

Save the Children Norway's Statutes

Version approved by the National Congress on 18 September 2005, and last revised by the National Congress on 8 September 2024.

Save the Children Norway (Redd Barna) was founded on 16 April 1946.

The work of Save the Children Norway is based on its Statutes, By-laws and Norwegian law. The Statutes are adopted by the National Congress and the By-laws by the Council of Representatives. The Statutes take precedence over the By-laws and other rules.

Save the Children Norway is a member of the Save the Children Association (SCA).

Chapter 1 Purpose

§ 1 The Purpose of Save the Children Norway

Save the Children Norway fights to ensure a world that safeguards all children's rights, as defined in the UN Convention on the Rights of the Child.

§ 2 About Save the Children Norway

Save the Children Norway is a voluntary, member-led rights organisation that is religiously inclusive and politically independent. Save the Children Norway's humanitarian aid is conducted according to the humanitarian principles of humanity, neutrality, impartiality, and independence. Save the Children Norway fights for children's rights by:

- Participating in national and international work to safeguard children's rights.
- Facilitating children's and young people's participation in matters that concern them.
- Developing and sharing knowledge of children's rights and living conditions.
- Doing advocacy relating to child policy.

Chapter 2 Organisation and Membership

§ 3 Organisation

Save the Children Norway is a nation-wide membership organisation. The organisation is organised into regions. Members can be organised in Save the Children Norway's local branches or be members of the independent organisation Press – Save the Children Youth Norway.

§ 4 Membership

Anyone who supports Save the Children Norway's objects may become a member. A member may

terminate their membership at any time. Membership is terminated automatically if the member fails to pay the membership fee.

§ 5 Voluntary Activity

Elected representatives in Save the Children Norway's membership organisation and persons who work actively as volunteers for Save the Children Norway must be members. Membership is not required for those who participate in individual activities that do not entail working directly with children.

§ 6 Association with Press - Save the Children Youth Norway

Press - Save the Children Youth Norway is Save the Children Norway's youth organisation. The relationship between Press and Save the Children Norway is formalised through a principle agreement and a cooperation agreement.

§ 7 Voting Rights

All members have a voting right locally and regionally in Save the Children Norway's membership organisation.

§ 8 Positions of Trust

All members may be elected to a position of trust. All of the organisation's governing bodies and committees shall endeavour to achieve equal gender distribution and diversity. Save the Children Norway's Council of Representatives may set specific requirements for positions of trust in the by-laws.

§ 9 Duration of Positions of Trust

The duration of all positions specified in the Statutes is three years, unless otherwise stated in the Statutes. A position of trust may not last longer than 12 consecutive years. Re-election is possible after an absence from the position of three years.

§ 10 Conflict of Interest

A person may not participate in Save the Children Norway's consideration of questions if this person has a conflict of interest. There is a conflict of interest if the person, or someone he has a close personal

connection with, has a self-interest in the decision to be made. The person also has a conflict of interest if there are other circumstances that could weaken the credibility of the person's impartiality.

Chapter 3 Governing Documents

§ 11 The Strategy

Save the Children Norway's strategy means its national strategy, which is based on the international Save the Children movement's strategy. The strategy unites Save the Children Norway in joint decisions on direction and priorities. The strategy takes precedence over other plans.

- a) The Executive Board prepares a draft strategy.
- b) The Council of Representatives states an opinion on the draft strategy.
- c) The Executive Board proposes a strategy for the National Congress.
- d) The National Congress approves the strategy.

§ 12 Action Plan for Save the Children Norway Members

An action plan for the members of Save the Children Norway provides guidance for the members' work. The action plan is subordinate to Save the Children Norway's strategy.

- e) The Council of Representatives prepares a draft action plan.
- f) The Executive Board states an opinion on the draft action plan.
- g) The Council of Representatives proposes an action plan for the National Congress.
- h) The National Congress approves the action plan.

§ 13 Child Policy Platform

Save the Children Norway's child policy platform describes Save the Children Norway's stance on matters of child policy. The platform is subordinate to Save the Children Norway's strategy.

