STATUTES OF THE ASSOCIATION

OF LANDSCAPE ARCHITECTURE - POLAND

located in Krakow

Section 1

General Provisions

§ 1

The Association of Landscape Architecture – Poland, hereinafter referred to as the Association, shall have a legal personality.

§ 2

The Association shall operate across the entire territory of the Republic of Poland, with its headquarters located in Krakow.

§ 3

The Association shall be registered with the National Court Register, kept by the District Court in Krakow, 9th Commercial Department of the National Court Register.

§ 4

1. The Association's operations shall be primarily based on the social work of its members. The Association shall have the powers to hire employees to conduct its affairs.

2. The Association shall be able to conduct economic activity pursuant to general regulations as specified in applicable laws. Revenue from the Association's economic activity shall be used towards its statutory goals and cannot be divided among its members.

§ 5

1. The Association shall use distinctive badges and seals as specified in detailed provisions as defined by the Association's governing bodies.

2. The Association shall use a round seal with the inscription " Association of Landscape Architecture – Poland".

§ 6

The Association may be a member of national and international organisations with the same operational profile or one that is similar, particularly the European Landscape Contractors Association and the European Foundation for Landscape Architecture.

Section II

Goals and Methods of Action

§ 7

The object of the Association is the protection and support of the professional interests of its members in the field of landscape architecture by:

1. working towards improving the quality of the landscape,

2. working towards the promotion and protection of the landscape architecture profession and the codification of the right to practice it by striving to establish a trade chamber,

3. working towards the promotion of landscape architecture site contractors,

4. promoting new technologies in the profession,

5. formulating specific procedures concerning the design and construction of landscape architecture sites,

6. propagating the notion of constructing landscape architecture sites and the maintenance of legally protected areas such as national, landscape and cultural parks,

7. initiating cooperation between the professional and the academic community in the field of landscape architecture.

§ 8

The Association shall work towards achieving its goals by:

- acting on behalf of its members in contacts with government administration, other organisations and the public,

- expressing opinions on matters concerning the construction of works of landscape architecture,

- organising training seminars, including training seminars culminating in the awarding of certificates,

- and organising various campaigns so as to promote the concept of creating works of landscape architecture.

Section III

Members, their rights and duties

§ 9

1. Both natural persons and legal persons shall be eligible for membership in the Association.

2. A legal person shall only be eligible for supporting membership in the Association.

§ 10

Association members shall be categorised as:

1) Full members

2) Supporting members,

3) Honorary members.

§ 11

1. Full members shall be natural persons with full legal capacity, who have not been stripped of public rights, who accept the statutory goals of the Association, who are involved in the design or construction of works of landscape architecture, as well as academic and popularisation efforts in this field.

2. Supporting members shall be natural or legal persons who are interested in the Association's operations, who have declared to aid it by donations or in kind, as well as students of landscape architecture and associated majors. Legal persons shall act in the Association through their representatives, who shall be natural persons.

3. Individuals who intend to become full members shall attach recommendations from at least two other full members of the Association who support their admission to said application.

§ 12

Honorary members shall be individuals who are involved in propagating the notion of creating works of landscape architecture.

§ 13

1. Full and supporting members shall be admitted by resolution of the Board of Directors after submitting a written application /§ 11.3/ or declaration /§ 11.2/.

2. Legal persons shall appoint representatives through which they shall act in the Association in the declaration, and in the case of the later replacement of the representative, shall notify the Association about this fact in writing, thereby appointing a new representative.

3. The Board of Directors shall decide on matters of the admission of specific persons and granting them full or supporting membership within 30 days of receipt of a membership declaration and shall inform the interested party of its decision in writing within this timeframe.

4. In cases when a given person shall be refused full or supporting membership, the interested party shall be given the right to appeal the resolution of the Board of Directors to the General Assembly of Members in writing, within 30 days of receipt of the resolution. The appeal shall be handled by the next General Assembly of Members. The decision of the General Assembly of Members shall be final.

§ 14

Honorary membership shall be granted by means of resolution by the General Assembly of Members, upon request of the Board of Directors, which shall attach the consent of the individual that is to receive such membership to the application.

