

CONSTITUTION OF THE NON-GOVERNMENTAL ASSOCIATION**KONTAKT bB****Non-governmental Association for Studies, Rehabilitation and Sport without Barriers****Article I****Introductory Provisions**

KONTAKT bB – the non-governmental association for studies, rehabilitation and sport without barriers is a non-governmental association, whose abbreviated name for routine communication is KONTAKT bB (hereinafter referred to as the “association”), which strives to remove barriers between the population with disabilities and the population without disabilities, particularly by encouraging disabled people to live active and independent lives. Our ideas are based on bi-directional integration, when people with disabilities mutually influence and integrate with people without disabilities and vice versa. Carrying out our main activities, we also bear the possibility of achieving equal opportunities in mind. The association’s programme is designed for people of all age categories, with special respect to children and the young.

Article II**Legal Conditions****1. General Provision**

The non-governmental association is a voluntary, independent organisation, which associates members on the basis of their common interest and needs, is active in the territory of the Czech Republic, and has its registered office in **Praha 6, Strahov blok 1 – Vaničková 7, Praha 6 – 169 00**. The association has legal personality, may cooperate with and be member of other organisations (including foreign ones), which assist in achieving its objectives and programme.

2. Centres

All over the Czech Republic, the association establishes centres with regional powers, without legal personality. The establishment of a centre is initiated and proposed by the organisation leadership, which presents the proposal to the Management Board. The creation of a centre and the conditions of its operation are approved by the organisation’s Management Board, which annually updates the list of centres – the document which substantiates the existence and legitimacy of the centres. The centre is led by a chief, appointed by the association chairperson, on the basis of organisation leadership’s suggestion. The centre chief presents himself/herself by the status of the centre. The centre’s status is issued by the association’s statutory body, and includes the powers and responsibility of authorised persons. In the event of favourable conditions, the association establishes a separate legal entity, associated with a centre, such as a sports club, in order to support the centre’s activities and to carry out specific regional activities.

Article III**Main Activities****1. General Description**

The main activities are carried out as a whole, in several interconnected areas and levels, which follow one another. Only the mutual continuity, together with the possibility of seamless integration into all areas of the main activities, creates the optimum conditions for the participants in the programme to start active lives and for the association personnel to achieve full personal and professional self-realisation. The main activities are focused on work for disabled people, with special focus on children and youth with disabilities. In line with the idea of bi-directional communication, the integration and awareness programmes also involve population without disabilities. The possible benefit generated in some of the areas of the main activities is used for financing the main activities as a whole. The association’s activities are penetrated with activities in social, health, physical education and intellectual education areas; the basic features of the main activities include social service, active rehabilitation, sport and direction towards studies.

2. Areas of the Main Activities

2.1. Contacting people with disabilities in rehabilitation hospitals, medical institutions and other specialised facilities and their incorporation into the active and independent life concept.

2.2. All-year swimming lessons, rehabilitation and compensation programme for people with disabilities.

2.3. Specialised programme of work with children and the young including early care and work with threatened children.

2.4. Integration programme of children’s swimming from as early as the infant age for children with as well as without disabilities and their parents including pregnant women.

2.5. Awareness and integration programmes for the population without disabilities, with a significant information potential on the issues of the disabled. The objective is to increase the awareness of disabilities as part of life, with which one can live a normal life. Activities of people without disabilities are not funded by the money earmarked solely for the purposes of the disabled.

2.6. Organising of stays at several levels, which are interconnected in terms of content, and thus constitute a whole. The stay events include, for example, intense swimming courses and work with PC.

2.7. Sports programme – leading a full-year sports coaching; participation in domestic and foreign races; holding domestic races even with international participation, in close partnership with sports clubs and federations of the umbrella organisations active in sport performed by disabled people, physical education organisations of non-disabled people and the Czech Olympic Committee.

2.8. Active rehabilitation – therapy through exercise – the main activity is the expert-based and methodically managed swimming. Support for and performance of supplementary sports recreation activities in fishery, cycling (hand-bike), skiing, boccia, etc. as well as other activities based on sports, recreation and rehabilitation.

