

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. Dr. 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 and the institutions of the host country. In 1956, the Cleveland International Program, later known as Council of International Programs, was founded by Dr. 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 later renamed the Council of 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 to the Organization.

Article 3 – STRUCTURE OF THE ORGANISATION

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|---------------------------|---|
| General Assembly (GA): | final decision making body consisting of all individual members. |
| Board of Directors (BD): | policy making body consisting of presidents of National Branches |
| Executive Committee (EC): | responsible for the day to day business, elected by the Board of Directors |
| Election Committee: | Convener of the election of Executive Committee Members, appointed by the BD. |
| Auditors: | controllers of the finances of the Organization |

COUNCIL OF INTERNATIONAL FELLOWSHIP

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Statutes of the Council of International Fellowship

Article 4– PURPOSE

The Organization is a private and not for profit, politically and religiously independent Organization.

Its purpose is to promote professional, cross-cultural and educational exchange for those working in the field of social services. The learning and sharing generated by the exchange provides opportunities for broadening professional as well as personal development and so contributes to peace and understanding.

The Organization works in collaboration with other entities sharing the same core values and respecting Human Rights, guaranteeing equal treatment to all as agreed upon in the United Nations Universal Declaration of Human Rights.

Article 5 – OBJECTIVES

- A) To maintain and facilitate relations, provide learning opportunities and the exchange of work and cultural experiences among its participants, members, host families and anyone else involved in the activities of the Organization and its National Branches.
- B) To promote and support the organization of a two-yearly International Conference, establishment of new National Branches or, where this is not possible, a Contact Person.
- A) To support the organization of International Professional Exchange Programs that combine practical and theoretical information about the social and cultural environment of the host country.
- B) To support recruitment and selection of new participants in CIF International Professional Exchange Programs and CIPUSA Programs and encourage their participation in the activities of the Organization and become members.

Article 6 – MEMBERSHIP

Membership of the Organization will be open to all former participants in CIF and CIP (Cleveland International Fellowship/Council of International Programs) International Professional Exchange Programs, former participants of CIPUSA Exchange Programs and International Study Program (ISP) of the Federal Republic of Germany, as well as individuals who support the objectives of CIF.

COUNCIL OF INTERNATIONAL FELLOWSHIP

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Statutes of the Council of International Fellowship

Members are organized in National Branches or, in countries where no National Branch exists, as individual members.

Eligible persons may acquire membership by request and payment of a membership fee to the National Branch. In countries where no National Branch exists, requests and payments may be made directly to the Executive Committee and the decision will be at the discretion of the Executive Committee.

Membership is terminated by voluntary resignation from the Organization or by death, by non-payment of fees or by expulsion due to acts deemed inappropriate to the spirit of the Organization.

The Board of Directors may terminate membership of National Branches as well as individuals for actions inappropriate to the spirit of the Organization.

A National Branch and individual members whose membership has been terminated may appeal to the General Assembly who can reverse such a decision with a 2/3 (two-thirds) majority of those present.

Article 7 - MEMBERSHIP FEE

The individual annual membership fee for the Organization is set by the Board of Directors.

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 8 - NATIONAL BRANCHES

In order to fulfill the purpose of the Organization, CIF members in each country are encouraged to organize National Branches.

A National Branch will be formally recognized by the Organization if it has at least five members who form its governing body, which is democratically constituted and has been accepted by the Board of Directors on presentation by the Executive Committee.

Each country will have one Branch, with the option to have more than one affiliate, but only one headquarter. The essential characteristics and other details on the structure of a CIF National Branch are stated in guidelines.

COUNCIL OF INTERNATIONAL FELLOWSHIP

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Statutes of the Council of International Fellowship

The National Branch has the following tasks:

- a. Organizes its own National Branch and its activities, including the International Professional Exchange Program
- b. Delegates its president or a duly designated person onto the Board of Directors
- c. Is responsible for its own financial business
- d. Cooperates with CIF International
- e. Is responsible for paying the membership fees to CIF International.

Article 9 - GENERAL ASSEMBLY

The General Assembly is the highest body of the Organization and consists of all CIF members.

