



REQUEST BY A NON-GOVERNMENTAL ORGANIZATION TO BE ACCREDITED TO PROVIDE ADVISORY SERVICES TO THE COMMITTEE

DEADLINE 30 APRIL 2017

Instructions for completing the request form are available at:

<http://www.unesco.org/culture/ich/en/forms>

1. Name of the organization

1.a. Official name

Please provide the full official name of the organization, in its original language, as it appears in the supporting documentation establishing its legal personality (section 8.b below).

Norges Bygdekvinnelag

1.b. Name in English or French

Please provide the name of the organization in English or French.

The Norwegian Society of Rural Women

2. Contact of the organization

2.a. Address of the organization

Please provide the complete postal address of the organization, as well as additional contact information such as its telephone number, e-mail address, website, etc. This should be the postal address where the organization carries out its business, regardless of where it may be legally domiciled (see section 8).

Organization: Norges Bygdekvinnelag

Address: Pb.9358 Grønland, 0135 OSLO

Telephone number: (+47) 22 05 48 15

E-mail address: post@bygdekvinnelaget.no

Website: bygdekvinnelaget.no

Other relevant
information:

2.b Contact person for correspondence

Provide the complete name, address and other contact information of the person responsible for correspondence concerning this request.

Title (Ms/Mr, etc.):	Ms
Family name:	Aurbakken
Given name:	Cesilie
Institution/position:	General Secretary
Address:	Sidsel Sidsærksvei 40, 0195 Oslo
Telephone number:	(+47) 970 86 879
E-mail address:	cesilie.aurbakken@bygdekvinnelaget.no
Other relevant information:	

3. Country or countries in which the organization is active

Please identify the country or countries in which the organization actively operates. If it operates entirely within one country, please indicate which country. If its activities are international, please indicate whether it operates globally or in one or more regions, and please list the primary countries in which it carries out activities.

local

national

international (please specify:)

- worldwide
- Africa
- Arab States
- Asia & the Pacific
- Europe & North America
- Latin America & the Caribbean

Please list the primary country(ies) where it is active:

In addition to our activities in Norway, we are partners in the project "Cooperative Development in agriculture in the Nampula province of Mozambique". The objectives are to strengthen female farmers and their organizations and increase their income by delivering production knowledge and market access.

The organization also has a membership in the Associated Country Women of the World (ACWW) ACWW who is an association of women-led societies and groups working collectively for the shared vision of an improved quality of life for women and communities worldwide. With 420 member societies in 73 countries, ACWW gives voice to over 9 million rural and non-rural women.

4. Date of its founding or approximate duration of its existence

Please state when the organization came into existence, as it appears in the supporting documentation establishing its legal personality (section 8.b below).

15.11.1946 (The first local group was established in 1917)

5. Objectives of the organization

Please describe the objectives for which the organization was established, which should be 'in conformity with the spirit of the Convention' (Criterion C). If the organization's primary objectives are other than safeguarding intangible cultural heritage, please explain how its safeguarding objectives relate to those larger objectives.

Not to exceed 350 words; do not attach additional information

The objective of the Norwegian Society of Rural Women is to bring together women who recognise the importance of active rural communities and the primary industries. The Norwegian Society of Rural Women is a non-governmental organisation with the objective of safeguarding women's and rural populations' cultural, social and economic interests and contributing to equality, democracy and Christian cultural heritage.

Food and food culture is our main area of expertise, and our aim is to safeguard traditional Norwegian food and food culture heritage. The local produce we have traditionally been able to access have formed the basis for the Norwegian food culture. Access to, and knowledge about local raw ingredients and seasonal food is important to safeguard the food culture.

It is especially important that tacit knowledge is transmitted through practical work in order for it to survive. Traditional food is food which is based on old artisanal traditions with techniques, customs and methods for storage. Artisanal traditions that have been passed down through generations. In Norway, the knowledge about traditional food has often been passed down from mother to daughter, but in line with other changes in society, this is hardly the case anymore. There are currently fewer people growing their own food, an increase in the consumption of ready-made food and less time for cooking in the busy daily life, while the different generations no longer live in the same house and the knowledge is therefore not necessarily passed down any longer.

As an organisation, we work to safeguard food competence and food culture by way of courses and training. We also work to ensure that the school system, day-care centres, museums, farms, chefs and the media take responsibility and an interest in Norwegian food culture.

