

Statute of the Association “Dienvīdlatgales NVO atbalsta centrs” (“Southern Latgale NGO Support Centre”)

Article 1. The title of the association.

1.1. The full title of the association in Latvian is “Dienvīdlatgales NVO atbalsta centrs”. The full title of the association in English is “Southern Latgale NGO Support Centre” (hereinafter – Centre). The acronym of the title is “DNVOAC”.

Article 2. The aim of the operation.

2.1. The aim of the Centre is to facilitate the consolidation of public processes in Daugavpils and Kraslava municipalities in order to develop NGO’s, to make the individual more active, to motivate the public to cooperate, thus facilitating long-term development of the region and formation of a civil society.

Article 3. Tasks.

3.1. The main tasks of the Centre are:

3.1.1. making the NGO’s and individuals of the Daugavpils and Kraslava municipalities more active by providing consultations, technical services, organizing conferences, seminars, and other educational and cultural events;

3.1.2. Aggregation and dissemination of information about the initiatives of individuals and organizations in forming a civil society and promoting democracy;

3.1.3. Providing financial, material, intellectual and other help to the members of the Centre for their development in accordance with the aims of the Centre;

3.1.4. Creation of workgroups and coalitions for the NGO’s of Daugavpils and Kraslava municipalities for addressing important issues;

3.1.5. Development of cooperation with state, municipal and non-governmental organizations, companies and other legal entities both from abroad and from Latvia, in order to improve the operation of NGO’s in the Daugavpils and Kraslava municipalities;

3.1.6. Attracting funds for the development of NGO’s in Daugavpils and Kraslava municipalities.

Article 4. Time of operation of the Association.

4.1. The Centre is founded for an undetermined time.

Article 5. The territory of operation.

5.1. The territory of operation of the Centre is the Republic of Latvia.

Article 6. Joining, withdrawing and removal of members from the Association.

6.1. Any legal entity registered in the Republic of Latvia or abroad, the operation of which is legal in the Republic of Latvia, can become a member of the Centre:

6.1.1. facilitates the achievement of the Centre's aims with its operation and means;

6.1.2. supports and undertakes to follow the Statute of the Centre;

6.1.3. submitted an application in written form to the Coordinator of the Centre. The contents of the application and list of the documents to be attached are defined by the Coordinator.

6.2. The decision to receive a new member is made by the Council. Council must review the application during the closest Council meeting, to which the applicant must be invited. The absence of the applicant does not impede the decision making of the Council. Reasoned decision of the Council announced to the applicant within one week after the moment the decision was made.

6.3. The applicant can appeal to the refusal of the Council in written form to the General meeting of members. If the General meeting of the members also gives refusal, the applicant is not accepted as a member of the Centre. The applicant can reapply no sooner than one year after the date of the refusal.

6.4. If the Council or the General meeting have decided to accept the applicant as a member of the Centre, the new member must pay the entry fee in the amount and order decided by the General meeting.

6.5. A member can withdraw at any time by informing the Coordinator in written form;

6.6. A member can be removed by the decision of the Council, if the member:

6.6.1. did not pay the membership fee for one year, or have not paid the entry fee in due time;

6.6.2. does not abide by the decision of the Council or the General meeting;

6.6.3. does not meet its liabilities and does not perform the duties it undertook;

6.6.4. is performing other actions that are in conflict with this statute;

6.6.5. with its action or inaction obstructs the achievement of the aims of the Centre;

6.6.6. caused actual or moral damages to the Centre;

6.6.7. expresses ideological views by using the name of the Centre.

6.7. The decision to remove the member is made by the Council during the closest Council meeting, the member that is to be removed is invited to the meeting as well. The absence of the applicant does not impede the decision making of the Council. The member must be informed of

the decision to remove him from the Centre and its reason within 5 working days from the moment it was made.

6.8. The member can appeal to the General meeting of members regarding the Council's decision to remove him.

Article 7. The rights and responsibilities of members.

