

# Statutes ForumCiv

Adopted on 17 May 2008 by ForumCiv's annual general meeting and confirmed by a members' meeting on 22 November 2008 following revision of the statutes on 4 February 1995 and 26 May 2018.

***Most recent revision: October 2020***

# Statutes of ForumCiv

## Organisations in collaboration for a just and sustainable world

### §1 Organisation

ForumCiv is a politically and religiously unaffiliated non-profit organisation.

ForumCiv's members are Swedish organisations working for a just and sustainable world.

ForumCiv's activities supplement and reinforce its member organisations' own activities.

ForumCiv's work is governed by statutes, an ideas programme and multiyear business plans adopted by the annual general meeting.

### §2 Purpose

ForumCiv works for a just and sustainable development, based on the equal value of all people and their right to reasonable living conditions, as well as for sustainable use of the earth's resources.

ForumCiv's activities aim to support people living in poverty, in their organisation and their possibilities of asserting their human rights and participating in the decisions that affect their living situation.

ForumCiv

- shapes opinion on global development issues,
- strengthens and coordinates civil society groups and organisations in their work for democracy and rights in joint development cooperation programmes,
- offers capacity development and mediates financial grants to Swedish popular movement organisations conducting long-term development assistance and conducting information work on global issues in Sweden.

### §3 Membership

Membership can be obtained by a Swedish non-profit association with an elected board or a foundation registered in Sweden that supports ForumCiv's ideas programme. Non-profit associations must have a democratic structure.

Organisations whose main task is to function as a division of a national organisation or cooperation organisation between a group of organisations can also apply for membership.

Membership can only be granted when the applying organisation has conducted activities for at least one year and held an annual general meeting that has granted discharge from liability. Membership is granted continuously by the board of ForumCiv during the year. On application, or when the board of ForumCiv so requests, the organisation has to provide information about its board, statutes, AGM minutes, number of members and written reasons why the organisation is applying for membership.

### §4 Financial year

The financial year of the association runs from 1 January to 31 December inclusive.

### §5 Membership fee

The membership fee for the coming year is determined by the annual general meeting.

## **§6 Annual general meeting**

The annual general meeting is the highest decision-making body of the association. Each member organisation is entitled to appoint one ordinary representative and one alternate representative to the annual general meeting. The representatives of the member organisations have the right to speak, to make proposals and to vote. ForumCiv's staff is entitled to send one representative with the right to speak. Board members and auditors and anyone to whom the annual general meeting decides to give this right also have the right to speak and to make proposals.

The annual general meeting shall be held before the end of May. Notice of an annual general meeting shall be sent no later than ten weeks before the meeting. The annual general meeting documents shall be sent no later than three weeks before the annual general meeting.

## **§7 Business at the annual general meeting**

The annual general meeting is held before the end of May.

At least the following business shall be dealt with at the annual general meeting:

1. Opening
2. Question of whether the meeting had been convened in accordance with the statutes
3. Approval of the voting list
4. Election of the chair, secretary, two persons to verify the minutes and two persons to count the votes for the meeting
5. Adoption of the agenda
6. Adoption of the annual report
7. Auditor's report
8. Discharge from liability for the board
9. Presentation of new members
10. The board's proposals
11. Motions
12. Adoption of the business plan and overall budget as well as remuneration and fees
13. Election of the chair
14. Election of the other members of the board of directors
15. Election of auditors and alternate auditors
16. Election of the nomination committee
17. Determination of membership fees
18. Close

## **§8 Motions**

Member organisations have the right to submit motions. Motions must be received no later than eight weeks before the annual general meeting.

## **§9 Decisions at annual general meetings**

Decisions at annual general meetings may only be made on the questions listed in the notice of the meeting.

The annual general meeting is quorate if at least half of the representatives listed in the voting list are present. Decisions are made by simple majority unless otherwise provided by the statutes. For a ballot paper to be valid, it must include the same number of names as the number of persons the election concerns. In the event of two candidates with an equal number of votes, a further vote is held. In the event of an equal number of votes then as well, the drawing of lots applies.

#### **§10 Extraordinary annual general meeting**

An extraordinary annual general meeting is convened following a decision by the board or if at least one-fifth of the member organisations so request. Each member organisation is entitled to appoint one ordinary representative and one alternate representative. The representatives of the member organisations have the right to speak, to make proposals and to vote. ForumCiv's staff is entitled to send one representative with the right to speak. Members of the board and auditors as well as anyone to whom the members' meeting decides to grant that right have the right to speak and to make proposals.

