

COUNCIL OF INTERNATIONAL FELLOWSHIP

Provides professional human services' development and training through intercultural exchange



Statutes of the Council of International Fellowship

PREAMBLE

The first International Exchange Program for social workers took place in the United States after the Second World War, as a response to the enormous social needs which had arisen from the conflict. Henry B. Ollendorff, himself a refugee from Nazi oppression, had a vision that he could promote peace and understanding by bringing together professionals from human services to study together, and learn from each other, as well as the institutions of the host country. In 1956, the Cleveland International Program, later known as Council of International Programs, was founded by Henry B. Ollendorff.

In 1960, returning alumni from the US Programs sought to maintain and extend the new insights and experience they had gained by setting up Cleveland International Fellowship (CIF).

Article 1 - NAME

The name of this Organization shall be "Council of International Fellowship", also referred to as "CIF International", henceforth referred to in the Statutes as "the Organization".

Article 2 - SEAT OF THE ORGANIZATION

Bonn (Germany) has been determined as the seat of the Organization, where it is formally registered; the Board of Directors can determine to change the official seat and the country where it shall be vested, for appropriate reasons advantageous for the Organization.

Article 3 - PURPOSE

The Organization is a private and non-profit politically and religiously independent Organization, which may work in collaboration with other entities sharing the same philosophy. Its general goal is to promote international understanding and world peace through the exchange of experience for social workers, special educators, youth leaders and others in closely related fields.

Article 4 - OBJECTIVES

- A) To maintain relations, provide learning opportunities and the exchange of work and cultural experiences among its members, host families and anyone else actively involved in the individual Exchange Programs and/or other activities of the Organization.
- B) To stimulate and/or facilitate participation in Exchange Programs, conferences, seminars, reunions, and all other activities organized by CIF.

- C) To support recruitment and selection of new participants in CIF Exchange Programs and CIPUSA Programs for those who are social workers, special educators, youth leaders and others in closely related fields
- D) To facilitate communication among members by the publication of a newsletter or by other means;
- E) To support and promote the establishment of new National Branches; when this is not possible enhance the establishment of Contact Persons.
- F) To introduce new generations to the spirit and objectives of the Organization, encouraging their participation and involvement in the activities of CIF.

Article 5 - MEMBERSHIP

Membership of the Organization will be open to all former participants in CIF and CIP (Cleveland International Program – Council of International Programs) Exchange Programs, former participants of CIPUSA Exchange Programs and International Study Program (ISP) of the Federal Republic of Germany who are social workers, special educators, youth leaders and others in closely related professions, and individuals who support the objectives of CIF.

Eligible persons may acquire membership by written request and payment of membership to the National Branch; in countries where no National Branch exists, requests may be made directly to the CIF President and the decision will be at the discretion of the Executive Committee.

Membership is terminated by non-payment of fees, by death, by voluntary resignation from the Organization and by expulsion from membership by the Board of Directors. If the membership fees are not paid, the member will be reminded in writing and a final date will be set for payment. If payment is not received by set date the member will be excluded. The resignation has to be submitted in writing to the respective National Branch. Where no National Branch exists, the declaration of resignation has to be sent to the CIF International President or CIF International Secretary. The Board of Directors retains the authority to terminate membership for actions inappropriate to the spirit of CIF. A member whose membership has been terminated in this way may appeal to the General Assembly who can reverse such a decision with a 2/3 (two-thirds) majority of those present.

Article 6 - MEMBERSHIP FEE

The annual membership fee for the Organization shall be decided by the Board of Directors. The Treasurer may recommend to the Executive Committee a waiver or reduction of membership fees for students, others without income, and the possibility to accept the equivalent value in alternate forms for members from countries where currency restrictions limit international transactions. Such members have the right of full membership. The National Branches are responsible for collecting the CIF International fees and remitting them to the CIF International Treasurer. Where no National Branch exists, the fees should be paid directly to the CIF Treasurer.

Article 7 - NATIONAL BRANCHES

In order to further the aims of the Organization, CIF members in each country should try to organize National Branches. A National Branch will be recognized if it has at least five members, who form its governing body, is democratically instituted and has

been accepted by the Board of Directors on presentation by the Executive Committee.

There will be one Branch for a single country with the option to have more than one affiliate, but only one headquarters and one Exchange Program. The essential characteristics and other details on the structure of a CIF National Branch are stated in "Organizing a CIF National Branch - Some Guidelines", which may be updated and changed by the Board of Directors.

