



## The Bylaws of IFSW Europe e.V.

*These Bylaws were originally agreed by the IFSW member countries present at the IFSW Europe e.V. Delegates Meeting in Dubrovnik, Croatia, April 24-26, 2009, with amendments for bylaw 7 and 10 as agreed by the IFSW member countries present at the IFSW Europe e.V. Delegates Meeting in Valetta, Malta, May 14-16, 2010, and with amendments for bylaw 4 and 10 (10 is deleted, and the numbers are adjusted) as agreed by the IFSW member countries present at the IFSW Europe e.V. Delegates Meeting in Yerevan, Armenia, April 27-29, 2012.*

### **Bylaws of IFSW Europe e.V.**

(Referring to article 9.2 of the Statutes of IFSW Europe e.V.).

#### **The Delegates Meeting [Article 5a]**

##### **Bylaw 1 Convening of and attendance at Delegates Meetings**

Notice of the Delegates Meeting, including its date and preliminary agenda, shall be dispatched by the President of IFSW Europe to all member organisations and to the Executive Committee not less than 60 days before the date of the Delegates Meeting. Papers relating to the meeting shall be sent out 14 days in advance of the meeting.

Any member of IFSW Europe has the right to submit proposals to the Delegates Meeting. Proposals from the delegates about items for the agenda must be sent to the President of IFSW Europe 90 days in advance of the Delegates Meeting. Amendments to items on the preliminary agenda must be submitted to the President of IFSW Europe 30 days in advance of the Delegates Meeting.<sup>1</sup>

At least 50% of the European member associations must be present, in person or in proxy, to constitute a formal meeting. If less than 50% of the member organisations are present, the chair will wait 30 minutes. Then the quorum will be legal provided that at least one third of the member organisations are present in person or by proxy.

##### **Bylaw 2 Agenda for Delegates Meetings**

The Delegates Meeting shall have a formal structure, including as a minimum the following agenda:

Agenda

1. Formalities
2. Presentation of the Executive Committee's written report for approval
3. Approval of the annual accounts and the report of the auditors
4. Report from the delegates of IFSW Europe in other organisations etc. Report from the IFSW President and General Secretary
5. Consideration of and amendments to the Articles and Bylaws of IFSW Europe
6. Adoption of the Work Programme for the coming period
7. European conferences

<sup>1</sup> See explanatory model after the text of the Bylaws.



8. Consideration of any other proposals
9. Ratification of the general and financial policies of IFSW Europe, appointment of an independent auditor, decision on the membership dues, and review of activities and accounts of IFSW Europe
10. To note the nomination procedure for the nomination of candidates for the President of IFSW Europe and one additional member from Europe to the General Meeting in relevant years
11. Election of other members of the Executive Committee and the two deputy members
12. Appointment external and internal representations related to IFSW Europe.

No matter can be discussed unless it is on the preliminary agenda. The Delegates Meeting can add matters for discussion during the meeting, only if it is decided by a two thirds majority of the Delegates Meeting.

### **Bylaw 3 Special Delegates Meetings**

Notice of a Special Delegates Meeting including preliminary agenda shall also be two month but may be reduced to not less than one month by decision of the President of IFSW Europe. Papers relating to the meeting shall be sent out 14 days in advance.

Amendments for the special delegates meeting from the member organisation must be sent to the President of IFSW Europe to be distributed to all member associations 14 days in advance.

### **Bylaw 4 Procedures in Delegates Meetings**

Each member organisation is entitled to three delegates, each of whom is entitled to speak.

Each member organisation shall have one vote, which may be exercised in person by delegates or by proxy.

A member of the Executive Committee has no vote unless the person is the formal representative of a member organisation.

A member organisation may act as proxy for only one other member organisation not in attendance. The instrument appointing a proxy must be in the form specified in By-Law 10 of the Constitution of the IFSW.

Observers may be present with the approval of the meeting. They can speak with the permission of the meeting. They have no vote.

Votes of the Delegates Meeting shall be by simple majority, except where otherwise specified in the Articles of IFSW Europe. In the event of a tied vote the President of IFSW Europe shall exercise a decisive vote.

Election procedures, including voting, shall be as prescribed in the By-Laws of the Constitution of the IFSW, except in the event of a fourth tied vote, here the matter can be resolved by negotiations as accepted by a majority of all organisations eligible to vote.