§ 15

1. Full members shall have the right:

1) to vote and stand for election to the governing bodies of the Association,

2) to vote on resolutions taken by the General Assembly of Members,

3) to voice opinions, requests and proposals to the governing bodies of the Association,

4) to challenge the rulings of the Peer Tribunal before the General Assembly of Members,

2. Full members shall be obliged to:

1) cooperate in working towards achieving the Association's goals,

2) abide by the Statutes, regulations and resolutions of the governing bodies of the Association,

3) regularly pay their membership fees and issue other payments to the benefit of the Association.

§ 16

1. Supporting members shall have rights as stipulated in § 15 section 1 point 3.

2. Supporting members shall have the right to participate in the General Assembly of Members in an advisory capacity.

3. Supporting members shall have obligations as stipulated in § 15 section 2.

4. Supporting members shall have the right to claim membership in the Association when conducting their affairs.

5. Supporting members shall have the right to take part in training courses, seminars and other member meetings organised by the Association.

§ 17

1. Honorary members shall have rights as stipulated in § 15 section 1.

2. Honorary members shall have obligations as stipulated in § 15 section 2 points 1 and 2.

§ 18

1. Membership in the Association shall be terminated upon:

1) voluntary resignation from membership in the Association, submitted in writing to the Board of Directors after having issued all due payments to the Association,

2) the death of the member, the loss of civic rights by the member or the loss of legal personality by the member,

3) removal from the list of full or supporting members due to unjustified delays in paying due membership fees for a period in excess of one year, or other due payments, for a period in excess of six months,

4) removal from the list of members due to actions that hinder the operations of the Association or actions that are detrimental to the professional interests of other members.

2. The Board of Directors shall be called upon to decide in matters stipulated in section 1 point 3, following regulations provisions stipulated in § 31 section 2.

3. The Peer Tribunal shall be called upon to decide in matters stipulated in section 1 point 4, following regulations stipulated in § 35–38 as laid out below.

Section IV

Bodies of the Association

§ 19

1. The governing bodies of the Association shall consist of:

1) the General Assembly of Members,

2) the Board of Directors,

3) the Audit Board,

4) the Peer Tribunal.

General Assembly of Members

§ 20

1. The General Assembly of Members shall be the Association's highest authority.

2. The following shall take part in the General Assembly of Members:

1) with full voting rights—full and honorary members,

2) with advisory voting rights—supporting members.

§ 21

1. The General Assembly of Members shall hold proceedings according to self-adopted Rules of Procedure.

2. The proceedings of the General Assembly of Members shall be directed by the Presidium, composed of: a chairman, a vice-chairman and a secretary. The Presidium shall be elected at the start of every meeting in an open ballot, by an absolute majority of members in attendance.

3. The General Assembly of Members shall convene the Board of Directors, which shall inform Association members of the meeting's place, time and order of proceedings in writing at least 7 days in advance of the meeting. In cases stipulated in the Statutes, the General Assembly of Members shall be convened by the Audit Board. In the case that the Board of Directors fails to convene the General Assembly of Members in the time stipulated in the Statutes, the General Assembly of Members shall be convened by the Audit Board.

§ 22

1. Resolutions of the General Assembly of Members shall be voted on by open ballot, regardless of the number of members in attendance, and are subject to simple majority decision by members eligible for voting.

2. Every member stipulated in § 20 section 2 point 1 shall have 1 vote.

§23

The competences of the General Assembly of Members shall include:

1) approving the Statutes and their amendments,

2) approving regulations for the governing bodies of the Association, unless stated otherwise in the Statutes,

3) selecting and dismissing members of the governing bodies of the Association,

4) making decisions concerning matters of the disposal of rights or incurring liabilities up to a value of 50.000,- PLN.

5) a. Approving the budget of the Association,

b. Setting the levels of membership fees, reliefs and exemptions from these fees,

c. Voting on resolutions concerning the initiation of economic activity,

6) Handling and approving reports of the governing bodies of the Association and the financial report for the previous fiscal year,

7) granting discharge to the Board of Directors and the Audit Board,

8) handling appeals launched against Peer Tribunal rulings,

9) handling appeals launched against resolutions passed by the Association's Board of Directors, as stipulated in § 31 section 1 point 11.

