

## Statutes

### Association SAO

SAO association is focussing on female refugees and their environment. Human rights are determining SAO's actions. SAO association can develop and implement its own projects and programmes and/or support projects by other organisations. SAO association links up with organisations.

#### 1. Name and location

An association under the name of Verein SAO exists according to Art. 60 ff. Swiss Civil Code (ZGB). The location of the association is Würenlos. The association is politically and confessionally neutral. Verein SAO is an association according to Swiss law. The association does not have any commercial purposes and does not aim at making profit. The governance bodies are composed of volunteers. The association has only and immediate charitable purposes.

#### 2. Aims

1. Rescue and immediate humanitarian aid
2. Protection, security and supply
3. Attendance
4. Sustainable support
5. Information, transparency of information and sharing of information

#### 3. Resources

In order to reach its aims, the association uses the following resources:

- Membership fees
- Donations and contributions of any kinds
- Income from own activities or fundraising activities
- Possible income from service level agreements

The financial year is equivalent to the calendar year.

#### **4. Membership**

Membership is possible for adults of all nationalities, living in Switzerland or abroad. All natural or legal person with an interest in the aims of the association can become members.

The general assembly sets the membership fee each year. Legal persons pay a higher fee than natural persons. Honorary members and members of the board are exempt from the fee.

Upon request by the board, the general assembly can grant honorary membership to people who have worked for the association in an exceptional way.

There are different kinds of membership:

- Single member
- Collective member
- Benefactor member pay a membership of at least CHF or € 1'000.–

All members have the right to vote at the general assembly.

Requests of membership have to be sent to the board. The board decides about the acceptance.

#### **5. Start and termination of membership**

Membership starts with the first payment of membership fee.

Membership is terminated through

- withdrawal, expulsion or death of natural persons
- withdrawal, expulsion or dissolution of legal persons

#### **6. Withdrawal and expulsion**

Withdrawal is possible at any time per the end of the year. In case the year has already started, the full membership fee is due.

A member can be expelled at any time because of breach of the statutes or offense towards the aims of the association. The member may appeal on the decision to the general assembly. Before expulsion, the member has to be heard in any case.

Should a member fail to pay the membership fee even after a reminder, the board can expulse that member automatically.

#### **7. Bodies of the association**

The association bodies are:

- a) The general assembly
- b) The board
- c) The auditors

## 8. The general assembly

The general assembly is the supreme body of the association. An ordinary general assembly takes place annually within the first six months of the year.

The members are invited to the general assembly three weeks ahead of the assembly in writing, with a list of agenda items enclosed. Invitations via e-mail are valid.

Motions to the general assembly have to be sent to the board no later than two weeks prior to the assembly.

The board or 1/5 of the members can request an extraordinary general assembly at any time by mentioning the purpose. The assembly then has to happen within 8 weeks after the request.

The general assembly is the supreme body of the association. It has the following irrevocable obligations:

- a) Approval of the minutes of the last general assembly
- b) Approval of the annual report of the board
- c) Notice of the audit report and approval of the financial report
- d) Exoneration of the board
- e) Election of the president, the rest of the board and the auditor
- f) Setting the membership fee
- g) Notice of the annual budget and of the annual action plan
- h) Deciding on motions of the board and members
- i) Changes to the statutes
- j) Making decisions on appealed expulsions
- k) Deciding on the dissolution of the association and use of the available funds

Each assembly that has been called according to the statutes can take decisions, no matter the number of members present. Decisions are approved through a simple majority. In the case of a tie, the president will have the casting vote.

Changes in the statutes need a two third majority of members present.

Minutes of the decisions will be taken.

## 9. The board

The board comprises at least 3 people.

The term of office is 2 years. Re-election is possible.

The board conducts all current business and represents the association to the outside.

The board decides on by-laws.

It can install working groups (groups of experts).

To reach the aims of the association, it can employ people or give a mandate for a reasonable compensation.

The board exercises all authorities, which are neither given by the law nor the statutes to another body.

The board constitutes itself with the exception of the president.

The board meets as often as necessary. Each member of the board can ask for a meeting by giving the reasons. It is not necessary that the members are physically present, it is also possible to be present via skype or video conference.

If no member of the board asks for oral discussion, it is possible to take decisions by written ballot (also via e-mail).

The members of the board are volunteers and are entitled to claim expenses. Special services by members of the board can be reasonably remunerated.

#### **10. The auditor**

The general assembly elects an auditor or a legal person, which audits the finances and takes a sample control once a year.

The auditor reports to the board for the attention of the general assembly.

The term of office is two years. Re-election is possible.

#### **11. Signatory power**

The board decides on joint signatory power.

#### **12. Liability**

The debts of the association only extend to the association's own funds. Personal liability of members is excluded.

#### **13. Dissolution of the association**

The dissolution of the association can be decided on by  $\frac{3}{4}$  of the members during an assembly called for this purpose.

In case of the dissolution of the association, its available funds will go to another legal person with location in Switzerland, which is exempt from taxes because of charitable aims or public interest. It is not possible to distribute the funds among the members. This rule is irrevocable.

#### **14. Inception of policy**

The changes of statutes have been decided at the general assembly on June 25, 2019 and came into effect on that date.

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