

LP4Y Alliance Statutes

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Association sans but lucratif régie par la loi du 1er Juillet 1901

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Article 1 – CONTEXT, PURPOSE, FORM, AND NAME

It is recalled that in 2009, two LP4Y associations were simultaneously created, one in France and the other in Belgium, as non-profit, humanitarian civil society organizations. Their primary objective was to develop innovative solutions for the sustainable integration of young people living in extreme poverty and facing exclusion.

Subsequently, other entities sharing the same objectives were established in different countries: the Philippines, Luxembourg, and the USA, with additional entities following.

In 2015, to ensure the optimal implementation of LP4Y's international cooperation mission, foster its growth, and ensure its long-term sustainability, it became essential for the existing LP4Y entities to establish a new structure with primarily federative and coordinating purposes.

In this spirit, an association governed by the French law of July 1, 1901, and the decree of August 16, 1901, named "LIFE PROJECT 4 YOUTH ALLIANCE" (abbreviated and commonly referred to as "LP4Y ALLIANCE") was established by the signatories of these statutes (hereinafter referred to as the "Statutes") and those who may subsequently join.

In 2023, following 14 years of experience, it was deemed appropriate to update these statutes to clarify the objectives, principles, and areas of action of LP4Y Alliance, based on the following five key principles:

- Respecting the spirit of the founders of the Movement, as outlined in the Alliance Charter (hereinafter referred to as the "Alliance Charter")
- Maintaining the autonomy and independence of each LP4Y entity, ensuring that no decision undermines this principle, as the Association was created for federative and coordinating purposes
- Uniting member entities to maximize sustainable impact in alignment with relevant stakeholders

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- Enhancing individual actions by promoting collaboration, better coordination, and greater coherence to improve overall effectiveness, ensuring respect for donors and funders
- Ensuring compliance with applicable rules, adopted decisions, and best practices

Article 2 – PURPOSE

The Association's purpose is to serve as:

2.1 - The guardian of respect for:

- The spirit of the Movement's founders, ensuring the ongoing fidelity to this spirit in the actions and developments of LP4Y
- The principles outlined in the Alliance Charter
- The name "LP4Y" and the names of the Movement's entities (Y4CN, YIN, Catalysts Co, Youth Vision Studio, Youth Lab, TWA, YIIF, etc.)

It is solely responsible on a global level, on behalf of its Members, for the protection, promotion, defense, definition of the terms of use, and conclusion or termination of licensing agreements related to these names.

2.2 - A forum for reflection, exchange, and consultation among its Members

(and, where applicable, their partners) on all topics or issues related to the Association's purpose, including:

- Advocacy for youth living in extreme poverty and exclusion
- Sharing of best practices in the development of innovative projects for the integration of young adults
- The creation of new support organization concepts for LP4Y activities
- Any other subjects related to the life and activities of LP4Y entities, their associates, or partners, as well as any contractual or legal obligations specific to each country

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2.3 - A coordinator and advisor

in areas where its involvement can optimize the Members' actions by making them more coherent, cost-effective, and efficient, for example by assisting with:

- The joint definition and coordination of their strategic plan and geographical scope
- Implementation methods and necessary adjustments
- Human resources policies
- Communication, information, and training policies
- Potential resource or means sharing
- The development and monitoring of annual budget forecasts
- Financial management
- Conflict resolution mechanisms to help settle internal disputes among Movement Members, ensuring harmonious operation

2.4 - A support service for its Members to assist with:

- Ensuring coherence in decisions made
- Verifying that actions align with decisions and best practices
- Policies and the adaptation of organizational measures
- Maintaining cost efficiency in the general expenses of the Movement, respecting the spirit of the founders, and ensuring fair distribution of these expenses among Members
- Compliance with the legal or regulatory requirements specific to their country

2.5 - A representative for its Members

providing a unified voice to strengthen the Movement's impact when engaging with organizations aligned with the Association's mission, with the objective of:

- Bringing together all those (NGOs or others) committed to the integration of excluded youth
- Identifying, sharing, and/or developing initiatives and actions that concretely contribute to youth integration.