10) voting on resolutions concerning all matters presented by the Board of Directors or the Audit Board with the purpose of making a decision,

11) a. The admission of honorary members into the Association,

b. Voting on resolutions concerning membership in other organisations,

12) voting on the resolution to dissolve the Association and concerning the appropriation of its assets,

13) voting on resolutions concerning the dissolution of an Association Branch.

§ 24

The resolution concerning the dissolution of an Association Branch shall be passed by the General Assembly of Members by a qualified majority of 2/3 of votes with at least half of all members eligible for voting in attendance. The decision to dissolve an Association Branch can also be made by the General Assembly of Members by a qualified majority of 2/3 of votes with at least half of its members eligible for voting in attendance by request of the Association's Board of Directors or the Audit Board, upon identifying irregularities in the operations of an Association Branch.

§ 25

The General Assembly of Members shall be either Ordinary or Extraordinary.

§ 26

The Ordinary General Assembly of Members shall take place once per year, as a reporting meeting, with the purpose of processing and voting on the approval of reports by the Board of Directors and the Audit Board, the financial report for the previous fiscal year and granting discharge to members of the Board of Directors and the Audit Board upon scrutiny of the performance of their duties. This meeting shall take place no later than 6 months after the end of each fiscal year.

§ 27

1. An Extraordinary General Assembly of Members shall be convened in justified cases by the Board of Directors:

1) of its own initiative,

2) by request of the Audit Board,

3) by written request of at least 60 % of the Association's full members.

2. The Board of Directors shall be obliged to convene an Extraordinary General Assembly of Members no later than one month after the receipt of the request stipulated in section 1.

3. The Extraordinary General Assembly of Members shall only handle matters for whose handling it has been convened.

The Board of Directors

§ 28

1. The Board of Directors shall be comprised of between three to five members, including the Chair of the Board, appointed by resolution of the General Assembly of Members for a four-year term of office. The members of the first Board of Directors shall be appointed by the founding meeting.

2. A member of the Board of Directors may be dismissed by resolution of the General Assembly of Members at any time. A member of the Board's mandate also expires upon the member of the Board's resignation, submitted in writing to the remaining members of the Board. Should the mandate of a member of the Board expire before the end of their term in office, the Board of Directors shall promptly convene an Extraordinary General Assembly of Members, which shall perform a special election.

3. Members elected to the governing bodies of the Association can hold the same office for no more than 2 terms.

§ 29

 1. The Board of Directors shall govern the overall operations of the Association as stipulated in the resolutions of the General Assembly of Members, it shall represent the Association before third parties and shall be answerable to the General Assembly of Members.

2. The cooperation of two members of the Board shall be required to issue declarations and incur liabilities in the name of the Association.

3. The provisions governing the operations of the Board of Directors shall be contained in regulations approved by the Board of Directors.

4. The Board of Directors shall have the powers to open an Office and hire employees to conduct its affairs.

5. The Association's Board of Directors shall have the powers to grant an individual holding a management position at the Office the right of attorney including conducting the Association's affairs within the ordinary course of its operations on behalf of the Association.

§ 30

Meetings of the Board of Directors shall take place no less than 4 times per year. The Board of Directors shall vote on resolutions by simple majority with at least two members of the Board in attendance at a Board Meeting. It shall be possible to vote on resolutions in a written ballot by simple majority, under the condition that all members of the Board present their position and that all members of the Board are notified of the text of the planned resolution by the Chair of the Board by registered letter accompanied by a request to cast a vote in writing within the specified period of no less than 7 and no more than 21 days. Respecting the deadline for casting a valid vote in a written ballot shall be decided by the date of deposit of the registered letter addressed to the Chair of the Board, expressing the position of the given member of the Board concerning the resolution to be voted on in the written ballot.

§ 31

1. The scope of the operations of the Board of Directors shall include:

1) executing the resolutions of the General Assembly of Members,

2) drafting the Association's budget proposals,

3) reporting on the management of the Association's assets,

4) making decisions concerning the disposal of rights or incurring liabilities up to a value of 50.000 PLN,

5) approving regulations specifying the payment of membership fees by Association members,

6) convening the General Assembly of Members,

7) voting on resolutions concerning the admission of full and supporting members,

8) reporting on its operations to the General Assembly of Members,

9) preparing financial reports for the previous accounting year,

10) establishing Association Branches,

11) voting on resolutions concerning the termination of members pursuant to § 18 section 2.

