



POLICIES FOR REMOTE NONPORFITS
a *Blue Avocado* template

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Policies of {Name of NGO}

Version X.XX
{Date}, {Location}, {Country}

Chapter I [Purpose]

Article 1 {Name of NGO}

The name of the organisation shall be “{Name of NGO}”.

Article 2 [Vision]

{Name of NGO} empowers/does/creates...

Article 3 [Our Values]

Since the beginning, {Name of NGO} is based upon the following core values:

{Your three to five core values!}

Examples:

Trust. We believe that everyone is doing one’s best, and even if we are out of sight, we strongly believe that every team member acts for the good of {Name of NGO} and our beneficiaries.

Decentralization. We are strong opponents of rigid hierarchies. Communication, knowledge and networks are all means of power, so we stay very transparent within the team and to the public. We share our resources and attempt to include every team member in decision-making processes.

Self-Responsibility. As we are a flat organization, we will not instruct other team members what to do. Everyone is welcome to initiate an own project as long as it is not to the detriment of {Name of NGO} self-created rules, other {Name of NGO} projects or our beneficiaries. Everyone is also welcome to help others with already running projects, and support especially those who face obstacles. Everyone within {Name of NGO} has the right to suggest changes to the rules of {Name of NGO}, but must abide by them until the time that they are changed.}

Article 4 [Objectives]

{Name of NGO} shall have the following objectives:

4.1 {Your objectives}

....

4.5 To encourage and promote research that is in line with {Name of NGO}'s objective.

4.6 To raise funds by donations, voluntary contributions, donations or grants by Members, benefactors, the State, any other institution, or otherwise for all the purposes and objectives of {Name of NGO} in such amounts and in such manner as may be authorized by the General Meeting.

4.7 To do all that which is ancillary, incidental or conducive to the attainment of the above objectives.

Chapter II [General Structure]

Article 5 [Address]

The official address of {Name of NGO} is :

{Legal Address}

or such other address as may be determined by the Administrative Committee from time to time.

Article 6 [General Policy]

6.1 {Name of NGO} shall be non-profit, autonomous and voluntary in line with {Relevant Legislation}.

6.2 {Name of NGO} shall be non-profit making organisation as defined in {Relevant Legislation} and any excess of funds received or generated from its activities must always be reinvested in the same Organisation. {Name of NGO} may:

(i) obtain a pecuniary gain from its activities when such gain is not received or credited to any private interest but is exclusively utilised for the purposes of {Name of NGO};

and

(ii) buy or sell or otherwise deal in goods or services where such activities are exclusively related to its principal purposes.

6.3 Provided its autonomy is not affected, {Name of NGO} may collaborate with other entities on a national, regional or international basis in order to further its aims.

6.4 {Name of NGO} shall not have any political or trade union affiliation and it shall not indulge in party politics.

6.5 No part of the income, capital or property of {Name of NGO} shall be available directly or indirectly to private purposes of any promoter, member, administrator, or donor.

Article 7 [Membership]

7.1 All natural persons are eligible to become Members of {Name of NGO} with full voting rights. Membership and application therefore is not subject to a fee.

7.2 All prospective Members and existing Members of {Name of NGO} shall have access to the Policies of {Name of NGO} and all amendments in force upon demand.

7.3 Prospective Members will be required to fill out the Membership Agreement. They need to declare to be aware of the objectives, the Policies of {Name of NGO} and its amendments when applying for membership. Membership will be approved or rejected by the Administrative Committee. After Approval, {Name of NGO} will provide access to an internal communication platform.

7.4 All existing Members are responsible to integrate new Members into the work of {Name of NGO}, by sharing their knowledge, network and current responsibilities related to {Name of NGO}. Responsibilities may be divided up only if they can be split up into different tasks and only if they are not affiliated with administrative roles (Chapter V).

7.5 All existing Members are requested to participate in one or two Working Groups of {Name of NGO}.

7.6 The Policies of {Name of NGO} and its amendments are binding to all existing Members of {Name of NGO}. This does not preclude discussion and changes thereof (for procedure see Article 10).

