

## ***1 Name, registered office, area of operations***

1. The Name of the Association is „Wiener Drogen Komitee (Vienna NGO Committee on Drugs) “
2. The Association office is registered in Vienna, and it operates globally.
3. The Association shall pursue exclusively charitable purposes within the meaning of §§ 34-47 of the Austrian Federal Tax Code . Its activities are non for profit.

## ***2 Purpose***

The Association, " Vienna Drug Committee ( Vienna NGO Committee on Drugs )" is an umbrella organization of non- governmental organizations ( NGOs ) concerned with problems relating to narcotic drugs and psychotropic substance. The purpose includes:

1. Supporting the activities of NGOs represented at the United Nations Office in Vienna concerned with issues related to narcotic drugs and psychotropic substances
2. Promoting contacts and collaboration with the United Nations Office on Drugs and Crime (UNODC), the International Narcotics Control Board (INCB) and other relevant UN agencies and offices
3. Promoting the continued development of the network of NGOs initiated at the international NGO forums in Stockholm 1986, Vienna 1987, Bangkok 1994, New York 1998 und Vienna 2008
4. Promoting activities that lead to enhanced communication and cooperation;
5. Promoting global scientific, cultural and social exchange
6. Promoting increased public awareness about the issue of drugs
7. Promoting public education through wide dissemination of news and information on issues related to drugs and psychotropic substances ;
8. Promoting support for vulnerable persons and groups that are socially and culturally disadvantaged, and that experience discrimination;
9. Disseminating information to the general public and actively working to eliminate the needs of disadvantaged people, including development aid ;
10. Promoting worldwide cultural and scientific exchange to strengthen international understanding ;
11. Supporting, promoting, and enabling, research and scientific endeavors.

## ***3 Means of achieving the purpose of the Association***

### **3.1 Non-commercial activities**

1. Holding lectures and meetings, social gatherings, discussion evenings, in order to exchange experience;
2. Convening conferences and functions as a forum to exchange Information of discuss matters of general interest;
3. Scheduling individual and group briefings and other events to educate the members;
4. Sponsoring social gatherings and events;
5. Convening workshops and symposia
6. Collaborating on research projects

7. Holding lectures and courses
8. Promoting, developing, and manufacturing new innovative products related to the purpose of the Association;
9. Establishing a communications center
10. Publishing internal communications
11. Procuring and providing appropriate reading material and establishing a specialized library;
12. Developing training courses
13. Disseminating the mission through media.
14. Creating conditions required to facilitate the scientific work and research related to Association's purpose.

### 3.2 Commercial activities:

1. Receiving contributions and subsidies from donors
2. Hosting seminars, literary, and musical evenings
3. Charging fees for rentals of rooms for events and functions that align with the Association's aim;
4. Requesting reimbursement for the participation in events;
5. Charging membership fees
6. Charging for books, audio and video recordings that convey the Association's purpose;
7. Charging admission for social events
8. Hosting flea markets
9. Soliciting donations, legacies and other contributions;
10. Establishing an indispensable auxiliary operation for the practical testing of the acquired knowledge;
11. Receiving income from the Association's own enterprises, according to the relevant statutory provisions, as well as from investments in companies, especially in corporations;
12. Purchasing and selling goods - such as T-shirts and stickers that are identified with the mission of the association and spread the Association's ideas.

All the commercial activities must be related to the charitable purpose of the Association and must not be compete with taxable operations, unless they are unavoidable to fulfill the purpose of the association.

Any profits must exclusively and directly promote the charitable purposes of the Association. Members of the Association may not receive any profit from their membership activities, or other allowances from association funds. The same applies when the Association is dissolved or terminated. No person may benefit from expenditures unrelated to the purpose of the Association, or receive disproportionately high remuneration.

