

CODE OF ETHICS OF BARCELONA ASSOCIATIONS (2001-2011)

The text of this Code of Ethics was approved at the 1st Congr s de les Associacions [Congress of Associations], June 8th, 2001, and was expanded April 30th, 2011, at the 2nd Congr s d'Associacions de Barcelona

CODE OF ETHICS OF BARCELONA ASSOCIATIONS

I. Barcelona, a city of associations

Catalonia is rich in social initiatives, and has a long history of innovative associative experiences. After the forced pause of the Spanish Civil War, when many of these experiences were violently extinguished, the '60s marked the beginning of a rebirth of new forms of association that have gathered more and more weight in the social, cultural and economic life of our country.

Even with the right to associate suspended and with the inherent difficulties resulting from the lack of democratic freedoms during the Franco regime, the associations that began to appear or reappear worked to shape our present.

Many of the cultural, athletic and social activities or the community networks of solidarity and cooperation, etc. that define our cities could not be understood without an idea of the basic role that a large part of the population, organized into associations, has played over the years.

As the capital of Catalonia, Barcelona is home to the majority of these associations, and its recent history cannot be written without taking into account the role of organizations and associations in transforming and improving both our surroundings and the services our citizens enjoy.

The contributions made by associations to the destiny of Barcelona in this new century have played an essential role in our city's physical, social and cultural betterment.

Because of all this, in this brief introduction to our associations' ethical code, we need to begin by acknowledging the role of associations here in our country and the importance community and associative movements have had, and will continue to have, in protecting us from falling victims to the dehumanization of personal and social interactions.

2. The context of associations today

Our world is undergoing important transformations in all different areas: social, economic, cultural, technological, and in values. There is no doubt that these changes will continue and, as a result of them, there will be real revolutions in many areas that seemed immovable until now.

The field of social organization is the area where these changes can be the most complex, with an important influence in many different areas; from those as coexistence and respect for others to changes in the way associations and social that are directly linked to the construction, spread and defence of certain values such participation are viewed.

This process of change to our social, cultural, economic and political dynamics demands a commitment from every one of the active members of our social web.

Over the last thirty years, with the establishment of a democratic political system based on the Constitution and the official recognition of political and civil rights, we have seen a notable increase in the number of associations here in our country. Although they have clearly had a major impact on the social, cultural, territorial, economic and environmental dynamics of our neighbourhoods and our city in general, they do not seem to have meant an increase in the level of participation in these associations.

Today, our associations seem to show the symptoms of an excessive atomization of the sector. This may be because of a lack of truly exciting projects, which can make it difficult to organize and consolidate associations.

Nevertheless, it should be said that this dispersion seems to have more to do with our culture than with the circumstances of the present moment. If we take a look at the evolution of associations during the end of the 19th century and the beginning of the 20th, we can see how the tendency towards atomization, with the creation of small parcels of power, was already a reality here in Catalonia. As a result, it is reasonable to expect that the opposite will not happen now. Rather, we will have to accept the structure of our fabric of associations, and/or try to influence it through secondary mechanisms.

We need to improve our associations' capacity to organize, in order to present what they have to offer to the public and to present an image of coherency and effectiveness. To this end, it is essential that we establish guidelines as to what

these associations are, what defines them and what sets them apart from other organizations. Our associations are not free from the need to search for a greater legitimacy for what they do.

3. Our associations and the non-profit sector

Our associations are part of the so-called non-profit sector, with common elements that set them apart from the public and private sectors. The public sector is defined by the laws and regulations that direct the actions of public administrations and the entities created to help carry out their responsibilities. The private sector, which is also bound by legal regulations on how they carry out their economic activities, is aimed at private benefit as a principal objective, and the social effects of their actions are secondary. The limits between one and the other are blurry, and we can find entities and activities that walk the line between them. The non-profit sector can also be found at this intersection, where associations coexist with other non-lucrative mercantile organizations, such as cooperatives and worker-owned businesses.

