



**VOLUNTARIOS
ITINERANTES**

STATUTES

Chapter I. Name, Purpose, and Address

Article 1

The association VOLUNTARIOS ITINERANTES regulates its activities according to Law 4/2008 of 24 April, from the third book of Civil Code of Catalonia, regarding legal persons; Organic Law 1/2002 of the 22 March, regulating the right to association and its statutes.

Article 2

The purpose of the association is:

1. To respond to the organizational needs and lack of volunteers affecting animal shelters, so that they can become more self-sufficient.
2. To improve the quality of life of the animals taken in by the shelters with which we collaborate.
3. To carry out individual projects in distinct shelters according to the needs each one presents.
4. To create and coordinate local volunteer bases to promote active citizens through the activities carried out.
5. To promote the values of the association among all those who represent it
6. To create a team with the necessary training in all areas to help shelters (dog training, veterinary science, shelter management...).
7. To promote teamwork for the good of the shelters with which we collaborate.
8. To take on the management of those shelters with which we collaborate if their situation calls for it, and with the consent of its legitimate representatives.

To achieve the aforementioned goals, we will carry out the following activities, among others:

- Organization of fairs and events to promote the shelters with which we collaborate, both locally and abroad.
- Campaigns to collect food and materials for the animals at the shelters.
- Organization of open houses at the shelters to promote more active participation by local residents at each one.

- Promotion of all activities through social media, the website, mailing, newsletters, etc.
- Training active volunteers about the well-being and care of the animals residing at the shelters.
- Improving the infrastructures of the shelter by creating areas that contribute to a more comfortable living space, better cohabitation, and socialization.
- Creating or improving databases (animal shelters, volunteers, members, etc.) in order to better manage the shelters with which we collaborate.
- Spreading the word about our experiences in order to raise awareness in society about abandonment and animal cruelty, to improve the quality of life of the animals taken in by the shelters and promote their adoption. Promotion will be carried out by publishing articles on blogs, sending statements to specialized or general media, and using all of the audiovisual and written means available to us.

Any profit is excluded.

Article 3

1. The address of the association is established in Barcelona 08032 at Conca de Tremp, 89 – escalera B, bajos 2, 2º.
2. The functions of this association are carried out mainly in Catalonia, although this does not exclude the ability to collaborate and organize specific activities with other entities or shelters outside of the autonomous and national territory, if they are related to the activities of the association.

Chapter II. Members of the association, their rights and obligations

Article 4

All physical persons of legal age who share the goals of the association can take part, regardless of sex, religion, or political beliefs. They must make a written request, to be approved by the president of the association and ratified by the Board of Directors. Regarding physical persons, they must be able to act of their own accord. There are two types of members:

1. Full members. Founding members are considered to be full members by default, until their position of founder and collaborator is reviewed after one year.
2. Collaborating members do not have the same rights or obligations as full members. There are two categories:
 - a. Honorary members: persons of recognized prestige who support our work.
 - b. Benefactors: persons who collaborate with the association only with their regular or recurring monetary contribution

On the other hand, collaboration agreements can be made with legal entities (companies, institutions, etc.) that contribute their monetary or material donations and appear as sponsors at our activities and promotions, according to the agreed-upon conditions.

The recognition of each one of these categories will be approved by the General Assembly. The internal rules of procedure outline each one of the member profiles and define the requirements in detail.

Article 5

The following are the rights of full members:

1. To attend General Assembly meetings with full voting rights.
2. To elect or be elected to representative or leadership positions.
3. To exercise the representation entrusted to them in each case.
4. To participate in the governing and management of the association, in its activities and services, according to legal regulations and statutes.
5. To present to the Assembly and Board of Directors all they believe could contribute to the enhancement and effectiveness of the association's basic social objectives.
6. To request and receive explanations regarding the administration and management of the Board of Directors.
7. To be heard prior to taking disciplinary action.
8. To receive information regarding the association's activities.
9. To make use of the common services established or made available by the association.
10. To take part in work groups.
11. To receive a copy of the statutes.
12. To consult the association's books.