6. The organization's activities in the field of safeguarding intangible cultural heritage

Sections 6.a to 6.d are the primary place to establish that the NGO satisfies the criterion of having 'proven competence, expertise and experience in safeguarding (as defined in Article 2.3 of the Convention) intangible cultural heritage belonging, inter alia, to one or more specific domains' (Criterion A).

6.a. Domain(s) in which the organization is active

Please tick one or more boxes to indicate the primary domains in which the organization is most active. If its activities involve domains other than those listed, please tick 'other domains' and indicate which domains are concerned.

- oral traditions and expressions
- performing arts
- social practices, rituals and festive events
- knowledge and practices concerning nature and the universe
- traditional craftsmanship
- other domains - please specify:

6.b. Primary safeguarding activities in which the organization is involved

Please tick one or more boxes to indicate the organization's primary safeguarding activities. If its activities involve safeguarding measures not listed here, please tick 'other safeguarding measures' and specify which ones are concerned.

- identification, documentation, research (including inventory-making)
- preservation, protection
- promotion, enhancement
- transmission, formal or non-formal education
- revitalization
- other safeguarding measures – please specify:

6.c. Description of the organization's activities

Organizations requesting accreditation should briefly describe their recent activities and their relevant experience in safeguarding intangible cultural heritage, including those demonstrating the capacities of the organization to provide advisory services to the Committee. Relevant documentation may be submitted, if necessary, under section 8.c below.

Not to exceed 550 words; do not attach additional information

The Norwegian Society of Rural Women has 13,500 members and 450 local groups throughout the country. The organisation's activities of performing the practical craft of traditional food largely take place in the local groups. Cooking classes is one of our main activities, both the classes that are held internally and the classes open for others who may be interested. In order to reach children and youth, the organisation's local societies also hold cooking classes in both day-care centres and at schools. Through approximately 900 classes and activities annually related to food tradition, old techniques and methods are passed down and the histories conveyed.

The organisation's county and local societies have for several years worked purposefully to document and collect local recipes, techniques and histories. This has resulted in approximately 120 cook books.

One of the organisation's current activities to impart knowledge and generate interest in Norwegian

traditional food is the establishment of a national website with recipes and films displaying old techniques and methods for preservation and preparation of food. The website (www.norskradisjonsmat.no), will be launched before the summer of 2017 and will contain more than 400 recipes for traditional food, which the local groups in the Norwegian Society of Rural Women have submitted. The website is especially targeting youth and young adults. In connection with the launch of the new website we will also collect more traditional recipes from the entire country, through a competition among the local groups.

The organisation also works purposefully on measures to engage the local groups through various actions and projects.

The Norwegian Society of Rural Women each year raise awareness about the use of one or several Norwegian food ingredients. In recent years, the organisation has focused on oats, root vegetables, fruits and this year on useful wild plants. The use of edible plants in cooking is a knowledge in danger of disappearing and the objective of this action is for more people to become aware of the history, diversity and use of useful plants from the Norwegian nature. Last year more than 100 excursions and outdoor classes in "wild, edible plants" were arranged by our local groups.

One of our food projects is "Aksjon sunn matglede" ("Operation Healthy Enjoyment of Food"). During the project period 2013-2014, 250 cooking classes were held for children and adults jointly, with the objective of contributing to healthy food habits, increasing the enjoyment of food and enhancing practical knowledge about local food production and cooking among children and adults. With several generations present in the same classes, the practical transmission of tacit knowledge about traditional food was safeguarded. During the project period, the local societies received financial support to hold the cooking classes. The project is currently continued in the organisation on a voluntary basis.

The Norwegian Society of Rural Women believes that the local food traditions contribute to shaping the identity of both the local communities and their inhabitants. We believe that it is important to safeguard not only for historical purposes, but also to further development, food innovation and new food products. We also see examples currently where knowledge of local produce and the old techniques are crucial for flavour and for local resources actually being used.

6.d. Description of the organization's competence and expertise

Please provide information on the personnel and membership of the organization, describe their competence and expertise in the domain of intangible cultural heritage, in particular those demonstrating the capacities of the organization to provide advisory services to the Committee, and explain how they acquired such competence. Documentation of such competences may be submitted, if necessary, under section 8.c below.

