

## **CONSTITUTION**

### **Of the Organisation known as NETWORK FOR CHILDREN'S RIGHTS**

#### **Article 1**

##### **CREATION - NAME – LOGO**

1. Hereby is founded the non-profit organisation "NETWORK FOR CHILDREN'S RIGHTS" also known as "The NETWORK"
2. The Organisation has a logo that is printed on all its documents and is determined by the Board of Directors (BOD).
3. The Organisation has a circular rubber stamp, which contains its name.

#### **Article 2**

##### **HEADQUARTERS**

1. The headquarters of the NETWORK is located in the Municipality of Athens
2. The Organisation may found branches in Greece and abroad, following a decision by the BOD

#### **Article 3**

##### **AIMS**

The Organisation is non-profit and its aims are:

1. To implement and disseminate the United Nations Convention, ratified by Greece in 1992; to disseminate the latest resolution adopted by the UN's special session "A World Fit for Children."
2. To promote children's rights at national and international levels.
3. To take initiatives for children's rights with the aim of informing, raising awareness, and mobilising other organisations both locally and nationally.
4. To undertake solidarity actions, particularly cultural, artistic and educational activities that contribute to the understanding that all children are part of the same society and that they all have the same rights.
5. To strengthen intercultural dialogue, to appreciate uniqueness and dissimilarity, to increase cultural understanding of different social groups.
6. To fight against every kind of discrimination, such as ethnic or religious.
7. To stress the problems faced by children of vulnerable groups, such as child refugees, migrant children, children with disabilities, children in hospital, institutions or custody.
8. To inform children about laws that protect them at national, European and international levels, such as the UN Convention on the Rights of the Child, The Children's Ombudsman, The Development of a National System of Social Care (e.g. Law 2646/98), Development of Mental Health Services (Law [2716/99](#)), The International Labour Organisation's Convention 182

concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour,

9. To raise awareness for the need to increase social benefits for children.
10. To help children gain immediate access to all protection systems available to them.
11. To help children gain access to educational and cultural events.
12. To help all children gain access to a variety of educational activities.
13. To demand good quality education and strive for continuous improvement in the quality of education provided.
14. To encourage children from ethnically disadvantaged social groups (Roma, Muslims, immigrants) or socially excluded groups to access education.
15. To support the right of all children to benefit from all teaching methods available, such as audiovisual aids, new technology, etc.
16. To take action to protect children from under-age employment and work exploitation, in particular those belonging to ethnically and socially excluded groups
17. To make people aware that children have the right to be protected from all forms of violence, insult, abandonment, neglect, maltreatment or exploitation
18. To provide information on how to reduce smoking, alcohol consumption and drug use in children.
19. To conduct local and regional surveys in order to collect facts and data concerning children's rights, the development of educational and cultural expression, and the availability of opportunities to participate in educational and cultural activities.
20. To publish pamphlets, journals and books that will contribute to the dissemination of information about children's rights, and to make them available free of charge.
21. To establish, improve and safeguard institutions for children and children's rights in developing countries, as defined by article 11 paragraph 3 of Law 2731/1999, as applicable. In pursuit of this goal, the emphasis should be on supporting institutions of learning, and ensuring access to education in these countries, particularly for children belonging to the weakest and most disadvantaged population groups. Priority should also be given to raising awareness amongst citizens, who should be encouraged to take action on matters concerning education and children's rights, so that the educational and cultural level of citizens of developing countries is significantly improved. To this end, it is important to raise awareness amongst Greek people as to the problems faced by minors in developing countries and encourage them to take action.
22. To intervene in orphanages, prisons and other places where minors are confined, in order to ensure that their living conditions are of a decent standard, that all their rights are respected and guaranteed, and their self-esteem and self-confidence boosted; also, to help develop their skills, help them express themselves and communicate with others in society; and to prepare and assist their social rehabilitation with the least possible prejudice.
23. To create a network of reading groups across the country
24. To promote cooperation and twinning of local schools with those in remote regions or those that have special features.
25. To establish and monitor an "Observatory for Children's Rights".
26. To participate in any relevant national and European networks and programmes.
27. To put forward and implement a National Action Plan for children's rights

28. To promote gender equality and fully support the elimination of all forms of discrimination against women, to take initiatives and create programmes designed to strengthen their position and role in society, the workplace, the family and public life, thus enabling them to offer support to children inside and outside the home.