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Article 3 – MEANS

Within the limits set by law and applicable regulations, the Association will implement or ensure the implementation of all necessary means to achieve its purpose or contribute to it, including:

- Organizing congresses, conferences, exhibitions, support events, or other initiatives (in person or online), as well as using any technical means to promote the Association's objectives or those of its Members or external organizations with a similar mission;
- Publishing and selling publications by any means and on any medium concerning the Association's missions and activities, or the Members' intervention areas;
- Conducting studies, negotiations, purchases, or implementations of devices, software, or other solutions that can improve Members' management conditions, when collective investment is more justified than individual spending in the same domain;
- Collecting and managing funds (donations, bequests, subsidies) necessary for achieving the Association's or Members' objectives;
- Using volunteering, sponsorship, philanthropy, partnerships, or economic activities to develop projects contributing to the social purpose;
- Managing other organizations in France or abroad with a similar or complementary purpose, such as international cooperation, solidarity, or emergency actions.

Article 4 – REGISTERED OFFICE

The Association's registered office is located in the Île-de-France region. It may be transferred to another location within the same region by a decision of the Board of Directors, or to any other region by a decision of the Extraordinary General Assembly.

Article 5 – DURATION

The Association is established for an unlimited duration.

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Article 6 – MEMBERS

6.1 - Categories of Members

The Association consists of Members, whether natural or legal persons, divided into three distinct colleges:

- The College of Founding Members (hereinafter referred to as the "College of Founding Members")
- The College of Adherent Members (hereinafter referred to as the "College of Adherent Members")
- The College of Associate Members (hereinafter referred to as the "College of Associate Members")

A legal entity is represented within the Association's bodies by its legal representative or, upon written delegation, by one of its vice-presidents, directors, or board members (or equivalent body under local legislation).

6.2 - Description of the Colleges

6.2.1 - College of Founding Members

The Founding Members (hereinafter referred to as "Founding Members") include:

- Four of the individuals who signed the initial statutes (original founders);
- Individuals co-opted by the original founders upon proposal and approval by the majority of the Members of this college.

Conditions of Membership:

- Commitment to comply with the Statutes, the Association's internal regulations (hereinafter the "Internal Regulations"), and the Alliance Charter;
- Payment of membership fees, the amount of which is determined by the General Assembly.

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The total number of Members in this college is limited to eight (8).

6.2.2 - College of Adherent Members

Adherent Members are the local entities of the Movement, fully committed to implementing the principles and pedagogies of the Movement, having signed a Memorandum of Understanding (MoU) with the Association and obtained authorization to use its name.

Conditions of Membership:

- Ratification of the Statutes, Internal Regulations, and the Alliance Charter;
- Payment of membership fees, the amount of which is determined by the General Assembly.

6.2.3 - College of Associate Members

Associate Members (hereinafter referred to as "Associate Members") are individuals or legal entities committed to contributing to the Association's mission through their resources, support, expertise, or qualifications.

Conditions of Membership:

- Ratification of the Association's Statutes, Internal Regulations, and the Alliance Charter for legal entities, and commitment to respect these documents for individuals;
- Payment of membership fees, the amount of which is determined by the General Assembly;
- Submission and approval of a formal application by the Association's Board of Directors.

Article 7 – MEETINGS OF THE MEMBER COLLEGES

The Colleges of Founding Members, Adherent Members, and Associate Members meet independently to:

- Discuss the directions and projects related to their group and propose actions or initiatives to be submitted to the Association's governing bodies;

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- Elect or re-elect the administrators representing their college within the Association, or confirm the co-optation of administrators by a simple majority vote.

These meetings are chaired by the college president, elected by a simple majority of the Members of the college, except for exchange and initiative meetings, which do not require a presidency.

7.1 - Exchange and Initiative Meetings

Exchange and initiative meetings may be convened by any college Member, based on the needs and availability of the concerned college Members.

They are informal and flexible, aiming to foster dialogue and propose initiatives. These meetings do not require the preparation of minutes.

Conclusions or proposals from these meetings may be submitted to the Board of Directors for consideration or decision.