All of these organizations have a common trait: they are born from the social initiatives of citizens aimed at offering products and services that respond to certain social needs. The results of their actions, in turn, have an important social impact, whether it be because they help to sustain their task or because they are part of the common shared structure of the businesses in the hands of the producers themselves (cooperatives and worker-owned businesses).

We are certain that the collaboration and exchange between all of these organizational (or legal) models will result in mutual enrichment and improvements in the way they realize their activities and manage themselves.

Associations have, and will continue to have, a particular place within this framework. Nevertheless, this place will be clearly defined by a series of specific principles that give them their own identity and coherency, and which are a significant part of this Code of Ethics.

4. Diversity of form

Part of the wealth of the world of associations is its great diversity in objectives, projects and ways of working. Nevertheless, this also makes it difficult to classify these entities. This is not the place to tackle such a challenge, but we should still take into account that this diversity and specialization obligates us to define the ethical principles that we present here as a basic outline that can later be further adapted for each area or sector.

5. The lack of consciousness or identity as a sector

Our city's associations have few spaces in which to meet one another and interact. Although we respect the free will of each individual to participate in whatever associations they wish, the existence of a significant degree of diversity, atomization and dispersion mean that we are met with a large number of organizations, a few of which are large and the vast majority of which are small. These organizations have few spaces for contact, although they do all share a common base, involving, at the very minimum, respect for the desire to constitute an association and the desire to organize activities without profiting from them.

In contrast with other entities, such as cooperatives or foundations, our associations still are not aware of their common identity as a sector, or as a collective with common and specific traits and symbols of identity, common needs and problems that could be solved more effectively through joint initiatives. Nevertheless, it should be mentioned that over the last few years a great number of second-degree entities have been created, and more and more organizations are collaborating in specific activities.

Defining a series of guidelines that can serve to illustrate the workings of our associations and present a common image to the public of their role in society can help to improve the public's perception of what they do. This, in turn, can help to promote the participation of more individuals in more associations.

6. The right to associate is a fundamental right. The need to self-regulate

Article 22 of the Constitution clearly and firmly recognizes the right to associate in just six words: *We acknowledge the right to associate*. This declaration by our highest law cannot be violated or ignored by any individual or institution. Respect for this fundamental right should reign in the actions of the powers that be and of citizens in general.

This means that, while respecting the right of any group of individuals to found associations, we need to take into account that not all associations share the same working principle nor do they all respect the rules of democracy, and not all of their aims are equally respectable or deserve the same consideration on the part of the citizenry or the administration.

This is why we propose that it be the sector itself that determines which associations should be granted certain certifications of quality that show that they fulfil a minimum standard in how they function, with the aim of offering a

shared and coherent image to society.

We believe that associations and citizen participation are elements that help to make society more dynamic, that aim to satisfy the needs and aspirations of a wide sector of our society; a sector that sees associations as a mechanism for interaction, solidarity, co-responsibility and collaboration with shared objectives.

7. The relationship between the Code of Ethics and the public administration.

The creation, approval, signing, revision and keeping of the Code of Ethics are tasks that fall exclusively upon our city's associations. However, the public administration can collaborate with the associations that promote this Code in order to assist them in their task. This task will most certainly help to better structure the sector, but the public administration may not influence it nor condition it.

Another innovative step is the possibility for the sector itself, with the Code of Ethics in place, to propose collaboration agreements with the administration. Through these agreements, we can pay special attention to the institutional support given to associations that fulfil the requirements of the Code. Nevertheless, this will always be a decision to be taken by the administration and not a result of the elaboration of the Code.

The creation and application of the Code of Ethics cannot be associated with any manner of institutional support. The administrations should not see it this way, and the associations sector should not be under the impression that its autoregulation should be a means to obtain more or improved government subsidies. The need for self-regulation is objective and pertains to the sector, and it should not depend on the will of the different entities that make up the public administration.