29. To provide legal assistance and cover to third-parties; humanitarian, financial and medical assistance; counselling; and all kinds of material and moral support in Greece and abroad.

#### **Article 4 MEANS**

The above are to be pursued with every legitimate means, in cooperation with state and municipal authorities, and any relevant organisations. The NETWORK's aims are carried out:

1. By liaising with ministries, organisations and institutions that possess an understanding of issues relating to children.
2. By collaborating with other non-governmental agencies that promote and protect children's rights
3. By organising seminars, lectures and meetings designed to raise awareness and achieve the NETWORK's goals
4. By providing the public with information about actions and issues related to the NETWORK's goals
5. By making presentations and submitting petitions to competent authorities regarding potential problems and their solutions; and by using any available forms of publicity
6. By undertaking any legitimate action and activity that will enable the NETWORK to achieve its goals.
7. By setting up and running training workshops that contribute to the realisation of those goals.

#### **Article 5 FUNDS**

In accordance with its non-profit character, the NETWORK is totally financially self-sufficient. Its operation and activities are independent of any for-profit organisation, whether public or private.

The NETWORK is funded through:

1. The joining fee and annual subscription of its members.
2. One-off contributions which must be approved at a General Meeting
3. Donations, general financial assistance, grants, private donations, approved by the BOD
4. Lotteries, parties, dances, seminars, lectures, excursions, educational and cultural events, appeals, and any other legitimate means in accordance with the constitution and the law

- 5.State and municipal grants
6. Utilisation of the NETWORK's assets
7. EU programmes, state-national and local government programmes.
8. Private donations from institutions, foundations, bequests and other organisations

All donations to the NETWORK have to be approved by the BOD and are made public, unless the donor wishes to remain anonymous.

The NETWORK may not accept a donation that might involve it in a profit-making enterprise or if there is a danger that it is seen to be trying to make a profit, as this is strictly forbidden by its constitution.

## **Article 6**

### **ALLOCATION OF FUNDS**

The NETWORK's assets must go towards the achievement of its goals and every financial transaction requires the approval of the BOD, who will authorise the Chairman, Hon. Treasurer or any other member to carry it out.

The NETWORK is forbidden to use its assets in any for-profit enterprise or to receive a commission when utilising its funds. The NETWORK is forbidden to use its assets for any other purpose than those stated in its constitution.

## **Article 7**

### **A. Ordinary members**

Teachers, parents and anyone who supports children's rights may become members of the NETWORK. They must be prepared to take action in order to inform and mobilise the student community, local people and public opinion. They remain members of the NETWORK provided they are up to date with their membership payments, and take initiatives and submit programmes related to children's rights. These may include: discussing the UN decision in the classroom; providing information to schools and the wider community; using interdisciplinary approaches; creating teaching models; encouraging inter-school collaboration; raising awareness and embarking on actions of solidarity with refugee and migrant children and children with disabilities; organising events with parents; putting on theatre productions etc.

### **B. Honorary members**

Honorary members are persons who have offered substantial services to the NETWORK in the advancement of its aims. They are proposed by the BOD and elected at the Annual General Meeting (AGM) by a 2/3 majority of members present.

Honorary members are exempt from paying an annual subscription and may participate in the AGM, with the right to vote and be elected.

### **C. Junior members**

Under-18s may participate in the NETWORK's activities, escorted and supervised by, or with the written consent of a parent or guardian, without obligations, but without the rights of regular members.

## **Article 8**

### **MEMBERSHIP STATUS**

#### **(Joining and leaving)**

1. In order to become a member of the NETWORK, a person must pay a joining fee, followed by the annual subscription in order to remain a member.
2. In order to become a member of the NETWORK, a person must submit an official application (verbal or written) to the BOD. The applicant must be sponsored by two members of the board, which, at its next meeting, will first ensure that the legal requirements have been met and then decide whether or not to approve the application.
3. Membership of the NETWORK automatically implies acceptance of all provisions stated in this Constitution and all decisions taken at the AGM.
4. Members of the NETWORK have the right to cancel their membership at any time, by submitting written notification to the BOD. The notification must be received at least three months before the end of the accounting year and comes into effect then.

