**STATUTE OF [name of organisation]**

**I. GENERAL PROVISIONS**

1. [name of organisation] is a public legal person of limited civil liability, whose legal form shall be an [insert type, e.g. organisation, association, network, etc.]. [Name of organisation] is a regional network (active in [insert geographic scope of your organisation/association/network] with a mission of [insert your mission statement, or a summary of it].

2. The term of activities of [name of organisation] is unlimited.

3. The financial year of [name of organisation] is the calendar year.

4. As [name of organisation] organises international events, the official languages of [name of organisation] are [insert relevant language(s)]. For official purposes, the state language is used in accordance with the law on the state language [revise as necessary].

**II.** **THE GOALS, AREAS, AND TYPES OF ACTIVITIES OF** [name of organisation]

5. The goals of [name of organisation] are:

5.1. Reforming governmental and legal policies related to public health, drug policy and human rights protection [revised as needed for your organisation/association/network];

5.2. Ensuring sustainability of public health programmes [revised as needed for your organisation/association/network];

5.3. Building capacity of key populations communities, activists and civil society organizations and protection of their rights [revised as needed for your organisation/association/network].

6. To achieve its mission and goals the Association is working in the areas of public health, drug policy and human rights protection [revised as needed for your organisation/association/network].

7.1. Educational activities and advocacy on public health issues, drug policy and human rights protection among countries population, government bodies, health professionals, expert and scientific community, media, key population communities and civil society organisations on national, regional and international level by means of: [revise this list as appropriate to the activities of your organisation/association/network]

- conferences,

- workshops,

- seminars,

- consultations,

- expert group meetings,

- press-conferences,

- informational, communicational, media and advocacy campaigns,

- creation of websites, publications, posts in social media, printed materials, multimedia materials, video and audio materials;

7.2. Analytical and research work on public health issues, drug policy and human rights protection by means of: [revise this list as appropriate to the activities of your organisation/association/network]

- policy analysis,

- research studies,

- focus groups,

- case studies;

7.3. Support to key populations communities, uniting and promoting their interests and protecting their rights;

7.4. Development, implementation and support in implementation of programs and projects on public health issues, drug policy and human rights protection;

7.5. Granting services (including grants, prizes, scholarships) for individuals and organisations on public health issues, drug policy and human rights protection;

7.6. Data processing, assistance in the creation and use of databases and information resources;

7.7. Support to national, regional and international cooperation in the sphere of public health policy issues, drug policy and human rights protection;

7.8. Development of national, regional and international exchange programmes by means of:

- organisation of study tours,

- support to the training of specialists,

- support in establishing connections and information sharing;

7.9. Popularisation and promotion of [name of organisation] activities at national, regional and international levels;

7.10. Other activities, helping to achieve the mission of [name of organisation].

8. [name of organisation] is not-for-profit [organisation/association/network]. It is not conducting any religious related services.

**III. MEMBERSHIP OF THE ASSOCIATION, AND RIGHTS AND DUTIES OF ITS MEMBERS**

9. [name of organisation] is a membership-based network.

10. Membership in [name of organisation] is free of charge; no membership fee is required, unless decided otherwise by the General Meeting of members.

11. The members of [name of organisation] may be individuals (natural persons) who has reached 18 years of age or all types of institutions (legal persons) that support and share the mission and goals of [name of organisation]. The members are legal or natural persons residing or registered in [insert name of regions] and Natural persons or legal entities that do not fulfil the geographical criteria for membership may become Supporting members of [name of organisation].

12. All members support and share the mission and goals of [name of organisation]. They respect and follow [name of organisation]’s regulations and decisions, including its by-laws. All members must abide the Statute and the decisions of the governance bodies of the has been acting against the interests of [name of organisation] or has or has had opposing interests to [name of organisation] may not be accepted as a member of [name of organisation] or may have their membership withdrawn.

