



**STATUTES - EUROPEAN LARGE FAMILY CONFEDERATION (ELFAC)
Approved by the General Assembly 19th September 2014**

CHAPTER I

Article 1. – Name and Legal Status

The European Large Family Confederation, informally ELFAC (hereafter referred to as the “Confederation”) is a non-profit organisation established under the law 1/2002, 22nd of March, of Spain.

Article 2. – Seat.

The Confederation shall have its registered office in Barcelona.

Article 3. – Scope

The territorial scope of the Confederation shall be states in Europe in the geographical sense.

Article 4. – Language

Notwithstanding the fulfilment of the existent regulations regarding language in the territories in which the Confederation operates, it is agreed that English shall be the official language of all documents and international communication in the Confederation. In view of legal requirements, some documents may also have an official version in Spanish.

Article 5. – Purposes and Role

The objectives of the Confederation shall be to represent the social and economic interests of families with children, in general, and large families, in particular, as the most appropriate environment for bringing up children, integrating them into society, and providing mutual support and solidarity among generations; as well as the promotion, development and unity of the movement of large family organisations.

For each member organisation, the term “large family” shall have the meaning determined in its Statutes or by the legislation of its respective country. Since this size is not the same in all member organisations, the Confederation shall in general consider a large family to be one that is raising three or more children.

The Confederation shall concentrate on activities that transcend national borders, and it shall not interfere with the national, regional or local activities of member organisations.

To achieve its purposes, the Confederation shall:

- a) Represent its members on a European and international level the case of large families on the European and international level.
- b) Co-ordinate actions, and advice and guide members on the best way to meet their needs and reach their goals.
- c) Promote co-operation with social and welfare activities for the benefit of large families.

- d) Promote, co ordinate, co-operate and plan private initiatives of both business and non-profit organisations for the benefit of the family, particularly the large family.
- e) Co-operate in defending and improving the rights granted to large families by European Union legislation.
- f) Promote the protection of the large family through conferences, cultural events and publications.
- g) Co-operate with other organisations that have similar, or partially similar, objectives on European and international levels.
- h) Promote any other activity that, directly or indirectly, relates to the previous activities and results in benefiting large families as a whole or each family member individually.

The Confederation may, when the occasion arises:

- (a) Act directly;
- (b) Act through member organisations;
- (c) Co-operate with other bodies that have similar aims; and
- (d) Set up subordinate bodies for special tasks.

CHAPTER II - MEMBERSHIP

Article 6. – Members

Membership is open to any federation or association of large families in Europe that has similar objectives to the Confederation, and which has been registered in any state within the aforesaid territorial scope.

Member organisations of Confederation Member shall not be admitted themselves as members of the Confederation.

Membership of the Confederation shall be of the following categories:

- a) Ordinary Members: Associations or Federations of Large Families
- b) Honorary Members: individuals or institutions who have made extraordinary contributions to the aims of the Confederation. They are elected by the General Assembly.

Article 7. – Application for Membership

Admission in the Confederation is open and voluntary, upon the prospective member presenting:

- a) Application for membership addressed to the Confederation on the Application Form sent by the Confederation, seconded by two (2) Ordinary Members of the Confederation; and
- b) A statement of the competent instance certifying registration of the prospective member in accordance with local laws and regulations;
- c) A description of the activities of the applying organization during the past 2 years.

The above documents regarding the prospective member shall be sent to the Secretary of the Board, who may request further information if needed.

The Board shall decide on admission with the favourable votes of at least two thirds (2/3) of the votes present. In case of unsuccessful application no explanation can be asked for.

Article 8. – Resignation and dismissal

Members of the Confederation may resign at any time with written resignation addressed to the Confederation.

A member can be dismissed if:

- a) It has been dissolved by the competent authority in its state; or
- b) It acts repeatedly against the interests of large families and the objectives of the Confederation.

Dismissal of a member from the Confederation shall be decided by the General Assembly upon a proposal from the Board, which has to inform the member about the proposal for the expulsion and the reason for it before submitting the proposal to the Board.

Resignation shall be effective as soon as the Confederation receives written notice from the member. Dismissal shall be effective as soon as the General Assembly decides it.

Article 9. – Expectations of the Members.

The rights, privileges and responsibilities of members shall be:

- a) To attend the meetings of the General Assembly having voting rights pursuant to Article 18;
- b) To present proposals for members of the Board;
- c) To receive information regarding activities of the Confederation and participate in its activities;
- d) To address proposals, communications and questions to the Board and the General Assembly, request information and cooperate fully with the Confederation; and
- e) To receive guidance and advice from the Confederation, and use its services.