Not to exceed 200 words; do not attach additional information

The food culture heritage is closely related to local access to raw ingredients and local traditions, and it is largely members of our local groups who are knowledgeable about local food culture heritage. They are important communicators and protectors of Norwegian food traditions through their cooking classes. The local groups, that bring women together, form a learning space where individual members' food knowledge is transferred to other members. Thus, tacit knowledge between the generations, and expertise in the field are safeguarded.

The Norwegian Society of Rural Women's local and county societies have written and published numerous cookbooks with local ingredients. The work of documenting traditional recipes contributes to the transmission of the heritage. The members themselves collect and obtain knowledge and expertise which they record in the books.

Through its three organisation levels, (1) local groups, (2) county and (3) national, the Norwegian Society of Rural Women has an efficient organisation. We have extensive experience working across the organisational levels, and can thereby make local information available on a national level, and vice versa.

The administration is located in the capital, Oslo. This allows the organisation to influence key politicians to increase focus on the importance of safeguarding food culture, expertise and practical food training in primary school.

7. The organization's experiences cooperating with communities, groups and intangible cultural heritage practitioners

The Committee will evaluate whether NGOs requesting accreditation 'cooperate in a spirit of mutual respect with communities, groups and, where appropriate, individuals that create, maintain and transmit intangible cultural heritage' (Criterion D). Please briefly describe such experiences here.

Not to exceed 350 words; do not attach additional information

The Norwegian Society of Rural Women places great trust in its members, who contribute to administering the food culture heritage. Their interest in and contribution to focusing on local raw ingredients and craft traditions are crucial for its maintenance. Seeing the joy and usefulness of food culture heritage encourages maintenance and active use. Each local community, farm and family have their own traditions.

Intangible cultural heritage can best be safeguarded if as many people as possible are familiar with it and practice it. We have extensive experience cooperating with other organisations, businesses and groups.

The Norwegian Society of Rural Women cooperates with other organisations and professional environments for the Norwegian porridge-cooking championship. The competition's objective is to raise awareness about porridge-cooking based on Norwegian grains. To market the event, articles were written about porridge as traditional food and the historical significance porridge has had throughout the ages, as a festive meal and in daily life. To maintain the traditions and experiment with new flavours are equally important.

The Norwegian Society of Rural Women closely cooperates with the Norwegian Agrarian Association and the Norwegian Rural Youth. These organisations both work to maintain local production of food throughout the country. We host many events jointly, and have mutual board representation centrally, locally and at the county level. The organisations thereby help each other and raise their issues in the respective organisations.

The Norwegian Society of Rural Women's local societies also cooperate with various societies and associations in their local communities, including historical societies. This is a way of putting food culture into a broader perspective, locally. The food heritage is also about food traditions in connection with celebrations, holidays, eras, identity and the local culture.

The Norwegian Society of Rural Women is a women's organisation which also works for other issues and with other NGOs. An example of this is the Norwegian Folk Art and Craft Association. Our organisations are both interested in craft traditions such as bunad sewing, knitting and sewing. Our societies cooperate with others regarding local exhibitions, courses and meeting spaces to create things together.

8. Documentation of the operational capacities of the organization

The Operational Directives require that an organization requesting accreditation submit documentation proving that it possesses the operational capacities listed under Criterion E. Such supporting documents may take various forms, in light of the diverse legal regimes in effect in different States. Submitted documents should be translated whenever possible into English or French if the originals are in another language. Please label supporting documents clearly with the section (8.a, 8.b or 8.c) to which they refer.

8.a. Membership and personnel

Proof of the participation of the members of the organization, as requested under Criterion E (i), may take diverse forms such as a list of directors, list of personnel and statistical information on the quantity and categories of members; a complete membership roster usually need not be submitted.

Please attach supporting documents, labelled 'Section 8.a'.

8.b. Recognized legal personality

If the organization has a charter, articles of incorporation, by-laws or similar establishing documents, a copy should be attached. If, under the applicable domestic law, the organization has a legal personality recognized through some means other than an establishing document (for instance, through a published notice in an official gazette or journal), please provide documentation showing how that legal personality was established.

Please attach supporting documents, labelled 'Section 8.b'.

8.c. Duration of existence and activities

If it is not already indicated clearly from the documentation provided for section 8.b, please submit documentation proving that the organization has existed for at least four years at the time it requests accreditation. Please provide documentation showing that it has carried out appropriate safeguarding activities during that time, including those described above in section 6.c. Supplementary materials such as books, CDs or DVDs, or similar publications cannot be taken into consideration and should not be submitted.

