

# **STATUTES OF FORUMCIV**

Adopted at the Annual Meeting on 17 May 2008 and approved by  
the Members' Meeting of 22 November 2008  
after revision of the statutes adopted on 4 February 1995.

Latest revision 26 May 2018

# Statutes of ForumCiv

## Organisations collaborating for global justice

### §1 Organisation

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

ForumCiv's members comprise Swedish civil society organisations working for a just and sustainable world.

ForumCiv complements and strengthens the activities of its member organisations.

ForumCiv's own work is governed by statutes, a policy platform and multi-year plans of operations adopted by the Annual Meeting.

### §2 Aims

ForumCiv works for just and sustainable global development based on the principle of the equal value of all people and the right to decent living conditions, and the sustainable use of the world's resources.

The aim of ForumCiv's work is to support people living in poverty as regards their ability to organise, to claim their human rights and to participate in the decisions that affect their lives.

ForumCiv:

- advocates on matters of global development, such as trade, debt and financing issues as well as development cooperation policy and the role of civil society.
- strengthens and coordinates, in joint development cooperation programmes, groups and organisations in the civil societies of the South and East in their work for democracy and rights.
- offers capacity development and arranges funding for Swedish social movement organisations that work with long-term development cooperation in the South and East and that run information campaigns on global issues in Sweden.

### §3 Membership

Membership is open to Swedish non-profit organisations, with an elected board, and to foundations, registered in Sweden, who endorse ForumCiv's policy platform. Non-profit organisations shall have a democratic structure.

Membership is also open to organisations whose main task is to function as a branch of a national organisation or as the coordinating body of a group of organisations.

Membership may only be granted once the applicant organisation has been active for at least one year and has held an annual meeting that has cleared its board from liability. Membership is granted by ForumCiv's board throughout the year. On applying for membership, or whenever the ForumCiv board so requests, an organisation is obliged to supply information about its board, statutes, minutes from annual meeting, membership numbers and a written motivation of why the organisation is applying for membership.

### §4 Financial year

ForumCiv's financial year runs from 1 January to 31 December.

### §5 Membership fee

The membership fee is fixed by the Annual Meeting for the forthcoming year.

### §6 Annual Meeting

The Annual Meeting is the organisation's supreme decision-making body. Each member organisation has the right to appoint one ordinary representative with the right to speak, introduce proposals and vote at

the meeting, and one deputy representative to act in the former's absence. ForumCiv staff are entitled to send one representative, who has the right to speak and introduce proposals. Members of the board and their deputies, auditors and others so authorised by the Annual Meeting also have the right to speak and introduce proposals.

The Annual Meeting shall be held before the end of May, with notice given at least ten weeks in advance. The relevant documentation shall be distributed at least three weeks in advance.

### **§7 Annual Meeting agenda**

The agenda of the Annual Meeting must include at least the following items:

1. Opening of the Meeting
2. Question of whether the Meeting has been convened in due order
3. Confirmation of the register of those entitled to vote
4. Election of chairperson, secretary, two persons to approve the minutes and two persons to count the votes
5. Approval of the agenda
6. Approval of the annual (financial) report
7. Auditors' report
8. Question of the discharge of the board from liability
9. Presentation of new members
10. Motions from the board
11. Motions from member organisations
12. Approval of the plan of operations, the framework budget, payments and fees
13. Election of chairperson
14. Election of other members of the board
15. Election of deputy members of the board
16. Election of auditors and deputy auditors
17. Election of election committee
18. Settling of membership fees
19. Closure of the meeting

### **§8 Motions**

The member organisations are entitled to table motions, which are to be received at least eight weeks in advance.

### **§9 Annual Meeting decisions**

The Annual Meeting may only take decisions on the issues specified in the notice of convening.

The Annual Meeting is quorate if at least half of the representatives listed in the register of those entitled to vote are present. Unless otherwise stipulated in the statutes, decisions are taken by simple majority. In the event of a tie in votes cast, the decision will be made by lot. The election of officers is to be made by secret ballot if several candidates are proposed for one and the same position. For a ballot paper to be valid, it must contain the same number of names as the number of officers being elected.

### **§10 Extraordinary Annual Meetings**

Extraordinary annual meetings are convened by decision of the board or if requested by at least one fifth of the member organisations. Each member organisation has the right to appoint one ordinary representative with the right to speak, introduce proposals and vote at the meeting, and one deputy. ForumCiv staff are entitled to send one representative, who has the right to speak and introduce proposals. Members of the board and their deputies, auditors and others so authorised by the Annual Meeting also have the right to speak and introduce proposals.