2. The resolution of the Board of Directors stipulated in section 1 point 11 shall have a period of 30 days after its passing during which the Interested Party shall have the right to appeal said resolution to the General Assembly of Members. The appeal shall be handled by the next General Assembly of Members, which may either uphold the resolution or revoke it. The decision of the General Assembly of Members shall be final.

The Audit Board

§ 32

1.The Audit Board is an organ of the Association that shall be established with the purpose of scrutinising its operations.

2. The Audit Board shall be composed of three members, nominated by resolution of the General Assembly of Members for a 4-year term of office. The members of the first Audit Board shall be nominated by the founding meeting.

3. Members of the Audit Board shall be eligible for dismissal at any time by resolution of the General Assembly of Members. The mandate of a Audit Board member shall also expire in the event of the Audit Board member's resignation, which is to be submitted in writing to the remaining members of the Audit Board. In the case of the expiry of an Audit Board member's mandate before the end of their term of office, the Board can co-opt a new member of the Audit Board from among the members of the Association until the next General Assembly of Members. The number of co-opted members cannot exceed a third of the Board's members.

§ 33

The scope of the Audit Board's operations shall include:

1) scrutinising the overall operations of the Association,

2) submitting motions resulting from said scrutiny to the Board of Directors,

3) the right to demand that an Extraordinary General Assembly of Members be convened in the event of the Board of Directors failing to comply with its statutory obligations, as well as the right to convene a meeting of the Board of Directors,

4) convening an Ordinary General Assembly of Members in the event that the Board of Directors does not convene one within the period stipulated in the Statutes,

5) submit motions to the General Assembly of Members concerning either the granting of discharge to the Board of Directors or the refusal to do so,

6) submitting reports concerning its operations to the General Assembly of Members.

§ 34

1. Audit Board members cannot hold other positions within the Association's governing bodies.

2. The Audit Board shall act pursuant to regulations that it shall establish.

3. The Audit Board shall have the right to demand that members and the Board of Directors submit written or oral testimony concerning matters under scrutiny.

4. Audit Board sessions shall take place at least twice per year. The Audit Board shall pass resolutions by simple majority vote, with resolutions being valid provided that at least two Audit Board members are in attendance.

Peer Tribunal

§ 35

The Peer Tribunal shall be comprised of three members, elected for a four-year term of office by the General Assembly of the Association's full members. When electing the members of the Tribunal, the General Assembly of Members shall also elect the Chair of the Peer Tribunal.

2. A member of the Peer Tribunal shall have the ability to resign before their term of office expires. The resignation is to be submitted in writing to the Chair of the Board of Directors of the Association. In cases when a Peer Tribunal member's mandate expires prior to the expiration of their term of office, the Peer Tribunal can co-opt a member of the Association to fulfil the role of the missing member of the Peer Tribunal until the next General Assembly of Members. The number of co-opted members cannot exceed one third of all of the Peer Tribunal's members.

3. The Peer Tribunal decides on matters concerning Association members' violations of their duties, as stipulated in the Statutes and the resolutions of the General Assembly of Members, particularly in cases concerning actions detrimental to the Association's operations or actions detrimental to the professional interests of other members.

§ 36

1. The Peer Tribunal shall decide on a matter by request of the Board of Directors, to be submitted in writing, which shall identify the Association member whom the matter concerns (hereinafter: the Interested Party), and listing the charges brought against them.

2. The Chair of the Peer Tribunal shall deliver the request of the Board of Directors stipulated in section 1 to the Interested Party.

§37

1. The Peer Tribunal shall decide on a matter no later than 30 days after the Interested Party's receipt of the request of the Board of Directors stipulated in § 36 section 1.

2. Peer Tribunal hearings shall take place with a member of the Board of Directors and the Interested Party in attendance. The Interested Party shall have the right to attend with a proxy, selected from among the members of the Association. In the case of the Interested Party's unjustified absence at two consecutive hearings, the Peer Tribunal can rule in their absence.

3. The Peer Tribunal shall rule in a three-person court. The Peer Tribunal's rulings shall be voted on by simple majority.

4. Upon ruling against the Interested Party, the Peer Tribunal can impose the following penalties:

- a written reprimand,

- revocation of membership.