Article 6

The duties of full members are the following:

1. To commit to achieving the goals of the association by actively participating in at least one long-term project for one year or in 12 yearly actions.
2. To support the association with the payment of quotas, fees, and other financial contributions defined by the General Assembly.
3. To comply with the rest of the obligations detailed in the internal rules of procedure.
4. To comply with the agreements validly adopted by the association's governing body.

Article 7

Those members who are full member are considered to be collaborators and are divided into two categories: honorary members and benefactors.

Article 8

Those persons of recognized prestige who support our work may be honorary members. This honor will be approved at the General Assembly by proposal from the Board of Directors or from 10% of full members who make the request at least one month prior to the General Assembly. A simple majority is needed from attendants with voting rights in order to award this title. The rights of honorary members are the following:

- a. To attend General Assembly meetings with the right to speak but not vote.
- b. To be elected to representative or leadership positions.
- c. To exercise the representation entrusted to them in each case.
- d. To present to the Assembly and Board of Directors all they believe could contribute to the enhancement and effectiveness of the association's basic social objectives.
- e. To request and receive explanations regarding the administration and management of the Board of Directors.
- f. To be heard prior to taking disciplinary action.
- g. To receive information regarding the association's activities.
- h. To make use of the common services established or made available by the association.
- i. To take part in work groups.
- j. To receive a copy of the statutes.
- k. To consult the association's books.

The duties of honorary members are the following:

- a. To commit to achieving the goals of the association by actively participating in at least one promotion project.
- b. To support the association by allowing the use of his/her image in order to promote the entity.
- c. To comply with the agreements validly adopted by the association's governing body.

Article 9

Benefactors are those persons whose contribution to the association is strictly monetary, either regular or recurring. They do not participate in the association's activities. The rights of benefactors are the following:

- a. To attend General Assembly meetings with the right to speak but not vote.
- b. To be elected to representative or leadership positions.
- c. To exercise the representation entrusted to them in each case.
- d. To present to the Assembly and Board of Directors all they believe could contribute to the enhancement and effectiveness of the association's basic social objectives.
- e. To request and receive explanations regarding the administration and management of the Board of Directors.
- f. To be heard prior to taking disciplinary action.
- g. To receive information regarding the association's activities.
- h. To make use of the common services established or made available by the association.
- i. To take part in work groups.
- j. To receive a copy of the statutes.
- k. To consult the association's books.

The duties of benefactors are the following:

- a. To support the association with payment of quotas, fees, and other financial contributions defined by the General Assembly.

- b. To comply with the agreements validly adopted by the association's governing body.

Article 10

The following are causes for removal from the association:

1. Should the individual concerned decide to leave, their decision must be communicated in writing to the Board of Directors.
2. Failure to pay the set quotas.
3. Failure to comply with the statutory obligations, or behaviors which, by action or omission, go against the goals of the association.
4. Failure to comply with the regulations established in the internal rules of procedure.

Chapter III. The General Assembly

Article 11

1. The General Assembly is the sovereign body of the association. Its members form part of by their own inalienable right.
2. The entity's full members, gathered in the legally founded General Assembly, decide by majority the matters for which the Assembly is responsible.
3. All members are subject to the agreements of the General Assembly, including those absent, those who disagree, and those present who abstain from voting.

Article 12

The General Assembly has the following authority:

1. To approve, when appropriate, the management of the governing body, the budget, and annual accounts.
2. To elect and separate members of the governing body and control their activity.
3. To modify the statutes. Approval will be necessary from two-thirds of the total number of full members.
4. To agree upon the form and amount of the association's financial contributions or the payment of its expenses, including contributions to the association's assets.

5. To agree upon the dissolution, fusion, or division of the association. Approval will be necessary from two-thirds of full members and a minimum of 35% of the total number of full members must be present.
6. To agree upon entry and removal from federations or confederations.
7. To request the declaration of public interest.
8. To approve the internal rules of procedures and their modifications.
9. To be aware of the requests presented to full members, as well as new members and resignations.
10. To ratify, if necessary, disciplinary removal and other sanctions imposed by the Board of Directors for serious infractions.
11. To find solutions to issues not expressly attributed to any other body of the association.

