«ARTICLES OF ASSOCIATION» FOR SEVACHILD NORWAY

SevaChild
Norway
Fighting Child Poverty In India

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ARTICLES OF ASSOCIATION FOR:
SEVACHILD NORWAY

Adopted on the organization’s inaugural meeting on 9th March 2011 and revised on June 8th 2012 and March 18th 2014.

§ 1 Name and Location:

- The name of the Organization shall be: SEVACHILD NORWAY.
- The business address of the Organization shall be in Oslo, Norway.

§ 2 Vision and Aim of SevaChild Norway:

Vision:

• Give safe, good and professional enriching environments for children in developing countries.

Purpose:

To improve living conditions for children in developing countries through:

• Sponsorship program
• Support to Child Aid Organizations in developing countries

SevaChild Norway is doing this by receiving and redistributing:

• Private donations
• Support from national/international institutions and donors in general
• Other donors which financially wishes to support SevaChild Norway and its work

• All donors, donations, gifts and other support shall gave to be approved by the Board of Directors of SevaChild Norway

§ 3 National Convention:

The first National Convention of SevaChild Norway shall be held 4 years after the date of registration of the Organization. After that, a National Convention is to be held every second year within the first six months of the calendar year. The Board of Directors of SevaChild Norway will announce the date, time and place for the National Convention

The Agenda of the National Convention shall deal with:

• Agenda

• The Report from the Board of Directors and the Accounting, the Audit Report, Reports from the work of SevaChild Norway abroad as well as ongoing projects in the recipients country

• Proposals received

• Changes of the “Articles of Association”

• Policy Paper and overriding priorities up to the next National Convention

• Election of Board of Directors of SevaChild Norway according to proposal from the Election Committee

Preparations to be made up to the National Convention:

• The Board of Directors of SevaChild Norway are distributing Announcement for the National Convention through the web pages of SevaChild Norway and through other means decided by the Board of Directors, within 4 (four) months before the National Convention is to be held

• The Board of Directors of SevaChild Norway appoints an Election Committee with one leader and 2 (two) members six months before the National Convention is to take place

• The Proposal from the Election Committee shall be available four weeks before the National Convention is to take place
• Proposals to the National Convention from donors/sponsors which are to be discussed during the National Convention, has to be forwarded to the Board of Directors within 6 (six) weeks before the National Convention is to take place.

• The Board of Directors of SevaChild Norway shall distribute the Agenda for the National Convention as well as posting the same on the web pages of SevaChild Norway 4 (four) weeks before the National Convention is to take place. The Agenda – including the documents attached to it – will immediately be distributed to donors/sponsors wishing to receive the

Admittance to – and the right to vote on – the National Convention has:

• All approved donors/sponsors which have paid all claims due from SevaChild Norway 4 (four) weeks before the National Convention is to take place

• All donors who have paid at least 50% of an annual commitment amount of minimum NOK 5,000, - per year

The Board of Directors and deputies:

• The Board of Directors and the deputies have no voting right during the examination of the Annual Report and the Accounting

Number of votes:

• Each approved donor/sponsor has one vote

• Only people present have the voting right on the Congress. Kun frammøtte har stemmerett på Landsmøtet. Proxies are not accepted

• The Protocol has to be signed by 2 (two) people elected by and among the participants at the

§ 4 Extraordinary National Convention:

• An extraordinary National Convention is conducted when at least 2/3 of the Board of Directors so decides or when at least 2/3 of approved donors/sponsors so demands to the Board of Directors of SevaChild Norway
• An extraordinary National Convention can only deal with those matters being announced on the Agenda for this Meeting

§ 5 Board’s Authority, Responsibilities and Duties:

The Board of Directors are the highest Authority of the Organization between the National Conventions

The Board of Directors consists of:

• President

• 2-4 Board of Directors

• 2 deputies

• The Board of Directors have quorum when at least half of the Board of Directors are present and participates in the Meeting. By equal voting the Presidents vote has a double value

