



ASF-Dansk Folkehjælp - Danish People's Aid



Statutes

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§ 1 – NAME

The Organisation was established on July 31st 1907 as “Arbejdernes Samariter Forening” (The Labour’s Samaritan Association). In 1933 the name changed into “Arbejdernes Samariter Forbund” (The Labour’s Samaritan Union), and in 1962 into ASF-Dansk Folkehjælp – Danish People’s Aid. The logo is a green circle with a cross and the name of the Organisation inside it carrying the same colour.

In connection with international activities the Danish name inside the circle is replaced by the name **Danish People’s Aid**.

§ 2 – OBJECTIVES

The objectives of Danish People’s Aid are:

- 2.1 To provide aid and assistance to people in a socially bad position, to psychically and mentally handicapped and other vulnerable groups, both nationally and internationally, regardless of religious, ethnic or political affiliation
- 2.2 To provide instant as well as long-term assistance to victims of disasters or wars in order to mitigate the effects of such incidents through the provision of direct support – alone or in cooperation with other groups, nationally and internationally
- 2.3 To disseminate information about prevention, safety and first aid in society, nationally and internationally. The dissemination takes place in cooperation with organisations, authorities and decision-making politicians
- 2.4 To encourage volunteers to operate on the basis of the humanitarian aims and to work for the establishment of a Danish People’s Aid branch within each district
- 2.5 To contribute to developing and enhancing international, national and local NGO cooperation.

§ 3 – GENERAL ASSEMBLY

The General Assembly is the superior authority of the Organisation, consisting of:

- The Board of the Organisation
- A representative of the Danish regions
- After having settled the subscription for the Organisation covering the calendar year prior to the annual meeting:
 - One representative if the branch has 1 – 49 members
 - Two representatives if the branch has 50 – 99 members
 - Three representatives if the branch has 100 – 1,000 members
- One representative from each main union and cartel that are collective members of Danish People’s Aid.

The General Assembly meets annually at the end of July quarter.

Notice of meeting must be given no later than three months prior to the meeting and include specification of meeting venue, duration and the names of the board members coming up for election.

Attendance must be confirmed 6 weeks before the meeting at the latest.

Proposals to be discussed by the General Assembly must be submitted to the Head Office of the Organisation no later than two months prior to the meeting.

Proposals, agenda, accounts and report must be submitted to the representatives one month before the meeting at the latest.

Only representatives are allowed to vote and speak. In special cases the Board of the Organisation may grant exemption concerning the rule of speaking.

Par. 2: The annual meeting

The agenda of the annual meeting must as a minimum include:

- a. The election of chairpersons
- b. The election of voting committee
- c. The organisation report, presented by the President
- d. The organisation accounts
- e. The organisation strategy
- f. The proposals submitted
- g. Election for the Board of the Organisation, consisting of:
 - The President, elected in even years for a period of 4 years
 - The Vice-President, elected in uneven years for a period of 4 years
 - A youth leader, elected for a period of two years
 - 7 board members, elected for a period of two years, 4 in even years and 3 in uneven years
- h. Election of two substitute board members.

Nominees for the presidency, vice-presidency, the youth leader and the 7 board members, who must all be members of the Organisation at the time of nomination, may be selected according to recommendation. Recommendations must be in writing and must be submitted two months prior to the annual meeting at the latest. The youth leader must be under 30 years of age.

Par. 3: Extraordinary general meeting

Is convened when requested by 3/5 of the branches, 3/5 of the collective members, the Board or the Day-to-day Management of the Organisation.

The meeting, which must be held no later than two months after request, is called by the President as soon as possible. The call must specify the time, venue and agenda of the meeting.

Par. 4: Procedures

The General Assembly lays down the procedures of the Board.

§ 4 – THE BOARD OF THE ORGANISATION

The Board of the Organisation is the responsible authority in the period between the annual meetings.

The Board of the Organisation is responsible that the General Assembly's decisions are complied with.

The Board of the Organisation consists of:

- The President
- The Vice-President
- A youth leader
- 7 members.

Board meetings are held according to requirement – minimum 4 times a year, however. The board meetings are convened by the President.

