

# Rules of procedure for the board of the association SOFIA

## 1 Introduction

1.1 The purpose of these rules of procedure is to create conditions for efficiency and good order in the association's board work.

## 2. Board meetings

2.1 The board shall meet at least 8 times a year.

At the first meeting after the association's annual meeting, the board shall be constituted, which means

- that the board appoints a chairman, secretary and executive member
- that the board decides on company signatures.

2.2 During a normal financial year, 10 meetings are held, including the constituent meeting.

Agenda for board meeting, besides from occasional issues

1. Election of chairperson
2. Election of secretary and adjuster
3. Approvement of the minutes from previous meeting
4. Financial report
5. Project management
  - a. Decision on preliminary applications
  - b. Decision on submittance of applications
  - c. Project follow up and reporting
  - d. Reports from projects
6. Office and staff issues
7. Other questions

2.3 The Board of Directors shall, when the Chairman deems it necessary, hold an extra meeting. Board members may request that an extra meeting be held.

## 3. Attendance at board meetings

3.1 Members and staff and project managers are invited to the Board's meetings.

3.2 In the event of absence, the member shall notify the chairman or secretary of the board.

3.3 In the case of per capsulam minutes, decision documents must be sent to all board members. At least half of the board members, including the chairman of the board, must confirm per capsulam case in order for the decision to be enforced. A protocol stating who participated in the decision shall be drawn up. Per capsulam minutes are adjusted by the Chairman of the Board. Per capsulam minutes must be reported at the next board meeting, as supplementation may be provided for the

remaining board members if they have submitted an opinion afterwards regarding the proposed resolution.

#### **4. Notice of meeting, agenda and decision basis**

4.1 Notice of an ordinary meeting is issued through the care of the chairman / operations manager and be received by the board no later than one week before the ordinary meeting. At an extra meeting, a summons can be sent out later if the circumstances so require.

When longer documents are attached, these should be sent at least two weeks before the meeting

4.2 The agenda and basis for the decision shall be attached with the notice.

#### **5. Protocol**

5.1 Minutes shall be kept of the Board's meetings. The minutes shall be adjusted by the chairman. The minutes shall reflect the decisions made and what else occurred at the meeting.

#### **6. Forms of board work**

6.1 Each meeting begins with a review of the agenda and a position on the allocation of time proposed by the chairman.

6.2 The Board meetings shall primarily be used for discussion and decisions, as well as information to the Board. The Board is assumed to have read the submitted material.

6.3 External and internal information regarding board issues shall take place in compliance with the secrecy laws and regulations.

#### **7. Right to sign the association SOFIA**

7.1 The Board decides at its statutory meeting (after the association's annual meeting) on the association's signature.

7.2 The Board of Directors can also make decisions on company signatures at other Board meetings if required.

#### **8. Financial reporting**

8.1 The Board shall issue and annually establish written instructions for the financial reporting. The instructions must state what the financial reporting must contain and with what periodicity and in what form the reporting must take place.

#### **9. Applications for external grants**

9.1 Applications for external grants, eg from Sida through Forum Syd, are prepared by the staff and signed by the appointed signataires.

9.2 The board is responsible for all applications and makes a formal decision on each application before it is submitted to the contributor.

#### **10. Budget**

10.1 The budget work is carried out with the following starting points.

- the board's goals for the coming financial year based on data prepared by the staff
- the board's goals include financial considerations as well as policy and strategy for the association.

#### 11. Validity period

11.1 These rules of procedure shall apply until further notice.

11.2 These rules of procedure shall be reviewed by the Board on an ongoing basis and amended as the Board deems appropriate.

These rules of procedure were adopted at a meeting of the board of the association SOFIA on 25 June 2002. Revised at a board meeting on 24 January 2013. Revised at a board meeting 13 May 2021.