## ***4 Membership***

**Membership in the Wiener Drogen Komitee (Vienna NGO Committee on Drugs) is open to:**

1. NGOs in consultative status with the Economic and Social Council of the United Nations (ECOSOC), in accordance with the rules established by ECOSOC in Resolution 1996/31 and having a permanent representative accredited to the United Nations Office at Vienna (UNOV);
2. NGOs named and recognized by the UN Secretary-General and having a permanent representative accredited to the UN in Vienna;
3. NGOs named and recognized by virtue of their consultative status with Specialized Agencies or other United Nations bodies and having a permanent representative accredited to the UN in Vienna;
4. NGOs operating at the international level, being not-for-profit organizations, and not having consultative status with ECOSOC, but having specialized knowledge and expertise in the field of narcotic drugs and psychotropic substances and operating in this field;
5. NGOs operating at the national or sub-national level, being not-for-profit organizations, and not having consultative status with ECOSOC but having specialized knowledge and expertise in the field of narcotic drugs and psychotropic substances and operating in this field.

Organizations qualifying for membership under any of the above categories are afforded full membership responsibilities and privileges given to members of the VNGOC, including full voting rights of one vote per organization.

In order to qualify for membership in the VNGOC under any of the below categories and prior to approval, applicants must demonstrate in good faith and to the satisfaction of the Board and membership, the following:

1. That the organization has a legal and administrative organizational structure that operates independently of any organization currently a member of VNGOC or applying for membership in the VNGOC; and
2. That the organization makes all decisions independently of any other organization currently a member of VNGOC or applying for membership in the VNGOC, and neither shares a mandate nor affiliation with any such organization outside of participation in a coalition or “umbrella” organization representing independent organizations.

Membership in the Committee is divided in two categories

1. Ordinary membership is granted to such NGOs as comply with the criteria listed above and accept the Committee Statutes as well as the strategic plan and the Declaration and Resolutions of the Beyond 2008 Forum

2. Honorary membership is granted to members recognized on account of extraordinary merit in contributing to the achievement of the objectives listed in Article 2. Honorary members shall be exempted from membership dues.

### ***5 Admission***

1. **Membership is open to legal entities.**
2. The Board shall review applications for ordinary membership.
3. Applicants for ordinary membership must submit a completed application form for review and approval and must pay membership dues for at least one year.
4. Honorary members will be nominated by the Board and approved by the General Assembly.
5. The Board may deny an application for membership
6. **The Board shall announce new member organisations and report on denied applications at the subsequent committee meeting**
7. **Organisations whose applications are denied may appeal to the General Assembly.**

### ***6 Termination***

1. Membership terminates on the death of an honorary member, on a legal entity's loss of legal status; voluntary withdrawal, or expulsion.
2. The Board may expel any member whose dues have been in arrears for at least six months, following two written reminders and an appropriate grace period. Expulsion does not release members from the obligation to pay back membership dues.
3. The Board may ask the General Assembly to expel a member from the association for gross violation of other membership obligations or for conduct that brings VNGOC into disrepute.
4. The General Assembly may adopt a proposal from the Board to expel an honorary member on the grounds stated in the paragraph above.

### ***7 Rights and obligations of members***

1. Members are entitled to participate in all Committee events **and to use all Committee facilities.**
2. Members are entitled to review the Statutes at any time.
3. A minimum of one-tenth of the membership can ask the Board to convene a General Assembly within three months of their request.
4. The Board shall inform the membership of the Committee's activities and financial management at every General Assembly. The Board shall otherwise provide this information within four weeks of a request made by at least one-tenth of the membership.
5. The Board shall also provide the membership with audited financial statements. If provided during the General Assembly, the Auditors must be present.

6. Members will endeavour to promote the interests of the Committee and avoid any conduct that might damage the reputation and the purpose of the Committee. Members shall comply with the Statutes and the resolutions passed by the Committee bodies.
7. Members shall undertake to pay the membership dues on time in the amount resolved at the General Assembly.

### **8 Committee bodies**

The Committee bodies are the General Assembly, the Board, the Auditors, **the Executive Director and the Arbitration Board**.

### **9 General Assembly**

The General Assembly is the „Mitgliederversammlung“ as specified in the Austrian 202 Associations Act (Vereinsgesetz) An ordinary General Assembly will take place each year around the major annual session of the UN Commission on Narcotic Drugs (CND) statt. The date will be announced to the membership in good time.

