



## EUROPA NOSTRA SWEDEN

Europa Nostra, (Our Europe) was started in 1963 with the aim of attracting international attention to European cultural heritage and safeguarding it. Today, Europa Nostra is an umbrella organisation for over 200 voluntary associations, NGOs, throughout Europe. Furthermore, there are a large number of institutions and companies as well as many individuals in each country who are members. The organisation works closely together with the EU, the Council of Europe and UNESCO. In 2003, Europa Nostra's management group decided to try and establish an active network of national representatives in each member country through the creation of so-called Nostras for the organisation's national members.

## STATUTES

At the annual meeting 22 November 2007 7 §, 9 § and 19 § were revised.

### AIMS AND BUSINESS

#### 1 §

Europa Nostra – Sweden is a voluntary association the purpose of which is to work for the aims of Europa Nostra in Sweden as well as to support communication between Sweden, the Swedish membership and Europa Nostra's decision-making body and secretariat.

The Association shall:

- Contribute towards increasing awareness of the aims and activities of Europa Nostra by, in Sweden, assisting with contacts in the cultural heritage field and the media as well as by arranging the translation of press releases and where appropriate organising public events in Sweden.
- Identify events and circumstances of significance for local, regional and national associations about which it is important for Europa Nostra to know for the organisation's actions at the European level.
- Disseminate information about the EU Prize for Cultural Heritage/Europa Nostra Awards and work so that prominent Swedish projects are nominated as well as providing the prize's jury with reviews provided by independent experts and in collaboration with representatives for winning projects arrange local prize-giving ceremonies and ensure that winning projects receive the attention of the media.
- In collaboration with other associations involved – irrespective of whether they are members of Europa Nostra or not – to ensure that Swedish culture that is in any way

threatened receives European support as well as that the position taken by Europa Nostra and its actions in the matter receive wide international attention.

- Promote an exchange of experience between Europa Nostra's organisations in the Nordic/Baltic countries.
- Work towards attracting international attention to the Swedish cultural heritage as well as introducing a European dimension into the national work.
- Be a national platform so that members are aware of the actions taken on behalf of the European cultural heritage and for the discussion of international questions.

## MEMBERSHIP

### 2 §

Members of the Association are individuals (individual members) or associations, companies or other corporate entities that have become and are members or associate organisations of Europa Nostra, the pan-European federation with a registered office in The Hague, The Netherlands.

## MEMBERSHIP FEE

### 3 §

The membership fee for the various membership categories is determined by the international organisation, Europa Nostra. The membership fee is paid to Europa Nostra-Sweden. The Association retains 10 per cent and forwards the balance to the international secretariat.

## THE ASSOCIATION'S STATUTORY BODIES FINANCIAL YEAR AND BUSINESS YEAR

### 4 §

The Association's statutory bodies are:

1. meetings of the Association
2. the Board of Directors (hereinafter called the Board)
3. the election committee
4. the auditors

### 5 §

The Association's financial year and operating year are the calendar year

## MEETINGS OF THE ASSOCIATION etc.

### 6 §

The Association's highest decision-making bodies are the meetings of the Association. The meetings of the Association are the Annual General Meeting or an Extraordinary General Meeting.

Extraordinary General Meetings shall be held if a meeting of the Association decides thereon or if a quarter of the Association's members or the Association's auditors demand this in writing to the Board. The reason for the decision or the demand shall be stated.

The Board can, to deal with matters of major importance to the Association, decide that an Extraordinary General Meeting shall be held

The Board can invite a person who is not a member of the Association to the meetings of the Association. A meeting of the Association can also permit a person who is not a member of the Association to attend the meeting.

#### 7 §

The Annual General Meeting shall be held in March.

Should a meeting of the Association decide to hold an Extraordinary General Meeting, it shall be stated within what time the meeting shall be held.

Meetings of the Association shall be held at a place decided by the Board.

#### 8 §

Notice of meetings of the Association and their agendas as well as proposals from the Board that shall be dealt with at the meetings shall be sent to the members at least three weeks before the date on which the meeting is to be held.

The agenda shall include matters stated in 11 § or 12 §.

The Annual Report, motions and statements about these by the Board as well as other documents concerning matters that are on the agenda should be made available at the place where the meeting is to be held at the latest the day before the meeting. Documents shall also, should a member so request, be sent to the member as soon as possible.

#### 9 §

Members have the right to submit motions to a meeting of the Association as follows. The motion shall be in writing. It is considered to be submitted when it has been received by the Board. To be dealt with at the Annual General Meeting, it should be submitted at the latest by 15 January of the year in which the Annual General Meeting is to be held. Motions based on proposals from the Board may however be submitted at the latest two weeks before the Annual General Meeting.

For matters to be dealt with at an Extraordinary General Meeting, motions must be submitted at the latest two weeks before the Meeting.

The Board shall express its opinions in writing about motions submitted.

#### 10 §

Every member present at a meeting of the Association has the right to vote.

Decisions are made by acclamation or a vote.