7.1. A member of the Centre has the following rights:

7.1.1. to participate in all events and meetings of the Centre, put forward proposals and discuss the issues that were put forward;

7.1.2. to participate in all Centre's management and auditing bodies' elections, to put forward itself or another member to be elected into the Centre's management or auditing bodies;

7.1.3. to get information about the Centre and its activities;

7.1.4. to freely operate in other organizations;

7.1.5. by signing a contract with the Centre to make a donation which could be used by all other members of the Centre;

7.1.6. in accordance with the procedures set by the Coordinator of the Centre to use the property belonging to the Centre or given for the use by the Centre;

7.1.7. to perform other actions that are in accordance with the aims of the Centre or are related to the fulfillment of the tasks of the Centre.

7.2. The responsibilities of the Members are:

7.2.1. to abide by the statute of the Centre;

7.2.2. to fulfill the entrusted tasks and responsibilities;

7.2.3. to actively participate in the operations of the Centre, fulfillment of its aims and tasks;

7.2.4. to pay the one-time entry fee and the membership fee, the amounts of which are set by the General meeting of members;

7.2.5. to not allow any actions that would be harmful to the public prestige and honor of the Centre;

7.2.6. to inform the Coordinator of the Centre about any changes in the organization of the member in written form.

7.3. The liabilities of the members can also be set by the decisions of the General meeting of members or the Council, or with the order of the Coordinator. Upon determining liabilities, the agreement of the member is necessary.

Article 8. Departments of the Association.

8.1. By the decision of the General meeting of members, territorial or other departments of the association can be formed.

8.2. The operation, rights, responsibilities, and relations of the departments are regulated by the provisions of the department, which is approved by the General meeting of members.

Article 9. The highest authority – General meeting of members.

9.1. The highest authority of the Centre is the General meeting of members.

9.2. All members of the Centre have the right to participate in the General meeting. Each member participates in the General meeting by authorizing a representative in accordance with member's own statute.

9.3. Regular General meetings are assembled once a year, no later than March 31. Each member is sent a written invitation no later than one week before the General meeting.

9.4. Extraordinary General meeting can be assembled by the initiative of the Coordinator or the Council, or if requested in written form by an auditor or at least a tenth of total members of the Centre, pointing out the reason of the request.

9.5. The General meeting is opened by the Coordinator of the Centre. In separate cases the meeting can be opened by the initiator of the meeting or his authorized person. The person that opened the General meeting heads the meeting until a chairperson of the meeting is elected.

9.6. In the beginning of the General meeting a typist is elected, and, in case of necessity, also the editorial commission and tellers. The proposals for agenda and regulations are discussed, approved or refused.

9.7. The General meeting has the power to make decisions if at least a half of members are present.

9.8. If the General meeting does not have the power to make decision, a repeated General meeting is assembled within three weeks. The General meeting then has the power to make decisions if at least two members are present.

9.9. The decision of the General meeting is approved if at least half of the present members vote in support of it.

9.10. The decision of the General meeting related to the changes of statutes, termination or continuation of the operations of the Centre is only approved if at least 2/3 of the present members vote for it.

9.11. All votes are open, except in cases when more than three members of the Centre demand secret vote.

9.12. It is within the competence of the General meeting to:

9.12.1. approve the statute of the Centre, its changes and additions;

- 9.12.2. decide upon the termination of the Centre's operation or its reorganization;
- 9.12.3. elect the members of the Council and its candidates, as well as decide upon their withdrawal in accordance with the provisions set by the General meeting;
- 9.12.4. elect and withdraw the Auditor of the Centre in accordance with the provisions set by the General meeting;
- 9.12.5. elect and withdraw the Coordinator of the Centre;
- 9.12.6. review and approve the reports of the Council and the Coordinator of the Centre, as well as the Auditor's statement;
- 9.12.7. set the amount and procedure for paying the entry and membership fees;
- 9.12.8. determine the Centre's logo and the procedure for using it;
- 9.12.9. decide on the creation of new legal entities and their operation;
- 9.12.10. review the Council's decision that have been appealed to;
- 9.12.11. approve the Council's regulation;
- 9.12.12. create departments and approve their regulations;
- 9.12.13. review other issues related to the operation of the Centre.

