

# **POLICIES AND PROCEDURES OF THE IWCS HUMANITARIAN ACTION COMMITTEE**

## **Mission Statement**

*The mission of the Humanitarian Action Committee of the International Women's Club of Sarajevo is to support non-governmental organizations and other organizations and institutions in Bosnia and Herzegovina providing for vulnerable and neglected people. Assistance will be provided in areas such as food, clothing, shelter, health services, educational opportunities, social protection, and start-up businesses.*

**I. The constitution of the International Women's Club of Sarajevo (IWCS) generally provides that the mandate of the Humanitarian Action Committee (HAC) is:**

- A.** The HAC Coordinator shall be elected by the members of the club and serve on the IWCS Board. The HAC Coordinator shall be elected for one year and serve no more than two consecutive full terms (24 months).
- B.** Duties of the HAC coordinator as a member of the IWCS Board that are defined by the IWCS Constitution include:
  - Coordinating assistance to selected humanitarian groups
  - Directing a committee to review requests
  - Locating possible organizations for assistance
  - Recommending humanitarian organizations to the board
- C.** Volunteer Members. At the time of elections, if there are vacancies on the HAC, IWCS members may volunteer from the floor.

**II. HAC**

**A. Composition of Committee:**

- Eleven members of the IWCS may volunteer for one-year terms as voting members of the committee. If more than eleven members volunteer, the Coordinator(s) will determine who will serve.
- Consistent with the IWCS Constitution, Article VI.B.1, the President or her Board Member designee may attend any meeting of the HAC as a non-voting ex-officio member.
- Other IWCS members may attend and participate without having voting privileges. No more than three observers in total may attend any meeting and must give notice of their intention to attend to the HAC Coordinator or co-chairs at least one week in advance of a meeting.
- In order to be eligible to serve on the HAC, a member must have attended at least three HAC meetings.

- Current HAC members admit new members through a two-thirds majority vote by secret ballot.
- In accordance with Article III of the IWCS Policy and Procedures, the committee “shall endeavor to maintain a balance of nationalities within its membership... No single nationality should exceed 40%.”
- Members may serve a maximum of four years total. Members whose terms have expired may be requested to be honorary members without voting rights to maintain institutional memory and continuity.

**B. Responsibilities of Voting members:**

- Attend meetings regularly and notify coordinator in advance when they will be absent. If a member is absent for three (3) consecutive meetings she may be deemed to have resigned from HAC.
- Vote on proposals. A simple majority of the voting HAC members is required to approve a proposal. A vote may be cast by telephone or e-mail if necessary.
- Voting Members must be aware of and refrain from an actual or apparent conflict of interest regarding proposed projects. Thus, a Member should refrain from promoting a project that involves a family member, good friend, financial interest, or any other interest that is or gives the appearance of a conflict of interest.
- Serve as sponsors/monitors of HAC projects when appointed by the HAC Coordinator.
- HAC members shall be expected to play an active role in IWCS fundraising efforts.
- Members may be assigned individual responsibilities that may include secretarial, newsletter reporter, public relations, etc.
- Minutes. A process for designating a secretary or secretary of the day (hereinafter “secretary”) may be determined by the HAC Committee every club year. The secretary will take the minutes and then distribute them to the HAC members for review within a short period of time after the meeting. Comments and corrections may be returned to the secretary by the other HAC members by email for incorporation into the minutes by the secretary. The secretary is responsible for the minutes, and the minutes are approved in the next meeting. .

**C. Responsibilities of Coordinator:**

- Appoint a co-coordinator if desired.
- Schedule and determine agenda for meetings
- Serve as HAC liaison with the IWCS Board, presenting HAC decisions to the Board for approval.
- Encourage IWCS members to volunteer information inviting potential projects.

- Call a minimum of eight (8) meetings each club year, in coordination with the IWCS Board meeting schedule.
- Appoint sponsors/monitors for each funding proposal and ensure all procedures described herein are implemented.
- Prepare with the IWCS treasurer a monthly report of HAC funds
- Keep IWCS general membership abreast of HAC activities through the monthly newsletter and the general meetings
- Assign HAC responsibilities to committee members.
- Keep files current on all projects and past projects, as required for the monitoring that is essential to retain NGO status.
- Assist the club president in preparing the quarterly reports to the government authorities.

**D. General Responsibilities of Sponsor/Monitors:**

- Make a preliminary assessment of a funding proposal application to present to the committee.
- Research project and secure any additional information required.
- Maintain communication with applicant regarding status of the application and requirements for receiving payments. (Translators may be recruited from the club membership to help the sponsor communicate with the applicant).
- Monitor the project and report on its progress until final disbursements of the financial assistance are made.

**E. Procedures for Securing Funding for Projects Approved by the HAC:**

- All members of the HAC will receive a copy of each submitted proposal for funding.
- The HAC will discuss each project proposal
- The Coordinator will submit in writing projects approved by the HAC to the Board, including the nature of the project as well as the cost.
- The Board shall authorize the treasurer to release funds for the project.
- The HAC Coordinator shall inform the Board of the progress of any project that has received IWCS funding.
- If a project has failed to obtain the necessary majority approval of the HAC after being considered twice, it may not be placed on the agenda again
- If the project does not promptly communicate and provide necessary information after being approved, HAC may withdraw approval of the project.

**III. Types of Projects that Qualify for IWCS Funding:**

- A. Those that contribute to the harmonization of the various ethnic groups in Bosnia and Herzegovina.
- B. Those that are self-sustaining or have the potential to be.
- C. Those submitted by formally registered groups such as an NGO or licensed institution in as many areas of BiH as possible.

**IV. Types of Projects that do not Qualify for IWCS Funding:**

- A. Those that contribute to partisanship or that have political overtones.
- B. Those that are influenced by individuals, associations or any organizations that do not support the Dayton Agreement or that would obstruct its implementation.
- C. Projects that include expenses for operational costs, including, but not limited to, salaries or professional fees, transportation expenses (including the purchase and maintenance of cars or vans), and utilities
- D. Any individual requests or projects supporting university level education.
- E. Those that are submitted by groups that are not formally registered or legally recognized by the government.
- F. No organization shall receive funding in two consecutive years, unless urgent circumstances dictate otherwise.

*Appendix Summary of Procedures for Projects to Obtain Financial Assistance*

- A. All requests for financial assistance must be submitted in writing to the IWCS using the Proposal Form in English. Any group in BiH that meets the qualifications stated in Section III of the Policies and Procedures of IWCS Humanitarian Action Committee may request and submit the form.
- B. The completed form must be submitted to the Coordinator of the HAC or to any HAC or IWCS member who will then submit the form to the Coordinator.
- C. The Coordinator will designate a sponsor/monitor from the HAC committee to determine whether the proposal meets HAC guidelines. The sponsor/monitor will present the proposal to all members of the HAC in a timely manner.
- D. The Coordinator will present requests approved by the HAC to the IWCS Board for approval and will facilitate the transfer of funds to the project.
- E. The Coordinator will assist the president to submit appropriate reports to the government officials in a timely manner.
- F. The Sponsor/monitor will continue to communicate with the project and report on its progress until final disbursements are made.
- G. If a project has failed to obtain the necessary majority approval of the HAC after being considered twice, it may not be placed on the agenda again.
- H. No organization shall receive funding in two consecutive years unless urgent circumstances dictate otherwise.