

# **Articles of Estonian Childbirth Support Persons Association**

## **Chapter 1. General Provisions**

### **§ 1. Name and Location**

- 1) Estonian Childbirth Support Persons Association (hereinafter referred to as Association) is a non-profit association that in its actions follows the legislation of the Republic of Estonia and the current Articles.
- 2) The location of the Association is Tallinn, Estonia.
- 3) The financial year of the Association begins on January 1st and ends on December 31st.
- 4) In performing its duties, the Association is liable with its assets. Members of the Association have no right to the assets of the Association.
- 5) The Association cooperates with all institutions, organizations and individuals home and abroad that acknowledge the objective of the Association.

### **§ 2. Objectives of the Association**

The objectives of the Association are:

- 1) integrating and representing all Estonian childbirth support persons, exchanging experience and information;
- 2) informing the public of childbirth support persons' activities;
- 3) promotion of support given to families during maternity and childbirth and after childbirth;
- 4) organising trainings and gathering professional literature and know-how on subjects linked to the activities of the Association.

## **Chapter 2. Conditions and Procedures for Admission to, Withdrawal from and Exclusion from the Association**

### **§ 3 Definition of the Childbirth Support Person**

Childbirth support person(also doula) is a trained non-medical professional who supports the principles of active childbirth, supports the family in preparing for the childbirth, during the pregnancy and/or childbirth, and/or advises after the childbirth.

### **§ 4. Admission to the Association**

(1) The member of the Association is a natural person who wishes to promote activities in accordance with the objectives of the Association, and who acts or wishes to act as a childbirth support person. To run as a candidate, the person has to submit a written application to the board of the Association.

(2) Admission to the Association is decided by the board of the Association within one month after receiving the application. If the board refuses to admit the applicant as a member, the applicant may demand their admission to be decided by the general assembly.

### **§ 5. Withdrawal from the Association**

(1) To withdraw from the Association, the member submits a written application to the board of the Association.

(2) One may withdraw from the Association after one month of the term for advance notice, provided that the property rights and obligations between the withdrawing member and the Association are determined and completed.

(3) In case of withdrawal or exclusion, the membership fee is not repaid.

### **§ 6. Exclusion from the Association**

(1) A member may be excluded from the Association by the decision of the board if the member:

1) doesn't perform the obligations provided in the Articles of the Association and decisions made by the directing bodies of the Association;

2) acts against the objectives of the Association;

3) damages the reputation of the Association.

(2) For exclusion the board calls a meeting of which the excluded member is notified in writing at least two weeks before the meeting. The excluded member has a right to participate in the board meeting discussing the matter of exclusion with the right to speak.

(3) The board acts by the majority of 2/3 of its members.

(4) The excluded member has a right to demand the decision of the exclusion by the general assembly.

(5) The decision of exclusion enters into force on the day the mutual property rights and obligations of the excluded member and the Association are determined and completed.

### **§ 7. Record of Members**

The Association keeps the accounting of its members in the form of a record where the following data is entered:

1) the member's first and last name;

2) the member's personal identification code;

3) the member's place of residence, telephone number and e-mail address;

4) the date of becoming a member;

5) the date and reason of withdrawal or exclusion.

## **Chapter 3. The Members' Rights and Obligations**

### **§ 8. The Members' Rights**

(1) The members of the Association have a right to:

1) participate in the general assembly of the Association with a right to vote;

2) participate in the events and trainings organized by the Association;

3) be elected for the member of board or other bodies of the Association;

- 4) gain information about the activities of the Association by the board or other bodies of the Association;
- 5) submit proposals associated with the activities of the Association to discuss by the board of the Association.

## **§ 9. The Members' Obligations**

The members of the Association are obliged to:

- 1) perform the articles of the Association and the decisions of the bodies of the Association;
- 2) pay the membership fee of the Association no later than by the end of the second quarter of the financial year or as a monthly standing order;
- 3) notify the board about the changes of data in the record of members;
- 4) introduce the aims and activities of the Association, and, whenever possible, engage new members and sponsors into the activities of the Association;
- 5) support the achievement of the aims of the Association in every way;
- 6) coordinate activities with the board when organizing events and trainings in the name of the Association;
- 7) maintain and protect the reputation of the Association;
- 8) proceed by all laws and legislation valid in the Republic of Estonia, including Personal Data Protection Act.

## **Chapter 4. Assets of the Association**

### **§ 10. Assets and Accounting of the Association**

- (1) the assets of the Association arise from membership fees, revenue obtained from activities specified in the Articles of the Association, assets of the Association and use of assets given into the service of the Association, donations by legal personalities and natural persons, and other incomes.
- (2) Accounting of the Association is organised by the board according to the Accounting Act.