The General Assembly shall take place during the CIF International Conference. Special meetings of the General Assembly may be called by the Board of Directors or by the Executive Committee with the consent of the Board of Directors.

The members will be invited to the General Assembly at least 4 weeks prior to the meeting.

The agenda for the meeting must include: the annual report, financial report and the Auditors report (which may or may not be presented by the Auditor in person with an official written record).

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 General Assembly:

- a. Has the right to be informed with the annual reports of the Organization and will then release the Board of Directors from further responsibility.
- b. Approves or revokes resolutions
- c. Revokes or accepts decisions regarding termination of individual membership and the disbandment of National Branches
- d. Decides upon changes and amendments of the Statutes
- e. Decides upon the dissolution of the Organization.

The Quorum for a General Assembly meeting will be 50 members present who have paid the membership fee for the previous year.

One person has one vote; National Branches do not have a vote.

Valid decisions regarding points a, b, and c are made by the General Assembly if 50% + 1 representative are in favor.

COUNCIL OF INTERNATIONAL FELLOWSHIP

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Statutes of the Council of International Fellowship

The passing of points d and e will be decided by a 2/3 (two-thirds) majority vote of the members present.

Minutes of the meeting are the responsibility of the Executive Secretary and will be published in the newsletter and on the CIF International Website.

Article 10 - THE BOARD OF DIRECTORS

The Presidents of the National CIF Branches and CIPUSA form the Board of Directors.

The president of a National Branch may authorize in writing another member of the National Branch to represent the National Branch in the meeting.

The representative of CIPUSA may authorize another person in writing to vote on his/her behalf.

Representatives of National Branches which have fully paid their membership fees until the year preceding the meeting can exercise the right to vote. One Branch has one vote.

Members of the Executive Committee participate in the Meeting without a right to vote, unless they are representing their National Branch.

The Board of Directors may permit members from countries without a National Branch to participate in the meeting, without the right to vote.

The Board of Directors shall meet once every year. Quorum of votes should be minimum 2/3 of registered National Branches (attendants during meeting and proxy votes).

Valid decisions are made by the Board of Directors by 50 % + 1 vote.

Voting can be done in person or via proxy voting. The National Branch not attending decides which Branch they ask to bring out their proxy vote. Each NB may bring one proxy vote

The Board of Directors:

- a. Elects and removes the members of the Executive Committee
- b. Elects the members of the Election Committee
- c. Appoints the Auditors
- d. Decides upon the seat of the Organization
- e. Decides on acceptance of new National *Branches*
- f. Decides upon membership fees for the Organization

COUNCIL OF INTERNATIONAL FELLOWSHIP

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Statutes of the Council of International Fellowship

- g. Decides upon termination of individual membership and the disbandment of National Branches due to inappropriate actions and/or the ethical principles of CIF
- h. Decides on policy and priorities, policy implementation, fundraising, staffing and the allocation of financial resources, including surplus finances
- i. Decides about the proposals for the organization of the CIF conference
- j. Calls special meetings of the General Assembly
- k. Appoints committees and follows up their work
- l. Develops and updates guidelines
- m. Approves the annual report of the Organization including the financial report
- n. Approves the annual budget of the Organization
- o. Determines the modalities of fundraising
- p. Institutes sub-committees on specific projects that will work closely with the Executive Committee
- q. Decide on acceptance of a new International Professional Exchange Program, proposed by the EC.

Article 11 - THE EXECUTIVE COMMITTEE

The Executive Committee is authorized to act on behalf of the Board of Directors in accordance with the policy, programs, projects and general guidelines set at such meetings. The Committee executes decisions of the Board of Directors and takes care of the ongoing day to day business. The EC meets minimum once a year.