Extraordinary General Assemblies may be convened following:

1. A resolution by the Board or the ordinary General Assembly
2. Written request by at least one-tenth of the members;
3. Request by the Auditors
4. A decision by a trustee appointed by the courts

within four weeks.

1. Members in good standing shall be invited both to ordinary and extraordinary General Assemblies either by mail, fax or e-mail at least four weeks prior to the meeting date
2. The Board will notify the Membership of the agenda for a General Assembly in a timely manner
3. Proposals for the General Assembly agenda items must be submitted to the Board either by mail, fax or email at least three days prior to the meeting date.
4. **Members in good standing are entitled to participate and to vote in the General Assembly.** Each member in good standing is entitled to only one vote. Members in good standing may assign their voting rights to other members in good standing through written authorization.
5. The General Assembly shall constitute a quorum regardless of the number of members in good standing present.
6. Election results and votes on resolutions will normally be decided by a simple majority of valid votes cast at the General Assembly. Resolutions to alter the Committee Statutes or to dissolve the Committee shall, however, require a qualified majority of two-thirds of valid votes cast.
7. The Chairperson, or the Deputy Chairperson, in the absence of the Chairperson, shall chair the General Assembly. In the absence of the Deputy Chairperson, the most senior Board Members (in terms of age) present shall chair the meeting.

## ***10 Responsibilities of the General Assembly***

The General Assembly shall be responsible for:

1. Receiving and approving reports on activities and financial statements with the involvement of the Auditors.
2. Adopting resolutions for budget estimates
3. Electing and dismissing Board Members and Auditors
4. Setting membership dues for ordinary *members*
5. **Deciding on appeals against exclusions from membership; and deny membership applications**
6. Approving legal transactions conducted by the Auditors
7. Discharging the board
8. Passing resolutions concerning amendments to the Statutes and voluntary dissolution of the Committee
9. Discussing and passing resolutions concerning other issues on the agenda
10. Granting and recognising honorary membership

## ***11 The Board***

The Board shall comprise six Members, specifically the Chairperson, Deputy Chairperson, Secretary, Deputy Secretary, Treasurer and Deputy Treasurer.

1. The General Assembly shall elect the Board. When an elected Member resigns, the Board may appoint an eligible Member as a replacement, which appointment shall be confirmed at the next General Assembly.
2. The Board's term of office shall be two years. Board Members may be re-elected, and shall exercise their office personally.
3. The Chairperson, or if unavailable, the Deputy Chairperson, shall convene Board meetings through written or oral invitation. If either is unable to act for an indeterminate period, any other Board member may convene a Board meeting.
4. Board meetings shall have a quorum if all Board members were invited and at least half are present.
5. The Board shall adopt resolutions by simple majority; in the event of a tie, the Chairperson shall cast the deciding vote.
6. The Chairperson, or in his/her absence, the Deputy Chairperson, shall chair Board meetings. In the Deputy Chairperson's absence, the most senior Board Member (in terms of age) or the Board Member chosen by the majority of the other Board Members shall chair the Meeting.
7. Board member's terms shall expire by dismissal or resignation except in the case of death or the end of the regular term of office.
8. The General Assembly may dismiss the entire Board or individual Board Members at any time. The dismissal shall become effective with the appointment of the new Board or Board Member.

9. Board Members may submit their resignation in writing at any time. The letter of resignation shall be addressed to the Board or, if the entire Board resigns, to the General Assembly. The resignation shall become effective only at the time of the election or appointment of a successor.

### ***12 Responsibilities of the Board***

The Board is responsible for managing the Association. It is the managing body (Leitungsorgan) as stipulated in the Austrian 2002 Associations Act. It is responsible for all duties not assigned to another body of the association by the Statutes. It shall be responsible for:

1. Preparing an annual budget, and reporting on activities and financial statements.
2. Installing an accounting system that meets the requirements of the Committee, including, as a minimum, consistent records of revenues and expenditures, and maintaining an asset inventory.
3. Informing the Committee members of the activities and business management of the Committee and of the audited financial statement .
4. Preparing and convening the General Assembly.
5. Managing the Association's assets.
6. Accepting and expelling ordinary and honorary members;
7. Hiring and dismissing employees of the Association.

