

Constitution of the Statelessness and Dignified Citizenship Coalition Asia Pacific (SDCC-AP)

Preamble

This Constitution establishes the Statelessness and Dignified Citizenship Coalition Asia Pacific (SDCC-AP), dedicated to addressing and resolving issues of statelessness and ensuring the promotion of dignified citizenship throughout the Asia Pacific region.

Article 1

Name and Establishment

1.1 The name of the coalition shall be the “Statelessness and Dignified Citizenship Coalition Asia Pacific” (hereinafter referred to as SDCC - AP).

1.2 The SDCC - AP is established as a non-profit, non-governmental organisation under the laws governing (*Country where SDCC will be registered*).

Article 2

Vision

No person is stateless and each person can exercise the right to equal nationality and can live with dignity in the Asia Pacific region.

Article 3

Mission

Collaborate respectfully and in solidarity to catalyse regional and national action to address statelessness and promote equal nationality and dignified citizenship.

Article 4

Goals

4.1 Strengthen solidarity amongst civil society organisations and activists working on statelessness and the right to equal nationality.

4.2 Support global, regional, national, and local advocacy initiatives on the right to equal nationality, dignified citizenship, and addressing statelessness.

4.3 Increase awareness through evidence-based documentation and research on the issue of statelessness and promote policy options to resolve it.

Article 5

Core Values

5.1 Solidarity and Inclusivity: The SDCC-AP is founded on the core value of solidarity and inclusivity. Only through the respectful inclusion of a broad spectrum of voices and lived experiences can we work collaboratively towards meaningfully addressing statelessness. The meaningful participation of persons with lived experience of statelessness and those affected by statelessness and unequal nationality laws is at the centre of all of our work.

Article 6

Principles

6.1 Dignity and Respect: Every member of the Coalition shall treat each other with dignity and respect, irrespective of their role, social identity, and status. The Coalition will always be a safe space for members to express themselves and to have honest conversations with each other.

6.2 Rights-based Approach: The Coalition shall uphold human rights principles and be guided by them in all our work. We will adopt a rights-based approach to address statelessness and ensure equal nationality rights and dignified citizenship.

6.3 Accountability, Transparency, and Trust: SDCC-AP is grounded in mutual trust among its members, emphasising transparency in all our endeavours. SDCC - AP is committed to holding each other accountable for fulfilling our shared responsibilities within the Coalition.

6.4 Valuing Lived Experience: Fully realising that persons with lived experiences are the most qualified and capable of making decisions about addressing the problems that affect them, the Coalition will always consult meaningfully with persons with lived experience and those affected by unequal nationality laws.

6.5 Collective Action, Collaboration, and Partnership: SDCC-AP is committed to fostering genuine connections among its members, promoting collective action, fostering long-term collaboration, and facilitating partnerships.

Article 7

Objectives

7.1 Catalyze collaboration and partnerships between CSOs and activists working on statelessness, the right to equal nationality, and dignified citizenship in the region.

7.2 Strengthen the capacity of the members to achieve their respective institutional and individual goals.

7.3 Provide support to the members of the Coalition in their advocacy initiatives.

7.4 Generate awareness of the statelessness problem in the region through knowledge-building, knowledge-sharing, and peer-learning.

7.5 Coordinate collective action and build a regional civil society movement against statelessness in the region.

7.6 Strengthen the inclusion and meaningful participation of persons with lived experiences of statelessness and those affected by statelessness and unequal nationality laws.

Article 8

Membership

8.1 Membership

Membership is open to both organisations and individuals who are committed to the mission, vision, goals, and objectives of SDCC-AP. Applicants for membership must:

8.1.1 Demonstrate Commitment to Addressing Statelessness: Show a clear dedication to addressing and mitigating the issue of statelessness within the region.

8.1.2 Adhere to Core Values and Principles: Uphold and align with SDCC-AP core values, mission, and vision.

8.1.3 Participate Actively: Express a readiness to actively engage in coalition activities and contribute resources or expertise towards the SDCC-APs objectives.

8.2 Membership Categories

Membership within SDCC-AP shall be classified into two categories: Individual Members and Institutional Members.

