



## medienhilfe Statutes

### 1) Name

In 1993 an association based on Article 66ff of the Swiss Civil Code was established under the name “Medienhilfe Ex-Jugoslawien”.

By decision of the Annual Assembly the name was changed to “medienhilfe” on 8 April 2002.

### 2) Purpose

The purpose of the association is to provide financial and professional support to independent professional media in the project countries and regions; a separate mission statement defines the principles of work.

The association does not have any commercial objectives and does not strive for profits.

### 3) Membership

Membership in the association is open to individuals and organizations who are in agreement with the basic goals and principles of the association and pay the annual membership fee.

Membership may be canceled at any time after payment of outstanding fees.

### 4) Bodies

a.) The bodies of the association are

- The Assembly
- The Steering Board
- The Management Board
- The Advisory Council
- The External Audit

The tasks, competencies and organization of the bodies are defined by the Assembly in Rules of Procedure.

b.) The supreme body of the association is the **Assembly**, meeting at least once per year. The Assembly

- assures that the association complies with its statutes and aligns its activities with the goals of the association; it
- defines strategies and the mission statement,
- approves the annual plan and budget,
- approves the annual report and financial statement,
- elects a president,
- chooses a Steering Board from among its members,
- sets the annual membership fee, and
- may modify the statutes of the association

c.) The **Steering Board** is the executive arm of the Assembly; it

- approves programmes and finances based on planning provided by the Management Board,
- prepares the assembly agenda, supervises the correct implementation of its decisions and supervises all other affairs of the association if no other body is specifically designated,
- issues the Rules of Procedure and financial rules,
- appoints and controls the Management Board and the external auditor,

- by request of the Management Board, decides on the establishment and leadership of further bodies of the association (Advisory Council, expert pool etc.).

**d.)** The **Management Board** is the operational body responsible for the daily conduct of the association's business. In its competence are particularly the following duties:

- the planning, implementation and further development of programmes,
- planning the financial assistance to independent media in the project countries and regions,
- selecting staff members and defining their working conditions and job descriptions
- marketing and fund-raising
- publishing a regular info letter and other means of communication

The Management Board is elected by the Steering Board.

**e.)** The **Advisory Council**, made up of personalities from media, culture, politics, science and industry, provides professional support and advice to the association.

**f.)** The Steering Board appoints an independent, **external auditing company** to audit annually the association's financial report and to provide a detailed auditor's report to the Assembly.

The Assembly, Steering Board and Advisory Council are honorary bodies. Members of these bodies are remunerated solely for actual financial expenses.

## 5) Finances

The finances of the association „medienhilfe“ are composed of:

- membership fees from individual members and organisations,
- donations and income from fund-raising activities.

The finances are administered by the Management Board, which appoints a person responsible for bookkeeping.

The association “medienhilfe” is liable only with the net worth of the association

## 6) Membership fees

The annual fee per member is a minimum of CHF 25. The fee is set annually by the Assembly.

The maximum membership fee is CHF 100.

The membership fee includes the quarterly publication *mh-info* and the annual report.

## 7) Modifications and dissolution

The association statutes can be modified by a simple majority of the members present at the Assembly meeting.

Dissolution of the association requires a minimum of three-quarters of members present at the Assembly meeting.

Funds available after dissolution of the association are to be transferred to a public institution or a private institution with the same or similar goals. Distribution of the funds among the members is excluded.

***Statutes modified based on the founding statutes of the Verein Züri 90 at the medienhilfe Assembly of 24 September 1996 in Zurich.***

***Amendments and change of name approved by the medienhilfe Assembly of 8 April 2002 in Zurich. Further amendments approved by the medienhilfe Assembly of 27 June 2005 in Zurich.***

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Michael Dischl, president

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Klaus Ammann, protocol