7.2 - Election and Re-election Meetings for Administrators

Administrators are elected or re-elected by the Members of their respective college during a dedicated meeting supervised by the Association's Bureau.

Convocation:

Meetings are convened by the college president or, if necessary, by another designated Member. The convocation must be sent to all Members of the college within a reasonable timeframe before the meeting.

Candidacies:

Candidacies for the election or re-election of Administrators must be submitted to all Members of the college before the election meeting.

Voting and Quorum:

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Elections are validated by a simple majority of votes from Members present or represented.

The quorum for valid election and re-election meetings requires at least two-thirds (2/3) of the Members of the concerned college to be present or represented.

Absent Members may be represented by another Member of the college with a proxy, subject to the terms defined in the Internal Regulations.

Substitution:

Candidates for an Administrator position may nominate a substitute. The election of an Administrator automatically results in the election of their substitute, without a separate vote. The substitute participates in meetings with a consultative voice and exercises voting rights in the absence of the primary Administrator (see Article 12.4).

Minutes:

Minutes shall be drafted to record the election or re-election results of Administrators and subsequently communicated to the Association's governing bodies.

Article 8 – MEMBERSHIP FEES

The funding of expenses exclusively related to the management of the Association is ensured, at least in part, through the payment of annual membership fees.

The amount and terms of membership fees vary depending on the type of Member (individuals or legal entities) and the college (Founding Members, Adherent Members, Associate Members). These terms are determined (and adjusted if necessary) by the General Assembly.

Payment of these fees is a constituent element of a Member's status within the Association.

Article 9 – TERMINATION OF MEMBERSHIP

Membership is automatically terminated in the following cases:

- Resignation, submitted in writing to the Board of Directors;

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- Dissolution or liquidation (for legal entities);
- Death (for individuals).

In such cases, termination is acknowledged by a simple decision of the President.

A Member may also be expelled by a decision of the Board of Directors for:

- Non-compliance with the Statutes, Internal Regulations, or the Alliance Charter;
- Non-payment of membership fees after a formal notice remains unaddressed for three months;
- Any other serious reason, particularly actions damaging the image or reputation of the Movement or its Members.

For Associate Members:

Associate Members must maintain active engagement within the Association. They may be expelled in cases of:

- Prolonged absence or significant lack of involvement in the Association's activities;
- Clear misalignment with the values and principles of LP4Y.

The expulsion of an Associate Member is decided by a two-thirds (2/3) majority vote of the Board of Directors, following notification and an opportunity to present observations.

For Administrators:

An Administrator who is absent from three consecutive Board meetings without valid justification may be deemed to have resigned by a simple majority vote of the attending or represented Members.

Procedure for Expulsion:

- Notification: The concerned Member will receive a reasoned letter and has 15 days to present their observations.

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- Right to Defense: They may be heard by the Board of Directors, alone or with a representative.
- Vote: Expulsion is decided by a two-thirds (2/3) majority vote of the Board of Directors.
- Appeal: An internal appeal may be filed within 30 days, subject to a second vote by the Board or the General Assembly.

Effects of Expulsion:

- Expulsion results in the immediate loss of Member status and, for Administrators, the automatic end of their mandate.
- It does not entitle the expelled Member to any compensation or damages.

Article 10 – RESOURCES

The resources of the Association include:

- Membership fees;
- Contributions made by Members to cover jointly incurred expenses;
- Subsidies from the State, regions, municipalities, as well as international organizations or foreign governments;
- Any other resources authorized by applicable laws and regulations, particularly within the scope of the activities mentioned in Article 3 above.

The Association may also allocate any surplus of resources over its expenses to its Members, ensuring compliance with the "Mission" and "Project" as defined in the Alliance Charter.

Expenses identified as common costs for Members shall be allocated among them in proportion to their external resources as of the end of the previous fiscal year, under the supervision of the Board of Directors. Additionally, expenses incurred on behalf of one or more Members may be specifically charged back to them.

Article 11 – CONSULTATION OF THE MEMBERS OF THE ASSOCIATION

Decisions are made, at the discretion of the convener, either during a meeting held at the registered office or at any other location specified in the notice, or through written consultation.