Please attach supporting documents, labelled 'Section 8.c'.

9. Signature

The application must include the name and signature of the person empowered to sign it on behalf of the organization requesting accreditation. Requests without a signature cannot be considered.

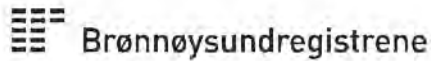
Name: Cesilie Aurbakken

Title: Secretary General

Date: 27.04.2017

Signature:





Nøkkelopplysninger fra Enhetsregisteret

Organisasjonsnummer:	940 590 310
Navn/foretaksnavn:	NORGES BYGDEKVINNELAG
Organisasjonsform:	Forening/lag/innretning
Forretningsadresse:	Schweigaards gate 34F 0191 OSLO
Kommune:	OSLO
Postadresse:	Postboks 9358 Grønland 0135 OSLO
Internettadresse:	www.bygdekvinnelaget.no
Registrert i Enhetsregisteret:	20.02.1995
Stiftelsesdato:	15.11.1946
Daglig leder/ adm.direktør:	Cecilie Aurbakken
Virksomhet/bransje:	Lagets formål er å samle alle kvinner som føler tilknytning til primærnæringene og bygdemiljøet. Norges Bondekvinne lag er en partipolitisk nøytral organisasjon som skal ivareta bygdefolkets økonomiske, sosiale og kulturelle interesser og bygge på nasjonal og kristen grunn.
Næringskode(r):	94.991 Aktiviteter i andre interesseorganisasjoner ikke nevnt annet sted
Sektorkode:	7000 Ideelle organisasjoner
Særlige opplysninger:	Registrert i Merverdiavgiftsregisteret Registrert i NAV Aa-registeret Registrert i Frivillighetsregisteret
Styre:	
Styrets leder:	Ellen Agnete Krageberg
Nestleder:	Tove Beate Bjønnes Hoppestad
Styremedlem:	Grethe Brundtland Irene Kristoffersen Furulund Bodhild Fjellveit Karine Magnussen Nymark Liv Grøtte Unni Johannesen Skadsem Ingrid Marit Bermingrud Terum Olav Varhaug
Signatur:	Daglig leder og styrets leder i fellesskap.
Revisor:	Godkjent revisjonsselskap Organisasjonsnummer 951 697 826 SANDBERG REVISJON AS Stangevegen 34 2317 HAMAR

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Regulations

FOR THE NORWEGIAN SOCIETY OF RURAL WOMEN

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Last revision June 2016

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RULES AND INSTRUCTIONS

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Section 1

The aim of the organisation

The aim of the organisation is to bring women who believe in the importance of active village environments and primary industries together. The Norwegian Society of Rural Women is a party-politically neutral organisation whose aim is to safeguard the cultural, social and economic interests of women and village populations and build on values of equality, democracy and a Christian cultural heritage.

Section 2

Main tasks and work methods

The priorities of the organisation are embodied in its political platform, budget, strategy document and work plan.

Section 3

Membership

a) Anyone who supports the aims of the Norwegian Society of Rural Women can become a member of the Norwegian Society of Rural Women. Membership is personal. Members are affiliated to a local society. Where a local society does not exist, members join the nearest local society or regional society.

b) Affiliate membership

Persons/institutions/organisations wishing to support the work of the Norwegian Society of Rural Women are able to become affiliate members. Affiliate members have no voting or representation rights.

Section 4

Organisation

a) Members of the Norwegian Society of Rural Women are organised in local societies. The national congress is the highest authority of the Norwegian Society of Rural Women.

b) Local societies within the same region must join to form a regional society. The highest decision-making authority in the region is the annual meeting.

c) The Norwegian Society of Rural Women and the Norwegian Society of Rural Youth. The Norwegian Agrarian Association is mutually represented on the boards at regional level and in the main organisation. Mutual representation should be in place in local societies.

e) The Norwegian Society of Rural Women uses the same logo at all levels of the organisation. The logo can be combined with the name of the local society, regional society or the Norwegian Society of Rural Women.

f) Local and regional societies must comply with the decisions adopted by the organisation, current regulations and policy documents. Local, regional and central societies discuss proposals submitted by members. If local or regional societies wish to submit requests to central

authorities, such requests must be submitted to the Norwegian Society of Rural Women for onward processing.

g) Management positions in the Norwegian Society of Rural Women, regional and local societies have a maximum duration of six (6) consecutive years.

