**Advocacy Campaign Plan Template for Civil Society Organizations**

**1. Organization Name:**

[Name of the Organization]

**2. Campaign Title:**

[Title of the Advocacy Campaign]

**3. Introduction:**

[Briefly explain the purpose of the advocacy campaign and its significance for your organization]

**4. Campaign Goals and Objectives:**

* [State the specific goals and objectives of the advocacy campaign]

**5. Target Audience:**

* Primary Audience: [Identify the primary audience for the campaign]
* Secondary Audience: [Identify secondary or supporting audiences]

**6. Key Messages:**

[Develop clear, concise key messages to convey throughout the campaign]

**7. Strategies and Tactics:**

* Strategy Overview: [Outline the overall strategy for the campaign]
* Tactics: [Detail specific tactics to be used, such as public events, media engagement, social media campaigns, etc.]

**8. Communication Channels:**

* Primary Channels: [List the primary channels for communication, e.g., media, online platforms]
* Secondary Channels: [Identify additional channels to support campaign messages]

**9. Timeline:**

* [Provide a timeline for the campaign, including key milestones and deadlines]

**10. Partnerships and Collaboration:**

* Potential Partners: [Identify potential partners and collaborators]
* Collaboration Strategy: [Outline the approach for engaging with partners]

**11. Resources and Budget:**

* Resource Needs: [List the resources required for the campaign]
* Budget: [Detail the budget, including income sources and expenditure]

**12. Monitoring and Evaluation:**

* Evaluation Criteria: [Define criteria for evaluating the campaign’s success]
* Feedback Mechanism: [Establish a mechanism for collecting feedback and measuring impact]

**13. Risk Management:**

* Risk Assessment: [Identify potential risks and challenges, with strategies to mitigate them]

**14. Advocacy Policy Compliance:**

* Policy Adherence: [Ensure all campaign activities comply with relevant policies and laws]

**15. Review and Adaptation:**

* Review Process: [Set a process for reviewing and adapting the campaign as necessary]
* Adaptation Strategy: [Plan for changes based on feedback and evolving circumstances]

**16. Approval:**

* Approving Authority: [Name and position]
* Signature:
* Date:

**Articles of Incorporation/Association**

Date: [Insert Date]

**Article I: Name**

1. The official name of the organization shall be [Organization Name].
2. The organization may also adopt a shortened or operational name for everyday use, as long as it is distinct and not misleading.

**Article II: Purpose and Mission**

1. The organization's primary purpose is to [clearly and concisely define the organization's main objective].
2. The organization's mission is to [elaborate on the purpose, outlining the specific activities and impact the organization aims to achieve].

**Article III: Duration**

1. The organization shall be established for a perpetual duration, unless otherwise dissolved according to these articles or applicable laws.

**Article IV: Registered Office**

1. The organization's registered office shall be located at [insert address] or at such other place as the Board of Directors may determine.
2. The organization shall ensure that all official documents and communications are delivered to or received at the registered office.

**Article V: Membership**

A. Categories

1. The organization shall have the following categories of members: [list and briefly define each category, e.g., founding members, regular members, honorary members].
2. Additional membership categories may be established by a [majority/specified percentage] vote of the Board of Directors.

**B. Eligibility**

1. To be eligible for membership, an individual or entity must: [list specific criteria for each membership category, ensuring clarity and non-discrimination].
2. The Board of Directors shall have the final authority to approve or deny membership applications.

**C. Rights and Obligations**

1. Members of the organization shall be entitled to the following rights: [list specific rights, such as voting rights, access to information, participation in activities].
2. Members of the organization shall have the following obligations: [list specific responsibilities, such as attending meetings, paying membership fees, upholding the organization's values].

**Article VI: Board of Directors**

**A. Composition and Election**

1. The organization shall be governed by a Board of Directors consisting of [number of directors] elected members.
2. Board members shall be elected by [specify election process, such as direct vote of all members, vote of representatives from each category].
3. The Board shall ensure fair representation of diverse perspectives and expertise.

**B. Term and Removal**

1. Board members shall serve a term of [duration of term] and may be re-elected for [number of terms allowed].
2. Board members may be removed from office for cause, such as violation of these articles, misconduct, or failure to fulfill their duties.