Notice shall be given at least four weeks in advance. The relevant documentation shall be distributed at least three weeks in advance.

Extraordinary annual meetings shall be convened when more than two members or deputies resign from the board and may only take decisions on the issues specified in the notice of convening in accordance with §9.

### **§11 Members' Meetings**

The board shall also convene at least one Members' Meeting. The Members' Meeting is a forum for information and discussion for the member organisations and the board, but has no decision-making function. If necessary, the Members' Meeting can be held directly before or after an Extraordinary Annual Meeting.

Notification shall be given at least four weeks in advance.

### **§12 The board**

The board shall comprise a chairperson, eight other members and two deputy members in fixed succession. The chairperson, members and deputies are elected for a two-year term on an alternating basis so that half of the board are elected each year. No person may hold such office for any more than three terms in succession. Candidates qualified to stand for election are those nominated by the member organisations. ForumCiv's auditors, Election Committee and staff are disqualified from standing.

### **§13 The work of the board**

The chairperson is elected by the Annual Meeting and his/her deputy by the board from amongst its ordinary members. The board otherwise decides its own composition. The board meets when summoned by the chairperson or in his/her absence by the deputy chairperson or, if so requested, by at least three members of the board. The board is to meet at least five times each financial year. Minutes are to be kept of the board meetings. The board is quorate if at least half of its members or deputy members are present. Decisions are taken by simple majority. In the event of a tie in votes cast, the chairperson has the casting vote.

### **§14 Functions of the board**

The board is responsible for the activities of the organisation between Annual Meetings. The board assumes this responsibility on election and retains it until a new board is elected.

The board is responsible for

- implementing the decisions of the Annual Meeting
- preparing matters for consideration at the Annual Meeting
- making overall decisions on the activities of ForumCiv within the framework of decisions reached at the Annual Meeting
- managing the assets of the organisation
- submitting the annual and financial reports
- appointing the Secretary General

### **§15 Steering Committee**

The board appoints a Steering Committee comprising its chairperson and deputy chairperson plus one other member and a deputy chosen from amongst its remaining members. The Steering Committee is quorate if at least three of its members are present. Decisions are taken by simple majority. In the event of a tie in votes cast, the chairperson has the casting vote. Minutes are to be kept of the Steering

Committee meetings. The Steering Committee is to prepare questions to be considered by the board and deal with matters and areas of responsibility as delegated by the board.

### **§16 Election Committee**

ForumCiv's Election Committee is to comprise a chairperson (convenor) and four members elected for a term of one year. No person may hold such office for any more than three terms in succession.

Candidates qualified to stand for election are those nominated by the member organisations. ForumCiv's staff is disqualified from standing.

The Election Committee shall submit proposals for the following positions: chairperson, full board member, deputy board member, authorised public accountant, representative auditor and deputy auditors.

The Election Committee shall also submit proposals for fees and other conditions of elected representation.

The Election Committee shall ensure that those proposed for the different offices have the necessary experience and are fully aware of what is expected of them. The Election Committee shall also seek to ensure that the board's composition reflects the diversity of ForumCiv's member organisations and maintains an equal gender balance and age spread.

### **§17 Audit**

The Annual Meeting elects two auditors and two deputy auditors. At least one auditor and his/her deputy must be authorised public accountants. The auditors are to examine the activities, accounts and administration of the organisation in accordance with generally accepted auditing standards.

### **§18 Expulsion**

If a two-thirds majority so decides, the Annual Meeting may expel member organisations that fail to fulfil their obligations towards ForumCiv, harm the organisation's activities or in some other way obstruct its aims or Policy Platform.

A member organization can discuss and have their position formally noted with ForumCiv. This will be part of the expulsion decision making process.

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

The Statutes of ForumCiv may be amended by identically worded resolutions passed by a two-thirds majority at two consecutive annual meetings, at least one of which must be the regular Annual Meeting.

### **§20 Dissolution**

ForumCiv may be dissolved by an identically worded decision passed by a two-thirds majority at two consecutive annual meetings, at least one of which must be the regular Annual Meeting. In the event of dissolution, ForumCiv's assets are to be allocated to purposes that correspond to the aims of the organisation. Decisions to this effect are to be taken at the final Annual Meeting.