5. The Peer Tribunal's sentence and the reasons for its judgement shall be delivered to the Interested Party in writing no later than 30 days after the sentence hearing.

§38

The Interested Party shall have the right to appeal a Peer Tribunal sentence to the General Assembly of Members within 30 days of receipt of the Peer Tribunal's sentence. The appeal shall be handled by the next General Assembly of Members, which shall either uphold the sentence under appeal or revoke it. The ruling of the General Assembly of Members shall be final.

Section V

Assets and Funds

§ 39

The Association's assets shall include real estate, movables and funds.

§ 40

1. The Association's assets shall take form from the following sources:

1) membership fees,

2) donations, bequeathals and inheritances,

3) revenue derived from the Association's assets,

4) revenue derived from public donations,

5) revenue derived from the Association's own economic activity.

§ 41

Membership fees shall be paid no later than by the end of the first quarter of every year. Newly-admitted members shall pay fees as stipulated in regulations defined by the Board of Directors, no later than four weeks after receipt of the notice of admission to the Association.

Establishment provisions

§ 42

The Association shall manage its funds and bookkeeping pursuant to applicable regulations. The calendar year shall be the fiscal year.

Section VI

Branch offices

§ 43

1. The Association shall have the power to establish branch offices—Association Branches.

2. The operations of an Association Branch shall be carried out pursuant to Section II of the Statutes.

§ 44

1. Upon request of a group of 15 individuals declaring the will to join the Association or who are already its members, the Board of Directors of the Association shall establish an Association Branch by means of a resolution.

2. The resolution of the Board of Directors concerning the establishment of an Association Branch shall be voted on within one month of receipt of the request by the Board of Directors. The resolution concerning the establishment of the Association Branch shall define the address of the headquarters of the Association Branch's governing bodies, the territory of its operations and appoint individuals who shall be representatives of the Association Branch until the election of its first governing bodies. The scope of the territory of an Association Branch's operation shall be defined by the Board of Directors of the Association.

Members, their rights and obligations.

§ 45

1. The Association Branch's members shall include all of the members of the Association who reside within its territory of operation.

2. Members of an Association Branch shall be natural persons.

3. Members of an Association Branch shall be full members of the Association.

4. A full member shall be an individual who meets the requirements stipulated in § 11 section 1 and 3 of the Statutes, applied as appropriate to the Association Branch.

§ 46

1. Full members shall be admitted by a resolution of the Branch Board of Directors on the basis of a request for admission submitted in writing /§ 11 section 3/.

2. The Branch Board of Directors shall decide on the matter of the admission of a given individual as a full member within 30 days of receipt of a membership declaration and shall inform the interested party of its decision within this period.

3. In the case that a given individual shall be refused admission as a full member, the interested party shall have the right to appeal the resolution of the Branch Board of Directors to the Branch General Assembly of Members in writing, within 30 days of receipt of the resolution. The appeal shall be handled by the next Branch General Assembly of Members. The decision of the Branch General Assembly of Members shall be final.

§ 47

Branch Members shall have the right:

1) to vote and stand for election to the governing bodies of the Association Branch,

2) to vote on resolutions taken by the Branch General Assembly of Members,

3) to voice opinions, requests and proposals to the governing bodies of the Branch Association,

4) to challenge the rulings of the Branch Peer Tribunal before the Branch General Assembly of Members.

§ 48

Full members shall be obliged to:

1) cooperate in working towards achieving the Association Branch's goals,

2) abide by the Statutes, regulations and resolutions of the governing bodies of the Association Branch,

3) regularly pay their membership fees and issue other payments to the benefit of the Association Branch.

§ 49

1. Membership in the Association Branch shall be terminated upon:

1) voluntary resignation from membership in an Association Branch, submitted in writing to the Branch Board of Directors after having issued all due payments to the Association Branch,

2) the death of the member,

3) removal from the list of full members due to unjustified delays in paying due membership fees for a period in excess of one year, or other due payments, for a period in excess of six months,

4) removal from the list of members due to actions that hinder the operations of the Association Branch or actions that are detrimental to the professional interests of other members.

2. The Branch Board of Directors shall be called upon to decide in matters stipulated in section 1 point 3, following regulations stipulated in § 53 section 3.