Voting is by a show of hands. If so requested, however, a secret ballot will be held.

Votes are decided by a simple majority if nothing else is stated in 21 §. This does not, however, apply to an election where the person or persons who have received the most votes are seen to be elected.

Should a tie occur, the opinion represented by the meeting's chairman applies except in the case of an election where the matter is decided by drawing lots.

In an election with a secret ballot, the ballot papers may not contain more or less names than the number of people who are to be elected.

The chairman shall allow a person who does not have the right to vote to speak.

## 11 §

The following points shall be dealt with at the Annual General Meeting:

1. election of a chairman and secretary for the meeting
2. election of two members to check that the minutes have been correctly taken as well the chairman approving the minutes.
3. the question of whether the meeting has been duly summoned.
4. ratification of the agenda
5. presentation of the annual financial report
6. presentation of the auditors' report
7. ratification of the profit and loss account and the balance sheet
8. decision on the disposition of the gains or losses of the association according to the ratified balance sheet
9. the question of discharging the members of the Board from liability
10. election of a chairman of the Board for one year
11. election of two members of the Board for two years
12. election of two auditors for one year
13. appointment of three members of the election committee of which one is the convenor
14. ratification of the business plan for the coming calendar year
15. discussion of matters that the Board has referred to the Annual General Meeting
16. discussion of motions

Should other matters be taken up for discussion, no final decision may be made. A decision to hold an Extraordinary General Meeting may, however, be made.

## 12 §

At Extraordinary General Meetings, matters stated in the first paragraph of 11 §, points 1-4 shall be raised as well as the matters that caused the Meeting to be held. The Meeting shall also deal with other matters that the Board has referred to the Meeting.

If other matters are raised for discussion at the meeting, no final decision may be made. A decision to hold an Extraordinary General Meeting may, however, be made.

## THE BOARD OF DIRECTORS

### 13 §

The Board consists of a chairman and four other members

The Chairman is elected for one year. Other members are elected for two years, of whom half are elected every year.

The Board appoints a vice chairman from among its members and a treasurer as well as, if so required, a secretary.

The Board may appoint working committees with tasks determined by the Board. These may consist of a chairman and members.

In order to widen the scope in the preparation of business, the Board may appoint advisory groups that consist of members of the Association.

### 14 §

It is incumbent on the Board

1. To manage the work of the Association according to the business plan which, after proposals by the Board, is established by the Annual General Meeting as well as implement other decisions made by the meetings of the Association.

2. To follow closely those questions that are important to the Association bearing in mind its aims as well as take the actions required to benefit these aims
3. To continually maintain contact with the international secretariat and inform it about ongoing business
4. To consult with Europa Nostra on major policy issues and to respect and implement its decisions
5. To manage the Association's assets, decide on a budget as well as in other ways administer the Association's finances
6. To prepare matters that will be dealt with by the Association's meetings

15 §

The Board represents the Association. It decides who will be authorised signatories.

16 §

The Board meets at times determined by the Board and otherwise when the Chairman deems it necessary or at least one member requests it.

17 §

A quorum is formed when at least three members of the Board are present.

In the event of a vote, a simple majority decides. Should there be a tie, the Chairman has the casting vote.

Members may not take part in discussions or decisions of the Board or in working committees where the matters under discussion concern them personally or significant others.

Minutes are to be kept of the Board's decisions.

## ELECTION COMMITTEE

18 §

The election committee consists of three members of which one is the convenor.

The members are elected for one year.

The election committee shall prepare the elections of the officials at the Annual General Meeting, namely the election of the chairman and other members of the Board, election of deputy members of the Board as well as the election of the auditors. The election committee shall also propose the chairmen of the meetings of the Association.

## ACCOUNTS AND AUDITS

19 §

The Board shall cause accounts to be kept in accordance with good accounting principles.

The Board shall to the Annual General Meeting provide an Annual Financial Report for the previous calendar year.

The Annual Report consists of a profit and loss statement, a balance sheet and a Chairman's report.

After the Annual General Meeting, the Annual Report shall be translated into English and submitted to the Management Committee of Europa Nostra.

20 §

The Association shall have two auditors.

These are elected for one year.

Documentation concerning the Annual Report and the Board's minutes shall be submitted to the auditors no later than 30 days before the Annual General Meeting.

The auditors shall scrutinise the Board's administration and accounts for the past calendar year and submit the auditors' report.

The auditors' report shall be submitted to the Board at the latest seven days before the Annual General Meeting.

QUESTIONS CONCERNING THE ARTICLES OF ASSOCIATION  
AND THE DISSOLUTION OF THE ASSOCIATION

21 §

Proposals for alterations to these Articles of Association or for the dissolution of the Association may only be put to the Annual General Meeting after they have received Europa Nostra's approval. For such a proposal to be accepted requires the approval of a majority of votes at two successive Annual General Meetings. Furthermore, proposals to alter the Articles of Association can only be approved by at least two thirds of those voting supporting the proposal.

Should the Association decide on dissolution, the remaining assets shall be submitted to Europa Nostra.