



## CONSTITUTION

### 1. NAME

The name of the Organisation is Bridging Ages, hereinafter referred to as Bridging Ages (BA) International or the Organisation.

### 2. LEGAL STATUS

- 2.1 Bridging Ages is an international non-profit organisation registered in Sweden.
- 2.2 It develops partnerships and enter into agreements in its own name.
- 2.3 Bridging Ages shall exist in its own right, separately from its members.

### 3. VISION

Bridging Ages is an international organisation utilizing local history to understand life and society of today by bridging the past with the present towards the future.

### 4. MISSION

Bridging Ages practices the Time Travel method, an educational method using local heritage to reflect on contemporary issues, providing tools for social cohesion and community building. Bridging Ages brings together organisations such as museums, schools and NGOs in the development of Applied Heritage and Time Travels.

### 5. OBJECTIVES

- 5.1 To promote the Time Travel method as an educational tool for education, community building and social cohesion.
- 5.2 To work with established structures in the Bridging Ages organisation by way of mentorship, capacity building and study material.
- 5.3 Consolidate and develop the work of the Organisation by networking
- 5.4 Be representative on other fora with similar aims and objectives.
- 5.5 Keep updated in the field of Applied Heritage and partner with similar organisations in heritage, education and community development.
- 5.6 To as and when resources and convenience allow to produce publications and hold conferences to further the work of the Organisation.

## **6. MEMBERSHIP**

### **6.1 Individual Membership**

Any person supporting the vision and mission of Bridging Ages may become a member of the Organisation on application.

### **6.2 Organisational Membership**

Any organisation supporting the vision and mission of Bridging Ages, including regional and national Bridging Ages organisations, may become a member by agreement with Bridging Ages.

### **6.3 Appointment of Patron**

The Board may appoint one or more Patrons. The primary role of a Patron is to lend credibility, support and promote the image of the Organisation. A Patron shall be entitled to attend any meeting of Bridging Ages and participate in its deliberations but is not entitled to vote.

### **6.4 Appointment of Honorary President**

The Board may appoint an Honorary President on the basis of expertise, knowledge and support of the Time Travel method. The Honorary President shall be entitled to attend any meeting of Bridging Ages and participate in its deliberations but is not entitled to vote.

## **7. EXCLUDING MEMBERS**

A member who actively opposes the Organisations statutes and / or activities, or in any other way harms the Organisation's interests, may be expelled from the Organisation by the Board.

## **8. VOTING RIGHTS AT ANNUAL GENERAL MEETINGS (AGM)**

Both individual members and organisational members are allowed to vote and are allocated one vote each, provided that the member may vote only once in either capacity.

## **9. ELECTION COMMITTEE**

9.1 An Election Committee of three (3) members shall be elected at the AGM upon presentation of a proposal by the Board. The Election Committee members shall be experienced members who display qualities of integrity and independence. The AGM shall determine the Chairperson of the Election Committee. Members of the Election Committee shall be elected for a term of two (2) years.

- 9.2 The Election Committee shall conduct all elections in terms of this constitution in accordance with the following procedure:
- 9.2.1 When any vacancy/ies arise, the Election Committee shall meet, deliberate and then propose candidate/s for such vacancies.
  - 9.2.2 The proposal of the Election Committee shall be communicated to the membership and a deadline set for any further nominations for such vacancy/ies. Any further nominations shall be communicated electronically to the election committee by the aforementioned deadline.
  - 9.2.3 The Election Committee shall secure in writing the acceptance (or decline) of the nomination by the nominee.
  - 9.2.4 The Election Committee shall then prepare ballot forms for the accepting nominees per position and forward same to voting members with a deadline for the return of the completed ballot forms.
  - 9.2.5 The Election Committee shall collate the voting ballots, calculate the votes and determine the successful nominees.
  - 9.2.6 The Election Committee shall communicate the election results to the members, and the new Board presented at the following AGM.
  - 9.2.7 The Election Committee shall determine all other election procedures not provided for herein.
  - 9.2.8 The Election Committee shall strive, where possible, to hold and conclude all elections prior to the AGM.
  - 9.2.9 The Election Committee shall propose a chair and secretary for each AGM which shall be approved by the Board at a meeting prior to the AGM.
- 9.3 Members shall seek to ensure that the Board shall have a wide representation from active countries. There shall be a maximum of two persons from each country. The election will be done in a digital form to give opportunities for all members to vote. All office bearers shall take on their term of office immediately after the respective Annual General Meeting.
- 9.4 There shall be a Board which shall govern the affairs of the Organisation.
- 9.4.1 The Board shall consists of nine (9) members made up of the President, Vice President, Secretary, Treasurer and five (5) additional members.
  - 9.4.2 The President is elected directly by members and shall hold office for two (2) years.
  - 9.4.3 Board members are elected for two (2) years. Of the Board members, 50% shall be elected the first year and the next 50% shall be elected the following year. The Board serves staggered terms.

- 9.4.4 At the first Board meeting after the Annual General Meeting, the Vice President, Secretary and Treasurer shall be elected by and from among the members of the Board.
- 9.4.5 The President, Vice President, Secretary and Treasurer are eligible to hold each respective office for a maximum of three consecutive terms.
- 9.4.6 Reference to office bearers shall mean the President, Vice President, Secretary and Treasurer.

