



# **STATUES FOR DANISH PEOPLE'S AID**

# TABLE OF CONTENTS

1	– NAME	3
2	– OBJECTIVES .....	3
3	– ANNUAL GENERAL MEETING .....	3
4	– BOARD OF THE ORGANISATION.....	4
5	– DAY-TO-DAY MANAGEMENT .....	5
6	– THE ORGANISATION’S FINANCIAL STATEMENTS .....	6
7	– DISSOLUTION OF THE ORGANISATION .....	6
8	– BRANCHES .....	6
9	– DUTIES OF THE BRANCH .....	7
10	– BRANCH MANAGEMENT .....	8
11	– BOARD OF THE BRANCH .....	9
12	– BRANCH FINANCES .....	9
13	– LOCAL COMMITTEES.....	9
14	– EXCLUSION .....	9
15	– EXPULSION .....	9
16	– DISSOLUTION OF A BRANCH.....	10
17	– CHANGES TO STATUTES .....	10
18	– LOCAL STATUTES.....	10

## 1– NAME

The organisation was founded on 31 July 1907 under the name Arbejdernes Samariter Forening (the Labourers' Samaritan Association). This was changed in 1933 to Arbejdernes Samariter Forbund (the Labourers' Samaritan Union). The name changed once again in 1962 to ASF-Dansk Folkehjælp (ASF Danish People's Aid). Finally in 2010, it became Dansk Folkehjælp (Danish People's Aid). The logo is a dark green cross with the name above and below it in the same colour, all of which is enclosed by a dark green circle.

The name **Danish People's Aid** with the equivalent logo is used for international work.

## 2– OBJECTIVES

The objectives of Danish People's Aid are:

2.1 To work for and provide support to the socially disadvantaged, psychologically and physically disabled people and other vulnerable groups, both nationally and internationally, whatever their religious or ethnic background or political views.

2.2 Through direct support – independently or in cooperation with other groups – to provide emergency relief as well as long-term aid to victims of disasters and/or war, both nationally and internationally, in order to mitigate the impact of these events as much as possible for each person.

2.3 To increase awareness of prevention, safety and first aid throughout society, both nationally and internationally. This will take place in cooperation with organisations, authorities and decision-making politicians.

2.4 To encourage as many volunteers as possible to operate on the basis of the organisation's humanitarian aims and to work for the establishment of a Danish People's Aid branch in each district of Denmark.

2.5 To contribute to expanding and enhancing international, national and local NGO cooperation.

## 3– ANNUAL GENERAL MEETING

The annual general meeting is the organisation's highest authority and consists of:

The board of the organisation

- After having settled the membership fees for the organisation covering the calendar year prior to the 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 annual general meeting is held once a year before the end of the July quarter.

Notice to attend must be sent out no later than three months before the meeting and indicate the venue and duration of the meeting, as well as which board members are standing for election or re-election.

Attendance must be confirmed no later than six weeks before the meeting.

Proposals intended for discussion at the annual general meeting must be received by the headoffice of the organisation no later than two months before the meeting.

Proposals received, the agenda, financial statements and the board's report must be received by the representatives no later than one month before the meeting.

Only the representatives are permitted to vote and speak at the meeting. In special cases, however, the board of the organisation may grant an exemption to the rule on who may speak.

## **(2) Annual general meeting**

The agenda must include at least the following items:

- a. Election of the meeting chairman
- b. Election of voting committees
- c. The board of the organisation's report, presented by the chairman
- d. The organisation's financial statements
- e. The organisation's strategy
- f. Proposals received
- g. Setting of the membership fees
- h. Election to the board of the organisation, which consists of:
  - A chairman, elected in even years for a period of four years
  - A deputy chairman, elected in odd years for a period of four years
  - A youth representative, elected for a period of two years
  - Seven board members, elected for a period of two years
    - four members elected in even years
    - three members elected in odd years
  - Election of two substitute board members.

Nominees for the posts of chairman and deputy chairman, the youth representative and the seven board members, who must all be members of the organisation at the time of nomination, may be selected after recommendation. The recommendation must be in writing and submitted no later than two months before the annual general meeting. With regard to the election of the youth representative, the person concerned must be under the age of 30 at the time of first election.