**C. Responsibilities and Powers**

1. The Board of Directors shall be responsible for the overall governance and management of the organization.
2. The Board shall have the authority to:
	* Develop and implement strategic plans
	* Oversee financial matters and approve budgets
	* Appoint and supervise staff
	* Make decisions on behalf of the organization
	* Interpret and enforce these articles
	* Exercise any other powers granted by law

**Article VII: Officers**

1. The officers of the organization shall be a President, Secretary, Treasurer, and [list any other necessary officers].
2. Officers shall be elected by the Board of Directors from among its members.
3. Each officer shall have specific duties and responsibilities as outlined in a separate document.

**Article VIII: Non-Profit Status**

1. The organization is a non-profit entity and shall not distribute its income or assets to any member, director, or officer.
2. The organization shall comply with all applicable laws and regulations governing non-profit organizations.
3. The organization shall maintain accurate financial records and submit required reports to relevant authorities.

**Article IX: Amendments**

1. These articles may be amended by a [majority/specified percentage] vote of the Board of Directors present at a duly constituted meeting.
2. Any proposed amendment must be circulated to all members for review and comment prior to voting.

**Article X: Dissolution**

1. The organization may be dissolved by a [majority/specified percentage] vote of the Board of Directors.
2. Upon dissolution, the organization's assets shall be distributed for one or more exempt purposes within the meaning of [applicable tax code section].
3. Alternatively, assets may be transferred to a government entity or another recognized charitable organization

**Bylaws Template for [Organization Name]**

**Adopted on [Date]**

**Article I: Name and Purpose**

**1.1 Name:** The name of the organization shall be [Organization Name].

**1.2 Purpose:** The purpose of [Organization Name] is to [state the organization's mission and objectives] in accordance with [applicable laws and regulations].

**Article II: Membership**

**2.1 Eligibility:** Membership is open to [describe eligibility criteria], including but not limited to:

* [List specific eligibility criteria, if any]

**2.2 Rights and Responsibilities:** Members have the following rights and responsibilities:

**2.2.1 Rights:**

* [List member rights, such as voting rights, access to information, etc.]

**2.2.2 Responsibilities:**

* [List member responsibilities, such as payment of dues, participation in activities, etc.]

**2.3 Termination: Membership may be terminated by:**

* [Describe the procedure for voluntary and involuntary termination of membership]

**Article III: Meetings of Members**

**3.1 Annual Meeting: An annual meeting shall be held [specify time and location] for the purpose of:**

* [State the purpose of the annual meeting]

**3.2 Special Meetings: Special meetings may be called by:**

* [Who can call special meetings, e.g., Board of Directors, President]

**3.2.1 Purposes: For the following purposes:**

* [State the purposes for which special meetings can be called]

**3.3 Notice:** Notice of meetings shall be given at least [number] days in advance in the following manner:

* [Specify how notice will be provided, e.g., email, mail, website posting]

**Article IV: Board of Directors**

**4.1 Composition:** The Board shall consist of [number] members, including:

* [List the positions on the Board]

**4.2 Powers and Duties: The Board shall have the authority to:**

* [List the powers of the Board, e.g., manage the organization's affairs, approve financial decisions, set policies]

**4.2.1 Responsibilities: The Board is responsible for:**

* [List the responsibilities of the Board, e.g., overseeing the organization's activities, ensuring financial stability, and fulfilling legal obligations]

**4.3 Election and Term:** Directors are elected by [method of election] and serve for a term of [term length].

**4.4 Meetings:** The Board shall meet at least [frequency of meetings] and [specify how meetings will be conducted, e.g., in person, virtually].

**Article V: Officers**

**5.1 Officers:** The officers of the organization shall be a President, Secretary, and Treasurer.

**5.2 Election and Term:** Officers are elected by [method of election] and serve for a term of [term length].

**5.3 Duties: The duties of the officers are as follows:**

* President: [List the duties of the President]
* Secretary: [List the duties of the Secretary]
* Treasurer: [List the duties of the Treasurer]

**Article VI: Committees**

**6.1 Establishment:** Committees may be established by the Board as needed, with specific purposes and responsibilities defined by the Board.

