

*This copy of the « Articles of Association of Service Volontaire International » translated into English is provided for informational purposes only. The original French version is the only valid and authentic one.*

## **Service Volontaire International's Articles of Association**

### **Article 1. OBJECT**

Between the undersigned,

Name, first name, address, date and place of birth

1. **DE HANSCUTTER Pierre**, 12 rue des Artisans, 1348 Louvain-la-Neuve, born on 04/01/1973 in Tournai (Belgium)
2. **CAO HOH My Giang**, 12 rue des Artisans, 1348 Louvain-la-Neuve, born on 19/11/1981 in Nghê An (Vietnam)
3. **BETWART Alice**, 123 rue Royale, 1000 Bruxelles, born on 15/02/1987 in Bruxelles (Belgium)
4. **DO THI Phuc**, rue Truc Ninh, Nam Dinh, Vietnam, born on 14/10/1981 in Halong (Vietnam)
5. **BAVAY Jacques**, 123 rue Royale, 1000 Bruxelles, born on 01/09/1949 in Ixelles (Belgium)

On 24 August 2009, it was agreed to form a non-profit association, the articles of association of which have been set out below:

### **Article 2. DENOMINATION, REGISTERED OFFICE**

Article 2.1. The association is established as an entity with legal personality and more specifically, as a non-profit association ("ASBL"), in conformity with the law of June 27<sup>th</sup> 1921, published in the Belgian official journal of July 1<sup>st</sup> 1921, amended by the law of May 2<sup>nd</sup> 2002, the law of January 16<sup>th</sup> 2003 and the law of December 22<sup>nd</sup> 2003 (the "law on ASBL and foundations"), takes the denomination "Service Volontaire International – Solidarités Jeunesses Vietnam" or in an abbreviated form "Service Volontaire International", and whose initials are "SVI-SJV" or "SVI", each one of these elements of denomination can be used to refer to the association.

Article 2.2. In Wallonia, the Registered Office of the association is at:

14b rue Grégoire Decorte, 7540 Kain, arrondissement judiciaire de Tournai (Belgium)

Article 2.3. In the Brussels region, the headquarters of the association is at:

WTC 1 17<sup>ème</sup> étage, 28-30, Boulevard du Roi Albert II, 1000 Bruxelles (Belgium)

Article 2.4. In the Walloon region, the headquarters of the association is at:

21 Clos des quatre vents, 1332 Genval (Belgium)

Article 2.5. Any amendment to the association's Registered Office can only be made by the General Meeting which will vote on this point in accordance with the law of June 27<sup>th</sup> 1921,

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as adapted and amended by the law of May 2<sup>nd</sup> 2002. The publication of any amendment has to be notified to the registry of the Court with territorial jurisdiction.

### **Article 3. SOCIAL GOAL**

Article 3.1. SVI is a pluralist youth association, independent of all political, religious or philosophical party or movement, and is an independent body of the Vietnamese NGO "Solidarités Jeunesses Vietnam (SJ Vietnam)".

Article 3.2. The association has a humanitarian, civic and philanthropic objective.

Article 3.3. The association works in the field of international volunteerism, social economy, solidarity tourism and intercultural exchanges between young Europeans, Europe and the other continents.

Article 3.4. The association aims to:

- Promote a fairer and peaceful society, a critical, responsible, active and united citizenship on a national, European and international scale.
- Break cultural barriers between people and nations.
- Learn how to live together, learn about international mobility and intercultural relationships.
- Inform about and take action on intercultural and environmental issues, promote public and non-formal education, contribute to alleviate poverty and strengthen both men and women's rights.
- Raise awareness among young people about the issues of an open society committed to a "globalisation" process and about international solidarity and development cooperation projects.
- Promote participatory democracy and citizenship by encouraging young people to actively involve themselves in the society they live in.
- Contribute to the fulfilment of public interest projects designed and made by young people from all social and geographical backgrounds. Encourage dialogue and understanding between people in order to promote peace.
- Support and encourage exchanges of good practices and partnership between volunteers and youth associations worldwide and, more specifically, in developing countries.
- In this way, contribute to the association's development and networking, especially in Asia and French-speaking Europe.
- Promote non-commercial and community volunteering.
- Strengthen friendship between its members through social and cultural activities.

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- Provide as many young people as possible with the possibility of gaining professional experience abroad in the voluntary sector through qualified internship and a specific educational support.
- Help young people identify as European and global citizens.
- Assist young people in developing specific skills, such as language proficiency, and in improving their understanding of the social and economical culture of the country they go to.
- Encourage young people to take initiatives and involve themselves in the association.
- Allow and promote measures to improve capacity for local and foreign volunteering organisations.
- Organise activities to raise awareness and inform people with the aim of eradicating stereotypes in order to promote coexistence and equality between people.