THE CODE ETHICS OF BARCELONA ASSOCIATIONS THE AIMS OF THE ASSOCIATIONS

1. The participating associations have objectives of a general nature, and they accept recognized principles of behaviour such as the Universal Declaration of Human Rights or other similar declarations. By 'objectives of a general nature', we mean objectives aimed at a plurality of individuals without regard to the number of possible beneficiaries.

Objectives of a general nature cannot be understood as universal, since they are

possible objectives pertaining to a particular sector. Support groups, for example, have the principal objective of giving support to individuals suffering from situations that are previously established in their statutes, although they are not individually determined.

2. We also include in this definition any associations whose objective is to carry out entertainment activities, promote interpersonal relationships, the realization of a particular game or distraction or other similar activities.

TOTAL ABSENCE OF FINANCIAL GAIN AS AN OBJECTIVE

3. The participating associations are driven by the efforts of those individuals that, in a voluntary and altruistic manner and according to their abilities, wish to participate in the objectives of the association. These individuals, as a result, forsake any desire to obtain economic gain from their efforts.

4. By 'financial gain', we mean the appropriation by an individual of the income obtained by the association under any name: contract, grant, donation, legacy... We do not consider 'financial gain' to mean the reception of income greater than the costs necessary to carry out activities, as long as this positive balance is used to further the aims of the association.

5. Reimbursement of costs incurred by the representatives or management of the association in the execution of their responsibilities (transportation, per diems, etc.) will not be considered personal financial gain.

6. Payment of professionals that collaborate in the execution of certain activities organized by the association or in the management or organization of the association itself will not be considered personal financial gain.

PROMOTION OF INTERNAL PARTICIPATION

7. The participating associations believe that their strength lies principally in the individuals that constitute them, as well as those that collaborate occasionally and voluntarily. As a result, we agree that it is necessary to promote means, strategies and methods to stimulate participation and to train volunteers. A formal declaration in the statutes of the organization of the fact that the assembly is sovereign will not be sufficient.

8. Internal participation is promoted by a policy of constant and regular communication with associated individuals on the situation of the association and its activities.

ORGANIZATION AND DEMOCRATIC OPERATION

9. The basic principle of democratic operation are:

- a) Equality; everyone is equal within the association, and no form of discrimination is acceptable.
- b) Freedom of expression; everyone has the right to freely express their ideas.
- c) Sovereignty of decisions; decisions are made by the support of the majority.

The right of minorities to express themselves and defend their position must be respected, along with respect for the binding nature of majority decisions. To this end, weighted voting must be limited in order to prevent the control of the association by a minority of members.

10. The associations are free to choose the type of individuals who may join, as long as they respect the principles of this Code of Ethics.

ECONOMIC TRANSPARENCY

11. The account status and the economic balance of the association will be available to all members, and may be supervised by the Commission in charge of upholding the Code of Ethics.

12. The economic activities realized may not be contrary to the mission or aims of the associations.

13. Economic activities will always be carried out with respect for current legislation.

RESPECTFUL MANAGEMENT OF HUMAN RESOURCES

14. Fundamentally, associations' human resources are the associates or volunteers that collaborate in the realization of activities or in pursuing the aims of the organization. This does not exclude the participation of professionals or paid staff in the execution of these activities.

15. Volunteer work aimed at accomplishing a certain goal is a resource that should be preserved and cared for, in order to ensure maximum efficiency and prevent the violation of its altruistic character.

16. Volunteer work can be considered as such as long as it is not accompanied by

any form of compensation. Those individuals that collaborate with the expectation of receiving something in return –besides the satisfaction of a job well done— cannot be considered volunteers.

17. The remuneration of paid staff must be in accordance with the habitual conditions of the labour market. Contracts must be appropriate to the work done, and must protect staff from job insecurity.

SUSTAINABILITY AND ASSOCIATIONS

Sustainability includes a social, environmental and economic dimension.

18. Social progress: through its actions, all associations must promote an increase in the welfare of their members, their workers and the community in which they exist at all times.