**6.2 Types and Duties: Examples of committees may include:**

* [List potential committees and their duties]

**Article VII: Financial Administration**

**7.1 Fiscal Year:** The fiscal year of the organization shall be [start and end dates].

**7.2 Budget:** The Board shall approve an annual budget outlining the organization's planned income and expenses.

**7.3 Financial Records:** Financial records shall be maintained in accordance with established accounting principles and made available for review by authorized individuals.

**Article VIII: Amendments**

**8.1 Amendment Process: These bylaws may be amended by a [percentage] vote of the Board, provided that:**

* [Any additional requirements for amendments are met]

**Article IX: Dissolution**

**9.1 Process:** Upon dissolution of the organization, assets shall be distributed for [describe how assets will be distributed] in accordance with applicable laws and regulations.

**Article X: Indemnification**

**10.1 Policy:** [Organization Name] shall indemnify its officers and directors to the extent permitted by law.

**Certification**

This is to certify that the above-named bylaws were adopted by the Board of Directors of [Organization Name] on [Date].

**Signatures:**

* President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Name: [Name of President]
* Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Name: [Name of Secretary]
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Conflict of Interest Policy Template for Civil Society Organizations**

**1. Policy Statement:**

[Organization Name] is committed to maintaining the highest standards of integrity and ethical conduct in all its activities. This Conflict of Interest Policy is essential to upholding these standards and ensuring transparency and trust in our work.

**2. Purpose:**

This Policy aims to prevent, identify, and manage conflicts of interest that may arise in the course of our activities. It ensures that decisions are made impartially and objectively, protecting the organization's reputation and resources.

**3. Scope:**

This Policy applies to all employees, volunteers, board members, consultants, and other individuals associated with [Organization Name] in any decision-making capacity.

**4. Definition of Conflict of Interest:**

A conflict of interest exists when an individual's personal interests (financial, professional, or other) influence or appear to influence their official duties and responsibilities toward the organization. This includes situations where an individual's personal interests may:

* Compete with the interests of the organization.
* Lead to the improper use of the organization's resources.
* Affect the individual's ability to make objective and impartial decisions.

**5. Disclosure of Conflicts:**

All individuals covered by this Policy must promptly disclose any actual or potential conflicts of interest to the designated officer ([Title] or [Name]). Disclosures should be made in writing and include details of the conflict and any potential impact on the individual's work.

**6. Procedures for Managing Conflicts:**

Upon receipt of a conflict of interest disclosure, the designated officer will review the information and determine the appropriate course of action. This may include:

* Recusal from participating in specific decisions or activities.
* Implementing measures to mitigate the conflict.
* Terminating the individual's relationship with the organization, depending on the severity of the conflict.

Decisions regarding conflict management will be made in a transparent and documented manner.

**7. Recusal and Abstention:**

Individuals with a conflict of interest must recuse themselves from any discussions, decisions, or activities that could be perceived as biased or unfair. They must also disclose their conflict to anyone affected by their recusal.

**8. Documentation:**

All conflicts of interest and the organization's responses will be documented and kept on file for a designated period. This documentation will be used for transparency, record-keeping, and future reference.

**9. Training and Communication:**

The organization will provide regular training and communication about this Policy to all relevant individuals. This will ensure awareness of the policy's requirements and promote a culture of ethical conduct.

**10. Policy Enforcement:**

Violations of this Policy may result in disciplinary action, up to and including termination of employment or other contractual relationships.

**11. Review and Amendment:**

This Policy will be reviewed and updated periodically to reflect changes in legal requirements, organizational practices, and ethical standards.

**12. Acknowledgement:**

By signing below, I acknowledge that I have read and understood this Conflict of Interest Policy and agree to abide by its provisions.

Signature

Date

## **Data Privacy Policy Template**

**1. Introduction:**

This Data Privacy Policy ("Policy") outlines our commitment to protecting your personal data and explains how we handle it. This Policy is important to ensure transparency and accountability in our data practices.

**2. Scope:**

This Policy applies to all individuals whose personal data we collect and process, including website users, customers, employees, and partners. It covers any personal data collected through our website, online services, offline interactions, or other channels.