8.3 Membership Procedure

The procedures for membership, including application and enrollment processes, shall be detailed in the membership policy document of SDCC-AP.

8.4 Membership Criteria

8.4.1 Institutional Members

Institutional Members shall consist of organisations and institutions actively involved in endeavours pertaining to statelessness and/or nationality rights within the Asia Pacific region. The following entities are eligible to become institutional members:

- Civil society organisations (whether registered or unregistered)
- Research and academic institutions
- Informal networks, groups, or collectives
- Media organisations
- Other relevant organisations

Each organisation shall appoint a single representative to participate in SDCC-APs activities and meetings. In the event that the appointed representative is unable to attend any meetings or events organised by SDCC-AP, the organisation may appoint a proxy to represent them. UN organisations, governments, or inter-governmental bodies are not eligible for institutional membership.

8.4.2 Individual members

Individual Members shall comprise individuals who are actively involved in the field of nationality rights and statelessness, not representing an organisation (regardless of organisational affiliation) and may or may not be located within the Asia Pacific region, but have strong ties with the Asia Pacific, either through work or lived experience. The following individuals are eligible to become members:

- Activists
- Affected Persons
- Academics
- Freelance Researchers
- Journalists
- Youth Leaders

Individuals who are full-time employees of UN Agencies, Governments, or inter-governmental bodies are ineligible for individual membership.

Individuals engaged in contractual employment with UN Agencies, Governments or intergovernmental bodies may be considered for individual membership on a case-by-case basis.

Article 9

Governance

9.1 General Assembly

The General Assembly, consisting of all members, shall convene annually, either in person or virtually, to assess progress and make determinations regarding the coalition's activities.

9.2 Steering Committee

The Steering Committee, elected by the General Assembly for a term of two years, shall consist of seven (7) members. At least two (2) members of the Steering

Committee shall have lived experience of statelessness, or be affected by statelessness or unequal nationality laws.

9.2.1 Roles and Responsibilities

9.2.1 (a) The Steering Committee shall be responsible for leading with a clear vision, setting direction and ensuring accountability of the Coalition. The Committee shall ensure SDCC-AP initiatives are aligned with its mission - fostering collaboration amongst members - and that all its activities are effective, impactful, and adhere to principles of justice and equality.

9.2.1 (b) The Steering Committee shall be responsible for approving budgets, action plans, and making significant decisions on behalf of SDCC-AP. It shall ensure alignment of organisational objectives with strategic initiatives, review and endorse proposed financial allocations to ensure optimal resource utilisation and validate action plans to confirm their feasibility and alignment with overarching goals. Additionally, the Steering Committee shall make crucial decisions guiding the SDCC-AP, providing oversight to ensure consistency, accountability, and successful implementation of key initiatives.

9.2.1 (c) The Steering Committee shall be responsible for supervision and assessment of performance of the Secretariat, the Advisory Committee, Working Groups, and the General Members. It shall establish clear expectations, measure progress against set objectives, and ensure that all entities are adhering to their responsibilities. Accountability of the Steering Committee to the members shall be upheld through transparent communication, regular reporting, and corrective measures if necessary. The Steering Committee shall maintain efficiency, alignment with strategic goals and facilitate collaboration. They shall address issues promptly to foster a productive environment.

9.2.1 (d) The Steering Committee shall be tasked with establishing transparent membership criteria for the SDCC-AP. These criteria shall be defined in alignment with the goals, values, and principles of the Coalition. Approval of new members shall be contingent upon the evaluation of potential candidates against these standards. Following evaluation, the Steering Committee shall render decisions and approve new members for admission into SDCC-AP.

9.2.1 (e) The General Members will put forward their names in their Working Groups of interest. The Steering Committee shall choose the members possessing relevant expertise, experience, and skills aligned with the respective Working Group. Members' abilities to contribute effectively to their designated working groups shall be evaluated by the Committee. Following evaluation, the Committee shall assign different SDCC members to different Working Groups and communicate these assignments to all SDCC-AP members.