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

The Executive Committee:

- a. Ensures the proper running of the Organization
- b. Prepares agenda and reports to present to the meetings of the General Assembly and the Board of Directors
- c. Ensures that the meetings of the General Assembly and the Board of Directors are chaired
- d. Ensures Minutes of the meetings of the General Assembly and the Board of Directors are being taken
- e. Collaborates with the host country in the Organization of the Conference, including fundraising activities for the Organization
- f. Ensures that all relevant documents for the meetings are being distributed
- g. Deals with the essential business of the Organization
- h. Registers and implements statutes changes

COUNCIL OF INTERNATIONAL FELLOWSHIP

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Statutes of the Council of International Fellowship

- i. Proposes on acceptance of new National Branches
- j. Proposes on acceptance of new International Professional Exchange Programs.
- k. Follows the progress of each International Professional Exchange Program.

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 the casting vote.

Official documents must be signed by the CIF President and the Secretary or, for financial matters, the Treasurer.

The Executive Committee is elected by the Board of Directors. To be eligible for elections the candidate must be a member of a National Branch and a former participant of an Exchange Program as referred to in article 6. One candidate may be an individual from a country without a National Branch.

The Executive Committee is elected for a two-year term. Office holders may be re-elected for a further two-year period. The maximum term to serve on the Executive Committee is eight years.

A new election of the same member is only possible after a break of at least two years.

Removal from office:

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 until the next elections. In doing so, the Executive Committee will give due consideration to votes cast at the previous election.

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 by the EC.

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. Those 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 12 - ELECTION COMMITTEE

The Election Committee is 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.

COUNCIL OF INTERNATIONAL FELLOWSHIP

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Statutes of the Council of International Fellowship

The Election Committee approaches National Branches prior to the General Assembly for nominations.

Nominations may also be received from any CIF individual member, where there is no National Branch.

Nominations must have the nominee's consent

Nominations must be seconded in writing by (another) National Branch. This is not necessary for EC members eligible for re-election.

The Election Committee shall be responsible for drawing up a list of all nominations and organizing the elections. The final list of nominations, including CV and the motivation, 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 13 - AUDITORS

The Auditors shall audit the accounts every year and confirm that the financial transactions correspond to the regulations of the Statutes and are correct. The Auditors shall report to the Board of Directors and the General Assembly.

Article 14 - CIF INTERNATIONAL PROFESSIONAL EXCHANGE PROGRAMS

In order to further its aims, CIF encourages the formation and operation of International Professional Exchange Programs (PEP) in the various countries.

The essential characteristics and other details on the content of a CIF International Professional Exchange Program are stated in guidelines.

To facilitate communication and enhancement of the Programs, all the CIF Branches with an International Professional Exchange Program, constitute a permanent sub-committee, represented by the designated national coordinators, under the coordination of a CIF International Executive Committee member.

The main functions of such a committee shall be to give experiential and technical advice to the Board of Directors for the growth and improvement of the International Professional Exchange Programs, to monitor the quality and standardization of the programs and to formalize concrete proposals. Meetings should be held at least every second year, if possible during the CIF International Conference.

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Statutes of the Council of International Fellowship

Article 15 - CIF INTERNATIONAL CONFERENCE

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

All the meetings integral to the institutional life of the Organization shall take place within the Conference with the exception of those otherwise noted in these Statutes, and others, which may be specially agreed by the Board of Directors shall take place within the Conference

The essential characteristics and other details of Conferences are stated in guidelines.

Article 16 – FINANCES

All funds shall be used in accordance with the Statutes and administered by the Executive Committee with the approval of the Board of Directors.

Neither individual members nor National Branches can be held accountable for financial liabilities of the Organization.

Any claim of liability on the Organization will be paid from the assets of the Organization

The financial liabilities of the Organization are regulated by German law.

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 the General Assembly, provided the proposed changes have been announced in writing to the membership at least four weeks prior to the meeting, and these changes have been accepted by the Board of Directors prior to the meeting of the General Assembly.

COUNCIL OF INTERNATIONAL FELLOWSHIP

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Statutes of the Council of International Fellowship

Article 19 - DISSOLUTION

A resolution to dissolve 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 2/3 (two-thirds) of the members present and eligible to vote.

On dissolution or liquidation of the Organization, 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 CIF International Conference in Sigtuna, Sweden 2015 by the General Assembly at its meeting on 7 August 2015

Signed by (name + Signature + Date), President CIF International

Signed by (name + Signature + Date)....., Secretary CIF International