**3. Data Collection:**

We collect various personal data depending on your interactions with us. This may include:

* **Contact information:** Name, email address, phone number, postal address.
* **Account information:** Username, password, security questions, and answers.
* **Payment information:** Billing address and payment method details.
* **Usage data:** Browsing history, website activity, IP address.
* **Personal characteristics:** Gender, age, date of birth, language preferences.
* **Demographic data:** Location, occupation, interests.

We collect this data through various means, such as website forms, account registration, online transactions, cookies, and third-party integrations.

**4. Data Use:**

We use your personal data for various purposes, including:

* **Providing you with our services and fulfilling your requests.**
* **Personalize your experience and make relevant recommendations.**
* **Improving our services and website content.**
* **Sending you marketing communications (with your consent).**
* **Responding to inquiries and providing customer support.**
* **Conducting analytics and research.**
* **Complying with legal and regulatory requirements.**

**5. Data Sharing and Disclosure:**

We may share your personal data with third-party service providers who assist us in operating our business and delivering our services. We only share the data necessary for these specific purposes and require these providers to comply with strict data security and privacy measures.

We may also disclose your personal data if required by law or to protect our rights and interests.

**6. Data Storage and Security:**

We use industry-standard security measures to protect your personal data from unauthorized access, disclosure, modification, or loss. We store your data on secure servers with limited access, and we employ encryption technologies to safeguard sensitive information.

**7. Data Subject Rights:**

You have certain rights regarding your personal data, including the right to:

* **Access your personal data.**
* **Request correction of any inaccurate or incomplete data.**
* **Request deletion of your personal data.**
* **Restrict processing of your personal data.**
* **Object to the processing of your personal data.**
* **Data portability.**

We will respond to your requests promptly and in accordance with applicable data protection laws.

**8. Consent and Withdrawal:**

We collect and process your data only with your consent, which you can provide through various forms and interactions. You have the right to withdraw your consent at any time. However, withdrawing consent may impact our ability to provide certain services to you.

**9. Compliance with Laws:**

We comply with all applicable data protection and privacy laws, including the General Data Protection Regulation (GDPR) and the California Consumer Privacy Act (CCPA).

**10. Reporting Data Breaches:**

In the event of a data breach, we will notify you and the relevant authorities promptly and take all necessary steps to mitigate the risks and protect your personal data.

**11. Policy Review and Update:**

We regularly review and update this Policy to reflect changes in data protection laws, regulations, and our business practices. We will provide updates on our website or directly to you through email.

**12. Contact Information:**

If you have any questions or concerns about this Policy or our data practices, please contact our Data Privacy Officer at [email address or phone number].

**13. Acknowledgment:**

By using our website or services or interacting with us in any way, you acknowledge that you have read and understood this Data Privacy Policy.

**Legal Compliance and Documentation Template**

*Organization Name:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Template Creation Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Template Review & Update Schedule:* Annually or as required by legal changes

**Section 1: Introduction**

*Purpose of the Legal Compliance and Documentation Template:*

This template guides [Organization Name] in maintaining compliance with local laws and regulations in Afghanistan, ensuring that all necessary legal documentation and procedures are in place for various organizational activities.

**Section 2: Organizational Legal Status**

* Verify legal registration documents are current and valid.
* Maintain copies of incorporation certificates and any amendments.
* Ensure compliance with reporting requirements to relevant authorities.

**Section 3: Regulatory Compliance**

* List of applicable local and national laws and regulations.
* Procedures for monitoring changes in relevant legal requirements.
* Schedule for regular compliance reviews.

**Section 4: Governance and Policies**

* Board governance documents, including bylaws.
* Conflict of interest policy for board members and staff.
* Documented policies for financial management, HR, procurement, etc.

**Section 5: Contracts and Agreements**

* Procedures for drafting, reviewing, and approving contracts.
* Maintain copies of active contracts and agreements (e.g., leases, partnerships).
* Process for regular review and renewal of agreements.

**Section 6: Employment Compliance**

* Employee handbooks and HR policies.
* Compliance with local labor laws (contracts, wages, working hours).
* Documentation of employee benefits and compliance with social security laws.