- a) The Executive Board discusses proposals to change the child policy platform.
- b) The Council of Representatives states an opinion on proposals for the child policy platform.
- c) The Executive Board approves the child policy platform.

§ 14 The Statutes

Save the Children Norway's Statutes are its legal framework and describe how the organisation is made up and how it is to function. The Statutes take precedence over Save the Children Norway's By-laws, election regulations and other guidelines.

- a) The Statutes Committee discusses proposals to amend the Statutes.
- b) The Executive Board and the Council of Representatives state an opinion on proposals for amendment of the Statutes before these are

distributed together with the invitation to the National Congress.

- c) The Statutes Committee prepares and sends out the first proposals to amend the Statutes, with the invitation to attend the National Congress.
- d) The deadline for submitting a proposal to amend the Statutes is three months before the National Congress at the latest.
- e) The Statutes Committee prepares and states its position on final proposals to amend the Statutes, which are sent to the National Congress with the case papers.
- f) The National Congress approves the Statutes with a 2/3 majority.

§ 15 The By-laws

Save the Children Norway's by-laws are its legal framework for local and regional work. The by-laws are subordinate to the Statutes. The Statutes Committee discusses proposals to amend the by-laws.

- a) The Statutes Committee discusses and states its position on proposals to amend the by-laws.
- b) The Executive Board states an opinion on proposals to amend the by-laws.
- c) The Council of Representatives approves the by-laws.

Chapter 4 The National Congress

§ 16 Role

The National Congress is Save the Children Norway's highest authority. An ordinary national congress shall be held every three years.

§ 17 Principal Tasks

The National Congress shall:

Be informed of

- a) The follow-up of matters approved at the previous National Congress

Approve the governing documents

- b) Save the Children Norway's strategy
- c) The action plan for members' activities
- d) The Statutes
- e) The election regulations

Elect

- f) A chair, deputy, members and alternate members of the Executive Board
- g) A chair, deputy, members and alternate members of the Council of Representatives
- h) A chair and alternate member of the Statutes Committee
- i) A chair, members and alternate member of the Election Committee
- j) Members and alternate member of The National Nomination Committee

Discuss

k) Any opinions and other proposals received

§ 18 Convening of Meetings

Invitations to attend the National Congress are sent by the Executive Board chair, via the administration, no later than four months before the meeting.

The invitations are sent to:

- a) Elected regional delegates
- b) Members and alternates of the Executive Board
- c) Members and alternates of the Council of Representatives
- d) Members and alternates of the Statutes Committee
- e) Members and alternates of the Election Committee
- f) Chair of The National Nomination Committee
- g) Members and alternates of the Control Committee

§ 19 Registering Cases

Matters for the National Congress are registered with the Executive Board chair, via the administration, no later than three months before the meeting. With exception of opinion statements concerning current affairs which can be submitted one month before the meeting. All members of Save the Children Norway have a right of proposal.

§ 20 Sending Case Documents

The agenda, along with case documents and the Election Committee's position, is sent by the Executive Board chair, via the administration, no later than one month before the meeting. The case documents are sent to recipients of the invitation to the meeting. Non-confidential case documents may be made available to Save the Children Norway's members.

§ 21 Organisation of Meeting

The National Congress is opened by the Executive Board chair. The National Congress elects congress chairs to manage the organisation of the meeting.

§ 22 Decisions of the National Congress

All decisions of the National Congress are made by a simple majority unless the Statutes stipulate otherwise. In the event of a tie, the Executive Board chair has a dual voting right.

§ 23 Distribution of Minutes

Minutes are distributed to the recipients of invitations to the National Congress. Non-confidential parts of the minutes may be made available to Save the Children Norway's members.

§ 24 The Right to Speak, Propose and Vote

Only elected regional delegates and members of the

Council of Representatives, the Executive Board and the National Congress's representatives on the Election Committee and Statutes Committee have the right to speak, propose and vote. The National Congress may grant other persons present the right to speak.

