **Registered Office(s)** The registered office(s) of the Federation shall be determined by the Management Board.

ARTICLE II - OBJECTIVES

In view of the concerns expressed in the preamble and the need to deal with them effectively, the IFNGO shall strive to achieve the following objectives:

- 2.1 The development of collaborative and fruitful interactions among non-government organizations regionally and internationally to identify the needs of services and implement diversified programs to prevent and control drug abuse with the ultimate aim to achieve a ***DRUG FREE SOCIETY*** in our countries.
- 2.2 The development of a shared monitoring mechanism and communication system for the collection and collation of drug abuse information and research data for efficient analysis and dissemination to members and other concerned organizations.
- 2.3 The mobilization of necessary resources needed to support IFNGO's activities to eradicate the problems of drug and substance abuse.
- 2.4 The attainment of concerted action among member countries and peoples in the fight against drug and substance abuse and the promotion of communication and education for its prevention, reduction and rehabilitation.
- 2.5 The organizing of regional and international conferences, seminars, workshops, etc. to further the understanding of and to resolve the problems of drug and substance abuse.
- 2.6 The promotion of co-operation and collaboration between Government Organizations and Non-Government Organizations at National, Regional and International Levels.

ARTICLE III – MEMBERSHIP

3.1 Membership.

3.1.1. There shall be five (5)[****]classes of membership viz:

- a. Founding Members.
- b. Ordinary Members.
- c. Associate Members.
- d. Members representing International/Regional Organizations/Agencies [*]
- e. Individual Members.[****]

3.1.2. Founding Members

All the nine countries national non-government organizations which were signatories to the Kuala Lumpur Declaration 1981 are founding members of the IFNGO.*

3.1.3. Ordinary Member

National NGOs may apply for Ordinary Membership and enjoy equal privileges. Where there is only one Member from a country, that member shall be designated as the Ordinary Member. When there is more than one Member from a country, all the NGO member organizations from that country shall, at least six months prior to the Bi-Annual General Meeting of IFNGO, designate in the manner according to their laws, customs and traditions, their Ordinary Member. Such members, together with the Founding Members and Members representing International/ Regional Organizations/Agencies, referred to hereafter as International Members, are electors who have the right to elect the Management Board, in addition to having all other the rights and privileges of membership [****]

3.1.4. Associate Members.

Associate membership is open to any non-governmental organization concerned with the problems of substance abuse. Associate members have all the rights of members including the right of proposing, members for and being elected to office and of proposing and voting for resolutions, but are not electors.

3.1.5. International Membership

International Membership is open to international organizations that support the objectives of IFNGO. They shall have all the rights and privileges of Ordinary Members.[***]

3.1.6. Individual Members

Individual Members, are drawn from, if they so apply, Past Presidents and Past Hon. Secretaries of IFNGO, who have completed a full term of office, and, by invitation of the Management Board, current and past high ranking officers of international bodies and other high ranking individuals with recognized international status, Individual Members may propose and vote for resolutions, and,, up to three of them may be co-opted by the Management Board, where their expertise would benefit the organization. They are not electors. [****]

3.2. Application for Membership

3.2.1. Application for membership shall be filed with the Secretariat for the approval of the Management Board. The application must be accompanied by membership fee and a description of the organization's objectives and activities as well as a recommendation of a founding member or an ordinary member [*]

3.2.2. In determining the class of membership to be granted to the applicant, the Management Board shall have regard to all the circumstances of the case including the following matters:-

- i. that there shall be one national NGO represented by an Ordinary Member for one country. All other NGOs, except the founding member, from the same country shall become Associate Members. Such Founding members as are in good standings will continue to be Founding Members.
- ii. that the opinions of the majority of NGOs, the signatories of the Kuala Lumpur Declaration who are the founding members of the IFNGO should prevail.
- iii. it is the responsibility of the National NGO/Ordinary Member to represent the country in the IFNGO and be charged with the responsibility of liaising with member organizations within the said country. [*]
- iv. that National Organization/Ordinary Member has the support and approval of the Government it represents.

3.2.3. To ensure that there shall be one national organization from one country with ordinary membership, the Management Board is empowered to re-classify membership. In the event of a national organization making a late application for membership, the class of membership of any ordinary member from that country shall be re-classified as Associate Member to enable the national organization to be an ordinary member.

3.3 Membership Fee.

Membership Fees and the budget for the forthcoming two years, shall be approved by majority decision at the General Meeting, on a motion from the Management Board [**].

3.4 Termination of Membership.

Membership may be terminated for the following reasons:-

3.4.1. Written resignation filed with the Secretariat and approved by the Management Board.

3.4.2. Non-payment of dues

3.4.3. Members whose activities and operations shall have been proven inconsistent or incompatible with those of IFNGO as determined by the Management Board.

3.5. Re-instatement of Membership

3.5.1. Membership terminated by resignation may be re-instated on application, and on payment of current membership fees.

3.5.2. Membership terminated because of non-payment of fees etc. may be re-instated on payment of all outstanding fees, dues and levies.