## **(3) Extraordinary general meeting**

Such a meeting will be convened when requested by 3/5 of the branches, 3/5 of the collective members, the board of the organisation or the day-to-day management of the organisation.

This meeting, which must be held no later than two months after the request is made, will be called by the chairman as quickly as possible. The notice to attend must specify the time, venue and agenda of the meeting.

## **(4) Rules of procedure**

The annual general meeting sets its own rules of procedure.

## **4– BOARD OF THE ORGANISATION**

The board of the organisation is the responsible authority in the period between the annual general meetings.

The board of the organisation is responsible for the annual general meeting's decisions being followed.

The board of the organisation consists of:

- A chairman
- A deputy chairman
- A youth representative
- Seven members

Board meetings are held as and when required although at least four times a year. The board meetings are called by the chairman.

## **(2) Duties and responsibilities**

The board of the organisation:

- Adopts or rejects the day-to-day management's drafts for strategy and action plans, reports and budgets.
- Hires and dismisses the secretary general.
- Approves the job descriptions for the chairman, deputy chairman and secretary general.
- May, where necessary, appoint ad hoc committees in order to obtain the requisite expertise to accomplish specific national and international tasks.
- Represents the organisation – along with day-to-day management – externally at branch level in relations with partners, authorities and politicians.
- Advocates the organisation's activities and strategies.
- Manages communications with the organisation's branches and members in the period between the annual general meetings.
- Ensures, in conjunction with the day-to-day management, that there is continuous follow-up of the strategy and action plans adopted by the organisation.
- Ensures that there is continuous quality development within the organisation and its activities.
- May exclude members who oppose the objectives and statutes of the organisation and the decisions of the annual meeting or the organisation. Decisions made by the board of the organisation are final.

## **(3) Paid positions of trust**

The chairman is paid and cannot have other paid work.

Members of the board cannot hold positions of trust at other associations or organisations whose work is incompatible with the stated objectives and statutes of Danish People's Aid.

## **(4) Extraordinary board meeting**

Such a meeting will be convened when requested by at least five board members or the chairman of the organisation.

The extraordinary board meeting will be called by the chairman and an agenda will be provided.

## **(5) Rules of procedure**

The board of the organisation sets its own rules of procedure and deadlines.

## **5– DAY-TO-DAY MANAGEMENT**

The day-to-day management consists of the chairman, the deputy chairman and the secretary general working together as a team.

In the period between the board meetings, the day-to-day management takes care of the organisation's business, reporting to the annual general meeting and the board of the organisation.

The distribution of tasks between the chairman, the deputy chairman and the secretary general is

determined by the board in accordance with the agreed job descriptions.

The distribution of organisational tasks is determined by and between the day-to-day management.

### **(2) Competences**

The chairman bears the overall responsibility for organisational matters in the period between the board meetings of the organisation.

The secretary general bears the overall responsibility for activities and administration in the period between the board meetings of the organisation.

The day-to-day management is entitled to participate in any meeting concerning the organisation.

### **(3) Committees**

The day-to-day management may, where necessary, appoint ad hoc committees in order to obtain the requisite expertise to accomplish specific national and international tasks.

The committees may be made up of internal and external people from the organisation.

## **6– THE ORGANISATION'S FINANCIAL STATEMENTS**

The financial year is the calendar year.

The financial statements must be audited by a state-authorized public accountant.

### **(2)**

The board or day-to-day management of the organisation may instigate full access to and/or auditing of all the parts and projects of the organisation for which accounting is necessary.

### **(3)**

The organisation and the branches are solely liable for their own commitments and liabilities.

### **(4)**

The head office of the organization is responsible for the collection of membership fees from all individual members.

The Board determines the membership fee for the organization.

Membership fees paid to the head office contain the costs payable to the individual branches of the organization.

### **(5)**

The chairman or the deputy chairman jointly with the secretary general or the chief accountant may sign on behalf of Danish People's Aid.

The necessary authorisations that the board may assign should be given collectively and to at least two people who are not related, spouses or cohabiting partners. The authorisations are only valid when two people act in concert.