• By the creation of these “Articles of Association” the President and 1 (one) Board of Director are appointed for a period of 6 (six) years

• The other Board of Directors and the deputies are appointed for a period of 4 (four) years

• On the subsequent National Conventions the President and Board of Directors/deputies which are up for election, are being appointed for a period of 2 (two) years at a time

Responsibilities of the Board of Directors are:

• Adopt the overall Strategy Documents of the Organization

• Approve the Budgets and Accountings of the Organization

• Employ a Chief Executive Officer and approve of employment of other staff as well as deciding salary and employment duties for them

• Make Recommendations towards the National Convention and conduct the National Convention

• Interpret questions related to the “Articles of Association”
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- Approve of guidelines and mandates
- Choose an impartial candidate with relevant experience to Audit the Accountings not exceeding a turnover of NOK 5 million a year. If the yearly turnover exceeds NOK 5 million – or if Norwegian law so require – the Organization shall have to appoint a registered Auditor
- Engage Accountant: If Norwegian law so permits, the Board of Directors can choose qualified personell to do the Accountings of the Organization
- Superwise the transactions of the Administration
- Call for extraordinary National Convention as soon as the requirements of the “Articles of Association” have been put forward.
- Conduct at least 3 (three) Meetings for the Board of Directors within a calendar year
- Secure the follow-up of Resolutions passed at the National Convention
- Fix the yearly sponsorship amount for a particular child or youth within the Programme

§ 6 Changing of the “Articles of Association”:

- Any donor/sponsor can submit proposals for changes of – or amendments to - the "Articles of Association", to the Board of Directors of SevaChild Norway. Deadline for submission of proposals is 6 (six) weeks before the National Convention
- Changes of – or amendments to – the “Association of Articles” are approved by the extraordinary National Convention with a 2/3 majority.

Injunctions:
The following injunctions can be used by SevaChild Norway:
- Suspension
  - The Board of Directors of SevaChild Norway can suspend donors/sponsors acting contrary to the: objectives, ethical principals, core values or acting disloyal to SevaChild Norway.
- Termination of agreements
The Board of Directors of SevaChild Norway can terminate agreements with donors/sponsors behaving disloyal towards the: objectives, ethical principals, core values or acting disloyal towards SevaChild Norway.

§ 7 Administration:

- The daily Management of the Organization is carried out by the Administration
- The Administration is headed by a Chief Executive Officer subjected to the Board of Directors of SevaChild Norway
- The Administration shall maintain the data bases of the Organization as well as recruit new donors/sponsors
- Furthermore, it is the duty of the Administration to work to achieve the goals of SevaChild Norway, follow-up Decisions made by the Board of Directors and the National Convention(s)
- The Chief Executive Officer as well as the President are given the Authority to sign on the Bank Accounts of SevaChild Norway

§ 8 Donors/sponsors:

- Donor-/sponsor amounts are paid in advance monthly/quarterly/half yearly or yearly
- SevaChild Norway will, through different channels, keep donors/sponsors updated on the use of collected funds
- SevaChild Norway considers all which have been Approved by the Board of Directors and have committed his-/herself to donate:
  - A fixed yearly sum decided by the Board of Directors of SevaChild Norway towards a particular named child or youth
  - A yearly Amount equal to or exceeding an Amount of NOK 5,000,-
  - Other Donations/Amounts decided by the Board of Directors
  - Single Amounts for other Purposes exceeding NOK 5,000,-
SevaChild Norway will at any time follow the valid Guidelines from the “Control Committee for Fundraising in Norway” for running of voluntary Organizations

§ 9 Dissolving of SevaChild Norway

Dissolving of SevaChild Norway needs 2/3 majority on 2 (ywo) consecutive ordinary National Conventions. If dissolved, the dissolving National Convention decides with a 2/3 majority how the existing funds will be used

Board of Directors in SevaChild Norway

Odd Magne Reitevold
President

Ola Grønn_hagen
Vice President

Rick Carlton
Board of Director