2.9. Initiatives in the extension of studies in ordinary types of secondary schools and universities and in special courses (such as work with PC); holding specialised courses, which create conditions for finding a job, notably by work with PC such as programming; creation of specialised database applications and programs for organisations active in the not-for-profit sector on the basis of licensed software products.

- 2.10. Taking care of all areas associated with the provision of the main activities (such as transport, accommodation, food, accompanying programme).
- 2.11. Full cooperation with secondary schools, institutes of higher education and universities, which prepare students for their future work with disabled people, swimming schools, rehabilitation institutes and institutes of social care, other organisations active in the not-for-profit sector.
- 2.12. Cooperation with organisations abroad whose programme is similar; internship exchanges; holding of preparatory sports workshops, education and training courses for foreign participants.
- 2.13. Creation of regional centres of the association without legal personality, whose programme is based on the association's Constitution, with the long term objective of creating a nationwide network of active rehabilitation centres.
- 2.14. Establishment of individual legal entities with close relationships to the organisation's headquarters to support the headquarters' activities and to perform specific regional activities; e.g. the establishment of regional sports clubs associated with the headquarters (hereinafter referred to as the "SC"), integrated into the structure of the Czech Federation of Disabled Sportspeople. SC's may provide the association with services, for free or for a fee, such as specialised sports activities and other services directly associated with their activities.
- 2.15. Consultancy in the construction modifications of swimming pools with respect to people with disabilities, in partnership with experts who are members or fans of the association.
- 2.16. Provision of social and legal consultancy (studies, employment, family) in partnership with the League for Wheelchair Users' Rights and other specialised organisations.
- 2.17. Creation and issuance of teaching, popularising and educational texts and publications dealing with the issues of the disabled such as the methodical series for teaching disabled people how to swim.
- 2.18. Training programmes for the education of experts and for achieving compliance with teaching and other experience requirements for people who work or will work with disabled people, with special respect to physical disabilities, in the following areas:
- 2.18.1. Physical education and sport; teaching the swimming and sports coaching.
 - 2.18.2. Health, rehabilitation and compensation exercise; active therapy through exercise.
 - 2.18.3. Social – comprehensive rehabilitation concept; awareness and prevention of secondary complications; starting an active life (studying, working, PC training, programming, accounting courses, etc.).
 - 2.18.4. The association makes effort to create an accredited training centre.
- 2.19. Creation and implementation of projects that are consistent with the association's main activities, with a possibility to establish, in partnership with a cooperating organisation, special bodies responsible for the operation of a specialised project. All arrangements under these projects are governed by the association's Constitution.
- 2.20. Creation of its own promotional and presentation materials and items; taking care of advertising and presentation of the association's sponsors who support the main activities; creation of promotional and presentation materials and taking care of advertising and presentation for other not-for-profit organisations for the purposes of implementing the main idea included in the Constitution, i.e. removing barriers between people with disabilities and people without disabilities.

Article IV Membership

1. Basic Terms of Membership

- 1.1. Members of the association can be people with disabilities who are actively involved in the association's programme as well as people who wish to help, by their professional or voluntary activities, to achieve the association's objectives and programme.
- 1.2. Members of the association can be natural or legal entities that conform to the association's Constitution, objectives and programme.
- 1.3. Management Board of the association may confer membership of honour on personalities with preconditions and will to promote the association's objectives and programme. These members form the Presidium of Honour.
- 1.4. Membership of the organisation is not limited by age.
- 1.5. Membership arises by entering the data on the member into the association's database, on the basis of a completed application, signed by the member. The association archives the applications as proof of the voluntary establishment of the membership.
- 1.6. The membership fee is 100 CZK per person. In case that more family members are also members of the association the membership fee amounts 100 CZK for the whole family. By family is meant just the nearest relatives such as parents, children with their siblings and grandparents. Members who fail to pay the membership fee for a period longer than four calendar years may be excluded from the association's evidence. Such exclusion is authorised by the general assembly. Other than by means of paying the membership fee, the association members may contribute by means of donations. The program of small donations is offered mainly to active members and course participants.