Article 3.5. SVI's aim is to form citizens who are responsible, active, critical and show solidarity, as defined by the decree of August 8<sup>th</sup> 1980. In this regard, SVI takes particular care to ensure that all its members take part to the preparation and implementation of collective projects and trainings. Likewise, SVI wants to promote democratic participation among young people for all the association's decisions thanks to an internal work process. In the same vein, SVI desires to foster gender diversity among its management and decision-making bodies.

Article 3.6. The association is open to all without distinction of nationality, origin, philosophy, financial resources, education or gender. The target audience will be made up mostly of young people under the age of 30, with special attention to those who are disabled, in great distress or socially excluded.

Article 3.7. The association may carry out all operations that are directly or indirectly related to its object. It may assist and get involved in any activity similar to its own.

#### **Article 4. TERM**

Article 4.1. The association is set up for an indeterminate period of time. It may be dissolved at any moment.

#### **Article 5. MEMBERS**

Article 5.1. The association is composed of natural or legal persons qualified as full members, associate members, honorary members or any other status. All its members are able to participate without discrimination to the activities.

Article 5.2. There are at least three full members. The first full members are the founders who composed the constituent General Meeting. New full members may be allowed by a decision of the Board or by a decision of the General Meeting deciding by a majority of two-third of the members. It will be a sovereign decision, without a motivation, which will be notified to the candidate by letter or email.

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Article 5.3. To become a full member, the following requirements must be fulfilled: each candidate has to be sponsored, ask the Board, express their adherence to the articles of association and the desire to contribute actively to the social goal. The Board shall accept the request, except if it considers the applicant unable to make a useful contribution to the association's management.

Article 5.4. The legal persons will appoint one or two natural persons who will have to represent them within the association.

Article 5.5. The status of “associate member” is granted automatically to: volunteers enrolled in a volunteering project through SVI, members of SJ Vietnam association, members of SVI France who paid the membership fees as well as anyone who asks for it. They can profit from the association's activities and take part in them by complying with the articles of association and by paying the membership fees. The Board may grant the status of “honorary member” or any other status, to any person who wants to support the association.

Article 5.6. Members are free to withdraw from the association at any time by writing their resignation to the Board.

Article 5.7. The exclusion of a member may occur due to some acts such as: non-payment of the fees within the month of the reminder sent by registered letter at the latest, the failure to respect the articles of association, the failure to attend, be represented or excused from attendance to three consecutive General Meetings, the actions or words that would seriously undermine the association's interests or reputation. However, this exclusion can only be made during a General Meeting by a two-thirds majority vote. Pending a decision by the General Meeting, the Board may suspend the members referred.

Article 5.8. Members who resign, are suspended or expelled, as well as the heirs or beneficiaries of the deceased member shall have no right on the social funds. They can claim neither bank statements nor account return, seals or inventory.

Article 5.9. A register containing all the members of the association is kept at the Registered Office of the association where all members can consult it.

Article 5.10. The full members of SVI France become automatically full members of SVI Belgium and vice versa.

## **Article 6. MEMBERSHIP FEE**

Article 6.1. The annual membership fee is fixed by the Board but without exceeding 350 euros for the individuals and 5 000 euros for the associations. The administrators and former trainees are exempt from payment of the membership fee.

Article 6.2. This membership fee is due by the members by reason of their adherence to the social pact and is linked to their capacity as associates.

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Article 6.3. This paid membership fee supports financially the association and its activities and shows adherence to the association's values. Regarding access to services or activities, no distinction is made between associate members and full members.

## **Article 7. GENERAL MEETING**

Article 7.1. The General Meeting is the supreme organ of the association. It comprises all full members and at least two-thirds of them are under 35 years old.

Article 7.2. The General Meeting holds the powers specifically assigned by the law and these statutes. The General Meeting possesses full authority to:

- Amend the Articles of association;
- Appoint and dismiss administrators and commissioners;
- Approve the budgets and the accounts;
- Grant discharge to the administrators and commissioners;
- Voluntarily dissolve the association;
- Dismiss a full member;
- Join third-party networks;
- Turn the association into a cooperative with a social purpose.

Article 7.3. At least one annual General Meeting must be held each year in the first half of the calendar year. Also, a special General Meeting can be called at any time by decision of the board or at the request of at least one fifth of the members. Such a request must be notified by registered letter at least three weeks in advance.

Article 7.4. All full members must be convened by the Board to the General Meeting by ordinary mail or e-mail at least 8 days before the meeting. The convening specifies the date, time, location, and agenda of the meeting. The Board may invite any person to attend all or part of the General Meeting as an observer or a consultant.