## **Article 9**

### **SUBSCRIPTIONS**

#### **(Financial obligations of members)**

1. In order to be registered as a member of the NETWORK, the new member must pay the registration fee. The amount may be altered at an AGM, following a proposal by the BOD.
2. Members must pay their annual subscription, which may also be altered at an AGM following a proposal by the BOD. The year is considered to be the academic year, starting in September.
3. Members are obliged to pay any extraordinary contributions, whenever the AGM deems them necessary in order to achieve the aims of the NETWORK.
4. Members whose subscription is more than one (1) year overdue without justification shall have their membership terminated fifteen (15) days after a written warning has been sent by the BOD. Their membership is automatically reinstated upon payment of the overdue fees. The BOD decides the manner in which a member's fees, which are overdue by more than one (1) year for legitimate reasons, may be settled. The BOD may further decide to reduce or even write off the amount owed, if this is considered appropriate or morally correct.

## **Article 10**

### **MEMBERS' RIGHTS & OBLIGATIONS**

The NETWORK's members have the following rights:

1. They participate in the AGM, vote on every issue, elect candidates, and may be elected to any of the boards of the NETWORK, provided that they are up to date with their financial obligations.
2. They may participate in conferences, committees, meetings and other events of the NETWORK.

The NETWORK's members are obliged to:

1. Comply with the terms of this Constitution
2. Perform any task that has been assigned to them willingly and diligently. All services rendered by members of the NETWORK are undertaken free of charge and are deemed part of their obligations as members.
3. Make every attempt to further the aims of the NETWORK and to refrain from any action that might damage them.
4. Abide by resolutions adopted at General Meetings and by the BOD
5. Pay their annual fee as ordinary members without fail
6. Attend the NETWORK's AGMs

## **Article 11**

### **DISBARMENT - EXPULSION OF MEMBERS**

1. A member of the NETWORK, who by his/her actions or omissions, damages the NETWORK's goals and does not comply with the articles of the Constitution or the decisions taken at the General Meetings will be expelled.
2. The BOD may terminate a person's membership if their subscription is more than one (1) year overdue without justification, but may do so no earlier than fifteen (15) days after issuing a written warning.
3. Any member who is unruly or who systematically behaves badly at a General Meeting, who disrupts or hinders its smooth conduct, or who refuses to return to order when called to do so by the Chairman, may be subject to disciplinary action. This might be a simple reprimand or an expulsion, but at any rate, the member must be allowed to offer an explanation before a decision is made.
4. Any decision taken at a General Meeting to expel a member for reasons stated in paragraphs 1 and 3 of this article must be taken by a 2/3s majority of fully paid up members present; it may only be taken fifteen (15) days after the member has submitted his explanation.

5. A copy of the decision to expel a member is to be sent by registered mail to the member within ten days of the decision.
6. The decision to dismiss a member, taken either at a General Meeting or by the BOD, must be arrived at by secret ballot
7. If the BOD has taken the decision to dismiss a member, the member is allowed to appeal at the General Meeting

## **Article 12**

### **ORGANS - NETWORK DIRECTION**

The NETWORK includes the following organs:

1. Annual General Meeting (AGM),
2. The Board of Directors, (BOD)
3. The Audit Committee

The positions of all NETWORK organs and committees (Chairman, Vice-Chairman, etc.) are honorary and unpaid.

## **Article 13**

### **THE AGM**

The AGM is the NETWORK's supreme authority and decides upon any matter that does not fall under the jurisdiction of another organ. The AGM is composed of the NETWORK's regular and honorary members.

## **Article 14**

### **CONVENING A GENERAL MEETING**

1. General Meetings can be ordinary (AGM) or extraordinary (EGM)
  - (a) AGMs must be held during the first quarter of each year and are convened by the BOD following an invitation to members
  - (b) An EGM is convened if the BOD deems it necessary, or if a minimum of 1/5 of fully paid up members request it in writing. Anyone making a request for an EGM must state clearly the items they wish to discuss. In such cases, the BOD must call an EGM within fifteen (15) days of receiving the request. If the BOD ignores the request, applicants can appeal to the relevant court, which will authorise them to convene the EGM themselves and address their issues with the Chairman and officers.
2. Invitations to an AGM are made in writing, and must include the place, day and time of the meeting as well as the agenda, and must be sent out no later than fifteen (15) days prior to the date of the AGM. The invitations must mention that in the absence of a quorum, the AGM will be held on the same day and time of the following week at a pre-determined venue. In case of

an EGM, written notification shall be sent at least seven (7) days in advance. A copy of the notification shall be posted in the NETWORK's offices or published in the local press.