§ 25 Extraordinary National Congress

An extraordinary national congress shall be held when at least two thirds of the members of the Council of Representatives or a unanimous Executive Board so demand. An extraordinary national congress may only consider the matters that have occasioned its convening and that have been listed on the distributed agenda. An extraordinary national congress shall be convened with at least three weeks' notice. The invitation is sent by the chair of the Executive Board to elected delegates and alternates who attended the last ordinary National Congress.

The Executive Board chair also invites the Executive Board, the Council of Representatives, the Statutes Committee, the Election Committee, The National Nomination Committee and the Control Committee.

Chapter 5 The Council of Representatives

§ 26 Role

The Council of Representatives is Save the Children Norway's highest body between the National Congresses. The Council of Representatives shall ensure that Save the Children Norway's purpose are realised by exercising supervision within defined tasks, acting as an advisory body for Save the Children Norway's development work in Norway and abroad, and contributing to the active engagement of the members. The Council of Representatives meets at least twice a year.

§ 27 Principal Tasks

The Council of Representatives shall:

State its opinion on

- a) Suggestions and points of view of the members to the Executive Board and the administration
- b) Save the Children Norway's strategy, before sending it to the National Congress
- c) Amendments to the Statutes, before sending them to the National Congress
- d) Save the Children Norway's child policy platform, before approval by the Executive Board

Elect

- e) An auditor during the first meeting after the National Congress, and approve the auditor's fee
- f) A member for the Statutes Committee during the first meeting after the National Congress
- g) A member for the Election Committee during the first meeting after the National Congress

- h) Three members and one alternate member for the Control Committee during the last meeting before the National Congress

Approve

- i) Save the Children Norway's annual accounts, submitted by the Executive Board, with statements from the Control Committee and auditor
- j) The Executive Board's annual report, submitted by the Executive Board, with statements from the Control Committee and auditor

Adopt

- k) Instructions for the Control Committee
- l) A membership fee, goals and guidelines for the administration of resources within Save the Children Norway
- m) Guidelines for Save the Children Norway's local branches' share of fundraising activities
- n) Accounting and reporting instructions for Save the Children Norway's local branches
- o) By-laws for local and regional work
- p) The number of and borders between the regions
- q) The conduct of seminars or volunteer forums associated with the National Congress

Prepare and put forward proposals for

- r) An action plan for Save the Children Norway members, before approval by the National Congress
- s) Increasing the skills of members, and establishing meeting places for members

Discuss

- t) Conflicts that require prompt clarification between decision-making bodies or these and the administration. Such matters may only be initiated by the Control Committee

Conduct

- u) Regional meetings
- v) Supplementary elections to the Executive Board between National Congresses. The Election Committee put forward a proposal for the Council of Representatives.
- w) Supplementary elections to the Council of Representatives between National Congresses. The regional meeting in each region proposes candidates to the Council of Representatives. The Election Committee proposes free members.
- x) Supplementary elections to the Control Committee and the National Congress' representatives to the Statutes Committee, Election Committee and The National Nomination Committee.

§ 28 Composition

The Council of Representatives consists of 15 members, including the chair and deputy, who are elected by the National Congress. A minimum of five alternate members shall be elected, preferably one from each region. All regions shall be represented on the Council of Representatives, preferably by an equal number of members and alternates nominated by the regional meeting.

In those cases where a regional meeting has not proposed enough representatives, these members and alternates shall be elected freely, irrespective of region.

The alternate members are ranked by the Election Committee's drawing of lots during the National Congress. The regions' alternate members stand in when required in their own region. If the region's alternate member does not attend, alternates are invited in order of ranking. If a freely elected member does not attend, alternates are invited in order of ranking.

§ 29 Convening of Meetings

Invitations to attend meetings are sent by the chair of the Council of Representatives, via the administration, no later than eight weeks before the meeting. The invitations are sent to the members and alternates of the Council of Representatives, and to the auditor. A copy is sent to the Executive Board, the Election Committee, Statutes Committee and Control Committee.

§ 30 Registering Cases

Matters for the Council of Representatives are registered with the chair of the Council of Representatives, via the administration, no later than six weeks before the meeting. All members of Save the Children Norway have a right of proposal.