Par. 2: Duties and responsibilities

The Board of the Organisation:

- a. Accepts or rejects the Day-to-day Management's drafts for strategy and action plans, the reports and budgets
- b. Employs and dismisses the Secretary General
- c. Approves the functional description for the President, Vice-President and Secretary General
- d. May if needed appoint ad-hoc committees in order to provide the required expertise to accomplish concrete national and international tasks
- e. Represents the Organisation – together with the Day-to-day Management – externally at regional and branch levels in relation to partners, authorities and politicians
- f. Advocates the activities and strategies of the Organisation
- g. Attends to the contact with the regions, branches and members of the Organisation in the period between the general meetings
- h. In cooperation with the Day-to-day Management, secures a continuous follow-up of the agreed strategy and action plans of the Organisation
- i. Secures the internal quality development of the Organisation and its activities
- j. May exclude members who oppose the objectives and regulations of the Organisation and the decisions of the General Assembly or the Board. Decisions made by the Board are final.

Par. 3: Paid honorary offices

The President is paid and cannot have other paid work.

Members of the Board cannot hold honorary offices in other associations or organisations whose work is incompatible with the objectives and regulations of Danish People's Aid.

Par. 4: Extraordinary board meeting

Is convened when requested by at least 5 members or the President of the Organisation.

The President convenes the extraordinary board meeting and includes the agenda of the meeting.

Par. 5: Rules of procedure

The Board lays down its own rules of procedure and its deadlines.

§ 5 – DAY-TO-DAY MANAGEMENT

The Day-to-day Management consists of the President, the Vice-President and the Secretary General jointly. In the period between the board meetings, the Day-to-day Management performs the transactions of the Organisation, responsible to the General Assembly and the Board of the Organisation.

The distribution of tasks for the President, Vice-President and the Secretary General is decided by the Board in accordance with the agreed functional descriptions.

The distribution of organisational tasks is laid down by the Day-to-day Management.

Par. 2: Competences

The President is responsible for the organisational link in the periods between the board meetings of the Organisation.

The Secretary General is responsible for activities and the administration in the periods between the board meetings.

The President and the Secretary General are entitled to participate in any meeting concerning the Organisation.

Par. 3: Committees

The Day-to-day Management may when needed appoint an ad-hoc committee in order to provide required expertise to accomplish concrete national and international tasks.

The committees may consist of internal or external persons from the Organisation.

§ 6 – THE ACCOUNTS OF THE ORGANISATION

The accounting year is the calendar year.

The accounts are to be audited by an independent auditor.

Par. 2:

The Board or the Day-to-day Management of the Organisation may institute access to and/or auditing of all accountable parts and projects of the Organisation.

Par. 3:

The Organisation, the regions and the branches are alone financially responsible for their own obligations.

Par. 4:

The Board assesses the subscriptions for the Organisation. The Head Office of the Organisation collects the subscriptions via the branches.

Par. 5:

The President or the Vice-President, together with either the Secretary General or the Chief Accountant, sign for Danish People's Aid.

The necessary management authorisations, which the Board may decide to assign, are to be given collectively to at least two persons who are not related, spouses or living together. The authorisations are only valid when at least two persons act jointly.

§ 7 – DISCONTINUATION OF THE ACTIVITIES OF THE ORGANISATION

The Organisation cannot discontinue its activities as long as 5 branches are active. The discontinuation can only take effect after two consecutive general meetings with an interim of two weeks.

The Organisation, the regions and the branches cannot be subordinated to or merge with any other organisation, unless it has been decided upon at an annual general meeting with this subject on the agenda as a specific item, and if 4/5 of the representatives are present.

In case of discontinuation of the activities of the Organisation, its assets must be used for purposes consistent with the objectives of Danish People's Aid. Property and equipment of historical interest shall be kept in the Labour Movement Library and Archives.

§ 8 – REGIONS

A region is an association of local branches inside a specific geographical area.

The regions follow the regional boundaries that are defined by the Danish Government. The names of the regions must follow the regional names defined by the Danish Government.

The local branches are united in regions.