2. Members' Rights

- 2.1. To take part in the association's activities
- 2.2. To receive information on its activities
- 2.3. To submit proposals, suggestions and comments
- 2.4. To take part in general assemblies
- 2.5. To elect and to be elected into its bodies

3. Members' Responsibilities

- 3.1. To participate actively, with regard to member's possibilities and capabilities, in the development and performance of the association's programme
- 3.2. To observe the association's Constitution
- 3.3. To contribute, by member's activities, to the positive presentation of the association and to avoid affecting the organisation's renown

4. Membership Expiration

- 4.1. By opting out of the association
- 4.2. By being expelled by the General Assembly, such as if the member obviously damages the organisation's renown
- 4.3. By being excluded on for not having paid the membership fee for a period of four years. Such exclusion is authorised by the general assembly, which is to review the list of non-paying members and decide on their exclusion, or on making exceptions in justified cases.
- 4.4. By death
- 4.5. If the association ceases to exist

Article V Organisational Arrangement

1. General Assembly of the Association (GAA)

- 1.1. Is the association's top body.
- 1.2. Is convened by the association's Management Board (MB), as required, but once in two years at least.
- 1.3. An Election GAA is held every four years.
- 1.4. The election method is decided by the MB before the GAA is convened, with the election order as follows: election of the Chairperson and two Deputy Chairpersons, election of the Members of the Management Board, election of the Members of the Supervisory Board.
- 1.5. An extraordinary GAA is convened upon request from at least one third of members, 2/3 of Members of the MB, Supervisory Board.
- 1.6. Is an assembly of the association members.
- 1.7. The time and venue of GAA shall be announced by the Chairperson to all members of the association at least 1 month prior to the set date by mail, fax, email (the date of the postal stamp upon sending, or the date of sending the respective fax, email, is authoritative), together with a programme, Rules of Election and Discussion, and other materials. Everything is subject to prior approval of the MB. Details of the course of the General Assembly are governed by the Rules of Discussion.
- 1.8. General Assembly makes decisions by the simple majority of the members present, with the exception of the decision on the cessation of the organisation's existence (see below), for which a 2/3 majority of the GAA members present is required. If the General Assembly is about to discuss the cessation of the organisation's existence, the Chairperson is obliged to let the members know of this in the invitation to the General Assembly.
- 1.9. For Election General Assembly, the details of the election method are governed by the Rules of Election.

2. Association's Management Board (MB)

- 2.1. Is the association's top body between GAA meetings; consists of nine Members, namely the Chairperson of the association (hereinafter referred to as the "Chairperson"), two Deputy Chairpersons of the association (hereinafter referred to as the "Chairpersons"), and six Members, all elected by the GAA (separately the Chairperson at first, then both Deputy Chairpersons, and then the Members of the MB; unsuccessful candidates from a previous election may run for the next election).
- 2.2. The election method shall be determined by the MB prior to a GAA and approved by the GAA at the start of its meeting.
- 2.3. The Chairperson and the Deputy Chairpersons form the association's statutory body, and manage the organisation's routine operation between MB meetings.
- 2.4. On behalf of the association, members of the statutory body act separately in ordinary affairs – see 2.5. below. Individual cases with asset performance in excess of CZK 100,000.00 shall be discussed and approved by the Chairperson, together with one of the Deputy Chairpersons. Individual cases with asset performance in excess of CZK 500,000.00 require prior consent from the Management Board (see below).
- 2.5. Members of the statutory body sign individual actions on behalf of the association into legal acts by appending their signatures to the written or printed name. They shall inform each other on their individual actions on behalf of the association in ordinary affairs and, if two members of the statutory body disagree, they shall stop the respective action on behalf of the association and present the affair to the Management Board.
- 2.6. Chairperson of the association recruits the association staff and appoints them into their positions.
- 2.7. The electoral term of the MB is four years.
- 2.8. The MB is convened by Chairperson, at least twice a year. A decision on an extraordinary MB meeting can be made by the absolute majority of its Members (including Chairperson and Deputy Chairpersons).
- 2.9. The MB approves the association's budget for the respective year, financial statement, financial results for the respective year, decisions in affairs that involve asset performance in excess of CZK 500,000.00.
- 2.10. The MB constitutes a quorum if 2/3 of its Members (i.e. 6) are present. Consent by the absolute majority of all Members of the Management Board (i.e. 5) is required to adopt a decision; if a vote is tied, the Chairperson has the casting vote; the MB can decide on an extraordinary GAA meeting by 2/3 majority (i.e. 6) of all MB Members. If the number of MB Members decreases but the quorum is maintained, no additional Members need to be co-opted. The co-optation shall only be used if the quorum is lost – unelected candidates for the MB shall fill the positions, according to results of General Assembly elections.
- 2.11. If required, MB Members may comment on issues discussed in writing (by mail, email, fax) and, if necessary, they can even vote in this way if the Management Board cannot be convened.
Unsuccessful candidates for the MB may run for a Supervisory Board election (see below).

