

Statutes for the association ALEF

§ 1. Name and seat

The name of the organisation is Adult Learning and Empowerment Facilitators, abbreviated ALEF. ALEF is a non profit organisation which has its seat in Stockholm, Sweden.

§ 2. Fiscal year

The fiscal year of ALEF runs from January 1st to December 31st.

§ 3. Vision

ALEF's vision is to work with development cooperation focused on adult education, thereby assisting people in acquiring skills and knowledge so that they themselves are able to:

- improve their living conditions,
- defend their rights,
- gain access to decision processes, community services and common arenas,
- take action to change the mechanisms behind oppression, discrimination and poverty.

§ 4. Purpose

ALEF's purpose is to support development efforts which include adult basic learning (literacy) for young people and adults, primarily in Africa, Asia and Latin America. The interventions should agree with ALEF's general guidelines for projects, which have been adopted by the board.

The activities will include:

- a) **consultant support** for base line studies, planning, material design, follow up, evaluations and organisational development, as well as training of project staff, and training of trainers.
- b) **funding** for projects, teaching materials and training courses etc.
- c) **advocacy** towards authorities, organisations and international institutions and NGO:s
- d) **fund raising** towards the general public, businesses and institutional donors.

ALEF primarily supports local Community Based Organisations (CBOs) in planning and implementing projects with mother tongue based study circles offering basic education to youth and adults, and in creating study materials for these.

Follow up projects or related projects aiming at the application of the basic education, e.g. creation of reading materials, local libraries, cooperatives, vocational training, microcredits, agricultural or environment projects can also receive support.

Support can also be given to organisations in the North (Sweden, Europe etc) running similar projects in cooperation with local partner organisations.

In order to realize the above stated purpose, the organisation will conduct various types of fund raising activities towards the general public, as well as apply for funding from other organisations and actors.

§ 5. Board

- a. ALEF's board shall consist of six to nine members, of whom at least four shall be regular board members.
- b. The board decides on the inclusion of new members, and sets the membership fee.
- c. Quorum is reached if at least four board members are present (*suggested change: quorum is reached if at least two thirds of the board members are present, either in person or though video/telephone link*) Decisions are taken through consensus, as far as possible. In the case of a disagreement, open or closed voting can be asked for by a board member. In order for a decision to take effect, at least 50% of the votes should be cast in favour of the decision, except for changes of the statutes, see paragraph 11 below. At equal votes, the

vote of the chairperson is decisive. Alternate members have the right to participate and speak at all board meetings. They can vote when a regular member is absent.

- d. Board members are elected one year at a time, and can be re-elected up to five times.
- e. The board meets at least four times per year.
- f. Board members do not receive any compensation. However, board members including the chairperson may be employed for maximum 3 years during the start-up period.
- g. If a board member behaves in a way which is not in agreement with the basic values of the organisation, or in a way which falls under the paragraphs of conflict of interest or corruption below, this person can after a decision from the rest of the board be removed from her/his position immediately.

§ 6. Chairperson

The chair of ALEF is chosen by the board for a period of two years at a time, and can be re-elected twice.

§ 7. Auditor

The association shall engage an accredited or chartered auditor to audit the annual accounts according to the regulations for a Swedish charity account (90-account) and according to Swedish law. The nominating committee nominates an auditor or an auditing firm, who is confirmed by the general assembly.

§ 8. Members

The following can become members of ALEF, provided that they share the basic values and the vision of the organisation:

- a) Board members.
- b) Ambassadors – see par. 9 below.
- a) Employed personnel working at least 50% for the association.
- b) Consultants with relevant expertise willing to take assignments for the association.
- c) Partner organisations in the field can apply for membership after two years of cooperation. Each such member organisation can send a representative to the general assembly, and has a vote at the general assembly.
- d) Voluntary workers and donors.

The membership is renewed annually when the membership fee is paid. This fee is determined by the board. A request to pay the membership fee will be sent to all the members by March 1st each year. If the membership fee has not been paid by April 1st, the member is crossed off the membership list.

If a member has a conduct which directly hinders or harms the interests of the organisation, or if he/she acts in violation of the paragraphs about conflict of interest and corruption, he/she can be excluded after a decision from the board.

§ 9. Ambassadors

A well known and respected person can be contacted by the board and asked to become an ambassador for the association. This means that the person takes responsibility for making the association's work known within his/her network and in contacts with the media, thereby increasing public confidence for the association. This is an honorary task, and will not be paid.

If an ambassador conducts himself/herself in a way which is not in agreement with the basic values of the association, he/she can after a decision of the board be relieved of his/her ambassadorship with immediate effect. The ambassador can also choose to leave the role of ambassador whenever he/she so desires.

§ 10. Nominations and election of the board

A broad competence is to be desired among board members, including experience and knowledge about development cooperation, law, fund raising and other relevant areas. An even gender balance and a good variation in age should be strived for, as well as background from both South and North.

A nominations committee consisting of three persons, one of whom is a member of the board, is chosen by the board. If the association has an employed director, this person should also be a member of the nominations committee. All members can suggest candidates to the nominations committee. The committee evaluates the suitability of each candidate and competence in relation to the other members of the board, and prepares a list of nominated candidates, which is sent in writing to all members of the association at least two weeks before the general assembly. The general assembly elects the board.

The board elects the chairperson and other positions on the board as well as authorized signatories at the constitutive meeting after the general assembly.

§ 11. General assembly

A general assembly is held each year before April 30th. All members who have paid their membership fee for the year, and who are present at the meeting, can vote. Member representatives from the South can participate in the meeting through internet link. A written notification shall be sent to all members at least four weeks before the general assembly. Nominations for the election of board members are to be sent out at least two weeks before the general assembly.

The following items should be dealt with during the general assembly:

- a) Election of a chairperson and a secretary for the general assembly
- b) Deciding whether the assembly has been called in accordance with the statutes
- c) Adopting the board's annual report and the annual accounts for the past fiscal year
- d) The auditor's report and suggestion
- e) The question of granting the board freedom from liability
- f) Election of the board and the auditor(s)
- g) Approval of the budget
- h) Approval of any changes in the statutes
- i) Other issues

§ 12. Changes of the statutes

Any changes or additions of the statutes can be made on suggestion from a board member or from seven members together. The change will be adopted if at least two thirds of the members of the board vote yes to the change at two different board meetings, and if the decision is confirmed at a general assembly.

§ 13. Dissolving the association

In order to dissolve the association a proposal from a unanimous board is required. The decision should be taken by the Assembly by at least two thirds of the votes cast as a secret ballot.

At such a decision, the association's assets should be transferred to an organization whose goals and values are consistent with those of the association. The choice of this organization shall be made at the same time as the decision to dissolve and in the same way.

The association's documents etc. shall be filed with the organization taking over the association's assets or in public archives, or equivalent.

§ 14. Conflict of interests

Several members of the same family cannot be members of the board; nor can board members' family members be employed by the association (except shorter paid assignments corresponding to less than 30% of a full time employment per year). Two family members can be employed for field work or for administrative work in the organisation provided that the positions do not involve a potential conflict of interests, e.g. that one family member is the supervisor of the other, or reports financially to or signs expenses for the other. Other possible cases of conflict of interest are to be decided on from case to case.

§ 15. Corruption

No person or organisation cooperating with the association, neither board member, director, ambassadors or partner organisations, may use their position in the organisation for inappropriate personal gain, or in order to gain benefits for related persons, for their own business or for other personal purposes. Those who violate this rule will immediately be separated from the activities of the association. If embezzlement of granted funds or any other type of corruption takes place within a partner organisation, the cooperation with this partner will be interrupted.