## **7– DISSOLUTION**

The organisation cannot be dissolved as long as there are at least five branches. The dissolution can only take effect after two consecutive annual general meetings with an interval of 14 days.

The organisation and branches cannot be subordinated or merged with any other organisation, unless this has been adopted at an annual general meeting as a specific item on the agenda by at least

a 4/5 majority of the representatives present.

In the event of the organisation's dissolution, its assets must be used for purposes consistent with the stated objectives of Danish People's Aid. Property and equipment of historical interest must be kept in the Danish Labour Movement Library and Archives.

## **8– BRANCHES**

A branch is an association of members.

A branch may cover two or more districts, but as a general rule a branch cannot be established or activities carried out in a district where a branch already exists, unless a prior agreement has been reached with this branch or the board of the organisation approves.

### **(2) *Coordinating committee for branches in districts with more than one branch***

In districts with more than one branch within the same district boundaries, a coordinating committee must be appointed for the purpose of coordinating activities, fundraising and activities specifically for the target groups of the organisation, cf. the objectives of the organisation.

Two representatives from each of the participating branches may sign on behalf of the coordinating committee. As a general rule these should be the branch chairman and treasurer.

The objectives of the coordinating committee are:

- To coordinate tasks across branches whose registered office is in the same district. The geographical catchment area of the coordinating committee follows the district boundaries of the coordinating committee's registered office.
- To coordinate applications for grants in cash and in kind submitted to public authorities, private companies, foundations, pools and individuals.
- All applications made to the above-mentioned parties must be signed by at least one representative from all branches whose registered office is in the same district. Copies of all applications should be submitted to the board of the organisation.
- To coordinate and integrate the organisation's campaigns in the district and branch catchment areas.
- To coordinate and integrate activity plans and training schemes for volunteers in branches whose registered office is in the same district.
- The individual branches whose registered office is in the same district are responsible for keeping a record of finances and commitments made by the coordinating committee. The coordinating committee is solely liable for its commitments and liabilities.
- To report on the coordinating committee's work at the annual general meeting of the participating branches.

Any disputes between branches in the same coordinating committee will be settled by the board of the organisation. Decisions made by the board of the organisation are final.

### **(3) *Membership***

Members may join any branch, no matter where they live. Members can only exercise their rights in one branch.

To exercise these rights, the membership fees must be paid before the annual general meeting is held.

#### **(4) Branch committees**

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

### **9– DUTIES OF THE BRANCH**

The branches should work to:

- a. Unite all humanitarian and socially minded individuals and organisations within the branch's area by means of networking, in order to work together to perform the duties of the branch in line with the objectives of the organisation.
- b. Increase awareness of prevention, safety and first aid in the branch's catchment area.
- c. Encourage the local authorities, politicians, organisations and individuals to work for a high level of first aid provision in the district.
- d. Support vulnerable target groups, including the disabled, socially excluded people and other groups that fall within the objectives and the target groups of the organisation by means of specific activities.
- e. Advocate the objectives, target groups and activities of the organisation.
- f. Prevent any form of discrimination and unfair treatment through information and cooperation with the relevant organisations in the district.
- g. Mitigate the impact of local disasters on the population, independently or in cooperation with local authorities, both nationally and internationally.
- h. Encourage voluntary work and ensure constant readiness among the members of the branch and others in the branch's area to show social solidarity and provide compassionate assistance wherever the need arises.
- 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 organisation campaigns that are decided and initiated by the board of the organisation, when requested by the head office of the organisation.
- k. Participate in nationwide collections and member recruitment campaigns for the benefit of the objectives and target groups of the organisation.
- l. Ensure that relevant committees are appointed at branch level within the areas of first aid, social work, international work and youth work.
- m. Achieve a high level of education/training among the members and volunteers of the branch.

### **10 – BRANCH MANAGEMENT**

The annual general meeting is the highest authority of a branch.

#### **(2) Annual general meeting**

The annual general meeting is held each year before the end of March and is convened by the board of the branch with 14 days' notice in writing for each member; the letter must indicate the agenda, time and venue with a copy also being sent to the head office of the organisation.