Notice of the meeting shall be sent no later than four weeks before the meeting. Documents shall be sent no later than three weeks before the meeting.

An extraordinary annual general meeting shall be convened if more than two members leave the board. An extraordinary annual general meeting may only deal with the business listed in the notice of the meeting. Decisions are made in accordance with §9.

#### **§11 Members' meeting**

In addition to the annual general meeting, the board shall convene at least one members' meeting during the year. The members' meeting is a forum for information and discussion between the member organisations and the board, but has no decision-making function. If necessary, a member's meeting can be held back-to-back with an extraordinary annual general meeting.

Notice of the meeting shall be sent no later than four weeks before the meeting.

#### **§12 Board**

The board shall consist of the chair and ten other members. The chair of the board and the members are elected for two years. Half of the members are elected alternately each year. The maximum number of consecutive terms is three. Anyone nominated by a member organisation can be elected to the board. ForumCiv's auditors, members of the nomination committee and employees of ForumCiv are not eligible.

When a local board at ForumCiv's international offices is necessary for business reasons, that board is responsible to the board of ForumCiv elected by the members.

#### **§13 The work of the board**

The annual general meeting appoints the chair. The board has to appoint a deputy chair from among its members. The other tasks are allocated among its members by the board. The board meets when convened by the chair, or, in the absence of the chair, the deputy chair or if at least three of the members of the board so request. The board shall meet at least five times per financial year. Minutes shall be taken at the meetings of the board. There is a quorum of the board if at least half of its members are present. Decisions

are made by simple majority. The chair has the casting vote in the event of an equal number of votes.

#### **§14 The duties of the board**

The board is responsible for the activities of the association between annual general meetings. The board assumes this responsibility when elected and retains it until a new board is elected.

The board is responsible for

- executing decisions of the annual general meeting
- preparing business ahead of the annual general meeting
- making general decisions about the activities of ForumCiv within the framework adopted by the annual general meeting
- managing the association's assets
- delivering a report of activities and a financial report
- hiring a secretary-general.

#### **§15 Working committee**

The board appoints a working committee of four members from among its members. The chair and the deputy chair shall be members of the working committee. There is a quorum of the working committee when at least three members are present. Decisions are made by simple majority. The chair has the casting vote in the event of an equal number of votes. Minutes shall be taken at the meetings of the working committee. The working committee shall prepare issues for the board and deal with matters and areas of responsibility delegated to it by the board.

#### **§16 Nomination committee**

ForumCiv's nomination committee shall consist of the chair, who is also its convenor, and four members, all elected for one year. The maximum number of consecutive terms is three. Anyone nominated by a member organisation, and who is not an employee of ForumCiv, is eligible for the nomination committee. The nomination committee shall present proposals for the following posts in the association: chair, board members, an auditor who is an authorised public accountant and a lay auditor, and alternate auditors. The nomination committee also has the task of presenting proposals for fees and other terms and conditions for the elected members.

The nomination committee shall ensure that the persons proposed for various offices have the necessary experience and are aware of what the task entails and what personal responsibility the office entails. The nomination committee shall endeavour to ensure that the composition of the board reflects the diversity of member organisations and endeavour to ensure an equal gender and age distribution.

#### **§17 Audit**

The annual general meeting appoints two auditors and two alternate auditors. At least one auditor and their alternate shall be authorised. In accordance with good auditing practice in Sweden, the auditors shall audit the activities, accounts and administration of the association.

#### **§18 Expulsion**

Through a decision with a two-thirds majority, the annual general meeting can expel a member

organisation that fails to fulfil its obligations to ForumCiv, harms ForumCiv's activities or counters ForumCiv's purpose and ideas programme in some other way. Expulsion shall be preceded by a minuted dialogue between ForumCiv and the member organisation concerned and supporting information for making the decision.

### **§19 Amendments to the statutes**

ForumCiv's statutes can be amended through identical decisions with a two-thirds majority at two consecutive annual general meetings, at least one of which has to be an ordinary annual general meeting.

### **§20 Dissolution**

ForumCiv is dissolved through identical decisions with a two-thirds majority at two consecutive annual general meetings, at least one of which has to be an ordinary annual general meeting. If ForumCiv is dissolved, its assets shall be distributed to purposes that match the purpose of the association, as decided by the final annual general meeting.