3.5.3. Membership terminated for other reasons may be re-instated by the Management Board on production of evidence that the reasons which brought about the termination no longer exist.

ARTICLE IV - GENERAL MEETINGS

4.1 The General Meeting of Members shall be held once every two years at a place and time appointed by the Management Board. [**].

4.2 The Business transacted at General Meetings shall be (a) the consideration and adoption of: i) the Bi-annual Report of the Management Board ii) the accounts and balance sheet for the preceding two (2) years and the Auditor's Report thereon provided that the Management Board shall have considered and adopted the budget, accounts and balance sheet for the year which is the earlier of the two (2) years; and (b) the election of the Management Board. [**]

4.3 Notices of General Meetings shall be sent to Members at least 90 days before the date of the meeting.

4.4. Extraordinary General Meeting

The Management Board may whenever it thinks fit or upon a written request to convene an Extraordinary General Meeting. Such request must be signed by not less than one third of voting Members and must state the business proposed to be transacted at the Extraordinary General meeting of Members. No business shall be transacted at an Extraordinary General Meeting other than that specified by the Board or in the notice of request as the case may be.

- 4.5. **A Quorum** for general meeting of the IFNGO shall be five members present in person or through proxy, or a number representing one third of the voting members present in person whichever is the lesser.

ARTICLE V - ADVISORY COUNCIL

- 5.1. **Composition.** The ADVISORY COUNCIL shall be composed of:-

- (a) The President and Past Presidents of IFNGO who have served since 1981. [**]
- (b) Advisors nominated by the Management Board from International Organizations with which IFNGO has working relations. Such nominations shall be for a period of two years, renewable at the discretion of the Management Board [**]

ARTICLE VI - MANAGEMENT BOARD

- 6.1. **Composition.** The Management Board shall be composed of twenty one members, namely the President, the President-Elect, the First Vice President, the Second Vice President, the Hon. Secretary, the Hon. Treasurer, Representatives of the Founding Members and eight other voting members, each representing a national NGO or a country. The Representatives of the Colombo Plan shall serve as a non voting advisor of the board. [*].
- 6.2. **Term of Office.** They shall hold office for two years and shall remain in office until their successors have been duly elected and qualified. [**]
- 6.3. **Extension of Term of Office.** In the event of the postponement or cancellation of the Biennial General Meeting for whatever reason, the incumbent Management Board shall be charged with the responsibility of managing the organization until the process of election of the succeeding IFNGO Management Board is duly completed.
- 6.4. **President-Elect.** The President-Elect shall forfeit the right of assuming the office of President of IFNGO if he or she and/or his/her organization fails to convene the IFNGO International Conference and host the IFNGO Biennial General Meeting for whatever reasons during the stipulated Period/Term of Office. The Management Board shall be vested with the powers to appoint Representative of the succeeding host organization to be the President-Elect of IFNGO. [****]

ARTICLE VII - POWERS AND DUTIES

7.1 The Advisory Council

- 7.1.1** Advisory Council shall advise the Management Board on policy matters and its members have the privilege of attending all IFNGO meetings and participating in discussion but shall not have voting right on the Board.
- 7.1.2** Complicated issues which cannot be easily resolved promptly by the Management Board may be referred to the Advisory Council for study and appropriate advice.

7.2 The Management Board

- 7.2.1** The Management Board shall exercise all powers that are necessary in managing the affairs of the IFNGO inherent to the functions of their offices.
- 7.2.2** It shall implement the policies and objectives of the IFNGO.
- 7.2.3** It shall have the authority to fill any vacancy from voting members, in case of the elected officers is unable to perform his or her duties.
- 7.2.4** It shall have the power to raise and allocate funds and to appoint a Finance Committee to assist in the management of the funds for the purpose of achieving the objectives of the IFNGO.
- 7.2.5** It shall have the power to appoint a qualified independent auditor to audit the accounts of IFNGO.

7.3 Duties

- 7.3.1** **President.** The President shall be the official representative of IFNGO. He/She shall:
 - Preside at all General Meetings and Management Board Meetings.
 - Supervise the activities and programs of IFNGO, the Secretariat and the Finance Committee.
 - To ensure that the decision of the IFNGO and the Management Board are put into effect.
 - Approve all statements and reports submitted by the Hon. Secretary and Hon. Treasurer.

7.3.2 President Elect. The President Elect shall assist the President in his (her) functions and in the absence or incapacity of the latter, shall perform the functions and duties of the President. [*]

7.3.3 First Vice President. The First Vice President shall assist the President in his (her) function and in the absence or incapacity of the President and the President Elect shall perform the function and duties of the President. [*]

7.3.4 Second Vice President. The Second Vice President shall assist the President in his (her) functions and in the absence or incapacity of the President, President Elect and First Vice President shall perform the functions and duties of the President. [*]

7.3.5 The Honorary Secretary. It will be his (her) duty to:-

- Keep records of the proceedings of all meetings of the Advisory Council and the Management Board.
- Have custody of all IFNGO records.
- Take charge of the Secretariat of the IFNGO.
- Carry out any other duties assigned by the Management Board.