Article 13

1. The General Assembly meets in ordinary session at least once a year, within six months of the fiscal year's end, in order to approve the previous year (managerial report, balance and operating account) and the next year's budget.
2. The governing body can summon the General Assembly in exceptional cases, when appropriate, and should do so when requested by 10% of full members. In this case, the assembly must meet within 30 days from when the request is made. The request must be made in writing, presenting the motive for summoning the assembly and citing the complete names of supporting members, along with their ID, date, and signature.

Article 14

1. The assembly is called by the governing body by means of a summons which must contain at least the agenda, location, date, and time of the meeting.
2. The assembly may take place in a location other than the registered office.
3. The summons will be communicated at least fifteen days prior to the date of the meeting, individually and in writing sent electronically or by post.
4. The General Assembly meetings will be presided over by the president of the association. In his/her absence, the vice-president (if there is one) or the longest-standing member will substitute. The secretary of the Board of the Directors will perform his/her functions.

5. The secretary will record that minutes at every meeting, which must be signed together with the president. They must contain a summary of the deliberations, the text of agreements adopted, numeric results of voting, and the list of attendance.
6. At the beginning of each General Assembly meeting, the minutes from the previous session will be read in order to be approved or amended. Five days prior to the meeting, the minutes and any other documentation will be available to all full members.

Article 15

1. The General Assembly is validly established regardless of the number of associated persons present or represented.
2. 10% of full members may request that the governing body include in its agenda one or more issues to be addressed. In the event that the assembly has already been summoned, they can do so within the first third of the agreed-upon period from receipt of the summons and the date in which the assembly will meet. The request can also be made directly at the assembly and the governing body, who proposes the agenda and directs the assembly, will decide what they see fit.
3. The assembly may only adopt agreements regarding the items included in the agenda, unless it has been established on a universal basis or the agreements refer to the summons of a new General Assembly.

Article 16

1. In the General Assembly meetings, each full is allowed one vote. They may delegate their representation to another member in good standing who has been a member for at least one year. The delegation, on an ad hoc basis for every assembly, must be granted in writing and presented electronically or by post 48 hours prior to the meeting time, and must include the delegation form with an original signature and photocopy of the delegating member's ID.
2. Agreements are reached by a simple majority of votes from full members or their representatives.
3. In order to adopt agreements regarding modification of the statutes, the formation of a federation with similar associations, or integration in existing one, and the provision or alienation of goods, a qualified majority is required as is described in Article 12.5.

4. The election of the Board of Directors, if there are multiple candidates, is decided by simple or relative majority agreement of the present of represented full members (more votes for than against).

Chapter IV. The Board of Directors

Article 17

1. The Board of Directors governs, manages, and represents the association. It may be composed of the president, vice president, secretary, and treasurer. The positions of president and secretary are obligatory; the other positions are optional. The Board of Directors must be made up of a minimum of three members and a maximum of seven. Those persons who do not have a specific positions will be chairpersons. These positions must be exercised by different persons.
2. The election of the members of the Board of Directors, who must be associated and of legal age, is carried out by vote in the General Assembly. The persons elected take office after having accepted the position.
3. The appointment and resignation of positions will be communicated to the Registry of Associations by means of a certificate issued by the outgoing secretary with the approval of the new present and new secretary.
4. The members of the Board of Directors will perform their duties free of charge.

Article 18

1. The members of the Board of Directors may perform their duties for a period of five year, notwithstanding the ability to be reelected.
2. The election of the Board of Directors will be held by a closed candidate system (simultaneous election for all positions). The candidates will turn in their current candidacy to the president and will communicate its existence to all members along with his/her corresponding work plan.
3. Candidacies that are presented formally have the right to a copy of the list of members and their addresses and emails, if authorization has been granted.
4. The resignation of a position before a term is complete may occur due to:
 - a. Death or declaration of absence, in the case of physical persons, or termination, in the case of legal entities.
 - b. Illness which incapacitates or inhibits a member from performing their duties.