Section 5

National congress/annual meeting

a) The highest decision-making authority in the Norwegian Society of Rural Women is the annual meeting.

b) An ordinary national congress is held every two years before the end of June and should, as far as possible, alternate between different regions. Regional annual meetings are held before 1 April. Local societies hold their annual meetings before 1 November.

c) The national congress/annual meeting is called by the chairman of the board.

d) An extraordinary national congress is held when a minimum of half the board or a minimum of half the national congress representatives require it. An extraordinary regional annual meeting is held when a minimum of half the board, one fourth of the members or the main organisation require it. An extraordinary local annual meeting is held when a minimum of half the board, one fourth of the members of the society or the regional society concerned require it.

e) Notification of the national congress must be issued a minimum of ten (10) weeks in advance, the regional annual meetings a minimum of eight (8) weeks in advance and local annual meetings a minimum of four (4) weeks in advance – all in writing. The call for and agenda/documentation for the national congress must be distributed four (4) weeks prior to the meeting. In the case of annual meetings, two (2) weeks prior to the meeting. An extraordinary national congress/annual meeting may be called with two (2) weeks' notice.

f) The board of the Norwegian Society of Rural Women, regional societies and local societies affiliated to a regional society, the Norwegian Farmers Union and the Norwegian Society of Rural Youth have the right to submit proposals to the national congress. Proposals that are to be discussed at the national congress must be submitted to the board a minimum of eight (8) weeks prior to the ordinary national congress. Proposals for amendments to regulations and changes to the political platform must be submitted to the board a minimum of eight (16) weeks prior to the ordinary national congress.

g) The regional board, local societies, regional agrarian association and regional rural youth societies have the right to submit proposals to the regional annual meeting. Proposals must be submitted to the board eight (8) weeks prior to the annual meeting. The board and society members have the right to submit proposals to the local society annual meeting. If the location's Farmers Union and rural youth society are represented on the board, they have the right to submit proposals to the meeting. Matters must be submitted to the board eight (3) weeks prior to the annual meeting.

h) The central board has the right to submit proposals that do not appear on the agenda to the national congress. Decisions cannot be taken without the approval of the national congress. The same applies to the regional boards/local society boards and their annual meetings. For proposals pertaining to amendments to regulations, political platform and dissolution of local societies, regional societies or the Norwegian Society of Rural Women, the deadlines contained in points e and f in Section 5 apply.

I) THE NATIONAL CONGRESS COMPRISES:

1. members of the central board
2. the chairman of the regional society and one representative for every unit of two hundred (200) members (or part thereof) of the regional society
3. two (2) representatives elected by the Norwegian Farmers Union
4. two (2) representatives elected by the Norwegian Society of Rural Youth

THE REGIONAL ANNUAL MEETING COMPRISES:

1. members of the regional board
2. chairman of the local society plus an elected representative for each society with up to twenty (20) members and an elected representative for every further unit of fifty (50) members (or part thereof) Member
3. Two (2) representatives from the regional Farmers Union
4. Two (2) representatives from the regional Rural Youth Society

THE LOCAL ANNUAL MEETING COMPRISES:

1. members of the board
2. other members

j) All national congress/annual meeting delegates have meeting, speaking, proposal and voting rights.

1. The board does not have voting rights on matters pertaining to the annual report, budget or accounts.
2. The chairman of the meeting does not have voting rights.
3. Members of the election committee have the right to speak on the proposals recommended by the election committee.
4. One (1) deputy representative has the right to speak.
5. The general secretary has the right to speak at the national congress.
6. All members and associate members of the Norwegian Society of Rural Women have the right to attend the negotiations at the national congress/annual meeting, but they do not have speaking or proposal rights. The national congress/annual meeting may in exceptional circumstances grant speaking rights.

k) The national congress/annual meeting may decide that certain matters are to be discussed in a closed meeting and will decide how such matters should be made public.

l) The cost of accommodation and meals for national congress delegates is paid by the head office of the Norwegian Society of Rural Women. The regional societies cover travel expenses for their delegates. This is based on the travel distribution principle. The Norwegian Farmers Union and the Norwegian Society of Rural Youth pay for their own representatives.