7.7 Any Member or members alleged to have brought, or attempted to bring disrepute on {Name of NGO}, or violated the Policies of {Name of NGO} and its Amendments shall be asked to appear before the General Meeting. The applicable decision-making procedure is laid down in Article 12 of these Policies.

7.8 Each Member shall keep the Secretary informed of that Member's private address, email address, or of some other address at which communications may be addressed to him/her.

Changes to the information submitted in the Membership Agreement Section 1, have to be submitted on the provided form to the Secretary and the Local Representative.

7.9 Membership can be ceased by the respective Member at any time upon written notice to the Secretary and Local Representative. The said membership ends immediately with the reception of the notice.

Article 8 [General Structure]

8.1 The affairs of {Name of NGO}, in all matters not in these rules reserved for the {Name of NGO} Administrative Committee, shall be managed by the General Meeting of {Name of NGO}.

8.2 The General Meeting will elect a Chairperson, a Secretary, a Treasurer, a Local Representative and a Ethics Officer from amongst them.

8.3 The elected Chairperson, Secretary, Treasurer, Local Representative and Ethics Officer form the Administrative Committee of {Name of NGO}.

8.4 The General Meeting will create, define the scope and suspend Working Groups of {Name of NGO}, which may work thereafter independently within the limits outlined in these Policies.

8.5 The General Meeting may, if appropriate, appoint Members for Special Purpose Roles. A brief outline of the role should be added as amendment to chapter VI of these Policies.

8.6 The internal communications platform used by {Name of NGO} can be found at {URL to a project management software, like Trello, Asana, Click-Up, whatever you prefer to use!} and is accessible to all approved Members of {Name of NGO}. Members need to sign up. Access will be revoked immediately in case of suspension of membership.

Chapter III [Decision-Making]

[Preliminary Non-Binding Considerations]

{Optional: A few words on the becoming of your NGO}

Article 9 [Levels of Decision-Making]

{Name of NGO} differentiates four levels of decision-making:

9.1 Legal Obligations: Whenever the law requires the {Name of NGO} General Meeting or the {Name of NGO} Administrative Committee to decide in a specific manner, the stipulations of the law will prevail.

9.2 Strategic Decisions: These encompass the election and suspension of Members of the Administrative Committee, the creation, delimitation and suspension of Working Groups and Special Purpose Roles. Moreover, it includes Amendments to these Policies and changes thereof, as well as any matters that affect more than one Working Group. The competence for Strategic Decisions lays in the hands of the {Name of NGO} General Meeting. The procedures of Article 10 apply.

9.3 Tactical Decisions: Within the specific, delimited and exclusive field of competence of a {Name of NGO} Working Group, decisions can be made through consensus of the Members involved in the Working Group. The procedures of Article 11 apply to the relevant Working Group. Working Group decisions that affect another Working Group are automatically Strategic Decisions and need to be forwarded to the General Meeting.

9.4 Operational Decisions: Within the specific, delimited and exclusive field of competence of a {Name of NGO} Working Group, the respective Working Group can freely define and attribute operational competence to {Name of NGO} Members. If operational decisions by a {Name of NGO} Member affect the operational competence of another Member, Article 9.3 applies.

9.5 Legal obligations prevail Strategic Decisions. Strategic Decisions prevail Tactical Decisions and Tactical Decisions prevail Operational Decisions. {Name of NGO} Members are required to respect the superior decisions.

9.6 In cases where the classification of a decision to be made is unclear, the issue in question shall be considered as Strategic Decision.

Article 10 [Strategic Decision Procedure]

10.1 A proposal for a Strategic Decision has to be backed by either

- a) minimum three (3) Members of {Name of NGO} and published minimum three (3) days before the General Meeting in the list *Decision-Making* of the {Name of NGO} internal communications platform, and added to the Agenda of the next General Meeting; or
- b) all Members of {Name of NGO} present at an ordinary General Meeting and published maximum one (1) day after the General Meeting in the list *Decision-Making* of the {Name of NGO} internal communications platform;

10.2 The proposal shall be named *Day_Month_Year_Name(SD Proposal)*, e.g. *3_Dec_2018_Code of Conduct(SD Proposal)*.

10.3 The Members backing the proposal are responsible to inform all other existing Members of {Name of NGO} about the outstanding proposal. Failing to do so, allows any uninformed Member of {Name of NGO} to veto the respective proposal retroactively at any time.

