

# Statutes for the association ALEF

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Organisation number 802452-4681

Amended 26<sup>th</sup> May 2024

*This is a translation. The authoritative statutes are in Swedish.*

## § 1. Name and seat

The organisation is a non-profit association whose name is ALEF, Adult Learning and Empowerment Facilitators, abbreviated below as ALEF. ALEF has its seat in Stockholm, Sweden.

## § 2. Fiscal year

ALEF's operational and financial year runs from January 1<sup>st</sup> to December 31<sup>st</sup>.

## § 3. Vision

ALEF's vision is, through education for illiterate young people and adults, to help people acquire skills and knowledge so that they themselves are able to:

- improve their living conditions,
- defend their rights,
- gain access to decision processes, community services and common arenas,
- take action to change the mechanisms behind oppression, discrimination and poverty.

## § 4. Purpose

ALEF's purpose is to support development efforts involving adult basic learning (literacy) for young people and adults, primarily in Africa, Asia and Latin America. ALEF will primarily support organisations and government agencies in planning and implementing mother tongue-based study circles that offer basic education for youths and adults, and in creating study learning materials for these.

The Association's activities consist of:

- a) Consultancy and training in connection with feasibility studies, planning, development of learning materials, follow-up, evaluations and organisational development, as well as training of project staff.
- b) Funding for projects, educational material and training courses etc.
- c) Follow-up projects or sub-projects leading directly to the application of basic education according to the ALEF method, eg. creation of reading materials, local libraries, cooperatives, vocational training, microcredit, agricultural and environmental projects.
- d) Research on and evaluation of the ALEF method and project results, including the preparation and publication of scholarly articles thereon.
- e) Development of manuals and digital tools for the application of the method
- f) Advocacy towards relevant decision-makers, stakeholders and the public.
- g) In order to realize the above stated purpose, the organisation will conduct various types of fundraising activities aimed at the general public, as well as apply for funding from other organisations and actors.

## § 5. Board

- a. ALEF's board shall consist of between five and nine members, plus at least two alternates. Alef's Secretary General is permanently co-opted to the board and has the right to speak and make proposals.
- b. Quorum is reached if at least half the board members are present (in person or online). Decisions are taken through consensus, as far as possible. In the case of a disagreement, an open or secret ballot can be requested by a board member. In the event of a tie, the chairperson has the casting vote. Alternate members have the right to participate and speak at all board meetings. They can vote when a regular member is absent. Individual

meetings may, if necessary, be conducted by e-mail per capsulam, provided that the members of the Board agree to use this procedure for the matter in question.

- c. Board members other than the chairperson are elected for a period of two years.
- d. The board meets at least four times per year.
- e. Board members do not receive any compensation.
- f. If a board member behaves in a manner inconsistent with the basic values of the organisation, or in breach with the paragraphs concerning conflict of interest or corruption below, this person can after a decision from the rest of the board be removed from her/his position immediately.

#### **§ 6. Chairperson**

The Chairperson of ALEF is chosen by the general assembly for a period of three years at a time.

#### **§ 7. Auditor**

The association shall engage an accredited or chartered auditor to audit the annual accounts according to the regulations for a Swedish charity account (90-account) and according to Swedish law. The nominating committee nominates an auditor or an auditing firm, who is confirmed by the general assembly.

#### **§ 8. Secretary General**

ALEF's Secretary General is appointed by the Board, manages the day-to-day running of the organization on behalf of the Board and reports to the Board. The Secretary General prepares budget proposals for adoption by the Board and is responsible for financial monitoring. Together with the Board, the Secretary General is responsible for the recruitment and employment of the organization's staff.

#### **§ 9. Members**

Anyone can become a member of ALEF, provided that they share the basic values and the vision of the organisation. Regular monthly donors are members automatically unless they actively decline membership. Membership for non-monthly donors is renewed annually when the membership fee is paid. This fee is determined by the board. If a member behaves in a manner which directly hinders or harms the interests of the organisation, or if he/she acts in violation of the paragraphs about conflict of interest and corruption, he/she can be expelled after a decision from the board.

#### **§ 10. Nominations and election of the board**

A broad competence is to be desired among board members, including experience and knowledge from a range of relevant fields. An even gender balance and a good variation in age should be strived for.

A nominations committee is chosen by the general assembly consisting of two people who are not Board members. All members can propose candidates for Board membership to the Nominations Committee, no later than four weeks before the general assembly. The Nominations Committee evaluates the suitability of each candidate and their competence in relation to the other members of the Board, and prepares a list of nominated candidates, which is sent in writing to all ALEF members at least two weeks before the general assembly. The general assembly elects the Chairperson and the Board.

The Board appoints signatories and authorizes signatures at the constitutive meeting after the general assembly.

#### **§ 11. General assembly**

A general assembly is held each year before 30<sup>th</sup> May, preferably in April. All members who are present at the meeting in person or online can vote. A written notification shall be sent to all members at least four weeks before the general assembly. Nominations for the election of board members are to be sent out at least two weeks before the general assembly.

The following items should be dealt with during the general assembly:

- a) Election of a chairperson and a secretary for the general assembly
- b) Election of two persons to verify the minutes
- c) Deciding whether the assembly has been called in accordance with the statutes
- d) Adopting the board's annual report and the annual accounts for the past fiscal year
- e) The auditor's report and proposals
- f) The question of granting the Board freedom from liability
- g) Election of the Board and the Auditor(s)
- h) Presentation of the budget for the current year
- i) Approval of any changes in the statutes
- j) Other issues

An extraordinary general assembly may be called if the Board so decides and in the event of a proposal to amend the Statutes (see paragraph 12 below). A written notice must be sent out at last two weeks in advance. At an extraordinary general assembly only matters announced in the notice may be discussed.

#### **§ 12. Changes to the statutes**

Proposals for amendments and additions to the statutes are made by the Board. The change will be adopted if approved by at least two thirds majority at two consecutive meetings of the Association of which at least one must be an ordinary general assembly.

#### **§ 13. Dissolving the association**

In order to dissolve the association a proposal from a unanimous board is required. The decision should be taken by the Assembly by at least two thirds of the votes cast as a secret ballot.

In the event of such a decision, ALEF's assets should be transferred to an organization whose goals and values are consistent with those of ALEF. The choice of this organization shall be made at the same time as the decision to dissolve and in the same way.

The association's documents etc. shall be archived with the organization taking over the association's assets or in public archives, or equivalent.

#### **§ 14. Conflict of interests**

Multiple members of the same family cannot be members of the Board; nor can Board members' family members be employed by ALEF (except shorter paid assignments corresponding to less than 30% of a full-time employment per year). Two family members can be employed for field work or for administrative work in the organisation provided that the positions do not involve a potential conflict of interests, e.g. where one family member is the supervisor of the other or reports financially to or signs expenses for the other. Other possible cases of conflict of interest are to be decided on from case to case.

#### **§ 15. Corruption**

No person or organisation cooperating with the association, neither Board member, Secretary General or partner organisations, may use their position in the organisation for inappropriate personal gain, or in order to gain benefits for related persons, for their own business or for other personal purposes. Those who violate this rule will immediately be separated from the activities of the association. If embezzlement of granted funds or any other type of corruption takes place within a partner organisation, the cooperation with this partner will be suspended.