Section 6

The responsibilities of the national congress/annual meeting

THE MEETING MUST:

a) elect two (2) people who, in addition to the chairman, sign the minutes

- b) discuss the board's proposals for the annual report issued by the Norwegian Society of Rural Women/regional societies/local societies
- c) discuss the accounts with auditor's note
- d) discuss work plan proposals
- e) discuss the board's membership fees and budget proposals
- f) discuss reports and accounts for boards, committees and fund elected by the national congress/annual meeting
- g) elect a chairman and board members, including deputies, for the applicable part of the organisation
 1. members and deputies to the election committees for the coming period
 2. elect a chairman of the meeting and deputy for the coming national congress/annual meeting
 3. elect accountant/accountants and set remuneration of elected accountants
 4. On the basis of proposals by the election committee, set the remuneration of elected representatives, reimbursement of travel, dietary and living expenses and other expenses, if applicable
- h) discuss other submitted proposals
- i) take minutes

Section 7

The board

- a) The various parts of the Norwegian Society of Rural Women are managed by a board elected by the national congress/annual meeting, central board, regional board and local board.
 - b) The board reports to the national congress/annual meeting on its activities and management of the funds belonging to the Norwegian Society of Rural Women.
 - c) The central board comprises nine (9) members and three (3) deputy members. Seven (7) are elected by the national congress. One (1) member is elected by the Norwegian Farmers Union and one (1) member is elected by the Norwegian Society of Rural Youth.
- Regional boards comprise 5-7 members and 2-3 deputy members elected by the annual meeting and a member of the regional association of the Norwegian Farmers Union and a member of the regional society of the Norwegian Society of Rural Youth.
- Local boards comprise 3-7 members elected by the annual meeting and 1-2 deputy members, and a member elected by the local Norwegian Farmers Union and a member elected by the local Norwegian Society of Rural Youth.
- d) Minor matters may be decided by a working group of three (3) members. The chairman and deputy chairman are ex officio members of the committee. One (1) member is elected by and from the board. Decisions taken by the working group are submitted to the board.
 - e) The board meets when the chairman calls a meeting or a minimum of half the board members require it. The board forms a quorum when a minimum of half the board members are present. In the event of parity of votes, the chairman has the casting vote. The general

secretary participates in the meetings of the central board and has speaking rights, but no voting rights.

f) The board may, as required, appoint groups/committees of two to five members and prepare instructions for these groups/committees.

g) The duties of the board are:

1. to lead the work of the society in compliance with the decisions, regulations and policy documents issued by the Norwegian Society of Rural Women
2. to discuss matters that are of interest to members and the society as a whole
3. to discuss matters submitted by members/other parts of the organisation
4. to take responsibility for recruiting employees and members
5. to manage and monitor the finances of the organisation
6. to prepare proposals to be submitted to the national congress/annual meeting
7. to appoint and dismiss the general secretary of the Norwegian Society of Rural Women
8. the general secretary has the authority to make appointments and to manage staff policies based on guidelines set by the central board
9. to appoint representatives to organisations to which the Norwegian Society of Rural Women is affiliated

h) If a local or regional society makes decisions that are in contravention of the decisions or regulations of the Norwegian Society of Rural Women, the central board may cancel the decision.

i) The Norwegian Society of Rural Women is bound by the signature of the chairman and general secretary jointly. The board may in exceptional circumstances authorise and grant power of attorney. Regional and local societies are bound by the signature of their chairman.

j) Minutes must be taken of board and working group discussions. The same applies to committees, councils and boards appointed by the board.

k) All elections of board members of the Norwegian Society of Rural Women are written votes in the case of chairman, deputy chairman, board members and deputy board members. Other elections may be held using other voting methods with the approval of the annual meeting. The requirement for approved elections by written vote is more than half the votes cast – absolute majority. Blank votes count. If no candidate achieves an absolute majority, a new vote must be held. If no candidate achieves an absolute majority in the second vote, another vote will be held between the two candidates who have achieved the most votes. If a parity of votes should occur, the election will be decided by drawing lots.

At regional and local level, a written vote must be held if multiple candidates run for the same post or when anyone should require it.

Section 8

Financial responsibilities

The Norwegian Society of Rural Women is not responsible for the financial and organisational decisions and disposals that local and regional organisations make unless these have been submitted to and approved by the board of the Norwegian Society of Rural Women.