10.4 In case of Article 10.1a, all Members of {Name of NGO} are invited to comment during the three days before the General Meeting. It is up to the proposing Members to revise the proposal or defend the initial version.

10.5 In the General Meeting a time slot will be made available to discuss the proposal. Members of {Name of NGO} are invited to express their indifference, agreement, reservations or veto:

- a) If no Member of {Name of NGO} vetoes the proposal and all Members of {Name of NGO} are present, the proposal is adopted.
- b) If one or more Member(s) of {Name of NGO} is or are absent, the proposal has to pass without a veto in the General Meeting, and has to stay for seven (7) more days on the internal communications platform. The proposal is adopted if no Member of {Name of NGO} vetoes during these seven (7) days.
- c) A vetoed proposal is rejected.
- d) A Strategic Decision proposal can be postponed to another General Meeting. In that case the stipulations of Article 10.4a, 10.4b and 10.4c apply to the respective General Meeting to which the proposal has been postponed to.

10.6 The adopted proposal comes into force either directly at the meeting in case of Article 10.4a, or, in case of Article 10.4b at the eighth (8.) day after the General Meeting. Amendments to the Policies or changes thereof come into force with the signature of three of the Members of the Administrative Committee.

10.7 Urgent matters may qualify for fast track adoption. In that case, Article 10.2 and 10.3 apply. The Members backing the proposal need to get the written consent, either electronically or handwritten, of all Members of {Name of NGO}. The Strategic Decision is adopted and comes into force with the publishing of every written consent on the internal communications platform in the list *Decision-Making*. The Strategic Decision will nevertheless be item on the Agenda of the following General Meeting and can be revoked retroactively by a single veto.

10.8 Urgent matters that do not allow for a procedure as in Article 10.7 due to time constraints, may qualify for Article 18.6 of these Policies.

10.9 Strategic decisions that entail a policy, code or outline of a Specific Purpose Role are amendments to these Policies. They need to be signed by the Members of the Administrative Committee and the Secretary has to provide a copy to all Members of {Name of NGO}.

Article 11 [Tactical Decision Procedure]

11.1 A proposal for a Tactical Decision has to be backed by minimum one (1) Member of {Name of NGO} Working Group. An appropriate space of the internal communications platform may or may not be used to publish the proposal.

11.2 The said Member(s) of the Working Group are responsible to inform all other Members of the respective {Name of NGO} Working Group about the outstanding proposal.

11.3 The Working Group may decide to

- a) Follow on with Article 10 if the proposal is beyond the Working Group's field of competence
- b) Adopt the proposal. A Tactical Decision is adopted if no Member of the {Name of NGO} Working Group vetoes the proposal and all Members of {Name of NGO} have expressed their agreement, indifference or reservations.
- c) Reject the proposal by a single veto of a Member of {Name of NGO}.
- d) Postpone the decision.

11.4 A Tactical Decision that violates previous Strategic Decisions, including but not only the Policies and its Amendments, or is at the detriment of another Working Group is considered as not adopted.

11.5 Any Tactical Decision made by a Working Group has to be published promptly on the internal communications platform and has to enter the Minutes of the following General Meeting.

Article 12 [Membership Suspension]

12.1 In accordance with Article 7.7 any Member or Members alleged to have brought, or attempted to bring disrepute on {Name of NGO}, or violated the Policies of {Name of NGO} and its Amendments shall be asked to appear before the General Meeting for a Membership Suspension Procedure.

12.2 The Member or Members in question for membership suspension will not have the right to veto during a Membership Suspension Procedure. The Member or Members in question for membership suspension are invited to express their view.