§ 31 Sending Case Documents

The agenda and case documents are sent by the chair of the Council of Representatives, via the administration, no later than three weeks before the meeting. The case documents are sent to recipients of the invitation to the meeting. Non-confidential case documents may be made available to Save the Children Norway's members.

§ 32 Decisions of the Council of Representatives

Members of the Council of Representatives have a right to vote at the meeting. Alternate members standing in have a right to vote.

The Council of Representatives has a quorum when at least eight members entitled to vote are present. All decisions are made by a simple majority unless the Statutes stipulate otherwise. In the event of a tie, the

chair of the Council of Representatives has a dual voting right.

§ 33 Distribution of Minutes

Minutes are distributed to the recipients of invitations to meetings. Non-confidential parts of the minutes may be made available to Save the Children Norway's members.

§ 34 Extraordinary Meetings

An extraordinary meeting of the Council of Representatives shall be held when deemed necessary by the chair, or when a unanimous Executive Board or at least one third of the Council of Representatives' members so demands. An extraordinary meeting of the Council of Representatives may only consider the matters that have occasioned its convening and that have been listed on the distributed agenda. An extraordinary meeting of the Council of Representatives must be convened with at least two weeks' notice, and the deadline for sending out case documents shall be at least one week before the meeting is held.

Chapter 6 The Executive Board

§ 35 Role

The Executive Board shall ensure strategic development, the implementation of Save the Children Norway's strategy and the proper management and organisation of the activities, and shall establish, to the extent necessary, plans, guidelines and budgets for Save the Children Norway's activities. The Executive Board shall meet as often as the chair, or at least five members of the Executive Board, deems necessary.

§ 36 Principal Tasks

The Executive Board shall:

Prepare and put forward proposals for

- a) Strategy, before sending it to the National Congress

Present

- b) Annual accounts, before approval by the Council of Representatives
- c) Annual report, before approval by the Council of Representatives

Adopt

- d) A plan for implementing the strategy
- e) Child policy platform
- f) Matters of principle
- g) Purchase and sale of real estate
- h) Save the Children Norway's budget

Appoint

- i) A Secretary General to be the administration's Chief Executive Officer

Review

- j) Evaluations and monitor realisation of the organisation's strategic goals
- k) The Statutes Committee's proposals to amend the Statutes and By-laws
- l) Make a statement about the proposals to amend the Statutes before distributed with the invitation to the National Congress

Control

- m) The organisation's access to, and management of, resources, including authorisations

Prepare

- n) The formal part of the National Congress, and formally open the National Congress
- o) Propose candidates to the Council of Representatives for the election of an auditor

Elect

- p) The Executive Board's member of the Election Committee and of the Statutes Committee

§ 37 Composition

The Executive Board shall consist of ten members and six alternates.

- a) Seven members and two alternates.
- b) Two employee representatives and two alternates to these.
- c) The Chair of Press – Save the Children Youth Norway, with two deputy chairs as alternates.

§ 38 Elections

- a) The National Congress, who elects a chair, a deputy, five members and two alternates.
- b) Employees, who elect two members and two alternates.
- c) Press – Save the Children Youth Norway, which is represented by a chair, with two deputy chairs as alternates.

§ 39 Convening of Meetings and Case Papers

Invitations to meetings are sent, along with non-confidential case papers, by the chair of the Executive Board, via the administration, to Executive Board members and alternates, and the auditor. A copy is sent to the members and alternate members of the Council of Representatives, the chair of the Control Committee, the chair of the Statutes Committee, and the chair of the Election Committee. Confidential case papers are sent out in accordance with the Executive Board's instructions.

§ 40 Executive Board Decisions

The Executive Board has a quorum when at least five

members are present. All decisions of the Executive Board shall be made by a simple majority. In the event of a tie, the Executive Board chair has a dual voting right.

§ 41 Distribution of Minutes

The minutes are sent to recipients of invitations to meetings, and to members and alternate members of the Council of Representatives. Confidential parts of the minutes are sent out in accordance with the Executive Board's instructions.