## **10. GOVERNANCE**

- 10.1 Annual General Meeting is the Organisation's highest decision making body.
- 10.2 The Board governs the Organisation's work in between AGM's.
- 10.3 The Board shall appoint Committees to facilitate the work of the Organisation.
- 10.4 The Board may co-opt not more than two (2) additional members if deemed necessary for the efficient running of the Board and the realization of its objectives. Such coopted members shall not have a vote at Board Meetings.
- 10.5 The Board may enter into partnerships and agreements to promote the work of the Organisation.
- 10.6 The Board may adopt Regulations for effective functioning of the Organisation.

## **11. BOARD MEETINGS**

- 11.1 The Board shall meet not less than four (4) times per annual term.
- 11.2 Proper minutes shall be maintained of all meetings.
- 11.3 The quorum for the Board meetings shall not be less than five (5) members.

## **12. AUTHORISED SIGNATORY**

Two persons shall by Board resolution be authorized as signatories on behalf of the Board for purposes of all legal and/ or financial transactions.

## **13. FINANCES**

- 13.1 The financial year shall be 1 January to 31 December of each year.
- 13.2 The Board can enter into agreements and partnerships with similar organisations to carry out its duties and functions.
- 13.3 Proper financial records shall be maintained.
- 13.4 The Treasurer shall account for all funds and produce a financial report at the Annual General Meeting.
- 13.5 The income and /or property of the Organisation are not distributable to the Board or members.

#### **14. APPOINTMENT OF AUDITOR/S**

- 14.1 At the Annual General Meeting, two (2) auditors shall be appointed on a one (1) year basis to review the accounts and the administration.

#### **15. ANNUAL GENERAL MEETING**

- 15.1 The Annual General Meeting shall be held after the close of the financial year, within four months of that date.
- 15.2 The Annual General Meeting shall be announced at least 30 days before the meeting and documents shall be available for members at least seven days before the meeting.
- 15.3 If the Chairperson as provided for in paragraph 9.2.9 is unavailable, the members present may appoint any other person to perform the duty.
- 15.4 Motions from members shall be submitted fourteen (14) days before the Annual General Meeting
- 15.5 The quorum of the Annual General Meeting shall be not less than 20 members.

#### **16. ANNUAL GENERAL MEETING AGENDA**

The agenda of the AGM shall include the following:

- 16.1 Election of two (2) adjusters
- 16.2 Confirmation of the voting list of the meeting
- 16.3 Adoption of the agenda
- 16.4 Annual Report
- 16.5 Financial Report
- 16.6 Audit Report
- 16.7 Procedure regarding surplus or deficit in year-end accounts
- 16.8 Discharge from liability for Board
- 16.9 Adoption of Reports
- 16.10 Propositions from the board
- 16.11 Motions from members
- 16.12 Determination of the Action Plan and Budget for the coming year
- 16.13 Determination of membership fee for the following year
- 16.14 Election of the Auditors
- 16.15 Election of the Election Committee
- 16.16 Presentation of the Board
- 16.17 General Questions
- 16.18 Closure

#### **17. SPECIAL GENERAL MEETING**

A Special General meeting may be called for the purpose of dealing with any urgent matter that cannot be held over until the next Annual General Meeting. Such Special General Meeting shall be authorised by resolution of the Board and a minimum of 30 days' notice shall be given to the members.

**18. AMENDMENT OF THE CONSTITUTION**

This constitution maybe amended by the following procedure:

- 18.1 Any proposed amendment shall be tabled at the Annual General Meeting or Special General Meeting for noting.
- 18.2 The said proposed amendment shall then be placed on the Agenda of the next Annual General meeting or Special General Meeting for consideration, voting and adoption.

**19. TRANSITIONAL MECHANISM**

Notwithstanding the provision of this new constitution, the current Board members and other Office Bearers shall complete their terms of office as provided for in the prior constitution. Any vacancies arising after the adoption of this Constitution shall be filled in terms of provisions in this new constitution. Any Board member and other office bearers shall continue to hold office until the next election notwithstanding their term of office having expired.

**20. NON-ALIGNMENT OF BOARD MEMBERS' AND OFFICE BEARERS' "TERMS OF OFFICE"**

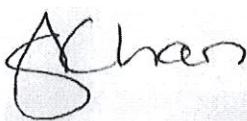
In the event of the term of office of a Board member not being aligned with the term of office of such Board as an office bearer, then the term of office of such member as an office bearer shall prevail. For example if a Board member is elected to an office bearer position in the second year of his/her term as a Board member, then such Board member shall continue to serve the full term of 2 years as an office bearer.

**21. DISSOLUTION**

Dissolution of the Organisation shall be by resolution of at least two thirds majority of members present at two (2) Annual or Special General Meetings more than three months apart

**22. ADOPTION OF THE CONSTITUTION**

This Constitution was approved and adopted by members of the Organisation at the Annual General Meeting held on this, the 24<sup>th</sup> day of November 2020.



**PRESIDENT**  
**Gulshera Khan**



**VICE- PRESIDENT**  
**Tina Lindström**