Minutes of the Delegates Meeting shall be distributed by the President of IFSW Europe within two month of the date of the meeting. The minutes must be adopted by the next Delegates Meeting.

The adopted budget and balance sheet shall be circulated to the member organisations not later than two months after the Delegates Meeting.

### **Bylaw 5 Committees and Working Groups**

A committee/working group shall be set up for the tasks prioritised by the Delegates Meeting in the work programme.

A committee/working group may consist of one member organisation or number of member organisations.

The individual committees/working groups shall elect their own chair who shall report on their work to the Executive Committee.

The individual committees/working groups shall also inform the Delegates Meeting of their activities, results or conclusions.

### **Bylaw 6 Networks**

In addition to committees/working groups with specific tasks relating to the Work Programme, networks may be set up relating to a smaller, specific field of social work.

The networks may decide the content and frequency of meetings as they see fit. They shall elect their own chair who shall report on their work to the Executive Committee and the Delegates Meeting.

### **Bylaw 7 Elections and appointments**

For the four members of the Executive Committee, who are elected by the European Delegates Meeting, two are elected in even years and the two others in uneven years. The election is for two years; exceptions are when the election is a replacement for a person elected for one more year, in such a case this election will be for one year.

For the two deputy members of the Executive Committee, they shall be elected by the Delegates Meeting for one year at every ordinary Delegates Meeting.

If a member of the Executive committee is elected for President of IFSW Europe or member at large at the General Meeting, the deputy member takes the seat vacant until next Delegates Meeting.

In case of an Executive Committee member's retirement or long-term absence, the deputy member shall take that member's place until next Delegates Meeting or until the absent person returns.



With exceptions of Executive Committee positions, the Executive Committee is given the authority to make the necessary appointment to any post which becomes vacant between two Delegates Meetings or which is not filled by election or appointment by the Delegates Meeting. That appointed person will serve for the remainder of the term of office for that post.

### **Executive Committee [Article 5b]**

#### **Bylaw 8 Executive Committee constitution**

The Executive Committee elects among its members:

- A treasurer, who are to be responsible according to Article 7.2

The treasurer is elected for two years.

#### **Bylaw 9 Convening and attendance at Executive Committee Meetings**

The Executive Committee shall determine its own procedure within the regulation of the Articles.

Notice of the Executive Committee Meeting, including its date and preliminary agenda, shall be sent by the President of IFSW Europe not less than 30 days before the date fixed for the meeting.

A quorum of the Executive Committee shall consist of half of the members of the Executive Committee, including the President of IFSW Europe.

A summary of the proceedings of the Executive Committee will be made available to member organisations.

### **Financial arrangements [Article 7]**

#### **Bylaw 10 Auditing arrangements**

The auditors shall submit a certified report to each Delegates Meeting.

The auditors may conduct an informal audit of IFSW Europe's financial records at any time. They shall report irregularities to the Executive Committee.

### **Constitutional procedures [Articles 8]**

#### **Bylaw 11 Amendments of the bylaws**

Any proposed amendments to the Bylaws must be submitted to the President of IFSW Europe 30 days in advance of the Delegates Meeting, and shall be sent out 14 days in advance of the meeting<sup>2</sup>.

#### **Bylaw 12 Final dispositions**

<sup>2</sup> Notice explanatory model after the text of the Bylaws



These Bylaws shall replace those Bylaws adopted at earlier Delegates Meetings.

In any question of ruling on the Articles and Bylaws of IFSW Europe, the President's ruling shall prevail, except if it is contested by all other Executive Committee Members, or by a three-quarter majority of all organisations eligible to vote.

The Articles of IFSW Europe shall after its adoption be translated in German, French and Spanish. In case of dispute the English text shall be the authoritative one.

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Model for proposals and distribution of **agenda and documents** (Art. 5a):

90 days	60 days	30 days	14 days	Delegates Meeting
x.....x.....x.....x.....x	x.....x.....x.....x.....x	x.....x.....x.....x.....x	x.....x.....x.....x.....x	x.....x.....x.....x.....x
Deadline for proposals from members	Dispatch of preliminary agenda	Deadline amendments from members	Dispatch of agenda and papers	

Model for **amendments of articles** (Art. 8a):

90 days				Delegates Meeting
x.....x.....x.....x.....x	x.....x.....x.....x.....x	x.....x.....x.....x.....x	x.....x.....x.....x.....x	x.....x.....x.....x.....x
Dispatch of amendments to the members				