19. Rational use of resources: In managing resources, the association will keep in mind, at all times, the renewable or non-renewable nature of these resources, the degree to which their negative consequences are reversible, and the capacity of the environment to absorb their by-products and effects.

20. An association must be economically and financially sustainable with regards to its own resources, the resources it can mobilize and the activities that allow it to achieve its objectives.

TRUST, THE BASIS OF THE RELATIONSHIP BETWEEN THE MEMBERS OF AN ASSOCIATION

21. The role taken on by a volunteer when joining or forming an association presupposes that the individual feels comfortable defending the goals of the association and applying the means chosen to reach those goals. The relationship between associated individuals is a relationship of trust and of confidence in their decision to work together on a common project, and because of this, good faith and positive relationships between individuals are essential elements.

CONGRUENCY OF ACTIVITIES

22. By 'activity', we mean any action aimed at fulfilling the goals of the association. These include activities in the strictest sense, the services offered to associates or beneficiaries, and any other activities that are related to the objectives of the organization.

23. If there are beneficiaries of the associations' activities, it is important to

clearly define what these activities are, and, within this sector or area, no form of discrimination can be permitted.

24. The associations are conscious of their role as social agitators and as influencers of opinion and, as a result, they will take special care in their communications and their exterior actions to avoid encouraging behaviour contrary to human rights and democratic principles.

RELATIONSHIPS OF SOLIDARITY WITH OTHER ASSOCIATIONS

25. The recognition that we are part of a sector with common themes and a similar basis needs to be the foundation of our relationship with other associations. This relationship should also be based on cooperation and the search for points of encounter through which each can improve their activity.

26. Respect for the autonomy of each association and its freedom to choose its own path is an essential element when considering the relationship between associations. No one can decide for anyone else, and every association is free to subscribe to this Code, to collaborate with other associations or to work on its own.

AUTONOMOUS RELATIONSHIPS WITH PUBLIC ADMINISTRATIONS

27. Associations have a function and a social usefulness, and they may or may not coincide with the public administrations in seeking the common good. In any case, the autonomy of associations and the right to make free, sovereign decisions are inalienable rights that cannot be forfeited.

THIRD ADDITIONAL PROVISION

The participating associations will promote the collection of guidelines of good practice for associations in order to exemplify the situations that help in promoting the guidelines and values that make up the basis of this Code of Ethics.

They agree to subscribe to the initial collection that is included in the Annex.

SECOND ADDITIONAL PROVISION

The associations that promote this Code will drive the elaboration of guidelines for different sectors in order to improve effectiveness within each area.

ANNEX COLLECTION OF GUIDELINES FOR ASSOCIATIONS

ON THE EXEMPLARY NATURE OF THE CODE

It will be up to the associations promoting the code to place its contents at the disposal of any other association based anywhere in Catalonia or Spain, as well as their individual experience, in order to favour similar processes in other places. This should be done in the spirit of solidarity, which has a role in all of the actions that we wish to promote through this collection of guidelines.

ON ECONOMIC MANAGEMENT

It is good practice:

a) To aim to use existing resources in the most efficient way possible and achieve positive results in each exercise.

It is not good practice:

- a) For professionals or paid staff from the Association to be direct members of the board of directors or to be the spouses, partners or relatives up to the second degree (by blood or by marriage) of the members of the board of directors.
- b) To give remuneration to professionals that carry out activities when the association has no other associates than those that make up the board of directors and/or the paid staff, or for these to always make up a majority in the general assembly.
- c) To organize activities aimed at obtaining resources or funds to an extent that is disproportionate with the activities aimed at fulfilling the stated aims of the association.
- d) To carry out economic activities without taking into account the rights of consumers and users.

ON INTERNAL PARTICIPATION

It is good practice:

- a) To search for imaginative ways of encouraging participation. To use any means to achieve a greater interest and involvement of associates in the workings of the association.
- b) To present to the assembly, together with the yearly report and the statement of accounts, an additional document on the state of internal participation and the means used or to be used in achieving improvements in this area. This document

should define objectives and indicators that make it possible to evaluate their effectiveness.