### **§ 11. Annual Report**

- (1) After the end of the financial year, the board prepares the annual report and management report.
- (2) The board presents the reports to the general assembly within six months after the end of the financial year. The approval of the annual report is decided by the general assembly.

## **Chapter 5. Management of the Association**

### **§ 12. Competence of the General Assembly**

The highest management body of the Association is the general assembly and it has the competence to:

- 1) change the Articles of the Association;
- 2) change the aims;
- 3) appoint members of the board;
- 4) conclude a transaction with a member of board or another body, decide on filing a claim against a member, and appoint a representative of the non-profit organization in this claim;
- 5) decide on the transfer and encumbrance of immovable property and movable property belonging to the Association, and determine the conditions for such transactions;
- 6) approve the budget;
- 7) approve the annual report;
- 8) decide on becoming a member of the Association;
- 9) impose the membership fee, determine its amount and payment procedure;
- 10) decide on the termination of activities of the Association;
- 11) decide on other questions that by law or the Articles of the Association are not placed within the competence of another bodies.

### **§ 13. Summoning the General Assembly**

- (1) The board summons the general assembly at least once a year.

(2) The general assembly may be summoned only by the demand of 1/10 of the members of the Association. The claim for summoning the general assembly must be submitted to the board in writing, bringing forth the reasons for summoning.

(3) If the board has not summoned the assembly within one month after receiving the application, the applicants may summon the general assembly by themselves in accordance with the same procedure as the board.

(4) The summoning of the general assembly must be notified in advance at least two weeks before the assembly. The invitation for the assembly must contain the time, place and agenda of the assembly. If alteration of the Articles is discussed, the information about the alteration project is included in the invitation.

#### **§ 14. Resolution of the General Assembly**

(1) The resolution of the general assembly is approved if more than half of the members present at the assembly or their representatives have voted in favor of it, and the rules of procedure do not provide for a different majority requirement.

(2) The resolution to alter the Articles of the Association, to adopt new Articles or to terminate the activities of the Association is adopted if 2/3 of the members present at the assembly or their representatives have voted in favor of it.

(3) To alter the aim of the Association provided in the Articles, the consent of at least 9/10 of the members is required. The consent of the member who did not participate at the assembly must be submitted in writing.

(4) If the required number of participants is not present at the assembly, the board of the Association shall summon the general assembly with the same agenda within one week. This assembly has a quorum regardless of the number of participants.

(5) Members must be informed of a special general assembly at least 5 days in advance.

(6) The Association may also hold an assembly or a special assembly in the form of an electronic assembly.

#### **§ 15. The Minutes**

(1) Minutes are prepared of the general assembly which contain information on the time and place of the assembly, and the result of voting and resolutions adopted.

(2) The minutes are signed by the head and the secretary of the assembly. An integral part of the minutes is the list of participants at the assembly with the signature or digital signature of every participant.

### **§ 16. Specifications for the Exercise of Voting Rights**

(1) The member of the association cannot take part in voting at the general assembly if:

- 1) the Association has a claim against them, and a resolution is taken to release them from their proprietary or other obligations;
- 2) matters relating to the agreement between the member and the Association are being resolved.

(2) The member of the Association may exercise one's right to vote through a representative by an unattested proxy. Only another member of the Association may be the representative.

### **§ 17. The Board**

(1) The board is a permanent three-member governing and representative body of the Association.

(2) The term of office of the board is 3 years.

(3) A member of the board of the non-profit association may be removed prematurely by a 4/5 majority of the general assembly if the member of board has significantly violated one's obligations or is unable to participate in the work of the board in the future.

### **§ 18. Competence of the Board**

It is within the competence of the board to:

- 1) organise the activities of the Association;
- 2) coordinate the events, programs and projects of the Association;
- 3) organise accounting, prepare the annual report and present it to the general assembly;
- 4) establish the budget and present it to the general assembly;
- 5) execute the resolutions of the general assembly;

- 6) represent the Association in all legal acts;
- 7) organise international communication of the Association.

### **§ 19. Resolution of the Board**

- (1) A resolution requires the presence and the vote in favor of 2/3 of the members of the board.
- (2) A resolution may be adopted without summoning the assembly if all members of the board vote in favor of it in writing or digitally.
- (3) The board is obliged to inform the members of the Association directly concerned with the resolution adopted within a reasonable time.

## **Chapter 6. Termination**

### **§ 20. Termination and Liquidation and Distribution of Assets**

- (1) Termination and liquidation of the Association takes place pursuant to the procedure provided by the law.
- (2) In the event of liquidation of the Association, persons to whom the assets of the Association will be distributed shall be appointed by the resolution of the general assembly.