7.3.6 The Honorary Treasurer. The Honorary Treasurer who shall be covered by fidelity bond, shall:-

- Prepare annual budgets of IFNGO for the approval of the Management Board.
- Collect all fees, dues or contributions as required by the constitution and as may be deemed necessary.
- Operate IFNGO account with the duly designated bank.
- Keep proper accounts of the IFNGO.
- Submit financial reports as required by the Management Board and for independent audit

Article VIII - CONFERENCES, MEETINGS & VOTING

8.1 Conference. The venue and date of the IFNGO conference, to be convened once every two years, shall be determined by the Management Board, and the notice thereof shall be circulated at least 90 days prior to the date of the Conference. [**]

8.2 The Management Board shall meet at least once a year to ensure adequate consultations. A General Meeting of the IFNGO may coincide with the bi-annual conference. A Management Board meeting may be convened at a time and place to be determined by the Management Board for which 30 days notice shall be given. [**]

8.3 Quorum

8.3.1 The quorum for General Meeting shall be one third of the voting members including absentee votes.

8.3.2 The quorum for the Board of Management shall be one third of the membership of the Board.

8.4 Voting

8.4.1 Each founding member and each ordinary member in good standing shall be entitled to one vote.

8.4.2 Every member present shall have one vote and voting by proxy shall not be allowed provided that a member unable to be present at any General Meeting may submit an absentee vote in writing on any matter notified in the notice of the meeting to be transacted thereat. An absentee vote shall be in the hands of the Chairman of the meeting prior to its commencement.

Article IX - AMENDMENTS

9.1 Any proposed amendment to this Constitution shall be presented in writing by 2 or more voting members to the Management Board 60 days before an Bi-Annual General Meeting/Extraordinary General Meeting. [*][**]

9.2 The proposed amendment shall be subject to Two Third (2/3) decision of the Founding Members and Two Third (2/3) majority approval at the Bi-Annual General Meeting/ Extraordinary General Meeting. [*][**]

Article X - LIABILITY AND DISCUSSION

- 10.1 The debts of the Federation** are payable only out of its funds. Its members shall not be liable for such debts. The Management Board shall not incur any debts of liabilities in respect of which the Federation's Fund are insufficient to discharge.
- 10.2 A decision to dissolve IFNGO** may be made at a general meeting by three quarters (3/4) of the voting members.
- 10.3 Liquidator.** In the event of IFNGO being dissolved, the general meeting shall appoint a liquidator to be in charge of its liquidation.
- 10.4 Dissolution.** Upon such dissolution the funds and assets of the Federation shall be firstly applied towards payment of the expenses of the dissolution and secondly towards payment of all its debts and liabilities and thirdly towards such amount of reserves against contingent liabilities as the liquidator thinks fit and thereafter any surplus assets shall be donated to the Colombo Plan Bureau.

Article XI - EFFECTIVE DATE

- 11.1** This Constitution took effect immediately following its ratification by the unanimous decision of the Meeting of IFNGO held on 15th July, 1986 at Kuala Lumpur, Malaysia as witnessed by those present:-

- | | |
|----------------|---|
| i. Nepal | The Honourable Mr. Kamal Thapa,
Nepal Youth Organization, Kathmandu, Nepal. |
| ii. Australia | Dr. Nanette Waddy,
ADF (Alcohol and Drug Foundation, Australia) |
| iii. Hong Kong | Dr. James M.N. Ch'ien,
SARDA (Society for the Aid and Rehabilitation of Drug Abusers) |
| iv. Singapore | Mr. Baey Lian Peck, SANA
(Singapore Anti-Narcotics Association) |
| v. Thailand | Ms. Somnuck Rodprasert, CSWT
(Council on Social Welfare of Thailand) |
| vi. Malaysia | YM Raja Zaini Ismail Raja Izzet, PEMADAM
(National Association for the Prevention of Drug, Malaysia) |
| vii. IFNGO | Mr. Haji Mustapha Ma,
Hon. Secretary IFNGO |

Countersigned by:-

- | | |
|-----------------|---|
| viii. Indonesia | BERSAMA
(Badan Kerjasama Sosial Bina Wargatama) |
| ix. Philippines | PHILCADSA
(Philippines Council of Non-Government Organizations
Against Drug and Substance Abuse) |
| x. Sri Lanka | Narcotics Advisory Board and Sri Lanka National Association
on Alcohol and Drug Dependence, Sri Lanka. |
| xi. Advisor | Attorney Pio A. Abarro, Drug Advisor, Colombo Plan Bureau |

* *Amended at the 4th Annual General Meeting of IFNGO held on 14th November, 1989 in COLOMBO, SRI LANKA.*

** *Amended at the 7th Annual General Meeting of IFNGO held on 10th December, 1992 in KUALA LUMPUR, MALAYSIA.*

*** *Amended at the 12th Biennial General Meeting of IFNGO held on 14th August, 2003 in COLOMBO, SRI LANKA.*

**** *Amended at the 17th IFNGO Biennial General Meeting of IFNGO held on Monday, 21ST October, 2013 at MACAU, S.A.R. CHINA.*

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