

## **A guide on writing Articles of Association**

All governments, regardless of the levels of tolerance, have some control over establishment and how NGOs are managed. Donors too are compelled to deal with institutions that meet state requirements. One of the main documents is the Articles of Association, often required to register, transact financial exchanges or guide on legal aspects.

<b>Article 1</b>	<b>The name of the NGO/ Association</b>
	Location of the Offices of the Association
	Aim, Purposes and Objectives of the Association
	Powers of the Association
	Membership
	Sources of Funds
	Management, Governance, Authority and Leadership
<b>Article 2</b>	<b>The executive board and duties</b> (Chairperson, Vice, Treasurer, Secretary and others)
	Election of officers, occupancy and terms and conditions (appointment, powers, delegation, removal, reporting procedures)
<b>Article 3</b>	<b>Appointments</b>
<b>Article 4</b>	<b>Advisory Board, composition and roles</b>
	Meetings
	General Membership Meetings
	Executive Board Meetings
<b>Article 6</b>	<b>Newsletters and Publications</b>
<b>Article 7</b>	<b>Representation of the Association</b>
<b>Article 8</b>	<b>Amendment of Articles – By members and the Executive Board</b>
<b>Article 9</b>	<b>Distribution of Assets</b>