12.3 Members of {Name of NGO} that are not in question for membership suspension are invited to express their indifference, agreement, reservations or veto:

- a) If no Member of {Name of NGO} vetoes the membership suspension and all Members of {Name of NGO} are present, the membership suspension is adopted.
- b) If one or more Member(s) of {Name of NGO} is or are absent, the membership suspension has to pass without a veto in the General Meeting, and has to stay for seven (7) more days on the internal communications platform. The membership suspension is adopted if

no Member of {Name of NGO} vetoes during these seven (7) days. The Member or Members in question for membership suspension will not have the right to veto during these seven (7) days on any matter raised.

- c) A vetoed membership suspension is rejected.
- d) A Membership suspension procedure can be postponed to another General Meeting. In that case the stipulations of Article 12.3a, 12.3b and 12.3c apply to the respective General Meeting to which the proposal has been postponed to.

12.4 An adopted membership suspension comes into force with a written letter of membership suspension, signed and dated by three Members of the Administrative Committee.

12.5 If the said Member fails to appear before the General Meeting without good justification or three (3) times successively despite good justification, he/she shall be deprived of membership.

Chapter IV [General Meetings]

Article 13 [Functions]

13.1 In accordance with Article 8.1, the affairs of {Name of NGO}, in all matters not in these rules reserved for the {Name of NGO} Administrative Committee, shall be managed by the General Meeting of {Name of NGO}.

13.2 The General Meeting shall have, as its function but not limited to, the management and allocation of the proceeds of all funds raised.

13.3 The General Meeting shall elect every six (6) months the Administrative Committee according to the Strategic Decision Procedure laid down in Article 10. No person who is not a Member of {Name of NGO} shall be eligible to hold office as a Member of the Administrative Committee. At the expiration of the six (6) months the Administrative Committee shall go out of office, however Members of the Administrative Committee are eligible for re-election.

13.4 The General Meeting may by resolution remove any Member of the Executive Committee before the expiration of his/her period of office if he/she is guilty of repetitive disruption of meetings, hinders the function of {Name of NGO} or breaks the confidentiality and trust of other Members. The General Meeting may by the same or another resolution appoint another Member in his/her stead; but any person so appointed shall retain his/her office so long only as the Member in whose place he/she is appointed would have held the same if he/she had not been removed.

Article 14 [Scheduling]

14.1 A General Meeting of {Name of NGO} shall be held at least every {Time period, e.g. six months}. Notice of the day and time shall be given to each member through the internal communications platform at least seven (7) days before such day.

14.2 A General Meeting can proceed through virtual communication tools, if all Members of {Name of NGO} have access to such, and if Members were informed about the day and time of said meeting with respect to Article 14.1, and if they were informed at least three (3) days before the said meeting that the scheduled meeting is to be held virtually.

14.3 In exceptional cases, the General Meeting of {Name of NGO} can be held only every {Time Period, e.g. nine months}.

14.4 With the notice of day and time of the next General Meeting, Members are invited to add their items to the Agenda. A draft Agenda shall be provided on the internal communications platform.

Article 15 [Quorum]

The quorum for the General Meeting shall be twenty percent (20%) or five (5) Members of {Name of NGO} depending on whatever number is higher. If no quorum is present within half an hour from the time appointed for the meeting, the meeting shall be adjourned to another day within two weeks.

Article 16 [Proceedings]

16.1 The General Meeting may allow guests to attend the meeting. Guests are Prospective Members and any other Non-Members.

16.2 The General Meeting shall appoint a Facilitator and a Keeper of the Minutes from among its members. The role of the Facilitator shall rotate as best as possible from meeting to meeting.

16.3 The Facilitator shall:

- Instruct guests that all information collected from, during and in the context of the General Meeting cannot be disclosed by said guests to the public, unless disclosure has been explicitly requested from the General Meeting and approved unanimously by the General Meeting. Unanimously means, that no present Member of {Name of NGO} vetoes the decision.
- ascertain whether the quorum is established, and
- guide the General Meeting through the Agenda and anchor the discussion.