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Decisions may also result from the unanimous consent of Members expressed in a private written document.

11.1 – General Assemblies

11.1.1 – Common Rules for All General Assemblies

Composition

General Assemblies include all Members of the Association, regardless of their membership category.

Notice of Meeting

Members are convened by the President at least fifteen days before the scheduled meeting date. In cases of urgency, a shorter notice period may be used, provided Members are informed as soon as possible by any means that can confirm receipt of the notice.

A General Assembly may also validly deliberate without observing the notice period if: (a) All Members agree to this effect, or (b) All Members are present or represented at the meeting.

The notice of meeting may be sent by any written means (letter or email). It specifies the location or mode of the General Assembly, its agenda, and includes proposed resolutions, financial statements, reports, and any other relevant documents.

Representation

A Member unable to attend may authorize another Member from the same membership category to represent them through a written proxy. A Member cannot hold more than two proxies.

Proceedings

General Assemblies may be held using any means that ensure collective deliberation, including in-person meetings, videoconferencing, or teleconferencing.

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Only agenda items can be voted on through resolutions.

The President chairs the General Assembly. In their absence, a Member from the Founding Members College elected by a simple majority at the start of the meeting presides. A Secretary is also elected by a simple majority at the beginning of the meeting.

The President presents agenda items and provides necessary explanations for Members to make informed decisions.

An attendance sheet is maintained and signed by participating Members.

Minutes

Following the Assembly, the Secretary drafts the minutes, which include details such as the location (or mode) of the meeting and the number of Members present or represented. The minutes are signed, after approval, by the President and the Secretary.

Certified copies or extracts of the minutes are signed by the current President or Secretary of the Association's Board.

11.1.2 – Rules Specific to Ordinary General Assemblies

Powers

The Ordinary General Assembly has the sole authority to:

- Review reports presented by the President and Treasurer;
- Approve the previous fiscal year's accounts;
- Grant discharge to the Board members;
- Approve the budget for the current fiscal year;
- Define short, medium, and long-term strategies;
- Review the allocation of Board members among Colleges every three years (Article 12);
- Determine membership fees and payment terms.

Frequency

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The Ordinary General Assembly is held at least once a year within six months of the fiscal year-end. It may also convene at any time upon the President's call, as required by the Association's interests.

Proceedings

During the Ordinary General Assembly: (a) The President presents the moral and activity report of the Association. (b) The Treasurer reports on the Association's financial management and submits the annual accounts (balance sheet, income statement, and annexes) and the budget for the current fiscal year.

Quorum

The Ordinary General Assembly is validly held on the first call if at least two-thirds (2/3) of Members are present or represented.

If the quorum is not met, a second Assembly is convened at least fifteen days after the first call. This delay can be shortened if all Members agree or are present. The second Assembly requires no quorum to deliberate.

Majority

Decisions are made by a show of hands, with a simple majority of Members present or represented. Each Member has one vote, regardless of their membership category. The President has a casting vote in the event of a tie.

11.1.3 – Rules Specific to Extraordinary General Assemblies

Powers

The Extraordinary General Assembly has the exclusive authority to:

- Amend the Statutes;

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- Decide on the dissolution or liquidation of the Association and the distribution of its net assets;
- Change the Association's registered office to a location outside the Île-de-France region;
- Establish transitional measures for implementing the governance defined in these Statutes, including the initial allocation of Board members among Colleges and differentiated term lengths for initial elections to ensure future staggered renewals.

Frequency

The Extraordinary General Assembly may be convened whenever necessary for the Association's interests.

Majority

Decisions are made by a show of hands, with a three-quarters majority of Members present or represented. This majority must include the affirmative votes of all Founding Members present or represented; otherwise, the resolution is deemed rejected.

Article 12 – BOARD OF DIRECTORS

12.1 - Composition

The Association is governed by a Board of Directors composed of twelve (12) to eighteen (18) individual members elected within each College by the members of that College. The seat allocation is as follows:

- **Founding Members College: up to 3 Directors**
- **Adhering Members College: up to 12 Directors**
- **Associate Members College: up to 3 Directors**

To ensure fair representation among the Colleges, a first review of the Directors' distribution will be conducted during the Extraordinary General Assembly adopting these statutes. Subsequently, this review will occur every three (3) years during the Annual General Assembly.