3. The AGM is presided over by three members elected by a show of hands at the meeting, and consists of a Chairman, Secretary and one (1) member. Each is elected separately

## **Article 15**

### **QUORUM - MAJORITY AT GENERAL MEETINGS**

1. AGMs and EGMs are considered to have a quorum, and their decisions valid, when 40% of fully paid up members are present. Fully paid up members are those who have paid the previous administrative year's subscription. In the absence of a quorum at an AGM, a new one shall be scheduled seven (7) days later, with the same agenda, and on the same day and at the same time the following week. The second meeting is considered to have a quorum and its decisions valid when 20% of fully paid up members of the NETWORK are present..

2. Unless otherwise specified in the NETWORK's constitution or in law, decisions taken at a General Meeting require a straightforward majority of members present.

3. For decisions concerning constitutional amendment or the dissolution of the NETWORK, at least half (1/2) of the fully paid up members must be present and at least ¾ of those present must vote in favour.

## **Article 16**

### **DUTIES**

The agenda of an AGM must include the following:

1. The election of a committee to oversee the proceedings.

2. A report of the BOD, delivered by the Chairman, to include an overview of the previous year's activities; approval of the end-of-year review ; discharge of the members of the board from liability.

3. Presentation of the report of the Audit Committee and the of end-of-year accounts of the BOD , followed by a vote for their approval.

4. Decisions on constitutional amendment and dissolution of the "NETWORK"

5. Decisions on all matters that are not the specific responsibility of a particular organ of the "NETWORK".

## **Article 17**

### **ELECTIONS**

1. Elections for board members, substitutes, the Audit Committee, and for any other body or committee, are held every two (2) years, and conducted by an electoral committee at an AGM, which must convene in accordance with Article 15. Extraordinary elections may also be held at an EGM, which must also convene and decide as normal if a quorum and a majority are present.



Members of the electoral committee may not stand as candidates for the Board of Directors or the Audit Committee.

2. Voting is carried out by secret ballot and candidates are elected by proportional representation.
3. All fully paid up members and all honorary members have the right to vote and to stand for election.
4. Candidates must apply in writing. Their application must bear their signature and must be submitted to the BOD at least seven days prior to the elections.
5. The AGM chairman reads out the names of candidates (both individual nominees and those grouped together) to those present. Candidates for the BOD and Audit Committee are read out separately.
6. Elections are conducted by a three-member Electoral Committee that is elected by the AGM by proportional representation.
7. The Electoral Committee ensures that the ballot papers for each election are identical and that names are in alphabetical order. It distributes ballot papers to all those that have the right to vote, keeps the minutes of the elections, considers any objections that may be raised, and announces the successful candidates.
8. The Electoral Committee writes a report on the outcome of the elections, announces the composition of the BOD and the Audit Committee, and decides on the order of the runners-up. The report is signed by the members of the Electoral Committee and the chairman of the AGM and is delivered together with all information relating to the election to the BOD, which must acknowledge receipt.
9. Members of the NETWORK can be represented by a third party at the AGM and at elections, provided they submit a written authorisation to the chairman with their signature verified by a competent person or authority. No member is allowed to represent more than two absent members at the AGM. The absent member who has arranged to be represented by another, has the same rights and obligations as the attending members.
10. Any objections concerning the authority of the AGM must be stated immediately and the AGM must come to a decision about them.
11. Decisions taken at the AGM are binding for both attending and absent members of the NETWORK.
12. Decisions taken at the AGM are considered invalid if they contravene the law or the Network's constitution. Any invalidity must be confirmed in a court of law, following indictment by the interested party.

## **Article 18**

### **BOARD OF DIRECTORS (BOD)**

1. The NETWORK is governed by an eleven-member (11-member) Board of Directors (BOD)
2. The responsibilities of the BOD are stated in the articles of this constitution. The BOD carries out all administrative, managerial and organisational affairs of the NETWORK; it takes care of all issues relating to the advancement of its goals; it manages the allocation of the NETWORK's funds in accordance with its aims; it carries out all decisions taken at the AGM; it hires

employees and other staff necessary for the NETWORK to manage its affairs, and decides their salaries; and in general, it takes any action required for the handling of the NETWORK's affairs according to law and custom.