Article 10. – Duties of the Members

The duties of the members shall be:

- a) To inform the Board of any change in their legal status;
- b) To inform the Confederation of all matters of interest for large families, in particular, on issues concerning large families in their countries;
- c) To act according to the values of the Confederation as explained in Article 5;
- d) To pay membership due;
- e) To acknowledge Confederation membership to third parties.

Members who fall behind in payment with unpaid fees dues shall automatically shall, until such fees are paid, forfeit their right to vote until such fees dues are paid.

Article 11. – Registration of Members

The Confederation shall keep a membership file with each member's name, address, representative and contact person.

CHAPTER III - GOVERNING BODIES

Article 12. – Governing Bodies

The General Assembly is the supreme instance of the Confederation, entitled to decide on basic issues as listed in Article 14 below. The executive and representative body is the Board.

1st SECTION - GENERAL ASSEMBLY

Article 13. – Composition

The General Assembly is formed by one delegate from each Ordinary Member organisation.

Article 14. – Purpose and Role of the General Assembly

A General Assembly meeting shall specifically:

- a) Determine membership dues;
- b) Approve the Confederation's budgets and annual reports and discharge those concerned from liability;
- c) Elect the President, one (1) or two (2) Vice-president(s), the Secretary, the Treasurer and the other Members of the Board, as well as recall any of them if appropriate;
- d) Amend the Statutes of the Confederation;
- e) Approve the Confederation's agenda;
- f) Establish regional subgroups by regions or topics
- g) Dissolve the Confederation;
- h) Deal with any other matters concerning the Confederation.

Article 15. – Meetings

The General Assembly shall meet at least once every year at any location within the territorial scope of the Confederation.

The General Assembly shall meet at the request of the Board, or of at least thirty (30) per cent of the General Assembly members. In the latter case, the General Assembly meeting shall include the requested agenda.

Article 16. – Notice

Notice of the General Assembly meetings, including location, time and a detailed agenda shall be sent to the representative of each Confederation member at least two (2) months prior to the meeting, either by letter, fax, telegram or e-mail.

Article 17. – Quorum.

The quorum for the General Assembly shall be thirty percent (30 per cent) of its total number. The same person may be a delegate for several members, but not for more than twenty five per cent (25 per cent), of all member organisations.

If the quorum is not reached at a meeting, then a second meeting shall be held with the same agenda, and this meeting may take decisions on matters in this agenda, but not on anything else, irrespective of the number of members present. Notice of a repeated meeting may be sent out together with the notice of the original meeting.

Article 18. – Votes.

Ordinary Members from each State shall have two votes altogether. In case there are more than two member organisations within the same State, the delegates organisations shall

decide internally the distribution of these to votes between themselves. In the event of internal disagreement the distribution shall be decided by the majority of the members of said organisation or proportionally distributed between them in case of odd number of members, to receive the two votes shall having these votes shall be decided upon previously earlier by common agreement. In case If no common agreement is can be reached by the concerned member organisations, members from the given State shall have no vote at that meeting of the General Assembly.

Article 19. – Decision Taking

Decisions of the General Assembly are taken by simple majority of votes cast, except where larger majorities are required herein. In the event of a the case of equal votes cast in favour of and against a proposal, the President shall have casting vote.

Amendments to the Statutes and dissolution of the Confederation must have a favourable vote of at least two thirds (2/3) of all votes cast.

Article 20. – Minutes

Decisions of the General Assembly shall be recorded in Minutes. The Minutes include the number of attendants and the rights to vote, the agenda, and the decisions taken, indicating the number of votes in favour and against, and the number of abstentions.

2nd SECTION - BOARD

Article 21. – Functions

The Board may decide on any issue except those reserved for the competence of the General Assembly in the Statutes or under the existent Spanish Law.

Article 22. – Appointment.

The General Assembly elects the members of the Board.

To be appointed member of the Board, it is necessary to be a member of one of the Confederation members. The candidate shall fulfil the following requirements: be of full age, be responsible for his/her actions, and not be under charge.

Article 23. – Tenure.

Board members shall be elected for a four-year term, and the General Assembly shall have the power to dismiss them at any time, following the Statutes. They may be re-elected but cannot serve more than two consecutive terms on the Board, unless further re-election is decided upon with at least three fourths ($\frac{3}{4}$) of the votes in favour.

Article 24. – Powers of the Board.

The Board shall have the main responsibility for the management, administration and representation of the Confederation, with the exception of the powers reserved for the General Assembly by these Statutes or by the laws of Spain.

The Board's responsibilities include, without limitation, the following:

- a) To manage the Confederation's activities and handle its economic and administrative management, including all pertinent actions and contracts;
- b) To ensure the Statutes are implemented and decisions taken by the General Assembly are carried out;
- c) To submit the balances and annual reports to the General Assembly;
- d) To convene the meetings of the General Assembly; and

e) To appoint committees for special tasks.

e) To transfer the official address.

