

# **Statutes for the nonprofit association Civil Connections Community Foundation (CCCF)**

## **§ 1. Name and place:**

The name of the association shall be Civil Connections Community Foundation (CCCF)

The association shall have its headquarters in Copenhagen, Denmark.

## **§ 2. Form and Purpose**

### **Vision**

We want to see a world where civil society organizations, social enterprises and community development actors are strengthened in capacity, sustainable in their approaches, and dedicated in their working to achieve their development objectives in facilitating community development.

### **Mission**

Civil Connections Community Foundation (CCCF) is established to support local grassroots civil society organizations, social enterprises and community development actors globally, to achieve their aims in facilitating community development for a fair and sustainable world.

This mission is achieved through the following approaches:

- Facilitating capacity building support for our partners
- Fundraising and joint resource mobilization
- Experience, joint learning and knowledge sharing
- Support to publicization of commonly unseen causes and good practices of local, especially rural small civil societies through reflective objective reporting, blogging, newsletters and representation
- Support to visibility of rural development work through maintaining and making public, a database of genuine local community development actors from the places we work, especially those we have worked with and can attest to their genuine interests and practices
- Providing online and physical platforms for debate and discussion about development options and aspirations etc. of local – especially rural community focused.
- Actively joining and participating in networks and platforms that facilitate our mission and have similar visions as we do.
- Facilitate match making and partnerships between and among the actors we work with, where we see the advantages/benefits of such scale.
- And implementing projects that facilitate the achievement of the above.

CCCF shall operate both nationally and internationally and shall have the flexibility to start affiliate offices in other countries whenever deemed needed.

## **§ 3. Direction and administration:**

The day-to-day management of the association shall be the responsibility of the Board of Directors (BOD). These shall administer the association in accordance with these statutes and resolutions of the Annual General Assembly. Thus, they are obliged to take care of the association's internal and external interests and actions.

The BOD shall be constituted of subscribed members, who are judged of sound mind, professional in their behavior, and representative of the association's mission and objectives, based on their track

record. The BOD shall consist of a minimum of 5 members and a maximum of 9 members, and at least 1 substitute member.

Members to the BOD shall be elected for a 2 years term for up to 4 consequent terms, unless there is moved and recorded a vote to reduce or increase such a period. After being elected into Board, the 5 members shall constitute themselves into a Chairperson, Vice Chairperson, Treasurer and two members.

The BOD shall determine its own rules of procedure and may form into subcommittees or working groups to carry out limited tasks. The BOD decides by simple majority of votes, and in case of a tie, the Chairman's vote is decisive.

The chairman conducts the proceedings of the BOD and, in his absence, the vice chairperson. In the event of permanent resignation of the Chairperson, the vice-chairman shall act as Chairperson until the board elects a new vice Chairperson.

At least two BOD meetings shall be held annually. Meetings are convened by the Chairperson and shall be seconded by at least  $\frac{1}{2}$  the board. Meetings are convened with at least a three weeks' notice.

For decisions of the BOD to count as legitimate, at least a simple majority of the full Board members should have subscribed to such decisions.

The BOD shall not receive any remuneration for their work but could from time to time be offered an honorarium depending on the financial status of the association.

#### **§ 4. Membership:**

Membership to the association is open to any person or organization who/that agrees with and will work to promote the association's purpose and is willing to abide to its statutes.

To become a member, one shall need to apply to the association's Board for such acceptance, which shall be communicated in writing or by signed membership registration/agreement.

Also, to be counted as a fully registered member, one shall subscribe with/pay an annual fee that shall be decided by/at the annual general meeting for each upcoming year.

If a person does not wish to continue as a member of the association, they have the freedom to terminate their membership by written or other recognized forms of notification to the Board of Directors. In such an event, no membership fees will be reimbursed.

Members can also be excluded from the association if they violate the association's purpose in any way. The Board shall decide on the exclusion and communicate this to all concerned, and a decision shall be taken by a qualified majority after hearing the member in question out. The decision shall then be communicated to the member within 10 working days after the hearing.

#### **§ 5. General Assembly**

The association shall hold an Annual General Assembly (AGM) no later than the 15<sup>th</sup> of May each year. The General Assembly shall form the highest platform for policy discussions, suggestions, financial follow-up and a highlight of the association's achievements and success.

To hold a General Assembly, a notice of such shall be sent out to all members no later than 3 weeks (21 days) before the date. Members shall be invited to send proposals for discussions at the General Assembly, and these should be received by the BOD or any other constituted committee to handle such at least 7 days before the General Assembly.

Any decision at the General Assembly shall be made by simple voting, where each member listed in the membership section has a single vote per voting round. Voting shall be exercised in attendance, or through such voting powers being delegate to another member in writing. The term attendance also embodies online presence to the meeting, if the general assembly chooses to utilize such modalities for members that have requested so.

It is also at the General Assembly that the BOD shall be elected.

The Annual General Assembly shall have at the least the following agenda:

- i. Election of chairman, Secretary and election conductors.
- ii. The Chairman's report on the operation of the Social Enterprise
- iii. The Cashier's report and audited accounts for approval.
- iv. The Cashier presents the current year's budget for information.
- v. Treatment of incoming proposals from members or boards.
- vi. Election of new members to the BOD
- vii. Election of the auditor for each year's budget.
- viii. Other Issues Arising (AOBs).

The general Assembly proceedings shall be recorded in minutes, signed by both the BOD and made available to all members of the association, and or kept well for such record and reference in the future.

To aid more flexibility to policy changes, there shall be provision for Extraordinary General Meetings that shall only be convened if there is deemed a need for such. The process of convening these shall also take the same manner and requirements as those of the General Assembly.

## **§ 6. Economy, Accounting and auditing**

The financial year of the association shall be 1 January - 31 December.

The association's assets and finances shall be invested/kept in a recognized bank.

As long the association has reached the statutory prescribed level of being required to be audited, the association's accounts shall be audited by an auditor elected by the general assembly.

The association's accounts shall be announced no later than 7 days before the general meeting.

It is the responsibility of the BOD to ensure that the funds of the association are used in accordance with its purpose.

The accounts must be signed by all members of the BOD.

The Treasurer/cashier shall present on each ordinary general assembly, accounts from the previous year for approval.

## **§ 7. Signatories:**

The Chairperson, Vice Chairperson and Treasurer shall act as signatories to the association for a representative financial year. The three shall form the "Directorship".

#### **§ 8. Revision of the statutes/by-laws:**

Amendments to the statutes/by-laws require decisions by a qualified majority with two thirds of the votes in at a regular annual general meeting. Any member may propose a revision of the statutes.

#### **§ 9. Dissolution of the association and its statutes:**

Resolution on the termination of these statutes and thus the association requires that both the Board of Directors have reached such concerns and have beyond reasonable doubt set the facts to all members.

To ensure every member's due process, a dissolution General Assembly shall be convened, and satisfactory discussion of the matter and a final stance taken. If there arises need for more meetings, so shall be it until a fairly taken stance is reached.

At the closure of the association, any surplus capital (after payment of debts and personal capital investments) must be registered no later than 365 days after the final date.

Such surplus capital shall be paid to a selected charity, agreed upon by the Board of Directors, unless otherwise decided at the latest resolving general assembly.

Once all due procedures are exhausted, the Board of Directors shall then proceed to implement the dissolution processes.

These statutes are approved and adopted for the association's start date meetings on 20<sup>th</sup> September 2018

Approved by:

CCCF Founding Directorship

Chaired by: Andrew Julius Bende  
Founding member