9.2.2 Criteria to be a member of the Steering Committee:

(a) Prospective members of the Steering Committee must first be members of SDCC-AP.

(b) As outlined in this Constitution, individuals seeking membership on the Steering Committee must also be members of one of the four Working Groups within SDCC-AP. An exception to this requirement is made in the case of the inaugural Steering Committee.

9.3 Secretariat: Elected by the Steering Committee for a two-year term, the Secretariat shall be responsible for day-to-day operations and implementation of the SDCC-AP's activities.

9.3.1 Roles and Responsibilities:

9.3.1 (a) The Secretariat shall be responsible for the coordination of the SDCC-AP's daily activities, including ensuring that all tasks are executed efficiently and in alignment with the SDCC-AP's objectives. The Secretariat shall manage communications and oversee the implementation of strategic initiatives.

9.3.1 (b) The Secretariat shall efficiently facilitate communication among the General Members, Working Groups, and the Steering Committee.

9.3.1 (c) The Secretariat shall develop a comprehensive framework to align coalition efforts with the SDCC-AP's policies. This framework shall establish guidelines and strategies to ensure consistent policy implementation across all SDCC-AP members.

9.3.1 (d) The Secretariat shall be tasked with organisation and coordination of the SDCC-AP's meetings and events. The Secretariat shall plan, schedule, and manage all logistical aspects required for events and meetings including inviting SDCC-AP members.

9.3.1 (e) The Secretariat shall be responsible for overseeing the administration of the SDCC-AP's budget and financial matters. This includes the formulation, allocation, and the monitoring of financial resources to ensure effective management. The Secretariat shall ensure that all financial transactions and strategies align with the SDCC-AP's objectives and compliance standards.

9.3.1 (f) The Secretariat shall be responsible for formal reporting and monitoring of the implementation of the SDCC-AP's strategies and decisions. The Secretariat shall provide comprehensive updates and evaluations to the Steering Committee.

9.3.1 (g) The Secretariat shall actively engage in structured coordination with strategic partners, donors, and governmental bodies to foster effective collaboration.

9.3.1 (h) The Secretariat shall provide comprehensive support to the Working groups, facilitating their activities where necessary.

9.3.1 (i) The Secretariat shall be responsible for fundraising for the SDCC-AP. The Secretariat shall identify donors that align with the goals and objectives of the SDCC-AP and raise funds for its activities.

9.3.1 (j) The Secretariat shall ensure strict implementation of and compliance with all applicable legal and regulatory frameworks. This responsibility extends to monitoring and evaluation of the members' practices. The Secretariat shall guarantee both transparency and accountability in all such activities.

9.3.1 (k) The Secretariat shall be tasked with strengthening solidarity between members.

9.4 The Advisory Committee Composition:

9.4.1 The Advisory Committee shall be composed of at least five (5) members with diverse experience, skills and knowledge.

9.4.2 Advisory Committee members shall be elected by the Steering Committee as required.

9.4.3 Advisory Committee members must also be either an institutional or individual member of the SDCC-AP.

9.4.4 The term of the Advisory Committee shall be two (2) years. Advisory Committee members may be elected for consecutive terms.

9.4.5 The Steering Committee may call for applications for Advisory Committee members at any time.

9.4.6. Roles and Responsibilities

9.4.6 (a) The Advisory Committee shall provide independent and expert guidance to the Steering Committee. This includes advising on overarching strategies, policy frameworks, and particular matters requiring specialised insight.

9.4.6 (b) The Advisory Committee is tasked with providing comprehensive insights into emerging issues and challenges to the Working Groups. The

Advisory Committee will guide the Working Groups, ensuring they remain informed about emerging trends and challenges. The Advisory Committee shall guide and support the efforts of the Working Groups to achieve impactful outcomes.

Article 10

Appointment of the Steering Committee

10.1 Members of the inaugural Steering Committee will be selected by the Secretariat taking into consideration regional representation, gender diversity, among other relevant diversity factors. The inaugural Steering Committee members will be selected among the Founding Members of the Coalition.