- c. Voluntary resignation with notification to the governing body in writing, stating the motives.
 - d. Removal of member status.
 - e. Separation agreed upon by the General Assembly of members.
 - f. Sanction due to misconduct while in office, in agreement with the motives for member removal established in Article 10 of the present statutes.
 - g. Any other situation established by the law or the statutes.
5. Vacancies that arise in the Board of Directors will be covered in the first meeting held by the General Assembly. In the meantime, a member of the association may occupy the vacant position provisionally, with consent from the Board of Directors.

Article 19

1. The Board of Directors has the following authority:
- a. To represent, direct, and manage the association in the most comprehensive way recognized by the law; furthermore, to comply with the decisions made by the General Assembly, in accordance with the regulations, instructions and guidelines established.
 - b. To negotiate necessary agreements related to appearing before public bodies and to exercise all types of legal action and provide the appropriate resources.
 - c. To defend the association's interests at the General Assembly.
 - d. To propose the quotas that members of the association must meet at the General Assembly.
 - e. To summon general assemblies and ensure that agreements are reached.
 - f. To present for approval the balance and bank statements of each fiscal year at the General Assembly, and prepare the budget for the next year.
 - g. To hire employees that the association may need.
 - h. To inspect the accounting and ensure that services run normally.
 - i. To create work groups in order to achieve the association's goals in the most efficient way possible, and authorize the acts that these groups plan to carry out.
 - j. To name the speakers of the Board of Directors who will be responsible for each work group, by proposal from the group.
 - k. To fill out the necessary paperwork with public bodies, entities and other persons in order to obtain:

- Grants or other aid.
 - The use of facilities or buildings that could be a place of cohabitation and communication.
- l. To open bank accounts at any financial entity, have available the funds held in these deposits and obtain financing from said entities, if necessary. The availability of funds is determined in Article 33.
 - m. To modify and update the internal rules of procedure for the association in order to manage the association more effectively.
 - n. To provisionally solve any issue not mentioned in the statutes and make it known at the next General Assembly reunion.
 - o. Any other authority not specifically granted to another governing body of the association or that has been expressly delegated.

Article 20

1. The Board of Directors, following summons by the president or his/her substitute, will meet in ordinary session as often as its members decide, but no less than once a month.
2. A special session will be held when summoned by the president or when requested by two-thirds of its members.

Article 21

1. The Board of Directors is validly created if it has been previously summoned and there is a quorum of two-thirds of its members.
2. The members of the Board are required to attend all meetings, although they may be excused for justified reasons. The presence of the president and secretary, or their substitutes, is always necessary.
3. The Board of Directors makes decisions according to a simple majority vote from those in attendance.

Article 22

1. The Board of Directors may delegate its duties in one or more committees or work groups if approved by two-thirds of its members. The work groups, once active, will present a detailed report of their actions once a month.
2. In the same quorum, one or more representatives may be named in order to carry out the duties deemed necessary in each case.

3. Preparing accounts or transactions that must be approved by the General Assembly are not delegable.

Article 23

The agreements made by the Board of Directors must be documented in the Minutes Book and signed by the secretary and the president. At the beginning of each meeting of the Board of Directors, the minutes from the previous session will be read in order to be approved or rectified, where appropriate.

Chapter V. The president

Article 24

1. The following are the duties of the president:
 - a. To direct and legally represent the association, as delegated by the General Assembly and the Board of Directors.
 - b. To preside over and direct debates both in the General Assembly and the Board of Directors.
 - c. To cast a deciding vote when there is a tie.
 - d. To establish the summons for General Assembly and Board of Directors' meetings.
 - e. To approve the minutes and certificates prepared by the secretary of the association.
 - f. All other tasks delegated by the General Assembly or Board of Directors.
2. In case of illness or absence, the president is substituted by the vice president (if there is one) or the longest-standing member of the Board, in this order.

