

# **Statutes for Dansk Handicap Forbund**

## **(Danish Association of Physically Disabled)**

### **NAME AND PLACE OF RESIDENCE**

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#### **Article 1:**

- (1) The name of the association is Dansk Handicap Forbund (DHF). The Association has its place of residence in the municipality of Copenhagen.
- (2) The name of the member magazine is Handicap-Nyt.

### **MISSION**

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#### **Article 2:**

The mission of Dansk Handicap Forbund is to gather people with physical disabilities, and others interested in a nationwide organisation, and thereby to work for the interests of people with disabilities. It is the main task to seek that everyone – regardless of disability – gets the opportunity to function and participate actively under same conditions as other citizens.

### **MEMBERS**

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#### **Article 3:**

- (1) Anybody who has an interest in, will support, or work for the mission of the association, can be member. That is persons, companies, institutions, associations and the like.
- (2) Only members with a physical disability have the right to vote and only on personal attendance. Parents to children and youngsters under the age of 18 also have the right to vote. For members under the age of 15 the member rights are taken care of by their closest relatives or guardian.
- (3) All members are selectable for fiduciary duties. Members without a disability have the same rights as members with a disability, such as the right to vote, as long they hold the fiduciary duty.
- (4) Any member who is responsible for a gross violation of or grossly neglects his loyalty commitment to the association can be excluded when there is a majority of two thirds in the Board. The order can be appealed to the Congress, where the member has the right to speak.

### **MEMBER QUOTA**

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#### **Article 4:**

- (1) Subscription is set by the Congress and collected by the head office.
- (2) For married couples and cohabitants, subscription is reduced so that their total contingent constitutes 150 % of the usual personal subscription.
- (3) The reduction of the subscription does not entail a loss of the right to vote.
- (4) Members who – in spite of request hereof – are in arrears with their subscription for more than six months can be excluded from their Local Division through the head office.

Members who are in arrears with their subscription for more than 12 months are considered excluded.

- (5) The Congress determines the share of the subscription due to the Local Divisions.

## **LOCAL DIVISIONS**

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### **Article 5:**

- (1) There can only be one Local Division in a municipality. The Board resolves that a Local Division can cover several municipalities. A Local Division that covers several municipalities must work towards the establishment of an independent division in each municipality. The division can establish one or more local subgroups.
- (2) Local Divisions – which by the time of their establishment must comprise at least 25 members with a physical disability – must be approved by the head office. The head office can grant an exemption from the rule about 25 members with a physical disability so that the Local Division is able to participate at the Congress and in regional meetings with the right to speak but without a right to vote.
- (3) The purpose of the Local Divisions is to safeguard the interests of the union and its members in the area that the Local Division covers, and to administer the values that are entrusted to them.
- (4) The Local Divisions must have their own statutes. These cannot be inconsistent with the statutes of the union. In order to be valid, the statutes must be approved by the head office. Changes of statutes that are not inconsistent with the statutes of the union can be approved by the President or by the Vice-president.
- (5) Each Local Division is managed by a committee consisting of at least five members who must be elected at the annual general meeting, which must be held before the end of the month of April.
- (6) The Local Division must, with help from the regional representatives and the union, work towards the establishment of a disability policy committee in the municipalities covered by the Local Division. The disability policy committees must deal with questions pertaining to disability policy to the benefit of the members.
- (7) After the annual general meeting, the board summons all interested members for a discussion of the disability policies of the municipality, including the work in the municipal disability council, and establishes, in so far as possible, a disability policy committee. The committee of the Local Division decides who should be elected for the municipal division of ‘De Samvirkende Invalideorganisationer’ (DSI - the Danish umbrella of Disability Organisations) and who from the division should be recommended for election to the municipal representations of the DSI.
- (8) Every year before May 15, the Local Division must submit the audited accounts to the head office. The accounts must be audited by a chartered or registered accountant and must comply with the requirements to the presentation of accounts in the national legislation. No later than 14 days after the annual general meeting, a brief report about the past year’s activities, signed by the president, must be sent to the head office.
- (9) The Board has the right to send representatives to all meetings in the Local Divisions.
- (10) The Board can allow that more than one Local Division can be established in the same municipality.
- (11) A Local Division cannot resign its membership from the union. A Local Division can only be dissolved with the sanction of the Board. A Local Division can furthermore be dissolved

if the activities of the division are in conflict with the statutes of the union. The Board decides whether a Local Division must be dissolved and what is to happen to the activities of the Local Division. A decision of the Board can be appealed to the Congress.