Par. 2: The region

- a. Coordinates the activities of the branches as well as major events within the area of the region
- b. Endeavours to establish local branches of Danish People's Aid in each district within the region
- c. Coordinates the tasks directed to the management of the region by a majority of the branches
- d. Secures continuous follow-up of the strategy and action plans of the Organisation
- e. Coordinates nationwide collections and recruiting campaigns within the area of the region
- f. Is the partner of the Board of the Organisation in concrete matters
- g. Must, every year in September, hand in its suggestions for next year's activity plans and training schemes to the Board of the Organisation
- h. Secures that committees at a regional level are appointed within the fields "Samaritan activities and first aid, social, international and youth work".

§ 9 – THE MANAGEMENT OF THE REGION

The General Assembly is the superior authority of the region.

The ordinary general meeting is held annually in March and is convened by the board of the region at two months' notice, published in the magazine of the Organisation. The convening must specify the time, venue and agenda of the meeting.

Proposals submitted must be received by the president of the region 4 weeks before the general meeting at the latest.

Agenda, report in writing, audited accounts plus proposals submitted must be received by the representatives of the branches two weeks before the general meeting at the latest.

A copy of the documents are at the same time forwarded to the Head Office of the Organisation, who will – after the general meeting – receive the minutes of the meeting as well.

Par. 2: The General Assembly consists of

- The board of the region
- All members of the region.

Par. 3: Contents of the general meeting

The agenda of the ordinary general meeting must as a minimum contain the following items:

1. Election of a chairperson
2. Election of counters
3. Report
4. Accounts
5. One youth leader
6. Proposals submitted
7. Assessment of subscriptions
8. Election of
 - President
 - Cashier
 - Secretary
 - Vice-President
 - One representative in charge of youth
 - Two auditors
 - One substitute auditor.

The elections are valid for two years. Re-election is possible.

The board of the region appoints the other posts for the board.

The president, the secretary and one of the auditors are elected in even years, whereas the cashier, the vice-president, the representative in charge of youth, and the other auditor are elected in uneven years.

Substitutes are elected every year.

Par. 4: Extraordinary general meeting

Extraordinary general meeting is convened whenever the board of the region finds it necessary, or when requested by at least 3/5 of the members, specifying the agenda.

The extraordinary general meeting, which is to be held one month after request at the latest, is convened by the board of the region at two week's notice at the least. The convening must specify the time, venue and agenda of the meeting.

Par. 5: Rules of procedure

The General Assembly lays down its own rules of procedure.

§ 10 – THE BOARD OF THE REGION

The board of the region is the responsible authority of the region in the period between the general meetings. The board consists of one representative from each branch of the region, elected directly at the general meetings of the branches, together with the president, cashier, vice-president, secretary, and the representative in charge of youth.

The board is responsible for the funds of the region, and that decisions made by the General Assembly are complied with. Minimum two board members sign for the region.

Par. 2: Board meetings

Are held as required – at least twice a year, however.

The president convenes the board meetings at least two week's notice.

Par. 3: The board of the region

approves the report for the general meeting

draws up proposals for the general meeting concerning the activity plan and the training schedule of the region

secures follow-up of the duties stated in § 8, par. 2.

Par. 4: Extraordinary board meeting

Extraordinary board meeting is convened when requested by 3/5 of the members of the board or by the president.

The extraordinary board meeting, which is to be held one month after request at the latest, is convened by the president at at least two week's notice. The convening must specify the time, venue and agenda of the meeting.

Par. 5: Rules of procedure

The board of the region lays down its own rules of procedure.

§ 11 ACCOUNTS OF THE REGION

The accounting year is the calendar year.

The necessary management authorisations, which the board of the region may decide to assign, are to be given collectively to at least two persons who are not related, spouses or living together. The authorisations are only valid when at least two persons act jointly.

Par. 2:

The accounts are audited by the appointed auditors and are forwarded to the Head Office of the Organisation after having been approved by the General Assembly.

Par. 3:

The General Assembly assesses the subscriptions to the region. The subscriptions are called by the cashier of the region.

Par. 4:

The board of the region lays down the mutual distribution of the operation expenses of the region.

Par. 5:

The region is alone financially responsible for its own obligations.

§ 12 – DISCONTINUATION OF THE ACTIVITIES OF A REGION

A region cannot discontinue its activities unless it has been decided upon at an annual general meeting with this subject on the agenda as a specific item, and if 3/5 of the representatives are present.