13. The list of members of [name of organisation] is maintained by the Executive Director of the [name of organisation].

14. The following procedure describes the process of becoming a member:

a) An applicant should fill in and submit an electronic application form on [name of organisation]’s website or in written form;

b) Within [insert number] working days, the Secretariat will verify the details of the applicant and whether they comply with the membership criteria, and will prepare the application for review by the Steering Committee;

c) Within [insert number] days, members of the Steering Committee from the region that the applicant represents will consider the application and decide on behalf of the Steering Committee whether to grant membership. Should a Steering Committee member considering the application or one of the Steering Committee members considering the application in a region represented by two Steering Committee members, find no reason to approve the application, the application will be considered by the Steering Committee;

d) No later than [insert number] days after the application is received by the Secretariat, the applicant will be informed about the outcome by email;

e) Supporting members must meet the criteria set for members, except geographical criteria.

15. Members of [name of organisation] shall enjoy the following rights:

a) to attend and vote in General Meetings and Regional Meetings of members of [name of organisation];

b) to be elected (in case of members – legal entities this applies to their representatives) to the [name of organisation]’s bodies;

c) to make use of the services rendered by [name of organisation];

d) to have access to documents of [name of organisation] and to receive information possessed by [name of organisation] about its activities in the activity report and the set of audited financial statements;

1. to withdraw from [name of organisation] at any time;

f) to have access to the list of members of [name of organisation]; and,

g) other rights established in legal acts and Statutes of [name of organisation].

1. Members, according to decisions of the Steering Committee, may get benefits from: [revise this list as appropriate to the benefits provided by your organisation/association/network]

a) basic information packs with publications in [name language(s)] may be referred to [name of organisation] members in case of requests for collaboration, information, and sample materials (or to other organisations if they are not available at [name of organisation]);

b) project-related activities outsourced to members;

c) access to information about [name of organisation]’s members, including their contact details;

d) receiving publications produced by [name of organisation];

e) receiving reference letters to support applications for funding, scholarships, or positions/posts;

f) receiving scholarships for conferences and seminars when available;

g) receiving information on grants, scholarships, and calls for proposals;

h) being added to [name of organisation]’s mailing list and thus participating in information exchange with other members of [name of organisation];

i) access to the Knowledge Hub on the [name of organisation] website;

j) consultations on international, EU, CIS, and national policies on the issues of harm reduction and drug policy which are strongly connected with the goals of [name of organisation];

k) receiving advice on potential experts, consultants, trainers, and study tour sites for technical assistance and capacity building initiatives.

17. The duties of the members of [name of organisation] are:

a) to comply with the Statute of [name of organisation];

b) to comply with the decisions of the General Meeting and the Steering Committee;

c) to participate in the General Meetings and Regional Meetings of the members.

18. Members of [name of organisation] shall have the following responsibilities:

a) to share the principles and approaches of harm reduction;

b) to support implementation of [name of organisation]’s mission and the decisions of the Steering Committee;

c) to inform [name of organisation] about any changes in legal status, contact information, or to provide other important information related to [name of organisation]’s goals;

d) to provide information on harm reduction situation if needed;

e) to participate in the development of [name of organisation]’s strategy and evaluation of its work;

f) to participate in assessments of [name of organisation]’s members’ needs; and,

g) to participate in the election of [name of organisation]’s bodies.

19. Supporting members have limited rights, benefits, and obligations. They do not have any rights except foreseen in this clause. They support implementation of the mission and strategy, are consulted in shaping and evaluating the strategy of [name of organisation], and receive information about [name of organisation]’s activities and other relevant information identified by the Steering Committee.

20. Termination of membership: Membership ends in the following cases:

20.1 If decided by a member (who is obliged to inform the Secretariat in writing);

20.2 If the member legal entity stops operations;

20.3 In case of the death of an individual member;

20.4 If the Steering Committee decides to expel a member for not complying with, or violating, the Statute:

a) Expulsion may be initiated by any member or a Steering Committee member by submitting a justified request and providing evidence that the member whose expulsion is being initiated is not complying with or is violating the Statute;

b) The Secretariat requests the member of [name of organisation] whose expulsion has been initiated to respond to accusations within one month;

c) All information received is forwarded to the Steering Committee within two weeks;

d) If expulsion is confirmed, all members of [name of organisation] will be informed (after the member is informed), and the expelled member is deprived of all his/her/its membership rights.