Article 7.5. Each full member has the right to take part in the meeting. Any full member can be represented by another member or by a third person with written, signed and dated proxy. Each member or third person can only be holder of two proxies.

Article 7.6. All full members are allowed to vote at the General Meeting. Each one of the associate members has the right to an advisory vote.

Article 7.7. The General Meeting can make decisions, regardless of the number of members present or represented, except for cases where the law or these statutes have determined otherwise. The decisions of the General Meeting are taken by simple majority of votes cast, except for cases where the law or these statutes have determined otherwise. In case of a tie, the chairman has the casting vote. Blank, abstention or spoiled votes are excluded from the quorums.

Article 7.8. The General Meeting decides on moral and financial reports and on the minutes of the preceding General Meeting. Furthermore, the General Meeting may only deliberate legitimately on the matters referred to on the agenda set out in the convening. An exception

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may be made in urgent circumstances recognized by the Board and the General Meeting deciding by a majority of at least two-third of the valid votes cast, and provided that the matters referred to on the agenda do not deal with amendments to the articles of association. The "miscellaneous" point covers only communications that do not require a vote. If a matter needs to be on the agenda, it has to be signed by at least one third of the administrators or one twentieth of all members. It also has to be reported to the Board at least three weeks before the date of the meeting, along with an accurate and full written presentation of the subject.

Article 7.9. The decisions of the General Meetings are countersigned by the Chairman and the Secretary, as well as by the full members who make a request. The members can access them in a register located at the association's headquarters, but the register cannot be moved and third parties who can demonstrate a legitimate interest can request extracts.

## **Article 8. THE BOARD**

Article 8.1. The association is administered by a Board composed of at least three members and at most ten members. At least two-thirds of the administrators have to be under the age of 30. The General Meeting appoints those administrators by simple majority of the votes that are present or represented after a call for candidacies.

Article 8.2. The outgoing administrators may be re-elected. In the case of a vacancy, a temporary administrator can be appointed by the General Meeting as a replacement. This person has to complete the term of office of the person they replace.

Article 8.3. The Board may elect a Chairman, a Vice-chairman, a Treasurer and a Secretary or only one of them from among its members. An administrator may be appointed to several duties. The terms of office of the Chairman and Secretary are decided by a special vote of the General Meeting among the members of the Board. In the case of the Chairman being unable to attend, their functions may be taken over by the Secretary or failing this, by the eldest administrator present or by the administrator present designated for this purpose by the Board.

Article 8.4. The Board meets whenever circumstances require it to do so and whenever necessary at the request of one of its members. The convening notices are issued by the secretary or by an administrator, by letter, fax, email or verbally.

Article 8.5. The Board validly deliberates when at least half of its members are present or represented. All decisions of the Board are made by the simple majority of votes, and in the event of the votes being tied the Chairman has the ability to double their vote. An administrator may be represented at the Board by any other administrator with a written proxy form.

Article 8.6. The Board has the widest powers to administer and manage the association. The only exclusions from its competence are those acts reserved by law or the present Articles for the competence of the General Meeting.

Article 8.7. The Board may delegate the daily management of the association, with the use of the corporate signature for such management, to a delegated administrator chosen among its members or its management staff, and the Board will determine their powers. It may also able

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to delegate some of its special powers to one of its members, employees or to a third-party. The delegated administrator and the Chairman are also able to get any package, registered or simple letter from the postal service, sign any liability release, take care of the bank accounts and perform any precautionary action.

Article 8.8. The decisions of the Board are reported in a register of minutes signed by the Chairman/the Secretary. This register is kept at the Registered Office. Any member with a legitimate interest can have access to it, by extracts, but no one is allowed to move it.

Article 8.9. Legal action, whether as plaintiff or defendant, is instituted or supported on behalf of the association by the Board and conducted by an administrator appointed for this purpose.

Article 8.10. Unless otherwise stipulated, any administrator validly signs the proceedings regularly decided by the Board. The administrator does not have to justify to a third party the powers conferred on them.

Article 8.11. Administrators do not take on any personal obligation by virtue of their positions and are responsible only for the fulfilment of their terms of office, which is exercised without charge.

Article 8.12. By a unanimous decision of the Board, the administrators who are absent consecutively to more than 3 Board meetings without legitimate excuse can be deemed to have resigned.

## **Article 9. FINANCIAL YEAR, BUDGET AND ACCOUNTS**

Article 9.1. The financial year begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup> each year. By way of derogation, the first accounting period starts on October 1<sup>st</sup> 2009 and ends on December 31<sup>st</sup> 2009.

## **Article 10. BUDGET AND ACCOUNTS**

Article 10.1. The accounts for the financial year ended and the budget for the following year will be submitted every year to the ordinary General Meeting for approval by the Board. The assembly will appoint one or several commissioners responsible for the inspection of the association's accounts and the submission of an annual report. All members can have access to financial reports on written request.