Section 9

Membership fees

Members pay annual local society membership fees, regional membership fees and central membership fees directly to the Norwegian Society of Rural Women. When payment has been made to head office, local and regional membership fees are passed on to the respective local and regional societies. Central membership fees and membership fees for affiliate members are determined by the annual meeting of the Norwegian Society of Rural Women. Regional membership fees are determined by the regional annual meeting and local membership fees by the local annual meeting. Membership fees must be paid to the Norwegian Society of Rural Women by 15 February.

Section 10

Funds

- a) With the approval of the annual meeting, the Norwegian Society of Rural Women may set aside monies for funds such as working funds, operational funds etc. These funds are managed by the board of the Norwegian Society of Rural Women unless otherwise determined.
- b) Funds with their own boards manage the returns of the funds according to applicable statutes. Management reports and accounts must be submitted to the national congress/annual meeting of the Norwegian Society of Rural Women/regional society/local society.

Section 11

Accounts

The Norwegian Society of Rural Women is to have its own separate accounts which are to be audited by a certified accountant. The accounts follow the calendar year. Regional and local societies must keep separate accounts that follow the annual meeting period, audited by two accountants elected by the annual meeting.

Section 12

Communication

Local societies, regional societies and permanent committees are under obligation to provide any reports and information that the Norwegian Society of Rural Women may request. Elected representatives who represent the Norwegian Society of Rural Women in other organisations, committees etc. must report to the Norwegian Society of Rural Women on their work. Such representatives cannot hold the Norwegian Society of Rural Women responsible without special authority.

Section 13

Amendments to regulations

Amendments to the Norwegian Society of Rural Women's regulations and political platform can only be carried by a two-thirds majority at an ordinary national congress of the Norwegian Society of Rural Women. Proposals for amendments to regulations and political platform must be sent to the regional and local societies for consultation three (3) months prior to the national congress.

Section 14

Dissolution of the Norwegian Society of Rural Women

The decision to dissolve the Norwegian Society of Rural Women must be taken at two (2) consecutive national congresses with a three-fourths majority of the attending national congress delegates. The attendance of the total number of representatives must be at least 75% of the elected delegates.

- A minimum of six (6) months must separate the two national congresses.
- Proposals for the dissolution must have been submitted in advance – a minimum of three (3) months prior to the national congress – to the local and regional societies for consultation.
- If the Norwegian Society of Rural Women is dissolved, the final national congress must decide with a three-fourths majority how any assets should be disposed of.

Section 15

Dissolution of regional societies

The decision to dissolve regional societies must be taken at two (2) consecutive annual meetings with a three-fourths majority of the attending annual meeting delegates. Attendance of the total number of elected representatives at the annual meeting must be at least 50%. If the requirement for 50% attendance, either in person or by proxy, at the annual meeting cannot be met, the proposal must be submitted to the board of the Norwegian Society of Rural Women. Calls for an extraordinary annual meeting cannot take place until at least two (2) months after the first annual meeting. Proposals for dissolution must have been submitted in advance – a minimum of three (3) months prior to the first annual meeting – to the local societies for consultation. The board of the Norwegian Society of Rural Women must receive written notification of the proposal no later than three (3) months before the proposal is discussed for the first time. On dissolution of a regional society, the society's bank deposits and cash holdings will pass to the Norwegian Society of Rural Women's start-up fund. The society's files and property will pass to the Norwegian Society of Rural Women. The regional board is responsible for distributing the society's remaining assets.

Section 16

Dissolution of local societies

Decisions on the dissolution of local societies must be taken at two (2) consecutive annual meetings with a three-fourths majority of the present annual meeting delegates. Calls for extraordinary annual meetings cannot take place until at least two (2) months after an ordinary annual meeting. The regional society and the central board of the Norwegian Society of Rural Women must be notified in writing of such proposals no later than two (2) months prior to the first discussion. If the society no longer has paying members to make an extraordinary annual meeting possible, the responsibility for further discussion of the matter will rest with the Norwegian Society of Rural Women.

On dissolution of a local society, society funds must remain untouched for three (3) years and be managed by the regional board. If a new society is founded in the municipality/village in this period with the same aims, the society's funds will pass to the new society at no cost. If a new society is not founded in this period, the funds will pass to the Norwegian Society of Rural Women where they will be reserved for the start-up of new societies. Society files pass to the applicable regional society. The society's other assets must be distributed by the board of the local society. Society property will pass to the applicable regional society.