- c) To encourage the incorporation and participation of those individuals that, in a voluntary and occasional manner, collaborate in the association's activities, or even of those that benefit from or enjoy these activities.
- d) To promote consensus over majority rule.
- e) To promote operating regulations that can establish guidelines for the relationship between associates and can facilitate transparency and democracy in the association.

ON MANAGING THE GOVERNING BODIES OF THE ASSOCIATION

It is good practice:

- a) To renew the members of the association's governing bodies regularly and limit their mandates directly in the statutes.
- b) To encourage associates to address the board of directors in order to express their point of view on a particular matter.
- c) To elaborate and present reports that explain the activities carried out and the degree to which the terms of the Code of Ethics were met.

It is not good practice:

- a) To exercise a position as a representative or member of the board of directors continually for more than eight years.

ON ECONOMIC TRANSPARENCY

It is good practice:

- a) To make the association's sources of funding public, and inform the associates of what these sources are and what conditions they may have.

It is not good practice:

- a) To carry out economic activities that are contrary to the mission or aims of the association, or activities that indiscriminately promote gambling or the consumption of harmful products such as tobacco or alcohol.
- b) To gratuitously give gifts to associates as a way of promoting the relationship between them and the board of directors.

ON RESPECTFULLY MANAGING HUMAN RESOURCES

It is good practice:

- a) To establish means of participation and communication so that the paid staff can have an in-depth knowledge of the workings of the association.

It is not good practice:

- a) To contract personnel without respecting their social rights as workers and without guaranteeing normal labour market conditions.
- b) To use volunteers as free manpower and not as a true human resource that should be managed with care, while gradually incrementing their commitment to the association's project.
- c) To remunerate volunteers with money or in kind for their work, beyond reimbursing them for the costs incurred in the course of their service.

ON THE SUSTAINABILITY OF ASSOCIATIONS

It is good practice:

- a) To encourage recycling of waste generated by the association and care for the environment, and to strive to use methods that are not harmful to it.
- b) To promote the use of packaging and objects that are non-polluting within the association and, in general, to promote environmental education and respect for nature.

It is not good practice:

- a) To spend for the sake of spending without taking into account the needs that can be answered through this spending, or doing so simply to fulfil the formalities required in order to receive subsidies.

ON TRUST AMONG THE MEMBERS OF AN ASSOCIATION

It is good practice:

- a) To create conflict-resolution or mediation commissions that listen to differences in opinion and resolve debates in such a way that they avoid conflict among the different positions.
- b) To regularly supervise the work of the board of directors and promote commissions or spaces where any complaint by any associate or person involved can be transmitted and resolved in a rapid manner, without violating the decisions of the assembly.

ON THE RELATIONSHIP WITH PUBLIC ADMINISTRATIONS

It is good practice:

- a) To maintain an independent criteria and know how to manage points of agreement and disagreement in order to obtain the maximum possible profit in the fulfilment of the association's mission.

LIMITATIONS, BINDING FORCE AND PROCEDURE FOR ADHESION AND SUPERVISION

1. WHO CAN ADHERE TO THE CODE OF ETHICS

Groups of legal entities or individuals

1. All associations may adhere to this Code in a free and voluntary manner, as long as they pursue objectives of a general nature and have an independent and autonomous organization with the capacity to make sovereign decisions.

2. To the same end, we understand 'board of directors' to mean the government organization between the assemblies and the administration of an association, (under any name), the function of which is to care for the workings of the association, its proper administration and the realization of activities during the span of time between the General Assemblies that mark the general course of action of the association.

In order for an organization to adhere to this Code of Ethics, its general assembly must approve it.

2. GEOGRAPHICAL AREA

The city of Barcelona

3. This Code is limited geographically to those associations with their registered office or the bulk of their activity in Barcelona.

We would also like to express our desire for this agreement to transcend the boundaries of the city of Barcelona and for it to become applicable in all of Catalonia.