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Among the elected Directors from the Adhering Members College, a balance must be maintained between:

- Entities contributing to the Movement's resources;
- Entities carrying out field actions.

12.2 - Election Procedures (refer to Article 7.2)

Directors are elected by the Members of their respective Colleges (Founding Members, Adhering Members, or Associate Members) by a simple majority of present or represented members, in accordance with the procedures defined in Article 7.2.

12.3 - Term of Office

Directors are elected for a maximum term of three (3) years, with each year defined as the period between two Annual Ordinary General Assemblies.

To ensure periodic elections thereafter, the term of the first Directors may be adjusted.

Directors, whether elected or co-opted, are eligible for re-election at the end of their term. However, except for Founding Members, a Director may not be renewed more than three times, unless: (a) Decided by the Founding Members College; or (b) Exceptionally approved by 3/4 of the Board of Directors.

12.4 - Substitution, Vacancy, and Representation

Each Director may be accompanied by a substitute designated at the time of their election and validated by the respective College. Substitutes attend Board meetings with a consultative voice. In the absence of the primary Director, the substitute automatically assumes the voting right.

In case of a permanent vacancy (resignation, death, incapacity...), the substitute temporarily becomes the Director until the next Board meeting, where a decision on replacement is made. The Board may then:

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- Confirm the substitute in their role until the end of the initial term;
- Co-opt a new Director, ending the substitute's role.

The term of a co-opted Director ends upon the expiration of the term of the replaced Director. This co-optation is subject to ratification by a simple majority of the concerned College.

If a Director is temporarily unable to attend and no substitute has been designated, they may authorize another Director from the same College to represent them. However, a Director cannot hold more than two proxies.

12.5 - Convening

Notice of meetings can be given by any written means (letter or email).

The notice specifies the location or mode of the Board meeting, the agenda, and is accompanied by proposed decisions for consideration.

The Board meets at least three (3) times a year.

It is convened by the President, either on their own initiative or at the request of at least one-quarter of the Directors, specifying the agenda item(s) for consideration. The notice is issued at least 15 days before the meeting.

In urgent cases, a shorter notice period is permitted if: (a) All Directors agree; or (b) All Directors are present or represented.

12.6 - Proceedings

The Board may meet in person, via videoconference, or using any other means ensuring member participation. It may also deliberate by correspondence, with votes submitted in writing or electronically, ensuring traceability and confidentiality.

Decisions may also be made by unanimous written agreement of all Directors.

Only agenda items may be voted upon.

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The Board is chaired by the President. In their absence, a Director from the Founding Members College is elected by a simple majority at the beginning of the meeting, assisted by a Secretary elected under the same conditions.

12.7 - Quorum

The Board of Directors is validly held on the first call if at least two-thirds (2/3) of the Directors are present or represented.

If the quorum is not met, a second Board meeting is convened, with a minimum of 15 days between the calls.

This period may be shortened if: (a) All Directors agree; or (b) All Directors are present or represented.

12.8 - Majority

Simple Majority

Decisions are made by a simple majority of the votes of present or represented Directors.

Reinforced Majority

However, the following decisions require prior approval by a majority of the Founding Members College before being presented for a vote:

- Any modification of the mission, vision, charter, internal regulations, governance, or the principle of volunteerism;
- Any decision impacting the fundamental principles of LP4Y, including:
 - Supporting the integration of Youth (18-24);
 - Collaborating with partners to fulfill its training and integration mission;
 - Maintaining a frugal budget to ensure funds primarily benefit the Youth;
- Revising the distribution of Directors among the Colleges before submission to the General Assembly;
- Changes concerning the use of the LP4Y name and its intellectual property.

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In case of a tie, the President has the casting vote.