**IV. BODIES OF THE ASSOCIATION**

21. The bodies of [name of organisation] are:

a) the General Meeting of the members;

b) the Regional Meetings of the members of the region;

c) the collegial governance body of [name of organisation] – the Steering Committee;

d) the collegial oversight body of [name of organisation] – Advisory Board; and,

e) the sole operational management body of [name of organisation] – the Executive Director.

**V. THE GENERAL MEETING**

22. A General Meeting of members shall:

a) approve changes in the Statute;

b) agree on and approve strategy of [name of organisation];

c) elect members of the Steering Committee and approve Advisory Board;

d) take a decision regarding restructuring or termination (reorganisation or liquidation) of [name of organisation]; and,

e) resolve other issues assigned to the competence of the General Meeting of [name of organisation] by the laws and the Statute of [name of organisation], if under the law such activity is not assigned to the competence of other bodies of [name of organisation] and if it does not constitute the functions of the management bodies.

23. All members of [name of organisation] shall be entitled to a decisive vote in a General Meeting of members. One member shall be entitled to one vote in a General Meeting of members.

24. General Meetings may be conducted as an in-person gathering of members or as an online gathering using available communication platforms.

25. Members of the management bodies and other collegiate bodies of [name of organisation], provided they are not members of [name of organisation] and supporting members may participate in the General Meeting of members without the right to vote.

26. The Executive Director of [name of organisation] shall convene a General Meeting of the members at least once a year. The Executive Director of [name of organisation] shall notify members about the General Meeting that is being convened no later than 7 days before the date of the meeting on a web page of [name of organisation] and/or in writing to the email addresses provided by the members. In the notice about convening the General Meeting, the following information must be stated:

a) the name of [name of organisation] and the registration address;

b) the date and place of the General Meeting; and,

c) the meeting agenda.

27. If the quorum has not been met in the General Meeting of the members, a repeated General Meeting of the members shall be convened in [insert number] days in case of on-line meeting and in [insert number] hour[s] in case of in-person gathering. Repeated General Meeting of the members shall be entitled to take decisions on the issues that were on the agenda of the meeting which was not held regardless of how many members are present.

28. A General Meeting of the members may take decisions when more than one third of the members of [name of organisation] attend it personally or online. All decisions are made by a majority of votes of the members of [name of organisation] participating in the meeting. To take a decision on amending the Statutes or reconstructing, reorganising or terminating [name of organisation], votes of no less than two-thirds of the members of [name of organisation] participating in the meeting shall be required.

29. Extraordinary meetings of the members may be initiated by a steering group comprising of no less than one-fifth of the members, or the Steering Committee.

30. Organisers of the extraordinary meeting must provide the Steering Committee and/or Executive Director with an application in which they describe the reasons for and aims of the meeting, the draft agenda, and proposals for the date and place where the meeting will be held. The Executive Director must inform the members of [name of organisation] about the extraordinary General Meeting within [insert number] days of receiving a request and must convene it no later than two months after receiving the request.

31. Regulations on a General Meeting of members may be adopted by the General Meeting of members.

**VI. THE REGIONAL MEETING**

32. The territory of the activities of [name of organisation] is divided into the following regions:

1) [insert name of region]

2) [insert name of region]

 etc.

33. The members of the Steering Committee are appointed to a specific region according to their place of residence

34. A Regional Meeting is a meeting of the members of the specific region.

35. Regional Meetings may be conducted as in-person or online meetings using various communication platforms.

36. Members of the management bodies and other collegiate bodies of [name of organisation], provided they are not members of [name of organisation] from that region, and supporting members may participate in the Regional Meeting without the right to vote.

37. Regional Meetings:

a) elect and recall a member of the Steering Committee from their region; and,

b) provide recommendation for the activities of [name of organisation] in a particular region.

38. Extraordinary Regional Meetings may be convened at any time. Extraordinary meetings must be convened if required by no less than one-fifth of the members of the region or Steering Committee. Extraordinary Regional Meetings are organised according to the same rules as General Meetings.

39. The Executive Director shall convene a Regional Meeting as necessary and for holding elections to the Steering Committee from that particular region. The Executive Director of [name of organisation] must publicly inform the members of [name of organisation] about Regional Meetings on a web page of [name of organisation] and/or by writing to the email addresses provided by the members, no later than [insert number] days before the Regional Meeting. The following information must be provided in the notice:

a) the name of [name of organisation], its registered address, and region;

b) date and the place of the Regional Meeting; and,

c) the agenda of the Regional Meeting.