3. Supervisory Board (SB)

- 3.1. Has three Members, and is elected by the GAA. The SB election follows the MB election.
- 3.2. Does not interfere with powers of the MB, nor does it substitute its activities.
- 3.3. Is responsible for its activities to the GAA.
- 3.4. Checks the management of association's funds and material.
- 3.5. Creates the report on the results of audit and inspection activities.
- 3.6. Its Members are authorised to take part in MB meetings.
- 3.7. Elects the Chairperson from among its Members, and makes decisions by the absolute majority of all of its Members (2); it constitutes a quorum if the majority of its Members (2) are present, one of whom being the Chairperson.
- 3.8. The SB may convene a MB meeting and possibly a GAA meeting if serious circumstances are found.

4. Presidium of Honour (PH)

- 4.1. Is a consultancy, initiative, educational and representative body.
- 4.2. Strives to create favourable conditions for accomplishing the association's objectives and programme.
- 4.3. The PH is established by being appointed by the MB.
- 4.4. A precondition is the appointed personalities' consent.
- 4.5. The MB appoints the Chairperson and Deputy Chairpersons of the PH.
- 4.6. The PH is authorised to adopt resolutions by the absolute majority of its Members present.

5. Expiration of Powers in the Association Bodies

- 5.1. By elapse of an electoral term.
- 5.2. By being dismissed by the GAA.
- 5.3. By resignation.
- 5.4. By death of the elected or appointed person.

Article VI Finance Management Principles

1. General Provision

The non-governmental association shall only use its property and acquired funds in compliance with the organisation's overall focus and mission, and is authorised to acquire rights and incur obligations in property issues.

2. Sources of Assets

- 2.1. Income from its own activities and resources.
- 2.2. Subsidies from the State and other central resources.
- 2.3. Donations and contributions from natural and legal entities.
- 2.4. Income from sponsors or other entities.
- 2.5. Income from business activities carried out on the basis of trade licence; profit, if any, is used for funding the association's main activities.

3. Financial Management

- 3.1. The association's finance management is governed by the association's budget, applicable law and, if applicable, by economic directives approved by the association bodies.
- 3.2. Contributions collected from the participants in individual events are used for the financing of full-year main activities.
- 3.3. The main activities are based on the definition in the Constitution, and are specified by the minutes of the meetings of the association bodies, and other materials of the association, such as lists of events, etc.

Article VII Cessation of Organisation's Existence

1. The organisation ceases to exist by a decision of the 2/3 majority of the GAA if the organisation's objectives and programme are not being accomplished.
2. After the settlement of all financial and legal obligations, the GAA shall decide on the transfer of all assets in favour of the organisation that accomplishes the association's objectives and programme set out in these Constitution.

Processed by: The executive board of the General Assembly
Approved by: The General Assembly of the Association
Date: 27th November 2010