



## Statutes

of

## Dansk Handicap Forbund

(The Danish Association of Physically Disabled)

### Article 1 Name, place of residence and member magazine

- (1) The name of the association is Dansk Handicap Forbund (DHF).
- (2) Residence of DHF is in the municipality of Høje Taastrup.
- (3) The name of the member magazine is Handicap-Nyt.

### Article 2 Mission

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

### Article 3 Members

- (1) Anybody who has an interest in, will support, or work for the mission of DHF, can be a member. That is persons, companies, institutions, associations and the like.
- (2) Only members with a physical disability are entitled to vote and only on personal attendance. Parents to children and youngsters under the age of 18 with a disability 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) Members responsible for a gross violation or grossly neglects the loyalty commitment to DHF, can be excluded when there is a majority of two thirds on the Main Board. The order can be appealed to the Congress, where the member has the right to speak.



#### **Article 4 Membership fee**

- (1) The membership fee is set by the Congress and collected by the head office.
- (2) For married couples and cohabitants, the membership fee 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 membership fee for more than six months can be excluded from their local branch through the head office. Members who are in arrears with their membership fee for more than 12 months are considered excluded.
- (5) The local branches share of the membership fees is 40%. 10% of this amount is saved for payment for the local branches participation in Congress.

#### **Article 5 Local branches**

- (1) There can only be one local branch in a municipality. The Main Board can decide that a local branch can cover several municipalities. A local branch that covers several municipalities must work towards the establishment of an independent branch in each municipality. The board can appoint a contact person from the concerned municipality, who is not represented in the board. The local branch can create one or more subgroups. The local branch can establish one or more local subgroups.
- (2) If there is more than one local branch in a municipality, they must have a joint contact to the municipality, Danske Handicaporganisationer (DH/DPOD - the Danish umbrella of disability organisations) and other authorities.
- (3) Local branches – which by the time of their establishment must comprise at least 25 members with a physical disability – must be approved by the Main Board. The Main Board can grant an exemption from the rule about 25 members with a physical disability, so that the local branch is able to participate at the Congress and in regional meetings with the right to speak but without a right to vote.
- (4) The purpose of the local branches is to safeguard the interests of DHF and its members in the area that the local branch covers, and to administer the values that are entrusted to them.
- (5) The local branches must have their own statutes. These cannot be inconsistent with the statutes of DHF. In order to be valid, the statutes must be approved by the Main Board. Changes in the statutes that are not inconsistent with the statutes of DHF can be approved by the national chairperson or the vice-chairperson of DHF.
- (6) Each local branch is managed by a board consisting of at least five members who must be elected at the annual general assembly, which must be held before the end of the month of April.
- (7) The local branch must, with help from the regional representatives and DHF, work towards the establishment of a disability policy committee in the municipalities



covered by the local branch. The disability policy committees must deal with questions pertaining to disability policy to the benefit of the members.

- (8) After the general assembly, 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 board of the local branch decides who should be elected for the municipal branch of Danske Handicaporganisationer (DH/DPOD - the Danish umbrella of Disability Organisations) and who from the branch should be recommended for election to the municipal representations of DH.
- (9) Every year before May 15, the local branch 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 chairperson, must be sent to the head office.
- (10) The Main Board has the right to send representatives to all meetings in the local branches.
- (11) The Main Board can allow that more than one local branch can be established in the same municipality.
- (12) A local branch cannot resign its membership from DHF. A local branch can only be dissolved with the sanction of the Main Board. A local branch can furthermore be dissolved if the activities of the branch are in conflict with the statutes of DHF. The Main Board decides whether a local branch must be dissolved and what is to happen to the assets of the local branch. The decision of the Main Board can be appealed to the Congress.

## **Article 6 Regions**

- (1) Local branches and a representative from each Special Group within a region meet at least once a year. The meeting must be held before October 1. The agenda for this annual meeting must at least consist of the following items:
  1. Election of chairperson of the meeting.
  2. Election of minute taker.
  3. Deposition of the chairperson's report from the past year.
  4. Motions for upcoming activities, meetings etc.

In even years the agenda will be supplemented with following:

5. Election of two regional representatives.
6. Election of two alternates.



7. Election of one of the Region representatives for the Main Board. The other Region representative is automatically alternate for the Main Board.
- (2) The election period for regional representatives and alternates is from October 1 in even years until September 30 in the next even year.
- (3) Each local branch has two votes (no matter 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. Each Special Group has one vote (no matter the attendance) and only by personal attendance.
- (4) The purpose of the regional representatives is to:
  - Represent the region on the Main Board.
  - Support the local branches in the region with their work and tasks.
  - Support the local branches in creating local disability policy committees.
  - Superintend the local branches who do not meet the statutes of DHF concerning the number of members, Cf. article 5; subsection 2.
  - Arrange events together with the local branches of the region, across the local branches.
- (5) DHF provide financial means for the regional work.

#### **Article 7 Special Groups**

- (1) The Main Board can approve the creation of national Special Groups. The Special Groups are part of DHF. The settings for the activities of a Special Group are described in separate statutes which cannot conflict the statutes of DHF.
- (2) DHF has the following Special Groups: Forældregruppen (FK - The Parents' Group), Ungdomsgruppen (UK - The Youth Group), Amputationsgruppen (AK - The Amputation Group) and RYK – Rygmarvsskadede i Danmark (The Spinal Cord Injured). The Main Board can approve the establishment of other Special Groups.
- (3) Every Special Group appoints in even years, before October 1, for the period of October 1 until September 30 in the next even year, one representative for the Main Board.