3. 11 regular members of the Board of Directors and 4 substitutes are elected every two years by the AGM or by an EGM convened specifically for that purpose. Voting is by secret ballot and candidates are elected by proportional representation. When the candidates' names appear on separate ballot papers, each voter can choose up to five (5) nominees by placing a cross (+) next to the candidate's name. If all the candidates are listed on a single ballot paper, each voter can choose up to 40% of those listed. If there is a tie between two or more candidates, the Electoral Committee will draw lots to determine their order.

4. Nominations for the new BOD must be made in writing, at least seven days before the AGM.

5. Elections for the BOD are supervised by a three-member Electoral Committee, elected at the beginning of the AGM.

6. If a member of the Board of Directors resigns, loses his position or proves unable to perform his duties, he is replaced by the first elected substitute.

7. Until the new BOD is formed and begins to undertake its duties, the outgoing BOD continues to govern the NETWORK and manages its urgent cases for up to fifteen (15) days. However, the length of time can be extended by decision taken at the General Meeting.

## **Article 19**

### **FORMING THE BOD**

1. Within fifteen (15) days of its election, the BOD shall meet in a session convened by the candidate with the most votes and will elect the NETWORK's Chairman, Vice-Chairman, Hon. Secretary and Hon. Treasurer by secret ballot.

2. The members of the BOD are jointly liable to the NETWORK for any damage to the NETWORK. The BOD may entrust each of its members with a specific task, and the decision is to be recorded in the Minutes Book.

## **Article 20**

### **DECISIONS OF THE BOD**

1. The BOD has a quorum when half plus one of its members are present.

2. The BOD meets once a month, following an invitation by the Chairman, which must include the agenda. An extraordinary meeting may also be convened in order to discuss a specific issue or issues if the Chairman considers it necessary or if at least four (4) board members have submitted a written request.

3. Meetings of the BOD are open to all members who wish to attend, but without voting rights. Subject to permission of the BOD, these members may speak about issues that were previously proposed to it in writing. Meetings can be closed if at least four (4) board members request it.

4. Decisions are taken by a majority of those present and by a show of hands.

5. An increased majority of 2/3 is required for personal or disciplinary issues, as well as for important and serious issues, which must be defined as such by a proposal of at least one-third (1/3) of those present.
6. Members of the BOD have more obligations than regular members of the NETWORK, they must respect their own decisions and those taken at the AGM, and must perform their duties eagerly and courteously. If rules have been breached, the BOD reserves the right to impose the following penalties on its own members: (a) written censure, (b) temporary suspension of up to six (6) months; or (c) it may submit a proposal at the AGM for disbarment of the member or cancellation of the penalty. No penalty may be imposed without a written demand for an explanation, which must be sent to the member by registered mail ten (10) days prior to the date on which the matter will be considered. The process must be recorded in the minutes.
7. Censure or expulsion of a board member, review or revocation of a BOD decision all require a 3/5ths majority. The board member who is under review participates in the meeting but leaves before the vote. If the vote to censure or declare the board member negligent of his duties achieves the required majority, the member is temporarily suspended until the next AGM or EGM, at which the final decision shall be taken.
8. If for any reason the number of members of the BOD, despite the use of all elected substitute members falls below seven (7), the BOD must resign and call an EGM whose sole purpose will be to conduct elections.
9. In the event of a tie of votes by show of hands, the Chairman has the casting vote. When voting is done by secret ballot, the voting process is repeated up to three times. If the required majority is still not reached, voting is done by show of hands, and the Chairman's vote counts twice.
10. If a member of the BOD resigns, he is replaced by the first runner-up and so on.
11. Minutes are kept at every BOD meeting by the Hon Secretary, his deputy or by a designated member. The following must be recorded in the minutes: the names of members who are present and the office they hold (especially if someone has been replaced); a clear summary of the opinion of every board member that takes the floor, the issue being discussed and its relevance to the items on the agenda; and whether it was the board member that speaks or the Chairman that requested its inclusion. Decisions taken, results of any voting, and any disagreements expressed by BOD members must also be recorded. The minutes of meetings, containing all the aforementioned information, must be signed by all members present. If a member disagrees, he may not refuse to sign but he may have his disagreement recorded in the minutes. Contravention of this provision shall result in the consequences stated in paragraph 6 of this Article. The minutes of the previous meeting are always read out by the Hon Secretary at the meeting that follows.
12. Board members are not allowed to announce to third parties or other members of the NETWORK any decisions or activities of the BOD which are confidential either by their nature or because this was so decided by the BOD. Any contravention of this paragraph shall result in the consequences stated in paragraph 6 of this Article.
13. Board members are collectively responsible for their joint decisions, however any member who voted but disagreed, and whose disagreement was recorded in the minutes, retains the right to recourse.

