



**STATUTES OF THE  
ASSOCIATION OF FORMER INTERNATIONAL CIVIL SERVANTS (AFICS) – CYPRUS  
(ΣΥΝΔΕΣΜΟΣ ΤΩΝ ΠΡΩΗΝ ΔΙΕΘΝΩΝ ΔΗΜΟΣΙΩΝ ΥΠΑΛΛΗΛΩΝ ΚΥΠΡΟΥ)  
(adopted by a Constituent Assembly on Tuesday, 20 November 2012)**

**Article 1. NAME AND WORKING LANGUAGE**

An ASSOCIATION OF FORMER INTERNATIONAL CIVIL SERVANTS - Cyprus, hereinafter referred to as the Association or AFICS-Cyprus, is hereby established.

The working language of the Association shall be the English language.

The Association shall apply in order to be recognized by, and to become a member of, the Federation of Associations of Former International Civil Servants (FAFICS).

**Article 2. SEAT AND REPRESENTATION**

The Association is established in Nicosia and its established seat is Nicosia, Cyprus.

The Association is a non-profit organization.

The Association shall be represented by the President of its Executive Committee, hereinafter referred to as the President, or any other member of the Executive Committee as decided by it.

**Article 3. AIMS AND PURPOSES**

The aims and purposes of the Association are:

- to support and promote the purposes, principles and programmes of the System of United Nations Organizations;
- to look after and promote the interests of its members, and where appropriate those of their spouses/partners, vis-à-vis the relevant institutions, FAFICS and organs of the UN family, including the UN Joint Staff Pension Fund (UNJSPF);
- to support former UN system staff and those about to retire in the areas of pensions, settlement, health care, taxation, social security and other relevant concerns;
- to foster social relations among former staff of the UN System; and,
- any other aim or purpose compatible with purposes and programmes of the United Nations system, as decided by the Executive Committee;
- to promote its aims without any discrimination concerning race, tongue, religion

**Article 4. MEMBERSHIP**

1. Membership of the Association shall be open to:

- former staff members and officials of: the United Nations and its subsidiary organs, the Specialized Agencies, the International Atomic Energy Agency and other organs of the United Nations System, and the Bretton Woods Institutions;
- present staff members and officials of any of these organizations who wish to join;
- former experts and consultants of the UN System;
- the spouse or partner of a member;
- the surviving spouse or partner of a member;
- the surviving spouse of a staff member of a UN organization who would have become entitled to membership, provided he or she receives a benefit from the UNJSPF.

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**Bank:** Hellenic Bank Ltd. (Branch 121), Corner 92 Digheni Akrita & Kretis, CY-1061 Nicosia

**Account Name:** Association of Former International Civil Servants (AFICS) - Cyprus

**Account No.:** 121-01-668228-01 (Euro) - **IBAN No.:** CY67 0050 0121 0001 2101 6682 2801 - **SWIFT (BIC):** HEBACY2N

2. The Association distinguishes two types of membership: ordinary members<sup>1</sup>, and honorary members.
3. Ordinary members shall pay an annual contribution in order to maintain their membership. These members may elect, at any time during their membership, to pay, once and for the entire duration of membership, a contribution equivalent to ten times the level of annual contribution. The surviving spouse/partner of such a member can become member for life without further payment of membership contributions.
4. An application for ordinary membership<sup>2</sup>, by means of a completed and signed membership application form, shall be submitted to the Executive Committee for approval. In case of non-admission, the Assembly may decide to overrule and admit.
5. The Executive Committee may propose to the Assembly to admit persons, who have offered extraordinary services to the Association, as honorary members. No membership fees shall be levied to honorary members. Honorary members are not entitled to elect or to be elected. Honorary members can participate at the meetings of the Assembly, but cannot participate in the vote of any subject.
6. The Executive Committee maintains a membership list, updated and distributed to members during the first quarter of a calendar year.