#### **Article 8 Congress**

- (1) The Congress is the highest authority of DHF. It consists of the Main Board as well as representatives from the local branches and the Special Groups.
- (2) Each local branch 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 local branch and Special Group has a duty to send at least one representative.

- (3) Announcement of the appointed representatives from local branches 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 Main Board.
- (2) All proposals to be discussed at the Congress, including potential remarks, must be sent to the Main Board no later than May 15 at the year of the Congress. Proposals received later can, however, be discussed insofar as the Main Board approves it.
- (3) Only proposals from the Main Board, the Regions, the local branches and 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 a three week notice.
- (5) At the Congress, the agenda must contain at least the following items:
  1. Election of chairpersons of the meeting.
  2. Election of a voting committee.
  3. Report from the Main Board, the committees, the Special Groups etc.
  4. Accounts.
  5. Future activities.
  6. Proposals received.
  7. Election of the DHF national chairperson.
  8. Election of the DHF vice-chairperson.
  9. Election of head cashier.
  10. Election of five members of the Main Board and three alternates.
  11. Any other business.
- (6) The Main Board makes a report about the activities of DHF for the Congress period and presents the audited accounts for approval.
- (7) All proposals are decided by simple majority vote, except changes of the statutes as well as dissolution; Cf. article 20 and 21. Voting is only allowed by personal



attendance. Voting by power of attorney is not allowed in DHF in general, neither in the local branches.

- (8) Members of the Main Board cannot participate in voting about the report or accounts.
- (9) The Congress elects the national chairperson, the vice-chairperson, the head cashiers, five members of the Main Board and three 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 Main Board takes place through a ballot if more than the necessary number of candidates is up for election.

#### **Article 10**

- (1) An extraordinary Congress can be called in if the Main Board or at least one third of the local branches wishes to do so.

#### **Article 11 Main Board**

- (1) DHF is headed by a Main Board, consisting of a national chairperson, a vice-chairperson, a head cashier, five members elected at the Congress, five region representatives and one member pointed out by each Special Group.
- (2) The Main Board can be complemented with a member of [other] organisations or institutions that contribute to the work for persons with physical disabilities on the condition that DHF is given representation in corresponding powers.
- (3) If the national chairperson resigns before time, the vice-chairperson will take over until next Congress. If the vice-chairperson resigns before time, the Main Board elects a new vice-chairperson from amongst themselves until next Congress. If a member of the Main 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 of DHF cannot be members of the Main Board. Excepted from this rule is the paid position of trust as national chairperson.

#### **Article 12**

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



### **Article 13 Executive Committee**

- (1) The Executive Committee consists of seven members: The national chairperson, the vice-chairperson and the head cashier. In addition to this, the Main 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 of DHF for which the Executive Committee is responsible to the Main Board.

### **Article 14 Committees**

- (1) The Main Board sets up standing committees. The Main Board can set up ad hoc committees for the management of special tasks. At least one member must be from the Main Board. The committees select their chairperson themselves.
- (2) When a new committee has been made, it rests upon the Main Board to specify the purpose and the scope of the committee's work.
- (3) Minutes from the committee meetings must be submitted to the Main Board, the local branches, the regions and the Special Groups.

### **Article 15 Personnel**

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

### **Article 16 Remuneration**

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

### **Article 17 Accounts**

- (1) The financial year is identical to 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 March 1, the head cashier must hand over the accounts to a chartered accountant, pointed out by the Main Board. The chartered accountant must insert his comments, if there is any, into the accounts and return the accounts and the records before May 15.
- (3) The audited accounts are presented to the Main Board by the head cashier for approval. When the accounts have been approved by the Main Board, it must be presented to the Congress for final approval.



#### **Article 18 Auditing**

- (1) The Main Board points out a chartered accountant, who is to audit the accounts of DHF, for two years at a time.

#### **Article 19 Rules of subscription**

- (1) DHF is an association with limited responsibility.
- (2) The signature of the national chairperson binds DHF. For disposal of real estate, the signature of the head cashier is furthermore required.
- (3) In the absence of the national chairperson, the authority will be passed to the vice-chairperson.
- (4) The Executive Committee can assign authority to bind the company to the Director.

#### **Article 20 Change of statutes**

- (1) 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.

#### **Article 21 Dissolution**

- (1) DHF can only be dissolved if it is proposed by the Main 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 DHF is decided, it must furthermore be decided how and by who the responsibilities of DHF are to be carried out.
- (3) If it is decided to dissolve DHF, the Congress makes a decision by simple majority for which purposes a possible capital should be spent. The capital must be transferred to one or more associations etc, who have a public purpose and carry interest for persons with a physical disability.

#### **Article 22 Coming into force**

- (1) These statutes, which have been passed at the Congress on October 22, 2016, repeal the hitherto valid statutes and come into force immediately.
- (2) Before November 10, 2016, there will be elected representatives and alternates for the Regions, Cf. Article 6, for the period until September 30, 2018.
- (3) Before November 10, 2016 every Special Group must appoint a representative for the Main Board, for the period until September 30, 2018.





- (4) In 2016 four members for the Executive Committee will be elected on the first meeting for the Main Board after November 10, 2016. The four members elected for the Executive Committee after Congress 2014, will continue until new members has been elected.

Dato: 22. oktober 2016

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Landsformand

Dato: 22. oktober 2016

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