16.4 The Keeper of the Minutes shall take minutes of the proceedings at the General Meeting of {Name of NGO}. Minutes have to be published on the internal communications platform within three (3) days after the General Meeting.

Article 17 [Annual Accounts]

17.1 The accounts of {Name of NGO} shall be reviewed or audited and published on a yearly basis.

17.2 The auditors or reviewers of accounts shall be nominated and elected by the Members of {Name of NGO} attending and having a right to vote at General Meetings. No auditor or reviewer of accounts who has held office on the Administrative Committee during the past twelve (12) months will be eligible for nomination. No auditor or reviewer of accounts shall run for office on the Administrative Committee during the coming twelve (12) months.

17.3 The Treasurer shall present the reviewed or audited Annual Accounts of {Name of NGO} to the General Meeting.

Chapter V [Administrative Committee]

Article 18 [Functions]

18.1 Subject as hereinafter provided, the Administrative Committee may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit.

18.2 The initial business of {Name of NGO} shall be managed by the Administrative Committee which may pay all such expenses, preliminary and incidental to the establishment and registration of {Name of NGO} as they deem fit. Initial business is hereby limited to the registration process as a voluntary organisation and as a legal person.

18.3 Legal representation of {Name of NGO} shall vest in the Chairperson, the Secretary, the Treasurer.

18.4 The Administrative Committee shall notify the {Legal Registry for your NGO} within fourteen (14) days of any changes related to:

- Beneficial ownership. Beneficial owners are administrators, members and any other natural person(s) exercising ultimate and effective control over the association.
- The address of {Name of NGO}
- The composition of the Administrative Committee
- Legal representation of {Name of NGO}

- The Local Representative

18.5 The Administrative Committee shall manage membership applications and approve or reject them. In case of rejection, a written justification has to be issued to the applicant.

18.6 The Administrative Committee shall decide in exceptional cases upon urgent matters which inhere time constraints that do not allow for a Strategic Decision-Making Procedure as laid down in Article 10 or that do not permit a fast track adoption procedure as laid down in Article 10.7. Said urgent decisions by the Administrative Committee can be revoked by the General Meeting retroactively.

18.7 The Administrative Committee is authorised to consult and seek the advice of any Associate Member of {Name of NGO} with the aim of improving the welfare or condition of both its Members and {Name of NGO} itself.

18.8 The Administrative Committee is authorised to appoint an External Advisory Committees to support it in its role.

18.9 No remuneration (except by way of reimbursement of out of pocket expenses, if any) shall be paid to any Member of the Administrative Committee in respect of their office.

Article 19 [Scheduling]

19.1 A meeting of the Administrative Committee of {Name of NGO} shall be held at least once a year. On the request of the Chairperson or the Secretary shall, at any time, summon a meeting of the Administrative Committee. Notice of the day and time shall be given to each member of the Administrative Committee through the internal communications platform at least seven (7) days before such day.

19.2 A meeting of the Administrative Committee can proceed through virtual communication tools, if all Members of the Administrative Committee of {Name of NGO} have access to such, and if Members of the Administrative Committee were informed about the day and time of said meeting with respect to Article 19.1, and if they were informed at least three (3) days before the said meeting that the scheduled meeting is to be held virtually.

19.3 With the notice of day and time of the next meeting of the Administrative Committee, Members thereof are invited to add their items to the Agenda. A draft Agenda shall be provided on the internal communications platform.

Article 20 [Quorum and Decision-Making]

20.1 In order that a decision can be made during a meeting of the Administrative Committee, a minimum of three Members must be present. If no quorum is present within half an hour from the time appointed for the meeting, the meeting shall be adjourned to another day within two weeks.

20.2 A decision is adopted if the quorum is established and none of the present Members of the Administrative Committee vetoes the decision.

20.3 An adopted decision can be revoked if an absent Member Administrative Committee vetoes the said decision in the three (3) days following the publishing of the decision on the internal communications platform.

20.4 No regulation made by the Administrative Committee shall invalidate any prior act of the General Meeting which would have been valid if such regulation had not been made.