## **REGIONS**

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### **Article 6:**

- (1) Local Divisions and Special Groups within a region meet at least once a year. The agenda for this ordinary regional meeting consists of the following items:
  1. A report is made.
  2. Election of one regional representative for two years (in even years).
  3. Election of one regional representative for two years (in uneven years).
  4. Election of two alternates for one year.
- (2) Each Local Division has two votes (notwithstanding the attendance) and only by personal attendance. Each special group has one vote (notwithstanding the attendance) and only by personal attendance. Each special group has the right to select one member, living in the region, as representative for the region.
- (3) The purpose of the regional representatives is to:
  5. Represent the region in the Board.
  6. Support the Local Divisions in the region with their work and tasks.
  7. Support the Local Divisions in creating local disability policy committees.
  8. Superintend the Local Divisions who do not meet the statutes of the association concerning the number of members, c.f. article 5; subsection 2.
  9. Arrange events together with the Local Divisions of the region across the work of the Local Divisions.
- (4) The association provide financial means for the regional work.

## **SPECIAL GROUPS**

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### **Article 7:**

There can with the approval of the Board be created national Special Groups such as Amputationskredsen (The Amputation Group), Forældre kredsen (The Parents' Group), RYK (The Spinal Cord Injured) and Ungdomskredsen (The Youth Group) whose statutes must be approved by the Board.

## **CONGRESS**

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### **Article 8:**

- (1) The Congress is the highest authority in the association. It consists of the Board as well as representatives from the Local Divisions and the Special Groups.
- (2) Each Local Division and special group has the right to send two representatives for the first 150 voting members on January 1 (the year the Congress is taking place) and one additional representative for each commenced 150 voting members. Each division and special group has a duty to send at least one representative.

- (3) Announcement of the appointed representatives from Local Divisions and Special Groups is to be made to the head office at least two months before the Congress takes place.

**Article 9:**

- (1) The Congress is held every second year in the month of September / October. Time and place is determined by the Board.
- (2) All proposals to be discussed at the Congress, including potential remarks, must be sent to the Board no later than May 15 at the year of the Congress. Proposals received later can, however, be discussed insofar as the Board approves it.
- (3) Only proposals from the Board, the Regions, the Local Divisions, or the Special Groups can be treated at the Congress.
- (4) The Congress is called in and the agenda announced in Handicap-Nyt with at least three weeks notice.
- (5) At the Congress, the agenda must contain at least the following items:
  1. Election of Chairperson.
  2. Election of a voting committee.
  3. Report from the Board, the committees etc.
  4. Audited Accounts for approval.
  5. Future activities.
  6. Proposals received.
  7. Election of a President.
  8. Election of a Vice-president.
  9. Election of head cashier.
  10. Election of ten members of the Board and five alternates.
  11. Any other business.
- (6) The Board makes a report about the activities of the association for the Congress period and present the audited accounts for approval
- (7) All proposals are decided by simple majority vote, except changes of the statutes as well as dissolution; c.f. article 20 and 21.
- (8) Members of the Board cannot participate in voting about the report or accounts.
- (9) The Congress elects a President, Vice-president, head cashier, ten members of the Board and five alternates – from within or without the Congress – for two years at the time. Re-elections can take place. Insofar as the candidate is not present, a written commitment to stand must be available.
- (10) The vote for the election of the Board takes place through a ballot insofar as more than the necessary number of candidates is up for election.

**Article 10:**

An extraordinary Congress can be called in when the Board or at least one third of the Local Divisions wish so.

**THE BOARD**

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**Article 11:**

- (1) The association is headed by a Board, consisting of the President, Vice-president, head cashier, ten members elected at the Congress, ten regional representatives and two members pointed out by each special group.