12.9 - Powers

The Board of Directors manages and supervises the Association, making decisions on various matters, including:

- Approval of annual accounts before submission to the General Assembly;
- Approval of the budget before submission to the General Assembly;
- Acquisition of real estate assets;
- External borrowing;
- Operations outside the approved budget;
- Proposal of membership fee changes;
- Statute amendments before submission to the General Assembly;
- Appointment and dismissal of the Movement Coordinator;
- Validation of Associate Members' applications;
- Examination of proposals from College meetings;
- Member exclusion;
- Distribution of potential surpluses;
- Allocation of shared costs among Members;
- Relocation of the Association's registered office within Île-de-France;
- Licensing and protection of LP4Y's intellectual property rights;
- Legal actions to defend LP4Y's name and entities;
- Adoption and revision of the Alliance Charter and Internal Regulations;
- Approval of contracts and financial agreements.

12.10 - Minutes

After the Board meeting, the Secretary drafts the minutes, detailing the meeting location (or alternative mode) and the number of present or represented members.

The minutes are signed, upon approval, by the President and Secretary.

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12.11 - Transitional Provision

Exceptionally, the current Board of Directors remains in place until the election of the new Board, organized in accordance with the new statutes.

Article 13 – BOARD

13.1 – Composition of the Board

The Board of Directors elects from among its members, by a simple majority of those present or represented, and for a term of three years, a Board that ensures the day-to-day management of the Association and drives its activities.

The Board operates under the supervision of the Board of Directors and consists of:

13.1.1 - A President

a natural person, who:

- Represents the Association in all acts of civil life;
- Facilitates the Board of Directors;
- Ensures the Directors are informed whenever necessary;
- Decides on the convening of the Association's bodies (Board, Board of Directors, General Assembly) and sets their agendas;
- Presides over these bodies, ensures the regularity of their sessions, and leads the debates;
- Ensures the proper management of the Association;
- Acts on behalf of the Association in legal matters, both as plaintiff and defendant;
- Delegates financial management to the Treasurer under their responsibility.

The roles of President and Treasurer cannot be held by the same person.

13.1.2 - A Vice-President

a natural person, who

- Replaces the President in case of absence or incapacity.

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13.1.3 - A Treasurer

a natural person or legal entity represented by a permanent representative, who, under the President's special delegation:

- Manages the Association's resources and ensures their collection;
- Prepares and monitors the Association's budget;
- Ensures the regular issuance and timely sending of tax receipts;
- Controls expenses;
- Processes payments;
- Maintains permanent communication with the person responsible for accounting;
- Manages the preparation of annual accounts and interim financial statements;
- Submits accounting or financial documents to the Secretary for compliance with legal filing, publication, or communication obligations.

13.1.4 - A Secretary

a natural person or legal entity represented by a permanent representative, who, under the President's special delegation:

- Prepares and sends notices for Board, Board of Directors, and General Assembly meetings;
- Drafts meeting minutes;
- Ensures the maintenance of the Association's legal records and administrative archives;
- Ensures compliance with legal formalities for public notifications or document submissions to authorities and oversees the Association's administrative management.

13.2 – Board Meetings

The Board meets at least four (4) times a year, or more if necessary.

Meetings may be held via videoconference, conference call, or any other means ensuring collective deliberation through simultaneous connection of participants.

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Article 14 – UNPAID MANDATES AND EXPENSE REIMBURSEMENTS

The positions of Directors and Board members are voluntary and unpaid.

Only reasonable expenses incurred for fulfilling the mandate can be reimbursed, with prior written authorization from the President and upon submission of supporting documents.

The financial report presented at the Ordinary General Assembly specifies, by beneficiary, any reimbursements for mission, travel, or representation expenses.

Article 15 – INTERNAL REGULATIONS

These Statutes may be supplemented or clarified by internal regulations, established by the Board of Directors.

Article 16 – DISSOLUTION

In the event of dissolution, one or more liquidators shall be appointed, and the net assets will be allocated in accordance with the decisions of the Extraordinary General Assembly to an association with the objective of supporting the integration of young people experiencing extreme poverty and exclusion.

Article 17 – GOVERNMENT REPORTING

The annual report and accounts are submitted each year to the prefect of the department. The Association shall present its registers and accounting records at any request from the administrative authorities regarding the use of donations it is authorized to receive.

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