20.5 The Administrative Committee shall cause proper minutes to be made of all appointments of officers made by the Administrative Committee and of the proceedings of all meetings of the Administrative Committee. Minutes have to be published on the internal communications platform within three (3) days after the meeting.

Article 21 [Incomplete Committee]

21.1 The Members for the time being of the Administrative Committee may act notwithstanding any vacancy in their constitution.

21.2 In the event of the resignation (or termination from post for other reasons) of an Administrative Committee Member, the Administrative Committee will co-opt other Member/s of {Name of NGO} to take their place. The other official Members of the Administrative Committee will make a decision according to Article 18 as to who will be co-opted during a committee meeting. Any Member so appointed shall retain his office only until the next General Meeting, but he/she shall then be eligible for re-election.

21.3 Any Member not attending the Administrative Committee meetings for three (3) consecutive times without a very valid reason will automatically have to step down. This will guarantee the continuity of the work of the Administrative Committee.

Article 22 [Chairperson]

22.1 The Chairperson will preside at all Administrative Committee meetings. The Chairperson shall undertake such functions in respect of {Name of NGO} as the Administrative Committee may determine from time to time.

22.2 The Chairperson will preside all General Meetings until a Facilitator is appointed according to Article 15. The Chairperson shall undertake such functions in respect of {Name of NGO} as the General Meeting may determine from time to time.

22.3 The Administrative Committee may also elect from among its members a Deputy Chairperson and may determine for what period he/she is to hold office. The Deputy Chairperson will preside on the Administrative Committee with full powers in the absence of the Chairperson.

22.4 Provided that in the absence of both the Chairperson and the Deputy, and provided a quorum is available, the Administrative Committee will have the power to appoint a substitute/s to conduct the meetings.

22.5 The Administrative Committee may remove any Deputy Chairperson in which case he/she shall remain a member of the Administrative Committee.

Article 23 [Secretary]

23.1 The Secretary will be responsible for all the secretarial and administrative work of {Name of NGO}. The Secretary and his/her assistant shall undertake such functions in respect of {Name of NGO} as the Administrative Committee may determine from time to time.

23.2 The Administrative Committee may elect from among its members an Assistant Secretary to assist the Secretary as necessary. Any Assistant Secretary so appointed by the Administrative Committee may also be removed by them, in which case however he/she shall remain a member of the Administrative Committee.

23.3 The Secretary keeps a digital copy of the Register of Members, that encompasses the information submitted in the Membership Agreement in Section 1. The Secretary is responsible to update the digital Register of Members in case of suspension of membership and in case of changes demanded by Members through the appropriate form. The Secretary is responsible to inform all other Members of the Administrative Committee about any changes or deletion in the digital Register of Members.

23.4 The Secretary is responsible to maintain a digital file for the data submitted in the Membership Agreement Section 2 and make it accessible to all Members of {Name of NGO}. The Secretary shall change or delete this information at any time a Member requests to do so. The Secretary shall delete the information upon suspension of membership of a Member.

23.5 In line with Article 8.6, the Secretary will ensure that all approved Members have access to the internal communications platform and that their access will be revoked immediately after suspension of membership.

Article 24 [Treasurer]

24.1 The Treasurer will be responsible for all the Financial and Accounting work of the Administrative Committee. The Treasurer and his/her Assistant shall undertake such functions in respect of {Name of NGO} as the Administrative Committee determines from time to time.

24.2 The Administrative Committee may elect from among its members an Assistant Treasurer to assist the Treasurer. Any Assistant Treasurer so appointed by the Administrative Committee may also be removed by them, in which case however he/she shall remain a member of the Administrative Committee.

24.3 The Treasurer shall deposit the funds of {Name of NGO} in bank accounts of a reputable local bank in the name of {Name of NGO} and the authorised joint signatories for operating such accounts shall be the Chairperson, the Secretary and the Treasurer. The signature of the Treasurer and one other signature of the Chairperson or Secretary will suffice.

24.4 The Treasurer shall keep such proper books of accounts as will enable him/her to present permanently to all Members of {Name of NGO} through the internal communications platform. In line with Article 17.3 the Treasurer shall present the reviewed or audited Annual Accounts of {Name of NGO} to the General Meeting.