**Section 7: Financial Compliance**

* Annual financial statements and reports.
* Tax compliance documents (e.g., VAT, income tax).
* Audit reports and responses to audit findings.

**Section 8: Data Protection and Privacy**

* Data protection policies in line with local regulations.
* Consent forms and privacy notices for data collection.
* Procedures for data access, storage, and destruction.

**Section 9: Permits and Licenses**

* List of required permits and licenses (e.g., for events, fundraising).
* Copies of current permits and licenses.
* Renewal dates and procedures for permits and licenses.

**Section 10: Risk Management and Insurance**

* Risk assessment documentation.
* Insurance policies (e.g., liability, property, vehicle).
* Procedures for handling and reporting incidents.

**Section 11: Reporting and Documentation**

* Schedule for mandatory reporting to government and donors.
* Checklist for annual report contents (financial, programmatic, impact).
* Archiving procedures for legal documents.

**Section 12: Compliance Training**

* Training programs on legal compliance for staff.
* Schedule for regular training sessions.
* Documentation of training attendance and content.

**Section 13: Review and Update**

* Procedures for updating policies and documents.
* Process for addressing legal non-compliance issues.
* Record of legal consultations and advice.

**Section 14: Approval**

*This template has been reviewed and is to be utilized for compliance tracking:*

* Name:
* Title:
* Signature:
* Date:

**[Organization Name]**

**Legal Research Planning Template**

Project Title: [Insert Project Title]

Date: [Insert Date]

**Research Team:**

* Lead Researcher: [Name]
* Team Members: [Names]
* Contact Information: [Email/Phone]

**1. Research Objective:**

Clearly define the purpose and objectives of the research.

Objective Description:

[Insert Detailed Objective Description]

**2. Research Questions:**

List the primary questions the research aims to answer.

[Insert List of Research Questions]

**3. Scope of Research:**

Define the scope, including legal areas, jurisdictions, and time frame.

Scope Details:

* Legal Areas: [Specify Legal Areas]
* Jurisdictions: [Specify Jurisdictions]
* Time Frame: [Specify Time Frame]

**4. Methodology:**

Describe the research methods to be used (e.g., qualitative, quantitative, doctrinal).

Methodology Details:

* Research Methods: [Specify Research Methods]
* Data Sources: [Specify Data Sources]

**5. Resource Requirements:**

Identify required resources (e.g., databases access, legal texts, personnel).

Resource Requirements:

* Databases: [List Required Databases]
* Legal Texts: [List Required Legal Texts]
* Personnel: [List Required Personnel]

**6. Timeline and Milestones:**

Outline key milestones and a timeline for the research project.

Timeline:

* Milestone: [Specify Milestone]
* Deadline: [Specify Deadline]
* [Repeat for Additional Milestones]

**7. Data Collection Plan:**

Detail the approach for data collection (e.g., literature review, fieldwork).

Data Collection Plan:

* [Specify Data Collection Methods]
* [Provide Details of Data Collection Methods]

**8. Analysis Plan:**

Explain how the collected data will be analyzed and interpreted.

Analysis Plan:

* [Specify Data Analysis Techniques]
* [Provide Details of Data Analysis Techniques]

**9. Ethical Considerations:**

Address any ethical concerns relevant to the research (e.g., confidentiality).

Ethical Considerations:

* [Identify Ethical Concerns]
* [Propose Mitigation Measures for Ethical Concerns]

**10. Anticipated Challenges and Solutions:**

Identify potential challenges and propose solutions.

Challenges and Solutions:

* Challenge: [Specify Anticipated Challenge]
* Solution: [Propose Solution to Challenge]
* [Repeat for Additional Challenges and Solutions]

**11. Dissemination Plan:**

Plan for disseminating the research findings (e.g., report, policy brief, seminar).

Dissemination Plan:

* Dissemination Format: [Specify Dissemination Format]
* Dissemination Channels: [Specify Dissemination Channels]
* Target Audience: [Specify Target Audience]

**12. Budget:**

Provide an estimated budget for the research project.

Budget:

* [Itemize Budget Components]
* [Estimate Costs for Each Budget Component]
* [Provide Total Estimated Budget]

Approval:

* Signature of Project Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_