Section 17

Mergers of local societies

Decisions to merge with other societies are taken at the annual meeting with a three-fourths majority of the members attending the annual meeting. Attendance must be a minimum of 50% of the membership. The Norwegian Society of Rural Women and the regional society must be notified in writing of mergers of local societies no later than one (1) month prior to the annual meeting. If a society is merged with another society, assets, property and files pass to the new society.

RULES AND INSTRUCTIONS

for election committees

I Election of election committee

a) The national congress of the Norwegian Society of Rural Women elects one (1) representative and a personal deputy to the election committee from each of the four election areas:

- Finnmark, Troms, Nordland, Nord-Trøndelag and Sør-Trøndelag
- Møre and Romsdal, Sogn and Fjordane, Hordaland and Rogaland
- Vest-Agder, Aust-Agder, Vestfold, Østfold and Telemark
- Oppland, Hedmark, Buskerud and Akershus

b) Annual meetings in regional and local societies elect one election committee of 2-3 members and 1-2 deputies.

c) The national congress/annual meeting must elect a chairman and deputy chairman among the elected members of the election committee. The election of members and deputy members applies to two national congress/annual meeting terms while the chairman and deputy chairman are appointed for one national congress/annual meeting term. At the first election, half the members are eliminated in a draw so that half the members are elected every other term.

II The work of the election committee

a) The election committee must submit recommendations for the national congress/annual meeting, cf. Section 6 g of these Regulations.

b) 1. The recommendations of the election committee must be available when ordinary documentation is sent out to national congress/annual meeting representatives.

2. Under extraordinary circumstances, the election committee may make its recommendations during the national congress/annual meeting.

c) Local and regional societies may submit proposals for candidates for positions of trust in the central organisation. The election committee must be in receipt of these no later than two (2) weeks prior to the national congress/annual meeting.

d) The chairman of the election committee has attendance and speaking rights at the national congress/annual meeting during discussion of proposals submitted by the election committee.

e) The general secretary of the Norwegian Society of Rural Women acts as secretary to the central election committee.

REGULATIONS

for the Rural Women's Assistance Fund

a) The aim of the Rural Women's Assistance Fund is to help farmers and/or members of the Norwegian Society of Rural Women who are experiencing financial and/or other difficulties due to illness, accident or personal crisis.

b) The fund's capital mainly constitutes donations from local societies. The fund's capital is managed by its own board. Capital held by the fund must at all times be a minimum of NOK 250,000 which can only be disbursed in consultation with the board of the Norwegian Society of Rural Women.

c) The working group of the Norwegian Society of Rural Women constitutes the board of the Norwegian Society of Rural Women's Assistance Fund. The secretariat of the Norwegian Society of Rural Women acts as secretary for the fund. The board forms a quorum when a minimum of two (2) members are present.

d) 2-3 board meetings a year are held, more if the number of applications requires it. Applications to the Norwegian Society of Rural Women's Assistance Fund are submitted to the board according to a set schedule and are processed in confidence.

APPLICATIONS FOR DISBURSEMENTS MUST INCLUDE:

- information about what the money is to be used for
- information about the applicant and the applicant's finances
- information about the applicant's farming activities, if applicable

The board of the assistance fund has the right to obtain information about the application. The applicant must state the name of the persons/referees (where one must be a public sector employee) who can be contacted if the board of the assistance fund requires further information. Application forms must be complete in order for the application to be processed.

e) The accounts of the assistance fund must be kept in the same location as the accounts of the Norwegian Society of Rural Women. Disbursements must be made as soon as possible after the decision by the board of the fund has been taken. In urgent cases, the manager of the fund has the authority to approve applications. Disbursements are assigned by the person from the secretariat of the Norwegian Society of Rural Women who is authorised to do so. Accounts are audited by an accountant elected by the national congress.

f) An annual report with a summary of donations and disbursements is submitted to the national congress of the Norwegian Society of Rural Women.

g) Amendments to these Regulations may only be carried by a two-thirds majority at the annual meeting of the Norwegian Society of Rural Women. Proposals for amendments must be submitted to the regional societies for consultation three (3) months prior to the national congress.

Ethical

guidelines of the Norwegian Society of Rural Women

- We must respect each other
- We must be open and honest
- We must show commitment
- We must be loyal to agreements and decisions
- We must generate satisfaction, pride and joy

The Norwegian Society of Rural Women 2016

www.bygdekvinnelaget.no – post@bygdekvinnelaget.no

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