Article 25 [Local Representative]

25.1 The Local Representative represents {Name of NGO} in a specified country in cases when no member of the Administrative Committee resides locally. The Local Representative shall undertake such functions in respect of {Name of NGO} as the Administrative Committee determines from time to time.

25.2 The Local Representative will keep the original of the Register of Members at the official address of {Name of NGO}. The Register of Members encompasses the information submitted in the Membership Agreement in Section 1. The Local Representative is responsible to update the original Register of Members in case of suspension of membership and in case of changes demanded by Members through the appropriate form. The Local Representative is responsible to inform all other Members of the Administrative Committee about any changes or deletion in the original Register of Members.

Article 26 [Ethics Officer]

26.1 The Ethics Officer oversees the compliance of Members of {Name of NGO} with the {Name of NGO} Code of Conduct. The Ethics Officer shall undertake such functions in respect of {Name of NGO} as the Administrative Committee or the General Meeting determines from time to time.

26.2 The Administrative Committee may elect from among its members an Assistant Ethics Officer to assist the Ethics Officer as necessary. Any Assistant Ethics Officer so appointed by the Administrative Committee may also be removed by them, in which case however he/she shall remain a member of the Administrative Committee.

Article 27 [Disqualification of Members of the Administrative Committee]

The office of an Official Member of the Committee shall be vacated:

- (a) If he/she ceases to be a member of {Name of NGO}.
- (b) If by notice in writing to {Name of NGO}, he/she resigns his/her office.
- (c) If he/she is removed from office by a resolution duly passed pursuant to Article 13.4 of these Policies.

Chapter VI [Special Purpose Roles]

[Preliminary Considerations]

[This chapter may be extended by resolutions passed by the General Meeting from time to time as laid down in Articles 8.5 and 9.2. The aim of the chapter is to provide a brief outline and delimitation of the responsibilities assigned to the respective Special Purpose Role.]

Article 28 [Internal Mental Health Support]

The role of the Internal Mental Health Support is to provide mental health assistance for Members of {Name of NGO} who experience psychological stress. The person can be contacted by any Member if he/she feels uncomfortable with a situation or needs supervision.

Articles 29 - 97 [Reserved]

Chapter VII [Alteration or Dissolution]

Article 98 [Alteration of Policies]

these Policies may be revoked, added to or altered by Strategic Decision Procedure laid down in Article 10. Notice has to be duly given to all Members of {Name of NGO} specifying the intention to propose the revocation, addition or alteration, together with full particulars thereof.

Article 99 [Severability]

If a provision of these Policies and/or its Amendments is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect:

- the validity or enforceability in that jurisdiction of any other provision of these Policies and/or its Amendments; or
- the validity or enforceability in other jurisdictions of that or any other provision of these Policies and/or its Amendments.

Article 100 [Dissolution]

100.1 If at any time the General Meeting of {Name of NGO} shall pass by Strategic Decision Procedure laid down in Article 10 a resolution of its intention to dissolve, the Administrative Committee shall take immediate steps to settle any debts, and dispose of the monies and property remaining as determined by the General Meeting; and thereupon {Name of NGO} shall for all purposes be dissolved.

100.2 In the event of dissolution of {Name of NGO}, any remaining funds and/or property shall be donated to a voluntary non-profit making organization or a charitable institution with similar purposes as {Name of NGO}, chosen by the outgoing Administrative Committee.

(sign in blue ink)

Designation: Chairperson

Full Name:

ID Number:

Address:

Date, Locality and Signature: _____

Designation: Secretary

Full Name:
ID Number:
Address:

Date, Locality and Signature: _____

Designation: Treasurer

Full Name:
ID Number:
Address:

Date, Locality and Signature: _____

Designation: Local Representative

Full Name:
ID Number:
Address:

Date, Locality and Signature: _____

Designation: Ethics Officer

Full Name:
ID Number:
Address:

Date, Locality and Signature: _____