§ 42 Power of Attorney

The Secretary General has authorisation to sign all documents on behalf of the organisation. The Secretary General may delegate a power of attorney as agreed with the Executive Board.

Chapter 7 The Control Committee

§ 43 Role

The Control Committee shall supervise Save the Children Norway's activities and ensure compliance with Statutes, By-laws and decisions made by decision-making bodies. The Control Committee may demand access to any matter concerning Save the Children Norway and may consider any matter concerning Save the Children Norway.

§ 44 Principal Tasks

The Control Committee's duties are regulated by the Control Committee's instructions from the Council of Representatives.

§ 45 Composition

The Control Committee shall consist of three members and one alternate member.

§ 46 Elections

The Control Committee is elected by the Council of Representatives at the final meeting before the National Congress. The Control Committee elects its own chair.

Chapter 8 The Statutes Committee

§ 47 Role

The Statutes Committee shall ensure that the Statutes and By-laws of Save the Children Norway are up-to-date and help to realise Save the Children Norway's purpose.

§ 48 Principal Tasks

The Statutes Committee shall:

- a) Consider proposed amendments to the Statutes and By-laws from other bodies or members.
- b) Present its own proposed amendments to the Statutes and By-laws.

- c) Present proposals for the rules of procedure, election rules and the editorial committee's guidelines for the National Congress.

§ 49 Composition

The Statutes Committee shall consist of three members and one alternate member.

§ 50 Elections

- a) The regions' elected delegates to the National Congress, who elect one chair and one alternate member.
- a) The Council of Representatives, who elects one member by no later than during the first meeting after the National Congress.
- b) The Executive Board, who elects one member by no later than during the first meeting after the National Congress.

Chapter 9 The Election Committee

§ 51 Role

The Election Committee shall propose candidates for the election of an executive board and a council of representatives. The Election Committee also proposes candidates for any supplementary elections of free members to the Council of Representatives and members to the Executive Board between National Congresses. The Election Committee's duties are regulated by the election regulations.

§ 52 Composition

The Election Committee shall consist of five members and one alternate member.

§ 53 Elections

- a) The regions' elected delegates to the National Congress, who elect three members, one of whom is the chair, and one is an alternate member.
- b) The Council of Representatives, who elects one member by no later than during the first meeting after the National Congress.
- c) The Executive Board, who elects one member by no later than during the first meeting after the National Congress.

Chapter 10 The National Nomination Committee

§ 54 Role

The National Nomination Committee shall present proposals for the National Congress' candidates for the Election Committee and Statutes Committee. The National Nomination Committee's duties are regulated by the election regulations.

§ 55 Composition

The National Nomination Committee consists of three members and an alternate member, and one of the three members is elected as chair.

§ 56 Elections

The regions' elected delegates to the National Congress.

Chapter 11 Suspension and Exclusion

§ 57 Suspension and Exclusion of Members and Volunteers

A member who does not abide by the organisation's Statutes and By-laws, but impedes the organisation's purpose or otherwise harms the organisation, may be suspended or excluded from Save the Children Norway. The decision to suspend or exclude is made by the chair of the Executive Board, the chair of the Council of Representatives, and the Secretary General. The matter is considered on the basis of current guidelines on whistleblowing and objectionable practices.

Chapter 12 Dissolution

§ 58 Dissolution of Save the Children Norway

The Save the Children Norway organisation may be dissolved when an ordinary or extraordinary national congress resolves to do so. The resolution must have at least two thirds of the votes cast. The resolution must then be confirmed with the same number of votes at an ordinary or extraordinary national congress at least six months later. The National Congress that adopts a final resolution to dissolve shall distribute the organisation's funds. The funds shall be distributed to associations or institutions in Norway or abroad that have the same objects as Save the Children Norway, once the necessary funds for pay, pensions and other liabilities have been deducted. The same National Congress may elect a Dissolution Committee, consisting of five members tasked with implementing the practical work in connection with the dissolution and distribution of the funds. The accounts of the Dissolution Committee shall be audited by a state-authorized accountant in the same manner as the organisation's ordinary accounts.

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