

VIEWS International by laws

TRANSLATION INTO ENGLISH

1. Denomination

The association is called « Visually Impaired Education and Work Support » non-profit-making international association, in short VIEWS International aisbl. The denomination of the association in languages other than English has not been deemed necessary in view of the facility of use of the acronym VIEWS. In order to be able to use the acronym in whatever form (logo, name) permission has to be requested and obtained first and must be given by the Board of Administrators, especially if the full members want to attach VIEWS to the name of their country.

2. Administration headquarters

The administration headquarters will follow the administrator in charge of the executive office.
(see also 7.2)

3. Quality of the member

The member may be a full)or a subscribing member

The full member can be an individual or an organisation. An organisation is represented by an individual duly commissioned. This member cannot represent himself at the same time as the organisation. If the representative from the organisation (legal entity) has to be changed, the organisation must foresee a transitory period so as to ensure continuity.

4. Candidature application process

4.1. The full member applicant must take part in a training organised by VIEWS International. VIEWS international will contribute, depending on the obtained subsidies, in the travelling, activities and housing expenses occasioned by these trainings, which will be organised every 2 years at the most.

4.2. After this training session the full member applicant will be given 3 weeks to send a motivation letter.

4.3. The full member applicant is proposed by the Board of Administrators and voted to the simple majority by the Board of Directors.

4.4. Admission is valid only after payment of the annual fee and signature of the agreement of collaboration described below.

The annual fee must be paid at the latest 2 months after the voting by the Board of Directors. This fee is € 60,-- for legal entities and € 30,-- for individuals.

The agreement defines the nature of the collaboration which is not included in the compulsory statutory activities. It will take into account the motivation letter as well as the needs of VIEWS International and the time and availability of the two parties. This agreement is renewable every 2 years on the basis of a new agreement. The agreement is signed by the full member and the legal representative of VIEWS International.

5. Candidature application process and role of the subscribing members.

5.1. The subscribing member can be an individual or an organisation. The subscribing member pays an annual fee of € 10, -- per person for an individual and € 25,-- for an organisation.

5.2. The subscribing member is regularly informed of the activities of VIEWS by the monthly news letter and/or by the full member of his country chosen to represent him. The member can thus enlist on time for the proposed activities.

He participates in any vote to choose the representative of his country amongst the full members of his country.

He addresses suggestions or comments either directly to the executive office of VIEWS International or to his representative.

He may help VIEWS International in short lasting tasks on a voluntary basis.

After 2 years he may apply for full membership.

5.3. If he wishes to resign, he does not pay his fee again.

5.4. The full members are entities such as : (associations, organizations, informal groups). If the private persons do not find in their countries an association willing to become full member of VI, they may become full members, as individuals, for a temporary period which cannot exceed two years. This period offers them the time to find an local association or to form an informal group which will become full member in accordance with the current by-laws.

5.5. Partners are those organisations, informal groups or individuals which are actively involved in a specific project (e.g. youth exchange, seminar, etc) with VIEWS International (and only that entity).

Partners may be but are not necessarily members of the VIEWS International network.

Before being a partner, the VI BoA has the right to (request)keep more information about the new possible partner.

views International BoA will send a written request to the organisations / informal groups / individuals which will have 2 weeks in order to accept to be mentioned as a partner in the VI website.

The partnership between the 2 entities will appear on the Vi website and doesn't mean any other engagements between the 2 entities.

If after (time limit e.g. 2 years) no other project have been realized between the 2 entities, the VI BoA has the right to contact the partner in order to ask if it wishes to be still mentioned as a partner in the VI website.

6. Board of Administrators

6.1. Composition: The Board (of administrators) consists of 6 to 8 persons.

6.2. Duration: The duration of the mandate is for 3 years maximum, renewable 2 consecutive times.

6.3. Role: The Board of Administrators prepares the meetings of the Board of Directors and ensures the follow up of the work and the functioning with the aid of the Executive Office. It defines the functioning strategies and the missions, plans them, evaluates them and also controls the budget. It represents the organisation before other counterparts, namely on the European level.

6.4. Confidentiality: The administrators must ensure confidentiality regarding the contents of the meetings. The minutes of the meetings, signed by the president, are however accessible to the full members who wish to consult them.