10.2 Call for Nominations

10.2.1 Announcement: The Secretariat shall publish a call for nominations on the SDCC-AP website, social media platforms, and through email newsletters at least two (2) months before the conclusion of the term of the outgoing Steering Committee. The Secretariat shall ensure that the call reaches all the members of the Coalition.

10.3 Criteria:

10.3.1 Only members of the SDCC-AP can be nominated to the Steering Committee.

10.3.2. At least two (2) members of the Steering Committee must be persons with lived experience of statelessness.

10.3.3. The Steering Committee shall aim to include at least one (1) member from each sub-region.

10.3.4. The Steering Committee must include diversity in gender.

10.3.5 A member of the Steering Committee is eligible to hold up to two consecutive terms.

10.4 Submission of Nominations

10.4.1 The deadline for receiving nominations shall be set at a date two (2) weeks after the call for nominations is published by the Secretariat.

10.4.2 A standard Google form shall be provided for submission of nominations. This form will gather detailed information about the nominee's background, expertise, and motivation for joining the committee.

10.4.3. Both self-nomination and nomination by another member of the SDCC-AP (with consent of the nominee) will be accepted with self-nomination highly encouraged.

10.5 Review and Shortlisting

10.5.1 The Secretariat shall review all nominations against the criteria stipulated in Article 10.2. Preliminary interviews may be conducted by the Secretariat to solicit additional information if necessary.

10.5.2 The Secretariat will produce a shortlist of candidates who best meet the criteria stipulated in Article 10.2 [and demonstrate a strong commitment to the Coalition's goals] and provide it to the outgoing Steering Committee.

10.5.3 Shortlist: A shortlist of candidates who best meet the criteria and demonstrate a strong commitment to the coalition's goals will be created.

10.6 Final Selection of the Steering Committee

10.6.1 Selection Process:

The Nomination Committee is responsible for selecting the new Steering Committee members. This process involves:

10.6.1 (a) Reviewing the short list of the nominations given by the Secretariat.

10.6.1 (b) Considering the strategic needs and goals of the Coalition, to ensure the selected members will effectively contribute to its mission.

10.6.2 Approval Process:

Once the Nomination Committee has finalised the list of selected members, the list is presented for approval at the Coalition's General Assembly Meeting. During this meeting, the final list of selected members is shared with all coalition members for approval.

10.7 Onboarding and Induction

10.7.1 Orientation

An orientation session for the new steering committee members will be organised to familiarise them with the coalition's current projects, operating procedures, and strategic plans.

10.7.2 Handover

A handover meeting with the outgoing Steering Committee members to transfer responsibilities smoothly and share insights and experiences will be organised.

10.8 Public Announcement

The Secretariat will officially announce the new Steering Committee through the Coalition's website, social media pages, emails and newsletters, celebrating the inclusion of new members and acknowledging the contributions of the outgoing members.

10.9 Resignation

Steering Committee members may resign from the Steering Committee at any time provided they notify the Steering Committee and the Secretariat in writing, stating their intention to resign at least two (2) months prior to the date of resignation.

In the event of a member resigning from the Steering Committee, their resignation will also be applicable as a General Member of the SDCC-AP. A new member, ideally from the same region or organisation, may be appointed if the remaining term of the resigning Steering Committee member is no less than 6 months. The newly appointed Steering Committee member will then serve the remainder of the resigning Steering Committee member's term. At the completion of their term, the newly appointed Steering Committee member may apply for a consecutive full term on the Steering Committee.

Article 11

Decision Making of the Steering Committee

11.1 Preparation Phase

11.1.1 Agenda Setting: Prior to meetings, an agenda will be sent to all steering committee members at least two weeks in advance by the Secretariat.

11.1.2 Documentation: Relevant documents, such as proposals, reports, and background materials, will be distributed along with the agenda.

11.2 Meeting Schedule and Format

11.2.1 Regular Meetings: Meetings will be scheduled at regular intervals (e.g., monthly or quarterly) and emergency sessions as needed.

11.2.2 Mode of Meeting: The mode of meeting will be virtual.

11.3 Convening the Meeting

11.3.1 Opening the Meeting: The chairperson opens the meeting by confirming the presence of the committee members and the secretariat, reviewing the agenda, and setting the tone for open and respectful dialogue.