Article 10. Council.

10.1. The Council of the Centre is an advisory decision-making body elected by the General meeting. The election term is two years.

10.2. The Council consists of 3 members.

10.3. A candidate for a Centre's Council is a person that was put forth for the Centre's Council election by the General meeting. The status of a Candidate is over when he is elected. For the Candidates that were not elected the status remains in force till the next election. If a member of the Centre's Council is unable to participate in the meeting of the Council with a justified reason, and warns the Coordinator in due time in written form, the Candidate with the largest amount of votes takes his place for that meeting.

10.5. The Centre's Council can be summoned by the Centre's Coordinator or by at least two members of the Centre's Council.

10.6. Centre's Council:

10.6.1. ensures the execution of General meeting's decisions;

10.6.2. monitors the operation of the Centre and decides on its improvement;

10.6.3. accepts new members into the Centre and decides upon the removal of existing members.

10.7. The Council operates in accordance with the regulations approved by the General meeting.

Article 11. Administrative body – the Coordinator.

11.1. The administrative body of the Centre is the Coordinator, who represents and manages the Centre. The Coordinator is elected by the General meeting for two years.

11.2. The Coordinator can be elected repeatedly.

11.3 The Coordinator has the authority to sign.

11.4. The Centre's Coordinator:

11.4.1. ensures the execution of decision of the General meeting and the Council;

11.4.2. represents the interests of the Centre before the state and municipal authorities, courts, companies, business companies and organizations of all kinds both in the Republic of Latvia and abroad.

11.4.3. signs contracts, issues authorization, orders, and other documents;

11.4.4. hire and fires employees of the Centre, sets their wages within the budget;

11.4.5. manages and handles the finances of the Centre, property and real estate;

11.4.6. organizes the record keeping, bookkeeping, statistical accounting, as well as the compilation and submitting of annual report and balance in accordance with the current legislation;

11.4.7. organizes the General meetings;

11.4.8. prepares the report on his activities for the General meeting;

11.4.9. on the initiative of the General meeting, Council of Centre's members, creates workgroups for solving certain issues;

11.4.10. elaborates the Centre's strategy;

11.4.11. elaborates proposals for improving Centre's activities;

11.4.12. decides on the Centre's participation in other organizations and business companies;

11.4.13. resolves other day-to-day issues.

11.5. The General meeting can specifically decide on certain issues, in which the Coordinator needs an agreement from the General meeting.

11.6. The Centre's Coordinator cannot be the Council's member or a Candidate.

11.7. The Coordinator can appeal to the General meeting regarding the decisions of the Council that are unjustified or in contradiction to this Statute.

11.8. In case of absence the Coordinator can authorize a deputy.

11.9. The Coordinator can be dismissed before the end of his term by the decision of the General meeting. The dismissal can be proposed by ½ of the Centre's members, the Council, or the Coordinator.

Article 12. The financial and economic activity auditing body.

12.1. The Centre's economic and financial activity is controlled by the Auditor, who is elected by the General meeting for two years.

12.2. The Centre's Auditor cannot be the Council's member or a Candidate.

12.3. The Centre's Auditor:

12.3.1. carries out the auditing of Centre's documentation, property and finances;

12.3.2. provides a statement on the activities of the management institutions;

12.3.3. provides a statement on the Centre's budget and annual report;

12.3.4. evaluates the Centre's bookkeeping and record keeping;

12.3.5. advises on the improvement of Centre's financial and economic activities;

12.3.6. performs other tasks entrusted by the General meeting.

12.4. Auditor performs the auditing within the timeframe set by the General meeting, but no later than March 31.

12.5. The General meeting cannot approve the Centre's annual report and balance without receiving Auditors statement.

This translation is correct
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