Chapter VI. The treasurer and the secretary

Article 25

The treasurer is responsible for the custody and control of the association's resources, such as the budget, balance sheet, and the clearance of accounts. They will have a cash book. They will sign all receipts of quotas and other treasury documents. They will pay

the invoices approved by the Board of Directors, which must be previously approved by the president, and deposit what remains in credit or savings accounts. They will give an update on the financial situation of the Board of Directors every trimester. They may delegate their duties to the secretary.

Article 26

The secretary is responsible for the association's documentation, writing and signing the minutes of the General Assembly and Board of Director's meetings, writing and authorizing certificates, and the registry book of members.

Article 27

The vice president substitutes the president in case of illness or absence and will hold the same rights and responsibilities.

Article 28

The chairpersons (if they are any) will have obligations as members of the Board of Directors, as well as delegations or work commissions assigned by the Board.

Chapter VII. Commissions or work groups

Article 29

The creation and constitution of any commission or work group must be proposed by the members of the association who wish to participate. They must inform the Board of Directors and explain the activities they wish to carry out. In turn, the Board of Directors has the right to propose the creation of work commissions it deems necessary for the proper functioning of the entity.

The Board of Directors must analyze the different commissions or work groups, whose leaders must present a detailed report of their actions once a month.

Chapter VIII. The economic regime

Article 30

The financial resources of the association come from:

- a) Quotas set by the General Assembly for its members.

- b) Official or private grants.
- c) Donations, inheritances, or legacies.
- d) Income from its own estate or other revenue.
- e) Funds obtained through teaming campaigns.
- f) Funds obtained through participation in fairs, events or merchandizing sales.

Article 31

All members of the association have the obligation to sustain it financially, through quotas, according to the proportion determined by the General Assembly or Board of Directors.

The General Assembly may establish membership fees, quotas – by month, trimester or semester, according to the Board of Directors – as well as extraordinary quotas.

Article 32

The fiscal year coincides with the natural year and closes on the 31st of December.

Article 33

The signatures of the president, secretary, and treasurer and vice president (if they is one) must appear on all bank accounts or deposits. In order to obtain funds, a joint signature is needed from the aforementioned members of the Board; one of these signatures must be from the secretary.

Chapter IX. The disciplinary regime

Article 34

The governing body may take disciplinary action against infractions committed by members who do not fulfill their obligations. These infractions may be qualified as minor, serious, or very serious. The corresponding sanctions may vary from a warning to expulsion from the association, according to the established internal rules of procedure.

The disciplinary procedure begins as a request of a complaint or communication. Within 10 days, the Board of Directors will name an instructor, who will process the disciplinary file and propose a resolution within 15 days, following a hearing with the presumed offender. The final decision, which must be approved by two-thirds of the members of the Board, will be carried out within a period of 15 days.

In the event of sanctions for serious infractions agreed upon by the Board of Directors, the interested parties may request ratification of the sanction at the next general assembly.

Chapter X. Dissolution

Article 35

The association may be dissolved if agreed upon by the General Assembly, summoned especially for this reason.

Article 36

1. Once the dissolution is agreed upon, the General Assembly must take the necessary measures with respect to the use of assets and rights of the association, in order to liquidate any pending operations.
2. The Assembly has the right to elect a liquidation commission if it deems necessary.
3. The members of the association are exempt from personal responsibility. Their responsibility is limited to fulfilling their obligations which they entered into voluntarily.
4. The remaining net assets resulting from liquidation will be directly turned over to the public or private non-profit entity which, in the association's specific field, has shown the objective of their activity to be similar to that of the association.
5. The settlements functions of aforementioned mentioned agreements are the responsibility of the Board of Directors if the General Assembly does not assign this mission to a liquidation commission designed especially for this matter.

Barcelona, September 12, 2016

Signature of all founding members

Jaime Mateu Pérez

Francesc Ribes Gegúndez

Jordi Pastor García

Marta Morera Rius

María Tur Sesé

Robin Marie Motheral

Victor Villanueva Carmena

Ana Acedo Navarro