

# Constitution

## I General provisions

### Art. 1 Name, legal form and registered office

Workcamp Switzerland, according to Swiss Civil Code article 60 and following, with registered office in Zurich is a non-profit, politically independent and religiously unaffiliated association.

### Art. 2 Aims

By organizing and arranging international workcamps, Workcamp Switzerland aims to achieve a double effect:

On the one hand, it aims to support social, cultural and ecological projects which cannot be realized without the aid of volunteers, or which cannot be realized with equal quality.

On the other hand, it aims to enable young people from Switzerland and other countries to have learning experiences and encounters which deepen their understanding for other cultures, strengthen their sense of responsibility, extend their practical experience and encourage their cooperative skills.

### Art. 3 Objectives / Tasks

Main task of Workcamp Switzerland is organising and arranging of international workcamps. This includes in particular:

- The search for suitable project partners, according to the constituted aims.
- The call for concrete project proposals.
- The recruitment and training of camp leaders.
- The selection and placement of workcamp participants.
- Cooperation with workcamp organizations abroad.
- Advice and support to all bodies participating in the projects.
- Regular evaluation of the effectiveness of workcamps, with the aim of optimising their quality.
- Information to the public about activities of the association.
- Finding necessary means to pursue the association's activities.

### Art. 4 Non-profit status

Workcamp Switzerland is a non-profit association and pursues no individual interests nor is it commercial orientated. Association's authorities work on a voluntary basis and are only entitled to benefit from their effective expenses and cash expenditures. Additional efforts by board members can be adequate recompense.



### **III Organisation**

#### **Art. 7 Authorities of the Association /executive bodies**

The authorities of Workcamp Switzerland are:

- The general assembly
- The executive committee
- The auditors

#### **A) General assembly**

##### **Art. 8 Summoning /convening of meetings**

The regular general assembly shall take place annually in the first six months of the year. The invitation shall be sent to members together with the agenda at least three weeks in advance.

Notice of any motion to be proposed shall be given to the executive committee at least ten days in advance.

An extraordinary general assembly may take place on the resolution of the executive committee or at the request of one fifth of the members.

##### **Art. 9 Tasks and competences**

Tasks and competences of the general assembly shall be:

- a) Election of the president, members of the executive committee, and of the auditors
- b) Resolutions relating to the annual report and annual accounts
- c) Determining membership fees
- d) Deciding any motion proposed by the executive committee or members
- e) Changes to the constitution
- f) Determining the financial responsibilities of the executive committee
- g) Dissolving the association

##### **Art. 10 Votes and elections**

Voting on resolutions is by the relative majority of votes cast. If an equal number of votes is cast, a motion will not be carried. The first round of elections requires an absolute majority of voting members present. The second round requires a relative majority of the votes cast. Voting is open unless the general assembly determines otherwise.

## **B) Executive committee**

### **Art. 11 Time in office and election**

The executive committee consists of the president and two to six members. Members of the executive committee are elected for a period of two years, and may be re-elected. The election of replacements may take place at any general assembly.

The president shall be elected by the general assembly. Other matters shall be decided by the executive committee.

The secretary attends meetings of the executive committee as an advisory body. The executive committee may invite people whose contributions appear valuable to its meetings.

### **Art. 12 Tasks and competences**

The executive committee is responsible for the execution of all business which is not reserved by law or by this constitution to another authority. Its tasks include in particular:

- The election and appointment of the secretary
- Regulation of tasks and competences of the administrative office
- Supervision of the activities of the administrative office
- Approval of the annual plan and budget
- Issuing regulations
- Handling of proposals
- Preparing the business for the general assembly
- Execution of decisions of the general assembly
- Representing the association

### **Art. 13 Summoning, votes and elections**

The executive committee shall meet as often as required, but at least once a year. The executive committee may reach decisions when a quorum of at least half its members is present. The same voting regulations apply to general assemblies.

### **Art. 14 Authorization to sign**

The president and the secretary are authorized to sign on behalf of the association. Their signature is legally binding. The executive committee may appoint further authorized signatories.

### **Art. 15 Administrative Office**

The administrative office runs the daily business of the association carried out under the direction of the secretary. Further, secretary passes resolutions made the executive committee.

## **C) Auditors**

### **Art. 16 Election and time in office**

The auditor(s) shall be elected by the general assembly for a period of two years, and may be re-elected.

### **Art. 17 Tasks and competences**

The auditor(s) are responsible for examining the accounts of Workcamp Switzerland. They may inspect all book-keeping documents at any time, and may verify whether executive committee decisions with financial implications have been correctly carried out.

The annual accounts shall normally be submitted to the auditor(s) by 30 April of the following year. After successful audit, the auditor(s) shall submit a detailed report in writing to the executive committee.

## **IV Finances**

### **Art. 18 Source of funds**

The income of Workcamp Switzerland consists in particular of:

- Membership fees
- Grants from public bodies
- Contributions from private organizations
- Payments for services
- Donations and other contributions

### **Art. 19 Liability**

Liabilities towards third parties are guaranteed solely by the association's assets.

## **V Final provisions**

### **Art. 20 Amendments / Revision of Constitution**

Constitutional amendments require the agreement of at least two thirds of voting members present at a general assembly.

### **Art. 21 Dissolution**

A decision to dissolve the association must be accepted by at least two thirds of voting members present at a general assembly. In the case of dissolution, the association's remaining assets shall be transferred by simple majority vote at the general assembly to a tax-exempt organization with same or similar objectives. To distribute assets among members is forbidden.

### **Art. 22 Coming into Force**

This present constitution was approved by the initial meeting of 10 January 2004 and came into force immediately.

Disputes are subject to Swiss law. The place of jurisdiction is Zurich (ZH).

Zurich, 16th April 2009  
Workcamp Switzerland

## **Constitution changes:**

### **09.04.2005**

Art. 6 has been adapted according to general assembly of 09.04.2005.

### **01.04.2006**

Art. 11 has been changed according to general assembly of 01.04.2006. The limit of executive committee members has been raised from 5 to 6 people (president plus 5 executive committee members).

### **14.04.2009**

Art. 1 and Art. 22 have been adapted according to general assembly of 16.04.2009. Registered office has been transferred from Tobel to Zurich. Legal domicile has been transferred from Solothurn to Zurich.

### **16.04.2010**

Art. 4 and Art. 21 have been adapted according to general assembly of 16.04.2010: as a supplement to tax exemption.

### **12.04.2013**

Art. 6 has been changed according to general assembly of 12.04.2013. The membership fee for institutions has been changed to 500 Swiss francs.