11.3.2 Presentations: Items on the agenda that require a decision are presented by the chairperson, outlining key issues, options, and recommendations.

11.4 Discussion Phase

11.4.1 Clarification: Questions can be asked to clarify points and gather additional information necessary to make informed decisions.

11.4.2 Debate: Members discuss the agenda items, sharing their perspectives and debating merits and concerns. The chairperson ensures that each member has an equal opportunity to contribute.

11.5 Decision-Making

11.5.1 Proposal Submission: Any member can submit proposals or items for discussion. Proposals should be circulated at least three days before the meeting.

11.5.2 Discussion: Each agenda item is discussed thoroughly, with each member having the opportunity to express opinions and ask questions.

11.5.3 Consensus Seeking: The committee strives for consensus on decisions. This involves open discussion, negotiation, and possibly modification of proposals to address concerns of members.

11.6 Voting: If consensus cannot be reached after thorough discussion, decisions will be made by voting. A simple majority (four out of seven members) is required for a decision to pass.

11.7 Special Majority: For major decisions, such as changes in coalition policies or large financial commitments, a higher majority (at least five out of seven members) may be required.

11.8 Documentation of Decisions: The secretary documents all decisions, including dissenting opinions, and circulates minutes within a week of the meeting.

11.9 Recording Decisions: All decisions are recorded in the minutes, including dissenting opinions if any.

11.10 Conflict Resolution

Mediation: In case of conflicts, the chairperson (or vice chairperson if the chair is involved in the conflict) will mediate.

External Mediator: If internal mediation fails, an external mediator may be appointed to resolve disputes.

11.11 Communication

Internal Communication: Decisions and minutes of the meeting are communicated to all members within a week after the meeting.

External Communication: Decisions relevant to external stakeholders are communicated through the appropriate channels, ensuring transparency and engagement.

Article 12

Thematic Working Groups

The members of the coalition will be the members of the thematic working groups. At least one member with lived experience must be in one working group. At least one steering committee member must be in one thematic working group.

There will be 4 Thematic Working Groups of the Coalition, which may be expanded or developed, if the need arises.¹ The 4 Working Groups are as follows:

- i) Research Working Group
- ii) Capacity Building Working Group
- iii) Advocacy Working Group
- iv) Communications (COMMS) Working Group

Article 13

Meetings

13.1 The General Assembly shall meet at least once a year in person or virtually.

13.2 The Steering Committee shall meet at least once a month or as deemed necessary.

13.3 Meetings will be held virtually and in person.

Article 14

Financial Provisions

14.1 The coalition may be funded through grants, donation, membership fees, and any other lawful activities.

14.2 Financial records shall be kept by the Secretariat and audited annually by an independent auditor.

¹ Please refer to Annex 2 for the Roles and Responsibilities of the Working Groups

Article 15

Amendments

15.1 Amendments to the Constitution can be proposed by the Steering Committee or by at least one-third of the members.

15.2 Amendments require approval of two-thirds of the voting members at the General Assembly.

Article 16

Dissolution

16.1 The coalition may be dissolved by a resolution passed by three-quarters of all members at a Special Meeting convened for this purpose.

16.2 Upon dissolution, any remaining assets after settlement of debts and liabilities shall be distributed to an organisation with similar objectives.

Article 17

Dispute Resolution

17.1 Those involved in the dispute must try to resolve it between themselves within 14 days of knowing about it.

17.2 If those involved in the dispute do not resolve it under this clause, they must within 10 days:

- (a) tell the Steering Committee about the dispute in writing
- (b) agree or request that a mediator be appointed, and
- (c) attempt in good faith to settle the dispute by mediation.

17.3 The mediator must:

- (a) be chosen by agreement of those involved, or
- (b) where those involved do not agree:
 - (i) for disputes between General Assembly, a person chosen by the Steering Committee, or
 - (ii) for disputes between the Steering Committee, a person chosen by *(According to the laws where the coalition will be registered)*.