14. A board member who is absent without justification for more than three (3) consecutive meetings, or falls behind in the payment of his subscription for more than three (3) months, is replaced by the next available runner-up. If a board member resigns, the Chairman must ensure that he is replaced by the next available runner-up. If there are no more substitutes available, a board meeting is convened to elect a replacement.

15. In order to achieve the goals and aims of the NETWORK in the best possible manner, the BOD may decide to create working groups or set up sub-committees. These are not independent bodies of the NETWORK, but are given specifically defined tasks and responsibilities and are controlled by the BOD, which may abolish them if deemed necessary.

16. The BOD is required to submit the annual report and balance sheet for the financial year up to December 31<sup>st</sup> at the first AGM of each year

## **Article 21**

### **THE CHAIRMAN**

1. The Chairman represents the NETWORK in all relations with third parties, either natural persons or legal entities, and with the Greek State. He also represents the NETWORK in all courts of justice, and in relations with any administrative authority, public and private legal entity, financial institution or organisation. His signature, on behalf of the NETWORK, is legally binding.

2. The Chairman convenes, chairs and conducts the meetings and any other work of the BOD, gives the floor to anyone who asks for it, or denies it to anyone flouting the rules, signs the minutes and oversees the management of the funds.

3. He oversees all the NETWORK's events, ensuring that the constitution and all decisions taken at General Meetings and Board Meetings are correctly upheld.

4. He calls members to the AGM and the BOD to their meetings, puts the issues to a vote and appoints the tellers, he may interrupt or dismiss any assembly or meeting if he feels that it has become too rowdy and is threatened by arguments and accusations.

5. Together with the Hon. Secretary he signs all documents and payment orders, after they have been approved by the BOD, and generally does whatever is required in order for the NETWORK to operate smoothly. He also holds the Hon Treasurer to account, as and when required.

6. If the Chairman is absent or unavailable, the Vice-Chairman takes his place. If he too is absent or unavailable, his place in all dealings and responsibilities is taken by the most senior board member in age, unless the BOD decides otherwise.

7. In case of resignation of the Chairman, Vice-Chairman Hon. Secretary or Hon. Treasurer and their deputies, the BOD must elect someone new to the position, in accordance with Article 18 of this constitution.

## **Article 22**

### **THE HON. SECRETARY**

1. The Hon. Secretary is responsible for the list of members, manages the office and keeps the NETWORK's books, documents, archives and stamp. He receives all documents and letters sent to the NETWORK and keeps the NETWORK's correspondence.
2. He writes and retains the minutes of the board meetings and ensures they are signed by the BOD. The same applies to the AGM
3. He countersigns the minutes of all meetings, the payment orders and all outgoing documents, that have been signed by the Chairman.
4. He compiles the agenda for each board meeting together with the Chairman.
5. Every six months he submits a detailed report to the BOD of members who have fallen behind with their subscriptions. In case of absence or unavailability of the Hon. Secretary, the Chairman decides which board member should take his place.

The NETWORK must keep the following books:

List of members  
Minutes of the meetings of the BOD.  
Minutes of General Meetings  
Revenue and expenditure accounts of the NETWORK  
Correspondence files

The NETWORK may also keep any other documents according to specific needs as defined by the BOD.

### **Article 23**

#### **THE HON. TREASURER**

1. The Treasurer is responsible for the financial management of the NETWORK.
2. He keeps the accounts, duplicate copies of the receipts of members' subscriptions and other revenues of the NETWORK.
3. He administers all payments and revenues in the manner determined by the BOD, and manages and safeguards the NETWORK's funds. He issues any necessary receipts and duplicate copies of incomes and payments. Incoming funds require duplicate receipts whilst payments are made by payment orders signed by the Chairman and countersigned by the Hon. Secretary
4. Any payment order must always bear the number of the decision of either the AGM or the BOD authorising the payment. The Hon. Treasurer maintains the revenue and expenditure accounts of the NETWORK in a correct manner, ensuring they are up-to-date, and retains duplicate copies of the receipts of income and expenditure.
5. The Hon. Treasurer shall inform the BOD about the management of funds, whenever called to do so by the BOD or the Audit Committee, and must make all receipts of income and expenditure available to them.
6. The Hon. Treasurer is responsible for any administrative anomaly, loss of money or revenue.
7. The Hon. Treasurer must deposit any cash that he receives immediately, unless he needs to make a payment soon. He may not retain more than three thousand (3.000) euros as petty