### ***13 Special responsibilities of individual board members***

1. **The Chairperson is the highest ranking official of the Association. She/he shall represent the Association in external matters, with government authorities and any other entities. The Chairperson shall chair General Assembly and Board meetings.**
2. In emergency situations, the Chairperson is also entitled to order, independently and on their own responsibility, actions in matters falling within the sphere of responsibility of the General Assembly or of the Board. For internal purposes however, such actions require later approval by the competent body of the Association.
3. The Secretary shall assist the Chairperson with managing the ongoing business of the Association. The Secretary shall keep the minutes of the General Assembly and Board meetings.
4. The Treasurer shall be responsible for properly managing the funds of the association.
5. In case the Chairperson, the Secretary or the Treasurer is unable to act, their Deputy in each case shall act on their behalf.
6. **When Board Members are entrusted with work for the association beyond their given responsibilities, they can fulfil their services with the Association on the basis of an employment contract, or a contract for services. (The same is applicable for any member or third parties).**

### **14 Executive Director**

The Board may appoint Executive Directors to manage the Association's undertakings or projects. Executive Directors shall be subject to the full managerial authority and control of the Board and are accountable to the Board. The Board may dismiss them by simple majority. They shall each be authorized to sign internally within their assigned areas of responsibility. The activities of the Executive Directors can either be regulated by employment contract, or contract for services, depending on the nature of the tasks. If it is possible to draw a clear line between the tasks and responsibilities of an Executive Director and the roles and responsibilities of a Board member, the Board member may also be appointed as Executive Director.

### **15 Auditors**

1. The General Assembly shall elect two Auditors, for a term of two and/or four years. The Auditors may be reelected.
2. Auditors shall be responsible for ongoing monitoring of business activities and for auditing the financial accounts of the Committee. Auditors shall ensure proper accounting and use of funds in accordance with the Statutes.
3. The Board shall present the Auditors with the necessary documents and provide them with all necessary information.
4. Auditors shall report the audit results to the Board.
5. The Auditors shall not be Board members.
6. Paragraphs 11(3); (9) and (10) apply to the Auditors.

### **16 Arbitration Board**

1. The Arbitration Board shall settle any and all disputes arising from relationships within the Association;
2. The Arbitration Board is composed of three ordinary members of the Committee. It shall be constituted as follows: one of the parties to the dispute shall nominate one member of the committee as Arbiter through written submission to the Board. Within seven days the Board shall request the other party to the dispute to nominate a member for the Arbitration Board within 14 days. On notification by the Board within seven days, the nominated Arbiters shall elect a third ordinary member as Chairperson of the Arbitration Board within a further 14-days period. In the event of a tie, the choice between the Arbiters suggested shall be decided by lot.
3. The Members of the Arbitration Board must not belong to any body whose activities are the subject of arbitration, with the exception of the General Assembly;
4. The Arbitration Board shall make its decision by a simple majority of votes with all Arbiters present. It shall decide to the best of its knowledge and belief. Its decisions are final as far as the internal situation of the association is concerned.
5. The General Assembly shall decide on Rules of Procedure for the Arbitration Board, to be applied to all unfinished arbitration processes.

### ***17 Voluntary dissolution of the Association***

1. Only a two thirds majority vote of the General Assembly may dissolve the Association
2. If Association assets exist, the General Assembly shall decide on liquidation. Specifically, the General Assembly shall appoint a liquidator and pass a resolution specifying the recipient of any assets that remain after the liabilities have been covered.
3. Any assets remaining upon dissolution of the Association, or cessation of its charitable purpose must be donated to an organisation for the exclusive use for non-profit or charitable purposes as set in §§ 34 et seq. of the Austrian Federal Tax Code.