40. The Regional Meeting may adopt resolutions if no less than one-third of all members of the region are participating in the meeting.

41. If the quorum has not been met in the regional meeting, a repeated Regional Meeting shall be convened in [insert number] days in case of on-line meeting and in [insert number] hour in case of in-person gathering. Repeated Regional Meeting shall be entitled to take decisions on the issues that were on the agenda of the Regional Meeting which was not held, regardless of how many members are present.

42. Regulations on Regional Meetings may be adopted by General Meeting of members.

**VII. THE STEERING COMMITTEE**

43. The key areas of responsibility of the Steering Committee are as follows:

a) to appoint (elect) and recall the Executive Director of [name of organisation] from the candidates proposed by the Chair or Co-Chair(-s) of the Steering Committee;

b) decide on the legal address of registration of [name of organisation];

c) to take decisions regarding the establishment of other legal entities or to take decisions to become a member of other legal entities;

d) to be lead on the strategy development of [name of organisation];

e) to oversight the implementation of the strategic plan and carry out its mid-term review;

f) to define performance expectations of the Secretariat and other operational structures, and, through the Steering Committee Chair and Co-Chair, supervise these institutions to assess their performance and hold them accountable to expectations;

g) to approve or deny new membership applications to join [name of organisation];

h) for submissions of applications for funding with a value of more than [amount in numbers] (amount in words) [currency] to give a consent for the Executive Director;

i) to promote implementation of [name of organisation]’s mission through Steering Committee activities, including:

1) to participate in required meetings, teleconferences, email conferences, and Expert Group (to be established when required) meetings and calls;

2) to lead and represent [name of organisation], as champions of its mission and plan;

3) to represent [name of organisation] in each region and key constituency, and promote [name of organisation]’s programmes and membership;

4) to participate in visible and vocal advocacy on [name of organisation]’s priority issues.

44. The members of the Steering Committee are elected by the Regional Meetings (in-person or through online voting) for [number in words] year terms. The Steering Committee comprises of [number] representatives: [number] of whom represent the regions of the activities of [name of organisation], and [number] of whom represent the drug user community. The territory of the activities of [name of organisation] is divided into the following regions:

1) [insert name of region and number of representatives]

2) [insert name of region and number of representatives]

 etc.

45. The Steering Committee elects Chair and Co-Chair(s).

46. The Chair and Co-Chair(s) are elected by the full membership of the Steering Committee for the same [number in words]-year term.

47. The Chair of the Steering Committee is responsible for the following:

1) leadership of the Steering Committee;

2) set the agendas of the Steering Committee meetings;

3) facilitating discussions at Steering Committee meetings;

4) identifying Steering Committee members for committees, Expert Groups, and tasks;

5) orienting newly elected Steering Committee members, maintaining communication with individual Steering Committee members to assess their abilities and ambitions related to their participation and professional development in the governance of [name of organisation] and harm reduction advocacy, and holding individual Steering Committee members accountable for their assignments and required participation;

6) serving as General Meeting and the Regional Meetings;

7) supervising and supporting the Executive Director of [name of organisation] by:

a) recruiting the Executive Director;

b) representing the Steering Committee and serving as the point of connection with the Secretariat through communication with the Executive Director;

c) monitoring the overall implementation of the workplan, tracking progress, and supporting the Executive Director to make adjustments to tasks, personnel, and resources to achieve the outcomes defined in the strategic plan;

d) advising and providing support to the Executive Director of the Association in decision-making.

e) definining the term of the Executive Director’s contract of employment.

1. The Co-Chair(s) shall substitute the Chair when he/she is not able to execute his/her functions.

49. Steering Committee meetings are valid when more than half members are present, unless provided otherwise in Statutes and Regulations on Steering Committee.

50. All decisions are made by a majority of votes of the members of the Steering Committee participating in the meeting, unless provided otherwise in Statutes and Regulations on Steering Committee.