## **Article 11. DISSOLUTION, LIQUIDATION**

Article 11.1. In the event of the association being dissolved, the General Meeting will appoint one or more liquidators, it will also determine their powers and decide on the allocation of the association's net assets. These net assets will have to be allocated to a non-profit purpose pertaining to the objective of the association.

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## **Article 12. INTERNAL REGULATIONS**

Article 12.1. Internal regulations may be presented by the Board to the General Meeting. If changes need to be made to these regulations, they will be made by the General Meeting by a simple majority of the valid votes cast.

## **Article 13. ARBITRATION**

Article 13.1. In case of a dispute between members, between a member and the association, between groups of members or between members and the Board, the solution of the dispute will be entrusted to three appointed arbitrators acting in accordance with articles 1676 and seq. of the Judicial Code.

Last updated and voted during a General Meeting on 16<sup>th</sup> March 2018



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## **MEMBERS OF THE BOARD**

As at March 16<sup>th</sup> 2018, the members of the board were:

1. AUSSEMS Jean-Pierre, Chairman, 44 rue du commandant Ponthier 1040 Bruxelles, born on 29/06/1956 in Eupen, Belgium.
2. DEVALLE Brigitte, Administrator, 14b rue Grégoire Decorte, 7540 Kain, born on 22/11/1946 in Tournai, Belgium.
3. DUFAY Gabriel, 3 rue Ferdinand Buisson 60112 Milly s/Therain (France), born on 22/09/1984 in Boulogne Billancourt, France.
4. DELCAMBRE Clémence, 32 rue du berceau, 7940 Cambron-Casteau, born on 29/07/1993 in Tournai, Belgium.
5. DRUEL Aurore, 95 rue du Cottage, 1180 Uccle, born on 18/09/1987 in Evreux, France.
6. PARMENTIER Benoît, 7 rue Anneessens, 1000 Bruxelles, born on 29/02/1968 in Leuven, Belgium.
7. DURAND Thibault, 52bis rue du Collège, 35500 Vitré, born on 12/10/1993 in Ermont, France.
8. VLAHAKI CEPEDA Manuela, 5 Chemin de Messe, 1472 Vieux-Genappe, born on 03/07/1990 in Greece
9. TRIBAUDEAU Marie-Charlotte, 113 rue Franklin, 1000 Bruxelles, born on 25/08/1991 in Dax, France.
10. DO MINH Duc, Asia Representative, rue Truc Ninh, Nam Dinh, born on 15/05/1984 in Quang Ninh, Vietnam.
11. SCHELKENS Victor, 169 bte 12 avenue Coghen, 1180 Bruxelles, born on 25/04/1990 in Uccle, Belgium.
12. MASSART Valentin, chaussée de Charleroi, 6042 Lodelinsart, Belgium. w

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## **DAILY MANAGEMENT AND BOARD REPRESENTATIVE**

1. DE HANSCUTTER Pierre, Founder, 12 rue des Artisans, 1348 Louvain-la-Neuve, born on 04/01/1973 in Tournai, Belgium.
2. Brigitte DEVALLE, Secretary and Administrator, 14b rue Grégoire Decorte, 7540 Kain, born on 22/11/1946 in Tournai, Belgium.

## **FULL MEMBERS**

As at March 16<sup>th</sup> 2018, the full members were:

All the administrators and:

1. IRHWE Raissa, 77 rue du pré aux oies, 1130 Haren, born on 02/05/1989 in Butare, Rwanda.
2. MIGNOLET Nadia, 31 rue du Cardinal, 1000 Bruxelles, born on 05/08/1988 in Bruxelles, Belgium.
3. DE HANSCUTTER Véronique, 113 rue Théophile De Baissieux, 1090 Jette, born on 19/01/1977 in Tournai, Belgium.
4. TORREGANO-SILVANI Marion, 71 rue Garibaldi, 1060 Bruxelles, born on 06/09/1989 in France.
5. QUEFELLEC Joséphine, Ferme St Denis, 72600 Vezot, born on 19/05/1989 in Mans, France.
6. GUZELYTE Silvija, 87 rue du Trône, 1050 Ixelles, Bruxelles, born on 15/07/1984 in Lituania.
7. MULLER Emilie, 48 boulevard Adolphe Max, 1000 Bruxelles, born on 18/05/1990 in Reims, France.
8. VAN LOOCK Nadine, 8 rue de la Tuilerie, 85570 Saint-Martin-des-Fontaines, born on 19/04/1967 in Etterbeek, Belgium.
9. CAO HO MY Giang, 12 rue des Artisans, 1348 Louvain-la-Neuve, born on 19/11/1981 in Vinh, Vietnam.