6.5. Presence: Except for cases of justified absence the administrators have to attend the meetings of the Board of Administrators. When an administrator does not appear at the meeting he has to account for the reason before the rest of the administrators, who will decide on the admissibility of the case. The meetings take place at set dates previously decided on by common consent of the administrators. These dates can only be modified by the agreement of all the members of the Board of Administrators.

7. Daily management : The Executive Office

7.1. Composition: The Daily Management is delegated to 2 administrators, one of whom is the president elected by the administrators. The administrators work with a team forming the Executive Board.

7.2. Location: The choice of the location of the Executive Office will be agreed on by the 2 administrators.

7.3. Role: The Executive Office shall do everything possible to carry through to a successful conclusion the projects and activities voted by the Board of Administrators in accordance with the instructions of the Board of Administrators. For any payment or expenditure exceeding € 2.000,-- consent must be obtained from the Board of Administrators. The Executive Office keeps the Board of Administrators informed and may make propositions. Activities at the charge of the Executive Board may be of various kinds in accordance with the competences of its members.

- administrative: supporting the President and the Board of Administrators in the organisation, the management and the follow up of the international meetings.
- financial: drawing up of request for subsidies and of reports, active research of subsidies and sponsors, daily and yearly accountancy under the supervision of a professional accountant and under the responsibility of the Board of Administrators.
- logistic: organisation and management of the office and the buildings necessary for the activities, transportation of goods and persons, accompanying and accommodating of persons
- pedagogical: training, guiding, , monitoring of persons in courses, realising pedagogical material...
- public relations: web management, realisation and sending of VIEWS Info, keeping the national and international web site active, volunteer management, raise public awareness to visual impairment. ...
- counselling on European programmes : participation in informative meetings, information and training of members, helping to lance the VIEWS projects.

8. VIEWS Projects:

8.1. VIEWS International full members are PARTNERS united in a *Network*. When a majority of the partners of a project are VIEWS full members, the initiator of the project agrees to contact the Board of Administrators in order to include the project in the activities of VIEWS International. The Board of Administrators checks whether the project is in accordance with the VIEWS International objectives and values. If the project is accepted, its partners may request the help of the Executive Office, which will respond according to its possibilities.

If this procedure is not respected the status of full member may be revoked.

8.2. VIEWS International and/or its full members may enter new European partnerships for specific projects, with persons not belonging to VIEWS International, if these projects do not correspond to the above mentioned conditions.

9. Electronic vote

The Board of Director's statutory decisions may be made by electronic vote according to the following process:

9.1. The agenda is sent by mail to the full members 4 weeks before the date of the meeting together with all documents necessary for the making of decisions.

- reports, budget, accountancy reports, annual projects,
- names of the full members and of the administrators who are to be elected and whose membership is to be ended, accompanied by letters of motivation and the suggestions and propositions of the Board of Administrators.
- Texts to be modified and the suggested modifications

9.2. All questions, remarks, suggestions and proposals concerning the agenda are to be sent by mail to the President and all full members, if judged necessary, within the following two weeks. The administrators shall answer questions, rewrite texts, include suggestions and proposals or postpone these to a later meeting, while informing the full members concerned about the modifications.

9.3. The President shall send texts and decisions to be voted (nominations, termination of membership), together with the questions relating to each item, by mail to the full members, 2 days before the meeting. Each item will be given both a number and a title. Every full member may answer with yes/no/abstention to each question by the date mentioned at the beginning of the process (9.1.)

9.4. The day after this date, the 2 administrators shall count the received mails; if the proportion of the participants is sufficient (2/3), the 2 administrators will open and count the received votes. The voting results

shall be sent by e-mail to the full members. If participation is inferior to 2/3, a later date is proposed. The Board of Directors can validly work with a 2/3 majority, independently of the number of answers received and all full members are informed by e-mail.

9.5. The full members who did not take part in the voting, are, except in case of justified absence, mentioned as absent and excluded after 2 consecutive absences, in accordance with the statutes (art.7). The notion of “case of justified absence” is at the discretion of the Board of Administrators, on the basis of the motivations given by the member in question.

Updated with the decisions taken by the General Assembly March 2011