Article 18

Adoption

18.1 This Constitution shall be considered adopted upon receiving the approval of at least two-thirds of the founding members and shall enter into effect immediately thereafter.

Bylaws/Policies

Further details will be outlined in the bylaws/policies, which will be developed and approved by the Steering Committee and the Secretariat and ratified by the General Assembly.

ANNEX I

Membership Application Form Statelessness and Dignified Citizenship Coalition - Asia Pacific

Personal Information

Full Name: _____
Date of Birth (dd/mm/yyyy): _____
Country of birth (if known): _____
Current Country of Residence: _____
Gender: _____
Email Address: _____
Phone Number: _____
Preferred Method of Contact (Email/Phone/Other): _____

Contact Information

Email Address:
Phone Number:
Mailing Address:
Street:
City:
State/Province:
Postal/Zip Code:
Country:

Professional/Academic Background

Occupation:
Affiliated Institution/Organization (if applicable):
Role/Position:
Field of Expertise/Area of Interest:

Membership Details

Type of Membership:
 Individual
 Institutional

(For Individual Membership only) Are you a person with lived experience of statelessness applying for individual membership?

- Yes
 No

(For Institutional Membership) If you are applying for institutional membership, would your organisation classify as an organisation that is stateless-led or an impact-led organisation?

- Yes
- No

Prior Experience with Statelessness or Citizenship Issues:

- Yes
- No

If yes, please describe:

Expertise and Experience

Please describe your experience related to statelessness and dignified citizenship (max 300 words):

Areas of Interest

Please indicate your areas of interest in the Thematic Working Group of the coalition (you may tick more than one):

- Advocacy Working Group
- Capacity Building Working Group
- Research Working Group
- Communications Working Group

Additional Information

Languages Spoken:

How did you hear about us?

Commitment and Declaration

Commit to Address Statelessness: A demonstrable interest in addressing and alleviating statelessness in the region.

Compliance with Core Values and Principles: Alignment with the coalition's mission, vision, and core values.

Active Participation: Willingness to actively participate in the coalition's activities and contribute resources or expertise.

- I agree
- I disagree

Privacy Consent:

- I consent to the Statelessness and Dignified Citizenship Coalition - Asia Pacific storing and using my personal data for the purpose of processing my membership and contacting me about related activities.

Declaration:

- I declare that the information provided is true and accurate to the best of my knowledge.

Signature: _____

Date: (DD/MM/YYYY)

ANNEX 2

Roles and responsibilities of the Working Groups

i) Research Working Group

- The Research Working Group will identify areas of study and possibilities of research topics.
- Once the research areas are identified, the Working Group will coordinate, collaborate, and/or facilitate research on the identified areas.
- Coordinate with other research institutions working on statelessness and collaborate with the institutions on research.

ii) Capacity Building Working Group

- Assessment and evaluation of the capacity of the members of the Coalition will be done by the capacity building working group.
- In-person and virtual trainings and workshops for the members of SDCC-AP will be organised by the Working Group
- Toolkits and training materials will be developed by the Working Group, as required.

iii) Advocacy Working Group

- The Advocacy Working Group will develop the advocacy strategy of the SDCC-AP.
- Once the advocacy strategy is developed, the Working Group will proceed to monitor the implementation of the strategy.
- Where members of the SDCC commence their own advocacy initiatives, the Advocacy Working Group will seek to support these initiatives so long as they align with the advocacy strategy of the SDCC-AP.
- The Working Group members shall coordinate with other members to develop sub-regional advocacy strategies.
- The Working Group members shall coordinate with national, regional and global bodies to advocate/address statelessness in the Asia-Pacific.
- The Advocacy Working Group will also identify areas where submissions for human rights treaty bodies and mechanisms can be submitted.

iv) Communication (COMMS) Working Group

- The COMMS Working Group may develop a communication and media strategy for the SDCC-AP. This may involve coordinating with the other Working Groups to seek updates and report on the work and strategies that they have developed.
- Design and update the coalition's website and social media pages.
- Prepare communication materials (newsletters, recent updates) and disseminate with the members.
- Prepare media releases and coordinate with media organisations.