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NON-PROFIT ORGANISATION

EESTI PEOPLE TO PEOPLE

STATUTE OF ORGANISATION

The statute of the non-profit organisation EESTI PEOPLE TO PEOPLE (hereinafter organisation) have been adopted on 30 November 1998.

1. ORGANISATION'S NAME, LOCATION, OBJECTIVE AND FINANCIAL YEAR

1.1. The official name of the organisation is **Non-profit Organisation EESTI PEOPLE TO PEOPLE**.

1.2. The location of the organisation is Tallinn, Republic of Estonia.

1.3. The **Non-profit Organisation EESTI PEOPLE TO PEOPLE** is a national voluntary organisation, which unites physical persons who are interested in increasing international understanding and friendship in the world, who believe that communication between people and respect between people of different cultures is a powerful force for preserving stability and a more peaceful world order.

The **Non-profit Organisation EESTI PEOPLE TO PEOPLE** is a legal body; it has an independent balance sheet, its own bank accounts, a stamp with its own name and other accessories. It concludes contracts in its own name, acquires proprietary and personal moral rights and obligations, and acts as a plaintiff and respondent on its own behalf.

The objective of the **Non-profit Organisation EESTI PEOPLE TO PEOPLE** is to unite people of various ages, nationalities and convictions into organisation that is non-political and charitable, to develop of goodwill, and to exchange international contacts and ideas.

The organisation achieves its objectives through various programs, which involve social activities: personal, educational and work-related exchanges, international cultural trips, seminars and conferences that promote international contacts, global education and new ideas.

In order to carry out the tasks of the organisation, the organisation organises courses, seminars, exhibitions and other events; issues its own newsletters and publishes materials in compliance with the objectives of the organisation.

The organisation's activities are not directed at earning a profit from economic activities.

The organisation's activities are based on valid international rights and agreements, the valid legislation of the Republic of Estonia, and other legal acts, and these statute of organization.

The organisation has the right to open bank accounts in the Republic of Estonia and in foreign banking institutions based on the valid legislation.

The organisation's financial accounting and reporting take place according to the established procedures of the Republic of Estonia. The organisation pays taxes and takes advantage of tax and other benefits based on the valid legislation.

In the interests of realizing its objectives, the organisation cooperates with governmental, scientific and cultural institutions, other organizations and physical persons both in the Republic of Estonia and other countries.

1.4. The organisation's financial year starts on 1 January and ends on 31 December.

1.5. The organisation is established for an indeterminate period.

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2. MEMBERS OF THE ORGANISATION

- 2.1. Membership in the organisation is open to all persons who wish to develop activities that correspond to the objectives of the organisation; who submit a written application to the organization on management board, which obligates the applicant to fulfill the organisation's statute, and pay the admission fee approved by the organisation's general meeting.
- 2.2. The acceptance of members is decided by the management board.
- 2.3. Members may freely resign from the organisation by submitting the corresponding application to the organisation's management board.
- 2.4. Members will be removed from the membership roll of the organisation based on a decision of the organisation's management board, if the member does not pay his/her membership fees on time and does not participate in the organisation's projects and events. The removal of members will be decided by the management board at its meeting, and written notification of the discussion of this issue will be made to the member to be removed at least 2 weeks before the meeting takes place, and the member has the right to participate with the right to speak in the discussion related to his/her removal. The resolution to remove a member is passed when 2/3 of the management board members vote in favor. The member that has been removed from the membership roll has the right to demand that the issue of his/her removal be decided at the organisation's next general meeting following the removal. The membership fee of a member that has left will not be refunded.
- 2.5. The members of the organisation pay a membership fee which totals 200 EEK (12 EUR) per year. The membership fee has to be paid within a current year of activities.
- 2.6. The members have the following rights:
 - to belong to other organisations besides **EESTI PEOPLE TO PEOPLE** in the Republic of Estonia and abroad, if the activities and objectives of those organisations do not conflict with the organisation's statute and program of activities;
 - to maintain his/her current field of activity;
 - to participate in all the public events and undertakings of the organisation and to apply for permission to attend the organisation's regular internal meetings;
 - to elect and be elected to the organisation's management board and supervisory body;
 - to voluntarily leave the organisation;
 - to receive information about the organisation's activities.