Article 8 - MEETING OF ALL MEMBERS/GENERAL ASSEMBLY

CIF matters, unless decided by the Board of Directors or the Executive Committee, shall be resolved by decisions taken in a regular membership meeting namely: The General Assembly. The Quorum for a General Assembly meeting will be 50 members who have paid the membership fee for the current year. The passing of a resolution will be decided by a 2/3 (two-thirds) majority vote of all the members present.

Regular meetings shall take place every second year during the CIF International Conference. All members are entitled to participate. The members will be invited to the General Assembly at least 6 weeks prior to the meeting through the international newsletter of the Organization, which is sent regularly to all members. The President of CIF International shall normally preside over the meeting of the General Assembly, or may depute an appropriate CIF member to undertake this responsibility. Special meetings may be called by the Board of Directors or by the Executive Committee with the consent of the Board of Directors. Members can submit in writing additional items for inclusion on the agenda to the Secretary of the Executive Committee, at least 48 hours in advance. The agenda for the meeting must include: report of the President, including a report on the Board of Directors meeting(s); the Treasurer; the appointed Auditors (which can be presented by the Treasurer with an official written record); and the Editor of the CIF newsletter.

Minutes of the meeting are the responsibility of the Executive Secretary and will be published in the newsletter and made available at the next General Assembly.

Article 9 - THE BOARD OF DIRECTORS

The Board of Directors shall decide upon ongoing policy and priorities, policy implementation and the equitable allocation of financial resources under the broad policy and priority guidelines established by the membership of the Organization.

The Board of Directors shall consist of the following members:

1. A duly authorized representative from each National Branch, normally the President or another member authorized by the President of the National Branch in writing;
2. The President of CIPUSA or person authorized in writing by him/her as long as reciprocal rights, inclusive of vote, is granted by CIPUSA to the CIF President or the person authorized by him/her in writing.

The Board of Directors shall meet once every two years. A meeting will be held in the intervening year, provided at least 2/3 (two thirds) of the board members are able to attend.

The Board of Directors elects the Executive Committee, to whom it may delegate specific matters.

The Board of Directors, through the Executive Committee may permit one member without voting privileges from countries without a National Branch to participate in the meeting.

Representatives of National Branches which have fully paid their membership fees until the year preceding the meeting can exercise the right to vote. Proxy voting is not permitted.

Members of the Executive Committee are entitled to participate in the Meeting of the Board of Directors, without a right to vote, unless they are representing their National Branch. Meetings of the Board of Directors will be chaired by the President of CIF International.

Article 10 - ELECTION COMMITTEE

The Board of Directors shall appoint an Election Committee, composed of a minimum of two and a maximum of three members of which one shall have the function of Convener to call for nomination for membership of the Executive Committee.

National Branches shall be approached prior to the General Assembly for nominations, but nominations may be received from any CIF individual member, where there is no National Branch. Nominations must be seconded in writing and have the nominee's consent. The Election Committee shall be responsible for drawing up a list of all nominations and organizing the elections. The final list of nominations must be made available to the Board of Directors at least 24 hours before the elections.

The Convener of the Election Committee shall chair the Board of Directors meeting when electing the new Executive Committee.

Article 11 - THE EXECUTIVE COMMITTEE

The members of the Executive Committee are elected by the Board of Directors for a two-year term. To be eligible for elections the candidate must be a member of a National Branch and a former participant of a CIF/CIP Exchange Programme, or a former participant of a CIPUSA Exchange Program as referred to in article 5.

The Executive Committee consists of the President, the Vice President, the Secretary, the Treasurer and two Members at Large.

Office holders may be re-elected for a further two-year period in the same position. In exceptional circumstances, the Board of Directors may waive this condition. In all cases no one may serve on the Executive Committee for more than eight years without a break of at least two years. Whenever possible the office holders should not all retire at the same time.

The Executive Committee is authorized to act on behalf of the Organization between meetings of the Board of Directors and the General Assembly, in accordance with the policy, programs, projects and general guidelines set at such meetings.

The Executive Committee deals with the essential business of the Organization. The Executive Committee shall meet at least once a year.

A simple majority of the Committee membership shall constitute a quorum for the transaction of all business. In the event of equality in votes cast, the President shall have a second or casting vote. Authorized declarations must be signed by the CIF President or Vice President and Secretary or one other office bearer.