In case of discontinuation of the activities, the assets and property of the region must be kept by the Head Office of the Organisation, until decision can be made by the Board of the Organisation. Assets must be used for purposes consistent with the objectives and regulations of Danish People's Aid.

§ 13 – BRANCHES

A branch is an association of individual members, supporting members and collective members.

A branch can cover two or more districts within the geographical area of a region; but as a principal rule a branch cannot be established, and activities cannot be initiated in a district where a branch has already been established, unless this branch/region has agreed, and the Board of the Organisation has approved.

Par. 2: Coordinating committee for branches in districts with more than one branch

In districts with more than one branch, a coordinating committee must be appointed with a view to the coordination of activities, fundraising, and activities especially for the target groups of the Organisation, cf. the objectives of the Organisation.

The coordinating committee consists of two representatives from each attending branch. As a principal rule, the representatives should be the president and the cashier of the branch in question.

The objectives of the coordinating committee are:

- To coordinate tasks between the branches with their seats in the same district. The geographical area of the coordinating committee follows the district boundaries of the coordinating committee seat
- To coordinate applications for grants in cash or in kind submitted to public authorities, private companies, foundations, pools and private individuals
- All applications for the above-mentioned must be signed by at least one representative from all branches with their seats in the same district. Copies of all applications are submitted to the Board of the Organisation
- To coordinate and concert organisational campaigns in the district and branch areas
- To coordinate and concert activity plans and training schemes for volunteers in branches with their seats in the same district
- Branches with their seats in the same district are responsible for keeping the accounts of the finances and liabilities in the coordinating committee. The coordinating committee is alone responsible for its own obligations
- Report on the activities of the coordinating committee is given at the general meetings of the participating branches.

Any disputes between the branches in the same coordinating committee are settled by the Board of the Organisation. The decision made by the Board is final.

Par. 3: Membership

Members may join in any branch, regardless of domicile.

Members can only exercise their rights in one branch.

Par. 4: Branch committees

A branch may appoint committees within the areas of first-aid activities, social, international and youth work.

§ 14 – DUTIES OF THE BRANCH

The branches are to:

- a. Unite all humanitarian and socially minded individuals and organisations within the area of the branch in networking, in order to perform the functions of the branch in conformity with the objectives of the Organisation
- b. Disseminate knowledge of prevention, security and first aid within the area of the branch
- c. Encourage the local authorities, politicians, organisations and individuals to work for a first-aid emergency team in the area
- d. Through concrete activities support vulnerable target groups like handicapped, socially excluded and other groups that fall within the objectives and target groups of the Organisation
- e. Advocate the objectives, the target groups and the activities of the Organisation
- f. Prevent any discrimination and unfair treatment, through information and cooperation with relevant organisations of the district
- g. Mitigate the consequences of local disasters, alone or in cooperation with local authorities, nationally and internationally
- h. Encourage voluntary work and secure constant readiness, among the members of the branch and others in the area of the branch, to show social solidarity and to yield human aid where need be
- i. Participate in the national and international activities that are decided and initiated by the Board of the Organisation, when requested by the Head Office of the Organisation
- j. Participate in nationwide, organisational campaigns decided and initiated by the Board of the Organisation by request of the Head Office of the Organisation
- k. Participate in nationwide collections and member recruiting campaigns for the benefit of the objectives and the target groups of the Organisation
- l. Secure that relevant committees are appointed at a branch level, within the fields of first-aid activities, social, international and youth work

m. Work for a high level of training with the members and volunteers of the branch.

§ 15 – THE BRANCH MANAGEMENT

The General Assembly is the superior authority of a branch.

Par. 2: The general meeting

General meetings are held annually at the end of February and are called in writing by the board of the branch at two week's notice for each member, specifying agenda, time and venue.

Par. 3: The contents of the general meeting

The ordinary general meeting must include the following items:

1. Election of a chairperson
2. Election of counters
3. Report
4. Accounts
5. Activity plan and training scheme
6. Proposals submitted
7. Assessment of subscriptions
8. Election according to regulations
9. Election of a person in charge of youth
10. Election of one representative for the board of the region
11. Election of one substitute for the board of the region
12. Election of two auditors and substitutes for auditors
13. Election of a representative for the General Assembly of the Organisation
14. Election of one substitute for the General Assembly of the Organisation.