3. THE ORGANISATION'S ASSETS

- 3.1. The organisation's assets are formed:
 - from membership fees;
 - from donations and appropriations;
 - from revenues, which may be received from the organisation's paid events based on the objectives of the statute of organisation.The organisation's resources will be used:
 - for the organisation of events and undertakings;
 - for charity and sponsorships;
 - for administrative costs;
 - to cover other legal costs.
- 3.2. The organisation can own all kinds of assets that are necessary for achieving the objectives specified in the organisation's statute and the acquisition of which is not against the law.
- 3.3. The members of the organisation have no right to the organisation's assets. The organisation does not have the right to the members' assets.
- 3.4. The organisation bears no liability for the proprietary obligations of its members; the members bear no liability for the proprietary obligations of the organisation.

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3.5. The whole of organisation's assets are used to cover its proprietary liabilities.

4. GENERAL MEETING

- 4.1. The highest body of the organisation is the organisation's general meeting, where every organisation's member has one vote.
- 4.2. The following are within the competence of the organisation's meeting:
 - amending the statute of association;
 - amending the objectives;
 - appointing the management board members;
 - making decisions about the transactions conducted with the members of the management board or other supervisory bodies and submitting claims against them and appointing representatives for the organisation in these transactions and claims;
 - the transfer and encumbrance of the organisation's immovable property and registered movable property and determining the conditions for the given transactions;
 - deciding other issues that have not been assigned into the competence of other bodies by law or these articles of organisation.
- 4.3. The general meeting will be convened by the management board:
 - in order to adopt the annual report;
 - if so requested in writing and for a reason by at least 1/10 of the organisation's members;
 - in other cases where the organisation's interests so require.
- 4.4. In order to convene a general meeting, the management board shall publish a notice at least 7 days before the general meeting, which indicates the time, location and agenda for the general meeting, or shall send every organisation's member a written notice with the same content 2 weeks before the meeting is to occur.
- 4.5. The general meeting will have quorum when more than half of the organisation's members are present or represented.
- 4.6. A 2/3 majority of the general meeting is necessary for the amendment of the statute of organisation and the agreement of all the organisation's members is needed to change the objectives.

5. MANAGEMENT BOARD

- 5.1. The activities of the organisation will be managed and it will be represented by the management board, which has a minimum of 1 and maximum of 10 members.
- 5.2. The members of the management board will be appointed by the general meeting for 5 years.
- 5.3. The management board will represent the organisation in all legal acts. The organisation can be represented by every management board member.
- 5.4. To execute any transactions conducted on behalf of the organisation the size of which exceeds 100,000 EEK (6394 EUR), the management board must obtain prior approval from the general meeting.
- 5.5. A majority of votes in favor from the management board is necessary for the adoption of resolutions.

6. RIGHTS AND OBLIGATIONS OF THE DEPARTMENTS

- 6.1. The organisation may form departments on a regional basis.
- 6.2. The highest body of the department is the department meeting. The department meetings are convened by the head of the department as needed or upon the written request of 1/10 of the department members. The procedure for convening a department meeting will be established by the department at its first meeting.

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- 6.3. The department will be managed and represented in legal acts by the head of the department, who will be elected to office for 3 years at the department meeting with a majority of votes in favor by department members.
- 6.4. The department will receive ½ of the membership fees of the members who belong to the department.
- 6.5. The head of the department will have the right to use the financial resources of the department based on the procedure established at the department meeting.
- 6.6. The departments undertake to submit activity reports to the organisation's management board within one month of the end of the organisation's financial year.

7. **MERGER, DIVISION AND TERMINATION**

- 7.1. The merger, division or termination of the organisation will occur based on the procedure established by law.
- 7.2. The liquidators of the organisation are the members of the management board or persons appointed by the general meeting.
- 7.3. Upon the liquidation of the organisation, the remaining assets will be transferred to organisations with similar objectives or to the People to People International Center.

Signatures: */signed/ R. Pels*
 /signed/ E. Laur

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