Should a member of the Executive Committee resign or be removed, the Executive Committee reserves the authority to co-opt a member to fill the vacant position till the next elections. In doing so, the Executive Committee will give due consideration to votes cast at the previous election.

Article 12 - REMOVAL FROM OFFICE

Non-attendance of officers at two consecutive Executive Meetings without an acceptable reason and/or demonstrated inadequate participation and commitment to the task/role assigned, may be cause of removal. When such conditions occur the item concerning the person's retention or removal shall be placed on the agenda of the next regularly scheduled meeting of the Board of Directors, whose members shall be immediately informed in writing by the President or other authorized officer with all the details and circumstances of the action taken. The Board of Directors may also initiate such action directly.

Article 13 - CIF EXCHANGE PROGRAMS

In order to further its aims, CIF encourages the formation and operation of Exchange Programs in the various countries. CIF International, through the Executive Committee, approves and monitors the progress of each Exchange Program.

The essential characteristics and other details on the content of a CIF Exchange Program are stated in the relative "CIF Exchange Programs, a Guide for Development", which may be up-dated and changed by the Board of Directors.

To facilitate communication and enhancement of the Programs, all the CIF Branches with an Exchange Program, constitute a permanent sub-committee, represented by the designated national coordinators, under the co-ordination of a CIF International Executive Committee member. The main functions of such a sub-committee shall be to give experiential and technical advice to the Board of Directors for the growth and improvement of the Programs, and to formalize concrete proposals. Meetings should be held at least every second year, if possible during the CIF International Conference.

Article 14 - CIF INTERNATIONAL CONFERENCE

Every second year, unless otherwise decided by the Board of Directors, a hosting country selected through a vote and a resolution of the same Body shall organize an International Conference on a specific social theme.

All the meetings integral to the institutional life of the Organization, with the exception of those otherwise noted in these statutes, and others, which may be specially agreed by the Board of Directors or the Executive Committee shall take place within the Conference. The Executive Committee shall collaborate with the hosting country in the organization of the Conference, including fund-raising activities for CIF International.

Article 15 - FINANCES

All funds shall be used in accordance with the Statute of the Organization and administered by the Executive Committee with the approval of the Board of Directors. The Board of Directors shall also decide on the use of any surplus funds. Auditors shall be appointed by the Board of Directors to audit the accounts and confirm that the financial transactions correspond to the regulations of the Statutes. The auditors shall report to the Board of Directors and the General Assembly.

Article 16 - FUND-RAISING

The Board of Directors shall determine the modalities of fund-raising instituting necessary sub-committees that will work closely with the Executive Committee on specific projects.

Article 17 - STAFF

The Organization may be staffed if resources permit. The Board of Directors shall be responsible for creating and implementing such staffing arrangements as may be required to conduct the Organization's business. The Executive Committee, on behalf of the Board of Directors, shall have the responsibility for appointing and supervising such staff.

All activities relating to personnel, including appointment, promotions, and termination, shall be according to the policy and laws existing in the country where the staff is based.

Article 18 - CHANGES IN THE STATUTES

The Statutes can be changed at any General Assembly, provided the said changes have been announced in writing to the membership at least one month prior to the meeting, and these changes have been accepted by the Board of Directors prior to the meeting of the General Assembly.

Proposed changes in the Statutes must be supported by 2/3 (two thirds) of the General Assembly members present and eligible to vote. All changes will be implemented as soon as practical after registration.

Article 19 - DISSOLUTION

A resolution for dissolution of the Organization can be initially considered by the Executive Committee, which shall report to the Board of Directors. The Board of Directors will deliberate on the matter and if approved move to a resolution in the General Assembly.

The Organization can be dissolved by a resolution of the General Assembly, which achieves a majority of 3/4 (three-fourths) of the members present and eligible to vote.

On dissolution or liquidation of the Organization or on discontinuation of its original purposes, any outstanding assets will go exclusively to one or more charitable organizations or purposes approved by the Board of Directors and presented to the General Assembly for a final decision at the meeting where dissolution is proposed. The dissolution will come into effect when the registering body has been suitably informed of the decision.

**Amended during the 26th International Conference in Bonn-Germany,
by the General Assembly on 29th July 2005.**

Signed by *Lambrini-Ninetta Zoi*, President CIF International