3. BINDING FORCE

Voluntary and free nature of adhesions

4. The guidelines included in this Code are the result of an agreement between the associations that adhere to them. The voluntary action of adhering to this agreement supposes acceptance of the binding force of this Code in accordance with the principle of good faith, mutual trust and respect for the autonomy and freedom of each association. Any violations of this code should be considered violations of good faith and trust, which may incur the expulsion of the

organization at fault from the list of the subscribing associations and the public announcement of this decision. In this case, the subscribing entities will have to accept this consequence. In the case of falsehoods in the information required for an association to be accepted as a participant in this Code, the entity responsible for the control of this Code of Ethics has the authority to publicly declare this circumstance or, in certain cases, hold the organization at fault legally responsible.

Legal means cannot be used to ensure compliance with the Code of Ethics

5. Taking into account that these are guidelines for behaviour, the subscribing entities renounce the right to take legal action in order to ensure compliance with this Code, except in the circumstances stated in the last section of the previous point.

The Code of Ethics: certification of associations

The Code of Ethics is meant to serve as a reference for associations in proper administration and excellence, while facilitating the relationship between administrations, institutions, businesses and the association movement.

Initially, no legal formula is excluded from this agreement, but it is important to work towards the homologation of the existing legal codes, ensuring that each legal formula effectively serves the needs of those that subscribe to it (i.e. foundations, associations...).

Adapting the association's statutes to the Code of Ethics

6. The associations that wish to subscribe to the Code of Ethics will have to ensure that their statutes correspond with what is stated in the Code, modifying any aspect of their statutes that needs to be changed.

4. PROCEDURE FOR SUSCRIBING TO THE CODE

The Barcelona Council of Associations (Consell d'Associacions de Barcelona) ensures the application of the Code of Ethics

7. The participating entities delegate the realization of procedures needed in order to implant, develop and control the Code of Ethics to the Barcelona Council of Associations. A commission for monitoring the Code will be created; its composition is stated in section 17.

Formal solicitude with a certificate of approval by the general assembly

8. Entities wishing to subscribe to this Code will have to present a certificate of approval by their general assembly which certifies the decision to subscribe to it. They will also be required to declare that they are aware of the content of the Code, and to promise to respect it and to accept the control mechanisms needed to verify compliance.

Requirements

- a) For **first level** entities (associations and foundations):
- Have their registered office in the city of Barcelona, be listed in the corresponding register of associations or entities and in the city of Barcelona's General List of Organizations (Fitxer General d'Entitats).
 - To have existed for at least three years.
 - To have filled out the application form, including the signature of the applying organization's president, and indicate which documents are being presented.

Include:

- A copy of the minutes from the assembly in which the decision to adhere to the Code of Ethics was approved.
- A copy of the statutes, which must be in line with the current Law of Associations (Third Book of the Civil Code) of the Government of Catalonia and must be registered with the corresponding official registry. Other State and European registries will also be taken into account.
- A photocopy of the fiscal identification card.
- A list of the members that currently make up the board of directors of the entity (full names, ID card number and role in the organization), or a certificate of registration of the governing bodies with the Direcció General de Dret i Entitats Jurídiques (General Management of Law and Legal Entities).
- An activities report and the economic reports from the last two years.
- Stated support from three first-level organizations that already subscribe to the Code of Ethics of Barcelona Associations or the stated support of a second-level entity from the same sector that already subscribes to the Code of Ethics.
- Other information that the applicant may consider noteworthy (internal code of ethics, audits, participation in sector or territorial networks...).

Other aspects that will be viewed favourably:

- Membership in federations, platforms or coordinators
- Having a wide social base made up of members, volunteers, donors, or collaborators.

- Having subscribed to other similar Codes of Ethics.
- Having carried out a sustainability report.

b) For legally recognized **second and third-level** entities (federations of organizations, coordinators of federations, platforms):

- Have their registered office in the city of Barcelona, be listed in the corresponding register of associations or entities and in the City of Barcelona's General List of Organizations (Fitxer General d'Entitats).
- Have existed for at least three years.
- To have filled out the application form, including the signature of the applying organization's president, and indicating which documents are being presented.

