

# Forretningsorden for Aid & Development



## 1. Association

- 1.1. Subtitle of the Association shall be “International Association for Aid and Sustainable Development”.

## 2. Funds

- 2.1. The funds of the Association shall be deposited in bank accounts of a reputable local bank in the name of the Association and the authorized joint signatories for operating such accounts shall be the President and the Treasurer.
- 2.2. The Treasurer shall keep such proper accountancy as will enable him/her to present at every General Assembly of the Association, or at any other time if required on reasonable notice by the Executive Committee, an accurate report and statement concerning the finances of the Association.
- 2.3. The approved annual accounts and budget shall be signed by the President, the Treasurer and the Secretary and published on the website.

## 3. Members

- 3.1. Honorary Members are those who do not fulfil the conditions to be an Active Member of the Association, or who do not wish to become such Member, but who wish to give moral, financial, material or any other support to the Association.
- 3.2. An Honorary Membership can be awarded by a subscription, personal contribution or by the Executive Committee.
- 3.3. Honorary Members can participate in General Assembly meetings, but do not have voting rights.
- 3.4. Honorary Members cannot be a Member of the Executive Committee, but at request, they can have a consultative voice.
- 3.5. Honorary Members are exempt from paying the subscription provided for by the present Articles of Association.

## 4. Board of Founders

- 4.1. Only a unanimously Board of Founders can invite Active Members to be appointed for election as a member of the Executive Committee at General Assembly meetings.

## 5. Leadership

- 5.1. The Executive Committee shall constitute at the first board meeting after a General Assembly.
- 5.2. Rules of procedures may be revoked, added to or altered on an Executive Committee meeting and it requires at least seventy five percent (75%) of all votes.

## 6. Executive Committee

- 6.1. Board members shall be elected to two-year terms.
- 6.2. The Executive Committee will elect from among its board members a President and a Vice-president. The Vice-president will preside on the Executive Committee with full powers in the absence of the President.
- 6.3. The Executive Committee will elect from among its board members a Secretary who shall be responsible for all the secretarial and administrative work of the Executive Committee.
- 6.4. The Executive Committee will elect from among its board members a Treasurer who shall be responsible for all the Financial and Accounting work of the Executive Committee.
- 6.5. The Executive Committee shall have board meetings at least once every quarter and it can be held via video conferencing.
- 6.6. Meetings of the Executive Committee may be summoned at least two working days before the meeting, and shall be so summoned immediately upon a request in writing by any member of the Executive Committee.
- 6.7. The President, Vice-president, Treasurer and Secretary shall be represented at board meetings.
- 6.8. In order that a vote can be taken during a board meeting, a minimum of five Members of the Executive Committee shall participate and vote.
- 6.9. The Executive Committee makes its decisions by majority voting. In case of equality of votes, the Board of Founders votes counts twice. If there are still equality of vote the President counts twice.  
  
The Secretary shall make a summary of the decisions at all Executive Committee board meetings. The summary shall be sent to each Member of the Executive Committee within five working days.
- 6.10. The Executive Committee can appoint Active or Honorary Members to have responsibility for public relations (website, social media, press, etc.), consultancy, project managing, region managing, fundraising etc. on behalf of the Executive Committee.  
  
The appointed Members can by request by the Executive Committee attend on board meetings but are not entitled to vote.
- 6.11. Each Member of the Executive Committee shall keep the Secretary informed of that Member's private address, email and phone no., or of some other address at which communications may be addressed to him/her.
- 6.12. The office of a Member of the Committee Executive shall be vacated if the Member ceases to be an Active Member of the Association or if, by notice in writing to the Committee Executive, that he/she resigns.

## **7. General Assembly Meetings**

- 7.1. Members who have not paid the membership fee for the current calendar year are not entitled to vote at the General Assembly meetings.
- 7.2. The Secretary is the referent and responsible for proper and accurate summary.
- 7.3. A timely announced General Assembly is quorate regardless of the number of Active Members present.

## **8. Track record**

The Rules of procedures have been unanimously approved by the Executive Committee at the first Executive Committee meeting on 18<sup>th</sup> of November 2018.