51. Regulations on Steering Committee may be adopted by General Meeting of members.

**VIII. THE OVERSIGHT ADVISORY BOARD**

52. The Oversight Advisory Board of [name of organisation] is composed by invitation from Steering Committee from leading global experts and honourable leaders in harm reduction, drug policy, human rights and public health to oversight [name of organisation] activities and help in promotion of [name of organisation] on regional and global level.

53. The Oversight Advisory Board consist of up to 7 experts. Every expert is invited to the Board for up to 3 years team.

54. The Board is meeting online or personally once a year.

55. Key responsibilities of the Oversight Advisory Board are the following:

1) provide oversight and high-level recommendations for development of the strategic plan based on the last scientific findings and best international experience;

2) oversight and provide recommendation on procedures of the organisational governance;

3) suggest directions for the organisational development and ensuring sustainability;

4) promote [name of organisation] in the global community on harm reduction, drug policy, human rights and public health.

56. Regulations on Advisory Board may be adopted by Steering Committee.

**IX. THE SECRETARIAT AND THE EXECUTIVE DIRECTOR**

57. The operational activities are organized and carried out by the Secretariat of [name of organisation]. The Executive Director leads the Secretariat.

58. The Executive Director is appointed by the Steering Committee.

59. The Executive Director:

a) leads the work of the Secretariat to implement [name of organisation]’s strategic plan;

b) individually signs contracts, disposes of the assets, and represents [name of organisation] in the firms, companies, organisations and other institutions, and at courts for the sake of, and on behalf of, [name of organisation];

c) defines, supervises, and supports the primary operational structures and procedures of [name of organisation];

d) supports [name of organisation]’s fundraising by representing [name of organisation] to donors and helping the Secretariat of [name of organisation] to develop and communicate funding requests to donors;

e) hires and dismisses the employees of the Secretariat and sets their wages;

f) organises the implementation of the resolutions from the General Meeting and Steering Committee meetings;

g) oversights the development and implementation of [name of organisation]’s work plan and its programmatic areas, including communications and information sharing, advocacy and policy, and technical support.

**X. THE PROCEDURE FOR USING FUNDS AND INCOME AND FOR CONTROLLING** **THE** **ASSOCIATION’S ACTIVITIES**

60. The funds and income shall be used for [name of organisation] mission implementation through the undertaken activities.

61. Within [number in words] months after the end of the previous financial year, the Executive Director of [name of organisation] shall prepare and submit to the Steering Committee a financial report for the previous financial year.

**XI.** **NOTIFICATIONS** **AND ANNOUNCEMENTS BY** **THE ASSOCIATION**

62. When statements by [name of organisation] need to be published, they shall be published on the official [name of organisation] website. [name of organisation]’s public announcements shall be published in an electronic publication entitled “Corporate public announcements” [replace with relevant title].

63. The decisions of the bodies of [name of organisation] and other relevant information shall be published on [name of organisation] website. All information shall be accessible to the members at [name of organisation]’s office.

64. Executive Director adopts the procedure of providing documents of [name of organisation] and information to members. Documents of [name of organisation], copies thereof, and other information shall be provided to the members free of charge.

**XII. THE PROCEDURE FOR SETTING UP AND TERMINATING ACTIVITIES OF THE ASSOCIATION’S BRANCHES AND REPRESENTATIVE OFFICES**

65. The Executive Director of the Association shall, in accordance with the relevant legal acts, take decisions regarding the establishment of branches and representative offices, the termination of the activities thereof, and the appointment and dismissal of managers of branches and representative offices, and approve the regulations thereof.

**XIII. THE PROCEDURE FOR AMENDING THE STATUTES OF THE ASSOCIATION**

66. The Statutes of [name of organisation] shall be amended by a decision of the General Meeting of the members.

**XIV. THE RESTRUCTURING AND TERMINATION OF THE ASSOCIATION**

67. If there are fewer than [number in words] members left in [name of organisation], [name of organisation] shall notify the Register of Legal Entities [replace with the title of the relevant agency in the country in which your organisation or association is registered] of such a change within [insert numbers] days.

68. [name of organisation] shall be restructured or terminated (reorganised or liquidated) in accordance with the procedure established by law.

The statutes were signed in [number] copies.

Date and place:

Executive Director

Signature