- (2) The Board can be complemented with a member of [other] organisations or institutions that contribute to the work for people with physical disabilities on the condition that the association is given representation in corresponding powers.
- (3) If the President resigns before time, the Vice-president will take over until next Congress. If the Vice-president resigns before time, the Board elects a new Vice-president from amongst themselves until next Congress. If a member of the Board elected at the Congress resigns during the election period, the alternate who has received the highest number of votes in the Congress is called in.
- (4) Employees in the association cannot be members of the Board. Excepted from this rule is the paid position of trust as President.

**Article 12:**

- (1) The Board is called in by the President and meet at least twice a year.
- (2) The Board forms a quorum when half of the Board members are present and must be called in when at least five of its members request it.

**THE EXECUTIVE COMMITTEE**

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**Article 13:**

- (1) The Executive Committee consists of seven members: The President, the Vice-president and the head cashier. In addition to this, the Board and immediately hereafter the Congress select four members in total from among themselves.
- (2) The head cashier superintends the day-to-day administration of the values in the association for which the Executive Committee is responsible to the Board.

**COMMITTEES**

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**Article 14:**

- (1) The Board sets up standing committees. The Board can set up ad hoc committees for the management of special tasks. At least one member must be from the Board. The committees select their chairperson themselves.
- (2) When a new committee has been made, it rests upon the Board to specify the purpose and the scope of the committee's work.
- (3) Reports about the debates in the committees must be submitted to the Board and to the Local Divisions.

**PERSONNEL**

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**Article 15:**

- (1) The Director is appointed and dismissed by the Board.
- (2) The rest of the personnel is appointed and dismissed by the Director.

## **REMUNERATION**

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### **Article 16:**

The Board decides to which extent remuneration must be paid to the elected representatives of the association.

## **ACCOUNTS**

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### **Article 17:**

- (1) The financial year is identical with the calendar year. By the end of each financial year, a profit and loss account is prepared and a balance sheet is drawn up.
- (2) Before April 1, the head cashier must hand over the accounts to a chartered accountant, pointed out by the Board. The chartered accountant must insert his comments, if there is any, into the accounts records of the association and return the accounts and the records before August 1.
- (3) The audited accounts are presented to the Board by the head cashier for approval. When the accounts have been approved by the Board, they must be presented to the Congress for final approval.

## **AUDITING**

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### **Article 18:**

The Executive Committee points out a chartered accountant, who is to audit the accounts of the association, for two years at a time.

## **RULES OF SUBSCRIPTION**

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### **Article 19:**

- (1) The signature of the President binds the association. For disposal of real estate, the signature of the head cashier is furthermore required.
- (2) In the absence of the President, his authority will be passed to the Vice-president.
- (3) The Executive Committee can assign authority to bind the company to the Director.

## **CHANGE OF STATUTES**

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### **Article 20:**

To change these statutes it is required that at least two thirds of the eligible voters of the Congress vote in favour of the proposal.

## **DISSOLUTION**

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### **Article 21:**

- (1) The association can only be dissolved if it is proposed by the Board and insofar as at least three quarters of the votes cast at the Congress vote in favour of the proposal.
- (2) At the Congress where the dissolution of the association is decided, it must furthermore be decided how and by whom the responsibilities of the association are to be carried out.
- (3) If it is decided to dissolve the association, the Congress makes a decision by simple majority for which purposes a possible capital should be spent. The capital must be spent to the benefit of people with a physical disability.

## **COMING INTO FORCE**

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### **Article 22:**

These statutes, which have been passed at the Congress on October 21, 2006, repeal the hitherto valid statutes and come into force immediately.

## **TRANSITIONAL PROVISION**

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### **Article 23:**

Until a new Executive Committee is elected on December 1, 2006, the four executive members elected by the Board continue, including the presidency.

### **Head office:**

Dansk Handicap Forbund  
Hans Knudsens Plads 1 A, 1.  
2100 København Ø  
Tel.: 39 29 35 55  
Fax: 39 29 39 48  
E-mail: [dhf@dhf-net.dk](mailto:dhf@dhf-net.dk)  
Giro: 6 00 34 35

### **Office hours:**

Monday-Thursday from 8.15-16  
Friday from 8.15-14  
Saturday closed