#### **(3) Content of the annual general meeting**

The agenda of the ordinary general meeting must include at least the following items:

1. Election of the meeting chairman
2. Election of vote counters



3. Report
4. Financial statements
5. Activity plan and training scheme
6. Proposals received
7. Election in accordance with the statutes
8. Election of the youth representative
9. Election of two auditors and substitute auditors
10. Election of one representative for the annual general meeting of the organisation
11. Election of one substitute for the annual general meeting of the organisation.

Proposals intended for discussion at the annual general meeting must be received by the chairman no later than eight days before the meeting.

#### **(4) Extraordinary general meeting**

An extraordinary general meeting will be convened when the organisation and/or the board of the branch consider 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 no later than one month after the request is made, will be called by the board of the branch with at least 14 days' notice. The notice to attend must specify the time, venue and agenda of the meeting.

## **11 – BRANCH BOARD OF DIRECTORS**

The branch is managed by a board consisting of:

- A chairman
- A treasurer
- A secretary
- A number of board members agreed by the branch.

The elections are valid for two years, with the chairman elected in even years and the treasurer elected in odd years. Re-election is possible.

The board decides which issues the branch will address and manages its assets in accordance with the objectives and statutes of the organisation.

The branch is solely liable for its commitments and liabilities. A minimum of two board members may sign on behalf of the branch.

Board meetings must be held at least every other month and be called by the chairman.

The chairman is obliged to provide a summary of the work carried out since the last meeting, and the treasurer has the same duty with regard to the membership list and the financial situation.

The board of the branch is obliged to forward the audited financial statements, report and statistics for the branch's work for the previous calendar year to the head office of the organisation before 25 March.

The board of the organisation may, if there is no quorate branch board, make decisions on behalf of the branch.

#### **(2) Rules of procedure**

The board of the branch sets its own rules of procedure.

## **12 – BRANCH FINANCES**

The financial year is the calendar year.

The financial statements are audited by the elected auditors before the annual general meeting of the branch.

The necessary authorisations that the board may assign should be given collectively and to at least two board members; they are only valid when used together. The board of the branch may, however, establish a written framework for which financial transactions the association can carry out with a single authorisation.

If the chairman and the treasurer are related, spouses or cohabiting partners, they cannot jointly have authorisation on behalf of the branch.

The board of the branch may establish a framework within which financial transactions can be carried out with a single authorisation.

The membership fees will be levied by the branch and should be paid to the head office of the organisation.

## **13 – LOCAL COMMITTEES**

The organisation and the branches may appoint local committees whose objectives are consistent with the objectives and statutes of the organisation.

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

The local committees report to the board of the branch or the board of the organisation, and both organisational parties may demand full insight into the work and commitments of the local committees.

## **14 – EXCLUSION**

Should the board of the organisation find that members are not performing the assigned duties according to the statutes of the organisation, the board of the organisation can take action on the basis of section 4(2)(j).

## **15 – EXPULSION**

### **(1)**

If a member obstructs the objectives, statutes and duties of the organisation, the member can be expelled.

Expulsion may be decided by the board of the branch, but this decision must be approved at the next ordinary general meeting, where the expelled member will have the opportunity to plead their case.

To be valid, any expulsion of a member must be approved by the board of the organisation, whose decision is final.

**(2)**

If the expulsion takes place at the behest of the board of the organisation, cf. section 4(2)(j), this may take place after prior discussion with the branch.

The board's decision is final.

## **16 – DISSOLUTION**

The dissolution of a branch must be adopted at an extraordinary general meeting with this as the only item on the agenda. The extraordinary general meeting may be called by the board of the organisation. The decision must be approved by at least 3/5 of the members present.

In the event of dissolution, the assets and property of the branch must be kept by the head office of the organisation until another decision can be made by the board of the organisation. Assets must be used for purposes consistent with the stated objectives and statutes of the organisation.


## **17 – CHANGES TO STATUTES**

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

## **18 – LOCAL STATUTES**

Local statutes adopted by branches must not contradict the existing statutes and must be approved by the board of the organisation.

These statutes were adopted on 11. September 2021 at the ordinary general meeting of the organisation.



Chairman – Thomas E. Pedersen



Secretary General – Klaus Vang Nørlem



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