Proposals to be discussed at the general meeting must be received by the president 8 days prior to the meeting at the latest.

Immediately after the general meeting, the branch informs the president of the region of who has been elected member and substitute for the board of the region.

Par. 4: Extraordinary general meetings

Extraordinary general meetings are convened when the Organisation and/or the board of the branch find it necessary, or when requested in writing by at least 3/5 of the members, specifying the agenda of the meeting.

The extraordinary general meeting, which is to be held one month after request at the latest, is convened by the board of the branch at at least two week's notice. The convening must specify the time, venue and agenda of the meeting.

§ 16 THE BOARD OF THE BRANCH

The branch is headed by a board consisting of:

- President
- Cashier
- Secretary
- A number of board members agreed by the branch.

The elections are valid for two years, and the president is elected in even years, the cashier in uneven years. Re-election is possible.

The board decides on the matters of the branch and administers its finances in accordance with the objectives and regulations of the Organisation.

The branch is alone financially responsible for the funds of the branch. Minimum two members of the board sign for the branch.

Board meetings must as a minimum be held every two months and be called by the president.

It is the duty of the president to give a short summary of the activities carried through in the period since the last meeting, and the cashier is responsible for a statement of members plus the accounts.

The board of the branch is obliged to forward the audited accounts, the report plus the figures of the work of the branch in the previous calendar year to the Head Office of the Organisation before March 25th.

The Board of the Organisation may – if there is no branch board quorum – make decisions on behalf of the branch.

Par. 2: Rules of procedure

The board of the branch lays down its own rules of procedure.

§ 17 – ACCOUNTS OF THE BRANCH

The accounting year is the calendar year.

The accounts are audited by the chosen auditors before the general meeting of the branch.

The necessary management authorisations which the board might decide to assign are to be given collectively to at least two persons who are not related, spouses or living together. The authorisations are only valid when at least two persons act jointly.

The subscription for members and supporting members is called by the branch and settled with the Head Office of the Organisation.

No subscription is charged by the Head Office for collective members.

§ 18 – LOCAL COMMITTEES

The Organisation and the branches may appoint local committees, whose objectives are consistent with the objectives and regulations of the Organisation.

Members and volunteers of local committees may support the organisational work within social and international work, but may not participate in organisational activities that require membership.

The local committees refer to the board of the branch or the Board of the Organisation, and both organisational parties may claim the right of insight into the activities and obligations of the local committees.

§ 19 – EXCLUSION

Should the Board of the Organisation find that individual/collective members do not perform their duties according to the regulations of the Organisation, the Board of the Organisation can take action on the basis of § 4, par. 2 j.

§ 20 – EXPULSION

Par. 1:

If a member obstructs the objectives, the regulations and the duties of the Organisation, the member can be expelled.

Expulsion may be decided by the board of the branch, but must be accepted at the next ordinary general meeting, where the expelled member(s) can plead his/her/their cause.

To be valid, any expulsion of a member must be approved by the Board of the Organisation. The decision of the Board is final.

Par. 2:

If the expulsion takes place at the request of the Board of the Organisation, cf. § 4, par. 2 j, it can be executed without involving the branch.

The decision of the Board is final.

§ 21 – DISCONTINUATION OF THE ACTIVITIES OF A BRANCH

The discontinuation of the activities of a branch must be confirmed at a general meeting, which may be called by the board of the region or by the Board of the Organisation. The decision must be approved by 3/5 of the members present.

In case of discontinuation of the activities, the assets and property of the branch must be kept by the Head Office of the Organisation, until decision can be made by the Board of the Organisation. Assets must be used for purposes consistent with the objectives and regulations of the Organisation.

§ 22 – ANNUAL INFORMATION AND COORDINATION MEETINGS

In the period between the annual meetings, the Day-to-day Management must hold annual information and coordination meetings with the branches and regions.

The purpose of the annual meeting is:

- To go through next year's activity plan of the Organisation
- To inform of and organise major nationwide and regional arrangements.

§ 23 – CHANGE OF REGULATIONS

Changes of the adopted regulations can only be made at an annual meeting and must, to be valid, be approved by at least 2/3 majority of the representatives present.