cash. The BOD reserves the right to increase or decrease this amount. Any money above the set amount must be deposited immediately. Cash deposits are made into an interest paying account at a bank or post office in the NETWORK's name, unless otherwise decided by the BOD, whose decision must always be based on what is best for the NETWORK.

8. Withdrawals from the NETWORK's account are made by the Hon. Treasurer upon BOD approval. The Hon. Treasurer may also authorise the Deputy Hon. Treasurer to make withdrawals. The BOD may also authorise any third party to make withdrawals if the Hon. Treasurer and his deputy are unavailable.

9. After withdrawing any amount of money from a bank or post office account, the Hon. Treasurer must inform the BOD and then provide a detailed explanation as to the purpose of the funds.

10 The BOD and the Audit Committee may at any time request the Hon. Treasurer to provide details of the balance of funds in the bank or post office account, which must be supported by the bank book as well as the receipts of income and expenditure.

11. At the beginning of every month, the Hon. Treasurer submits a summary of the revenues and expenditures of the previous month to the BOD.

12. If the Hon. Treasurer is absent or unavailable, he is replaced by the Chairman or by a person appointed by the BOD.

## **Article 24**

### **THE VICE-CHAIRMAN**

The Vice-Chairman replaces the Chairman, when absent or unavailable, in all his rights and duties.

## **Article 25**

### **THE AUDIT COMMITTEE**

1. The Audit Committee is made of a three (3) regular member, elected at the AGM, together with two (2) substitute members. The Audit Committee's term of office runs in tandem with that of the BOD.

2. The Audit Committee regulates and supervises the BOD as well as the financial management of the NETWORK.

3. The Audit Committee may supervise the actions of the BOD and the Hon. Treasurer and decides if these are lawful and whether they abide by the constitution and decisions taken at the AGM.

4. It may inspect all managerial documents and books of the NETWORK ; and it writes a report on how the NETWORK is run, which it submits at the AGM through the BOD .

5. At the first meeting following its election, the Audit Committee elects its Chairman, who takes charge of the committee's work.

6. The Audit Committee keeps a Minute Book which records the minutes of any inspections made and decisions taken, together with any relevant reports.

7. If absent or unavailable, the Audit Committee members are replaced by the elected substitutes.

## **Article 26**

### **CONSTITUTIONAL AMENDMENT – DISSOLUTION OF THE ORGANISATION.**

1. Any amendments to this constitution must be approved at an AGM or an EGM, which is considered to have a quorum if at least  $\frac{1}{2}$  of all fully paid up members are present. For an amendment to be passed, a majority of at least  $\frac{3}{4}$  of members present is required.
2. The decision to dissolve the NETWORK must be taken at a General Meeting convened specifically for this purpose, and a quorum is considered to have been reached when at least  $\frac{2}{3}$  of all fully paid-up members are present.
3. Voting to dissolve the NETWORK must be made by open ballot by method of roll-call vote and requires a majority of at least  $\frac{3}{4}$  of members present.
4. Should the NETWORK be dissolved, the AGM elects two (2) liquidators who will take charge of liquidating the NETWORK's assets. Any remaining surplus in the accounts is to be handed over to the Greek office of the NGO « SOS Children's village Greece », whose address is. Xenias 1, 11527, Athens.

## **Article 27**

### **FINAL PROVISIONS**

Any matter not stated in this constitution shall be settled by decision taken at a General Meeting according to law. Any ambiguity in this constitution shall be resolved at a General Meeting, using the appropriate provisions of the Civil Code and specific legislation for non-governmental organisations as guidelines.

This codified constitution composed of 27 articles was read, debated and voted for, article by article and in its entirety by the EGM of 18 November 2015 called specifically for the purposes of constitutional amendment.

The present constitution will be valid from its publication in the Athens Civil Court public register.

Athens, 18 November 2015

EGM Chairman  
Foteini Advelli

EGM Secretary  
Miranda Papadopoulou