3. The Branch Peer Tribunal shall be called upon to decide in matters stipulated in section 1 point 4, following regulations stipulated in § 35–38.

Organisational structure

§ 50

1. The governing bodies of an Association Branch shall be comprised of:

1) a Branch General Assembly of Members,

2) a Branch Board of Directors,

3) a Branch Audit Board,

4) a Branch Peer Tribunal.

2. The term of office of all elective governing bodies shall be four years.

3. In the event that the composition of an Association Branch's governing body be reduced in number during its term of office, the complementation of its composition shall be possible by means of co-opting, to be performed by the remaining members of the governing body that has been reduced in number. No more than half of a governing body's composition can be selected in this manner.

Branch General Assembly of Members

§ 51

1. Appropriate provisions of § 20–27, with the exception of § 23, shall apply to the Branch General Assembly of Members.

2. The competences of the Branch General Assembly of Members shall include:

a. approving regulations for the governing bodies of the Association Branch,

b. approving the Association Branch's main operation goals,

c. electing and dismissing the governing bodies of the Association Branch,

d. handling reports and assessing the operations of the governing bodies of the Association Branch,

e. granting discharge to the Branch Board of Directors and the Branch Audit Board,

f. approving the budget of the Association Branch,

g. setting the levels of membership fees, reliefs and exemptions from these fees,

h. passing resolutions concerning all matters presented by the Branch Board of Directors or the Branch Audit Board with the purpose of making a decision,

i. speaking on matters of key importance to the Association,

j. handling appeals launched against the verdicts of the Branch Peer Tribunal,

k. handling appeals launched against resolutions passed by the Branch Board of Directors stipulated in § 53 section 3.

Branch Board of Directors

§ 52

1. The appropriate provisions stipulated in §28–31 shall apply to the Branch Board of Directors.

2. The competencies of the Branch Board of Directors shall include:

a. directing the operations of the Association Branch in accordance with the provisions of the Branch Statutes and the resolutions of the governing bodies of the Association.

b. representing the Association Branch before third parties and acting in its name within its territory.

c. directing the ongoing work of the Association Branch,

d. implementing the resolutions passed by the Branch General Assembly of Members and the resolutions and recommendations passed by the Association's General Assembly of Members that apply to the entire Association,

e. managing the assets of the Association Branch,

f. convening the Branch General Assembly of Members,

g. Association Branch member admission and removal,

h. representing the Association Branch before third parties and acting in its name,

i. reporting on changes in the composition of the governing bodies of the Association Branch to the Association's Board of Directors,

j. voting on resolutions concerning termination of membership pursuant to § 50 section 3.

3. The resolution of the Branch Board of Directors stipulated in section 2 letter j shall have a period of 30 days after its passing during which the Interested Party shall have the right to appeal said resolution to the Branch General Assembly of Members. The appeal shall be handled by the next Branch General Assembly of Members, which may either uphold the resolution or revoke it. The decision of the Branch General Assembly of Members shall be final.

§ 53

All resolutions passed by the Branch Board of Directors shall be submitted in writing to the Association's Board of Directors within 30 days of their passing.

Branch Audit Board

§ 54

The regulations stipulated in § 32–34 shall apply to the Branch Audit Board.

Branch Peer Tribunal

§ 55

The regulations stipulated in § 35–38 shall apply to the Branch Peer Tribunal.

Assets and funds

§ 56

The regulations stipulated in § 39–42, subject to § 57, shall apply to the Assets and funds of an Association Branch.

Section VII

Amendments to the Statutes of the Association and the dissolution of the Association

§ 57

1. Approval of the Statutes, amendments to the Statutes and passing a resolution dissolving the Association by the General Assembly of Members shall require a qualified majority of 2/3 of votes with at least half of all members eligible for voting in attendance.

2. The agenda of a General Assembly of Members that features an amendment to the Statutes shall include the scope of the proposed amendment.

3. When adopting a resolution regarding the dissolution of the Association, the General Assembly of Members shall individually appoint liquidators, the manner of performing the liquidation and the appropriation of the Association's assets.

Warsaw, 20th of March 2010

Meeting Chairman Meeting Secretary

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Marcin Gajda Piotr Murdza