Article 25. – Compensation.

Board members shall not be compensated for their services, but may be reimbursed for expenses incurred when acting on behalf of the Confederation.

Article 26. – Composition of the Board

The Board shall consist of a minimum of three (3) and a maximum of nine (9) members elected by the General Assembly.

It shall include a President, one (1) or two (2) Vice-President(s), a Secretary and a Treasurer; (the Secretary and the Treasurer may be the same person) and other members. Members of the Board may have their own responsibilities entrusted with the Board.

For the positions of Secretary and Treasurer the General Assembly may elect a person (persons) experienced in management who is (are) attached to but is (are) not regular member of a member organization of ELFAC; in that case such a person has a consultative status on the Board with no voting rights.

The Board shall meet at least once a year or at the request of one third (1/3) of its members.

Meetings of the Board shall be convened by letter, telegram, fax, mail, or any other usual way of communication, addressed to each of its members at least thirty days (30) in advance.

The quorum of the Board is more than half of its members and must include the President or a Vice-President.

The President chairs the Board meetings. He or she also keeps Board members up-to-date on Confederation activities.

Decisions of the Board are taken by a majority of the votes cast. In the case of a tie, the President shall have a casting vote. Decisions of the Board may be taken by letter or by e-mail if there is no objection against this procedure in the given case.

All decisions taken by the Board shall be recorded in Minutes signed by the President and the Secretary.

Article 27. – Duties of the President

The President shall:

- a) Convene and chair all meetings of the General Assembly and the Board;
- b) Approve the minutes of the meetings and ensure that the decisions are carried out;
- c) Represent the Confederation in all matters, including courts and public and private entities; and
- d) Act as signing authority for all Confederation documents, reports and correspondence.

In the case of absence, illness or vacancy, the President shall be replaced with a Vice-President.

Article 28. – Duties of the Secretary

The Secretary shall:

- a) Receive and analyse membership applications;
- b) Keep all records of the General Assembly and Board meetings and the membership files;
- c) Have custody of the Confederation documents;
- d) Be responsible for the administration of the Confederation; and
- e) Supervise Confederation staff.

In case of vacancy, absence or illness, the Secretary shall be replaced by another Board member by a decision of the Board.

Article 29. – Duties of the Treasurer.

The Treasurer shall:

- a) Be responsible for collecting and having custody of Confederation funds, and depositing them in a bank or institution approved by the Board; and
- b) Be responsible for submitting the accounts to the Board in every meeting.

In case of vacancy, absence or illness, the Treasurer shall be replaced by another Board member by a decision of the Board.

Article 30. – Allocation of Funds

The Confederation's funds allocation of funds will always requires the hand written approval signature signed by of at least two of the following members: President, 1st Vice-President, 2nd Vice-President (if there is such) and Treasurer. Signatures may be made in one or two counterparts and faxed copies or scanned documents sent by e-mail or other technological means may suffice.

Article 31. – Certification of the Confederation's Decisions

Minutes of the General Assembly and the Board shall be signed by the Secretary and the President or, if either of them is absent from a meeting, the body in question should transfer this task of the absent officer to a Board member present.

CHAPTER IV

Article 32. – Fiscal Year

The Confederation's fiscal year will be January 1 to December 31.

Article 33. – Funds

Confederation activities are funded by:

- a) Membership dues fixed by the General Assembly;
- b) Confederation assets; and
- c) Subventions, donations and legacies legally granted to the Confederation.

Article 34. – Budgets and Annual Report

The Board shall submit on a yearly basis and within the first five (5) months of the year, a budget for approval to the General Assembly.

The annual reports shall be approved by the next meeting of the General Assembly meeting after the close of each year.

CHAPTER V - AMENDMENTS AND DISSOLUTION

Article 35. – Proposal.

Any proposal to amend the Statutes or to dissolve or merge the Confederation shall be sent in writing to all Confederation members at least two months before the General Assembly meets to decide such a proposal.

Article 36. – Causes of Dissolution

Dissolution shall take place by:

- a) Decision of the General Assembly, as adopted with the majority established in per Article 18 of these Statutes.
- b) The causes mentioned in Article 39 of the Civil Code of Spain; and
- c) Judgement from of the competent Court in Spain.

Article 37. – Liquidation of Assets

Liquidation of assets shall follow the dissolution of the Confederation.

If not determined otherwise by the General Assembly, the members of the Board shall become liquidators.

Once the liquidation has been accomplished, the remaining assets shall be distributed to the institutions created by the Confederation or to the members of the Confederation in benefit of large families.

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