

## STATUTES

### Art.1: **FORMATION, REGISTERED OFFICE**

There is formed in accordance with art. 60 et seqq. of the Swiss Civil Code (CCS) an association which is to be called : "SARA - Swiss Association of Relocation Agents " (hereafter named "SARA") .

The association's initial location is in Geneva.

### Art.2: **OBJECT**

The Association has as its object to :

- Promote the concept of relocation
- Promote the highest level of professionalism and service
- Encourage its members to undertake professional training dispensed by the European Academy of Relocation Professionals.
- Serve as a link between professional associations, partners and clients
- Track industry trends and disseminate information collated to its members
- Be the Swiss regional representative of EuRA (the European Relocation Association)

### Art.3: **MEMBERSHIP**

All companies whose head office is registered in Switzerland and who are full members of EuRA can become members of SARA without any other formality than the payment of an entry fee and an annual membership and entry fees.

### Art.4 : **ADMISSION, RESIGNATION, EXCLUSION**

Companies are accepted as members by the Executive Committee upon completion of a simple application form after confirmation of their affiliation to EuRA.

The resignation of a member can only take place for the end of a civil year and must be presented in writing to the Executive Committee 3 months in advance.

Members who default on payment of their annual fee, who do not respect the rules of EuRA or who cause a serious prejudice to the Association can be excluded by decision of a General Assembly constituted of a two thirds majority of votes.

No member has any right or claim to the assets of the Association.

### Art.5: **GOVERNING BODIES**

The Association's governing bodies are:

- The General Assembly
- The Executive Committee
- The Auditors

The Association can empower permanent or Ad Hoc task forces charged with specific topics of interest.

**Art.6: GENERAL ASSEMBLY**

The General Assembly is the Association's supreme controlling body. An ordinary assembly is convened annually, in general before June 30.

An Extraordinary Assembly can be convened by the Executive Committee or at the request of a fifth of the membership.

Each member company has one vote.

The convocation of the General Assembly must be sent in writing to members at least 6 weeks before the meeting date and be accompanied of an agenda. Any counter-proposals must reach the Executive Committee at the latest 4 weeks before the Assembly.

Candidates for Election and any items to be covered in the agenda of the General Assembly must be communicated to the President of the Association before February 28.

**Art.7: COMPETENCE OF THE GENERAL ASSEMBLY**

The General Assembly is endowed with the following powers and duties:

1. Adoption of the report of the President of the Executive Committee.
2. Adoption of the yearly accounts and discharge of the Executive Committee.
3. Election and revocation of the President and the 3 to 5 members of the Executive Committee, as well as the two auditors.
4. Setting the annual membership fee and entry fees.
5. Deciding on the appropriateness of affiliating the Swiss Association to Swiss or International organisations with similar aims.
6. Revision of the statutes and dissolution of the Association.
7. Follow up and deciding on all tasks which have been attributed by the Executive Committee.

**Art.8: RESOLUTIONS & ELECTIONS OF THE GENERAL ASSEMBLY**

Voting on resolutions is done by show of hands and elections by secret ballot, unless a simple majority of the Assembly decides otherwise or the statutes indicate otherwise. Elections require an absolute majority of voting members in attendance.

Except for decisions concerned by art. 4 & 15, resolutions require a simple majority of voting members; a resolution is deemed to have been rejected if there is equality of votes for and against.

**Art.9: THE EXECUTIVE COMMITTEE**

## 1. Constitution

Members of the Executive Committee are elected by the General Assembly. The Committee constitutes itself, except for the President. It is composed of :

- 1 president
- 1 vice-president
- 1 secretary
- 1 treasurer
- other members according to needs

Candidates for election to the Executive Committee must hold a management position in one of the member organisations and have their signature registered within the local cantonal trade register. Each member organisation can only be represented by one person on the Executive Committee. The members of the Committee should, in as much as this is possible, represent the different regions of Switzerland.

The members of the Executive Committee are elected by the General Assembly to the absolute majority of votes represented.

## 2. Duration of the term of office

Members of the Committee are elected for a two-year term and are eligible for only one more term of office; no member can be part of the Executive Committee for more than 4 consecutive years, unless they are appointed to the position of President for a single term of office.

## 3. Competencies

The Executive Committee

- conducts daily affairs
- presents the annual report to the General Assembly, along with the accounts of the current exercise verified and approved by the Auditors.

The Executive Committee is competent to take all decisions and resolutions which do not fall under the jurisdiction of other governing bodies.

**Art.10. SIGNATURE**

The President engages the Association by individual signature. The vice-president and another member of the Executive Committee may, by procuracy, sign jointly in the absence of the President. The Treasurer manages the bank, check and postal accounts under his/her individual signature.

**Art.11: ACCOUNTING RECORDS CONTROLLING BODY**

The controlling body is made up of two auditors elected for a two-year term by an ordinary General Assembly.

**Art.12: LIABILITY**

Only the assets of the Association are liable for its debts, any personal liability of the members being excluded.

**Art.13: ASSETS**

The capital of the Association is made up of

1. Membership fees
2. Entry fees of new members
3. Fund received through sponsors & donations
4. Profits derived from training conducted by the Association
5. Investment fund

**Art.14: MEMBERSHIP FEES**

Annual fees should not exceed CHF 500.-

**Art.15: REVISION OF THE STATUTES, DISSOLUTION OF THE ASSOCIATION**

The revision of Statutes and the dissolution of the Association can only be decided by a two thirds majority of voting members in attendance and on the condition that the subject is listed on the agenda and communicated in due time.

The assets of the Association must remain available during a three year period in case a new association with aims similar to those of the EuRA is created. After that period, assets must be affected to public utility funds.

In case of divergence between the English, French, German and Italian texts of the Statutes, the English text will solely be taken into consideration.

The Executive Committee has the authority to proceed by itself to all the formal modifications and corrections not modifying the statutes content.

These statutes have been adopted by the Extraordinary General Assembly constituted to found the Association on 26 July 2003 in Neuchâtel. They become immediately applicable.