Include:

- A copy of the minutes from the assembly in which the decision to adhere to the Code of Ethics was approved.
- A copy of the statutes, which must be in line with the current Law of Associations (Third Book of the Civil Code) of the Government of Catalonia and must be registered with the corresponding official registry. Other State and European registries will also be taken into account.
- A photocopy of the fiscal identification card.
- A list of the members that currently make up the board of directors of the entity (full names, ID card number and role in the organization), or a certificate of registration of the governing bodies with the Direcció General de Dret i Entitats Jurídiques (General Management of Law and Legal Entities).
- An activities report and the economic reports from the last two years.
- A certificate by the secretary of the board of directors of the entity, which states the number of associations that make up the second or third-level entity at the time of application.
- Those second or third-level entities that have their own code of ethics must commit to study its compatibility with this Code, and to encourage their member organizations to subscribe to the Code of Ethics of Barcelona Associations (if they haven't already done so) and follow it. Any changes that need to be made to the organization's statutes in order to do so will be made.
- Those second or third-level entities that do not have their own code of ethics must commit to encouraging their member organizations to subscribe to the Code of Ethics of Barcelona Associations (if they have not already done so) and adhere to it. Any changes that need to be made to the organization's statutes in order to do so will be made.
- Other information that the applicant may consider noteworthy (internal code of ethics, audits, participation in sector or territorial networks...).

Other aspects that will be viewed favourably:

- Membership in federations, platforms or coordinators
- Having a wide social base of member organizations.
- Having subscribed to other similar Codes of Ethics or having similar internal codes.
- Having carried out a sustainability report that reflects the aggregate nature of the collective of member associations.

Commitments of subscribing entities

Transparency. We understand this to mean measures with the objective of facilitating accountability in an advanced society, through the evaluation of the tasks carried out, the processes and the practices that determine how actions are executed, how associates participate in decision making and how these decisions are made with the common good in mind.

10. Good practice as associations: we consider this to be the experiences, projects, activity or initiatives driven by an association in order to better itself as an organization. These may refer to any area of activity, including aspects of how the entity is governed, how services are managed, how to make better use of resources, and how to design policies or point out examples of poor practice.

The procedure for application or withdrawal is to be decided by the Supervising Commission of the Code of Ethics of Barcelona.

11. The Supervising Commission of the Code of Ethics of Barcelona Associations will analyse the petition and will make a decision. If an association is rejected, it can appeal to the Barcelona Council of Associations. The Board of the Council, in exercising its function, may request the intervention of the ombudsman or any equivalent organ that may exist in the administrations or organizations.

Publication of the list of subscribing associations

12. Through the Office of the Code of Ethics, the Barcelona Council of Associations will publish a list of associations and federations of associations adhering to the Code, as well as the situation of the entity according to the information received annually. This list will be public, and will be regularly sent to the administration and the press. The inclusion of the declaration of compliance with the code will also be allowed and encouraged in the documents of the subscribing association.

Disassociation from the Code of Ethics by request of the association

13. Any association, at any time, may ask to be disassociated from the Code of Ethics through a decision by its assembly, which will have to be presented to the Commission of the Code of Ethics.

Disassociation from the Code of Ethics by decision of the Barcelona Council of Associations

14. An organization may be disassociated as the result of a revision procedure carried out by the Supervising Commission and approved by a majority vote of the Commission. It can also be the result of a change to the legal status of the organization at the time of its adhesion.

15. All individuals, entities and organizations that receive the list of subscribing entities will be informed in case of a disassociation.

16. Causes for adhesion to the Code of Ethics to be rejected:

- Not having presented all of the necessary documents for three years in a row.
- Being included in the archives of the AIS - Atenció i Investigació en Socioaddiccions Association (Attention and Investigation in Socioaddictions) or of the Mossos d'Esquadra Police Force.
- Being, or having recently been, under investigation by the justice system or being involved in conflicts over behaviour that does not respect the International Declaration of Human Rights may cause organizations to be temporarily suspended until a sentence or resolution is delivered.
- Once a year, the Barcelona Council of Associations will present an annual report on the Code of Ethics before the designated administrative bodies.

