Rules of Governance of the Organization

1. Name and Legal Status

- The organization shall operate under the name: Agents of Peace
- It shall be a **community-based**, governed by its constitution and applicable national laws.

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2. Vision, Mission, and Core Values

- **Vision:** To promote peaceful coexistence among societies regardless of religion, ethnicity, race or color
- **Mission:** To provide a platform of peace in which people's differences and misunderstandings can be dealt with non-violently through dialogue and discussions
- **Core Values:**

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3. Organizational Structure

- The organization shall have a clear governance structure consisting of:
  - **Board of Directors/Trustees**; leading the policy and oversight role on behalf of the organization and, ensures financial accountability and compliance.
  - **Management Team**; leading the day-to-day administrative, operations and program roles by the organization, implements board decisions and organizational activities and, Manages staff, programs, and resources.
  - **Advisory & Working Groups**; providing technical support and providing professional services to the organization.

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5. Membership

- **Eligibility:** For one to become a member of AoP, He/She must relate to the AoP's vision and mission statements as well as align to AoP's four Core Values.
- **Rights and Responsibilities:** All members have a right and opportunity to participate in all AoP activities and processes and are also obliged to support the organization where and if they can on technical or voluntary basis.

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6. Leadership and Elections

- Board Leadership positions are; **Board Chairperson, Secretary and Treasurer**.
- Secretariat Leadership positions are; **Executive Director, Program Manager and Finance Manager**
- Board Elections shall be conducted democratically every **three years**
- Clear procedures shall guide nominations, voting, and handover processes.

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7. Meetings and Decision-Making

- **Board Meetings:** these are held bi-annually and in the event of an urgent issue, special board meetings are convened quarterly.
- **Board Meeting Quorum:** For Board Meetings to take place, there has to be a 50% defined minimum attendance for valid decisions to be made and adopted.
- **Board Decision-Making:** Decisions are made by consensus; and on certain/special situations, decisions are made by the vote.

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8. Financial Management

- The organization shall maintain transparent and accountable financial systems.
- Annual budgets and audited financial statements shall be approved by the Secretariat Management and presented to the Board for review and approval.
- The Board **Treasurer** oversees all financial matters on behalf of the organization.

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9. Conflict of Interest

- All Board members and Staff must disclose potential conflicts of interest.
- In cases where Board Members and Secretariat leadership are affected by the concept of conflict of interest, they shall not participate in related decision-making on either level.

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10. Code of Conduct and Ethics

- Board Members and Secretariat leaders must uphold integrity, professionalism, and respect.
- Disciplinary procedures shall apply in cases of misconduct.

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11. Amendment of Rules

- These rules may be amended through a two-thirds (⅔) majority vote of the Board of Directors.
- Proposed amendments must be circulated to members in advance.