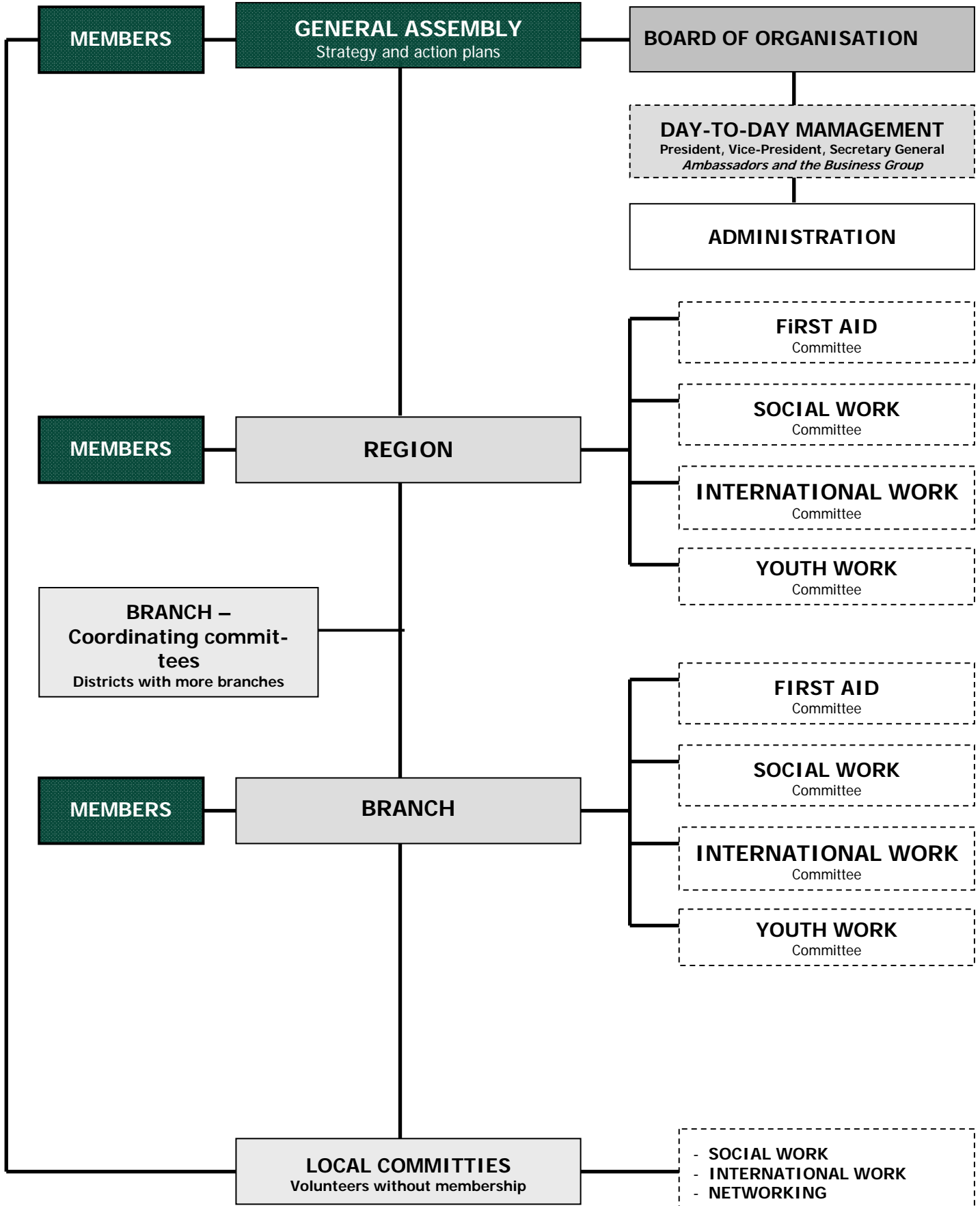
§ 24 – LOCAL REGULATIONS

Local Regulations in branches and regions must not conflict with the existing regulations and must be approved by the Board of the Organisation.

These regulations are adopted on September 27th 2009 at the ordinary general meeting of the Organisation.



ORGANISATION CHART of DANISH PEOPLE'S AID





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