5. SUPERVISION OF COMPLIANCE WITH THE CODE OF ETHICS

Constitution of the Supervising Commission

17. The Barcelona Council of Associations will promote the creation and renovation of the Supervising Commission, which will be made up of seven individuals who are members of different city associations, as well as independent individuals who have been recognized for their technical and professional capability. This may include individuals who are familiar with the world of associations, professionals or other experts whose independence is guaranteed. Part of this Commission will be renewed every two years, with three members renewed after the first two years and four members more after the next two years.

Workings of the Supervising Commission

18. The Supervising Commission may act *ex officio*, of its own initiative or with a grounded petition by any interested person.

Renewal of commitment on the part of the associations

19. Commitment will be renewed annually until 2012; after this year, renovation will be every three years for all subscribing entities that have submitted all of the agreed documentation as long as there are no changes during this period. A certificate will be issued annually stating their adhesion to the Code.

20. The Barcelona Council of Associations is the driving force behind the project of the Associations' Code of Ethics. Its objectives include the desire to represent and coordinate the associations of the city of Barcelona through different second-level entities (federations, coordinators, platforms, networks...) based geographically or in different sectors.

Within the framework of the General Assembly of the Barcelona Council of Associations, all of the associations subscribing to the Code of Ethics will be convened. There, an annual management report will be presented and discussed, and a vote will be held on the renovation of the members of the Supervision Committee.

This will also be the space where proposals to adapt or improve the Code of Ethics will be voted on.

Protocol for supervision of compliance of current and future subscribing associations to the Code of Ethics

Annually, the subscribing entities must present the following documents (on paper or electronically) to the Office of the Code of Ethics:

- Date of general assembly, activities report and economic report, indicating the working cycle of the entity (calendar year or school year).
- Inform whenever the board of directors is renewed partially or completely.
- Collection of graphic insertions of the logo, banner or advertisements of the Code of Ethics in graphic materials and publications by the organization. These will be used to create a historical archive of documents.

Within the supervision process, the Office of the Code of Ethics will also realize random visits to the subscribing entities, where they may request other documents in order to advise the entity.

These may include:

- Document certified by the secretary of the board of directors stating the number of current collaborators (members, donors, volunteers or hired professionals).
- Certificate of inscription of governing bodies with the General Management of Law and Legal Entities.
- Collection of news or inserts referring to the subscription to the Code of Ethics published by the association, to be used in creating a historical archive of documents.
- Certification from the appropriate data protection agency (State/ Catalan/ international).
- Audit report, when appropriate. We recommend audits when the annual budget is 300,000 € or greater.

In case of second or third-level entities, a list of member organizations.

Opening of file on non-compliance

21. Whenever there are doubts about the degree of compliance of a subscribing association, in keeping with this Code an audience will be held with the affected parties that will be substantiated in keeping with the following articles.

Start of proceedings with a written explanation of the inappropriate behaviours committed or those that violate the Code of Ethics

22. The fill will begin with a written explanation of the inappropriate behaviours committed or those that violate the Code of Ethics.

Response and trial proposal

23. This explanation will be sent to the association in question, which may offer a written response within fifteen days, including whatever information it considers pertinent to its defence and proposing or submitting any form of proof available. The Supervising Commission will exercise any trials it deems convenient, and once they are complete, it will reach a decision on the matter, which will be irrevocable.

Resolution of the Supervising Commission

24. The Supervising Commission will reach its decision by a majority vote. The organization in question may appeal this decision before the Board of the Barcelona Council of Associations (CAB). See section 12.

Obligation of subscribing organizations to collaborate

25. The Supervising Commission may request that any association present reports or have its representatives declare about certain aspects of their activities related to compliance with the Code of Ethics.

For more information:

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