

## **Liana**

### **Rules of the organisation**

Translated from Finnish original. In case of dispute over rules, the Finnish version is consulted and followed.

#### 1. Name and domicile of organisation

The name of the organisation is Liana and its domicile is Nummi-Pusula, Finland.

#### 2. Purpose and type of activities

The purpose of the organisation is to use the best proven knowledge to improve the livelihoods of the poor in developing countries and other poor areas while sustaining the environment, emphasising equality and joint responsibility.

To fulfil its purpose the organisation operates

1. To meet local development needs by generating, finding and evaluating relevant reliable information
2. To enable local organisations and through them local people to use this information by connecting sources and experts
3. To follow the livelihood status of the poor, putting forward proposals and initiatives, and giving statements
4. To support local practical development work through local development organisations with whom agreements of collaboration have been signed

To support its operations Liana

1. Applies for project funding from governments, foundations and other relevant bodies
2. Finances its activities by accepting donations, other financial assistance and legacies
3. Can own necessary real estate or other property
4. Accepts voluntary work

#### 3. Members

The organisation can accept as its Regular member an individual who accepts the purpose of the organisation and strives to fulfil the purpose within the organisation, and who has adequate work experience from development cooperation or development research enabling him/her to function in the organisation.

Individuals or registered organisations/companies wanting to support the purpose and activities of the organisation can be accepted as Supporting members.

Both Regular members and Supporting members are accepted by the board after formal application.

The Annual meeting can, following a proposal by the board, name an individual who has considerably advanced and supported the organisation as an Honorary member.

#### 4. Resigning and expelling from membership

A member can resign from the organisation by notifying the Board or the chair of their resignation in writing, or announcing their resignation in a meeting of the organisation that records it in the minutes.

The Board can expel a member from the organisation if the member has not paid membership fees or has by some other means neglected the responsibilities to which membership of the organisation commits them, or has by course of action within the organisation or outside it considerably harmed the organisation or has ceased to fulfil the criteria for membership spelled out in the law or the rules of the organisation.

#### 5. Joining and Membership fees

The Annual meeting decides on the level of the joining fee and the membership fee charged to the Regular members and Supporting members. Regular members from developing countries are charged a lower rate than Regular members coming from other countries. Registered organisations/companies as supporting members are charged a higher rate than individuals as Supporting members. Honorary members do not pay membership fees.

#### 6. The Board

The organisation is governed by its Board. The Board is made up of a Chair and 2-5 Board members and 0-2 Deputy board members who are all elected in the Annual meeting.

The term of office of the Board is the time between the annual meetings.

The board elects from among its members the Vice-chair and takes from among its members or from outside the Board the Secretary, the Treasurer and other officers as needed.

The Board is called together by an invitation from the Chair or in his/her absence from the Vice-chair when they consider it necessary or when at least half of the Board members so demand.

The Board has quorum when at least half of its members, the Chair or the Vice-chair included, are present. Voting is settled by simple majority of votes. If the vote is tied then the chair has the deciding vote, however, in the case of an election the decision is made by tossing a coin.

#### 7. Signatories of the organisation

The Chairman, the Vice-Chairman and the Secretary of the organisation, two together sign on behalf of the organisation.

## 8. Financial year and audit

The financial year of the organisation is the calendar year.

Final accounts of the year with the necessary documents and the annual report shall be submitted to the auditors not later than three weeks before the Annual meeting. Auditors shall present their report to the Board not later than two weeks before the annual meeting.

## 9. Meetings of the organisation

The Annual meeting of the organisation shall be held every year between January and May on a day determined by the Board.

An additional meeting shall be held when a meeting of the organisation so decides or if the Board considers it necessary or when at least one tenth (1/10) of the members entitled to vote so demand from the board in writing. The meeting shall be held within thirty days from when the demand has been presented to the board.

In the organisation's meetings every Regular and Honorary member has one vote. A Supporting member has the right to attend and speak at meetings.

Decisions are taken at the organisation's meeting, if the rules do not otherwise state, based on the opinion supported by the majority of votes. Voting is settled by simple majority of votes. If the vote is tied then the chair has the deciding vote, however, in the case of an election the decision is made by tossing a coin.

## 10. Calling organisation's meetings

The Board shall call the organisation's meetings not later than seven days before the meeting by posted letters or e-mail messages to the address provided by a member.

## 11. Annual meeting

The following issues are dealt with in the organisation's Annual meeting:

1. Opening of the meeting
2. Electing chairman, secretary and two reviewers of the minutes for the meeting and if necessary two vote counters.
3. Noting the meeting is legal and have power to take decisions
4. Approving the agenda of the meeting
5. Presenting the final accounts of the year, the annual report and the auditor's report.

6. Approving the final accounts of the year and granting freedom from responsibility for the Board and others responsible
7. Approval of the action plan and budget and the level of the joining and membership fees
8. Election of the Chair and other members of the Board
9. Election of one or two auditors and for them deputy auditors
10. Dealing with other issues stated in the meeting invitation

If a member of the organisation wants to have an issue dealt with in the Annual meeting of the organisation, s/he shall inform the Board in writing early enough to allow the issue to be incorporated in the meeting invitation.

## 12. Changing the rules and dissolving the organisation

The decision of changing the rules or dissolving the organisation shall be made in an organisation's meetings by three quarters (3/4) majority vote. The meeting invitation needs to state the proposed changing of the rules or dissolution of the organisation.

At the dissolution of the organisation its funds shall be used to further the purpose of the organisation as determined by the meeting deciding on the dissolution. When the organisation is required to close its funds shall be used for the same purpose.