#### **Article 5. END OF MEMBERSHIP**

1. Membership ends by:
  - resignation; this has to be done in writing by respecting four weeks advance notice; it becomes effective at the end of the calendar year;
  - termination on behalf of the Association. The latter is done by the Executive Committee when a member does not respect his/her obligations and also when, reasonably, the Association cannot be required to continue membership. A decision to terminate can be appealed to the Assembly by the member concerned within one month from the date of receipt of the announcement to terminate. The member will be informed as soon as possible and in writing of the decision with indication of the reason(s). During the appeal period the member is suspended.
2. If membership comes to an end in the course of a calendar year, the membership contribution is owed for the full year.

#### **Article 6. ORGANS**

The organs of the Association shall be:

- the Assembly;
- the Executive Committee; and,
- such other committees as the Executive Committee may from time to time establish.

#### **Article 7. ASSEMBLY**

1. The Assembly shall consist of all members of the Association, who are meeting their dues to the Association. The Executive Committee shall convene in writing (regular mail and/or e-mail) an annual ordinary Assembly, preferably before 1 May of each calendar year. The invitation shall provide information about the venue, date and time as well as the topics on the provisional agenda. A member who wishes to place an item on the agenda shall inform the Executive Committee at least two weeks in advance of the meeting. The President shall mention the proposal at the outset of the meeting, after which the assembly shall decide to place the item on the agenda or not.
2. In so far as the statutes and the law do not prescribe differently, all decisions of the Assembly are made by simple majority of voting members. A member who is prevented to attend a meeting may vote by providing power of attorney to an attending member. Exclusively

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<sup>1</sup> Ordinary members include the retirees/beneficiaries who participated in the founding meeting on 20 November 2012 and who have signed the resolution establishing the Association.

<sup>2</sup> The retirees/beneficiaries who participated in the founding meeting on 20 November 2012 and who have signed the resolution establishing the Association are automatically considered ordinary members without the need to apply.

- members who have satisfied all their financial obligations to the Association may vote or empower another member to do so on their behalf.
- 3.1 Voting is by ballot or by applause, or acclamation as per article 3.2. For the election by ballot of Executive Committee members a two-thirds majority is required. If the two-thirds majority has not been obtained a second election during the Assembly shall be held and in such a case a simple majority shall be adequate. Election by ballot shall be done by means of unmarked, closed notes.
  - 3.2 Decision-making at the Assembly shall be by applause or acclamation, unless a voting member, supported by another, requests a vote by ballot.
  4. Notice for the ordinary session of the Assembly and nominations (accompanied by brief *curricula vitae*) for election to the Executive Committee shall be sent to all members not less than thirty days in advance. The annual report on the activities of the Association, as well as the annual financial reports, the balance sheet, and the budget for the coming year, shall be distributed to the members prior to the annual meeting.
  5. The Executive Committee may convene at any time an extraordinary session of the Assembly. Furthermore, the Executive Committee is obliged to convene an extraordinary session of the Assembly upon the receipt of a written request from at least ten members of the Association, who have met all their financial obligations towards the Association. Notice of time, venue and agenda of the extraordinary session shall be sent to all members not less than fourteen days in advance of the meeting.
  6. The functions of the annual meeting are:
    - a) to take note of the activities of the preceding year and to provide guidance on the upcoming activities;
    - b) to elect the Executive Committee;
    - c) to approve the balance sheet the annual financial statements and the budget for the coming year;
    - d) to approve any changes in the dues of the annual and life membership;
    - e) to elect an auditor;
    - f) to approve its Rules of Procedure, or waive any of its rules, temporarily, by simple majority; and,
    - g) to consider any other matter submitted to it.
  7. The sessions of the Assembly are presided over by the President or, in his/her absence, by his/her Deputy. If both the President and his/her deputy are not available, the oldest Executive Committee member present at the Assembly shall chair the meeting.
  8. The Secretary shall prepare minutes of the proceedings of each session of the Assembly. These minutes shall be sent for review to the membership and shall be approved at the next ordinary session.
  9. An attendance of at least fifteen members, who have met all their financial obligations towards the Association, shall constitute a quorum of each Assembly. In the absence of a quorum the President may adjourn the meeting and open an extraordinary session provided at least ten members are present.
  10. Except for the election of Executive Committee members and for amending the statutes of the Association, decisions of the Assembly shall be taken by a majority of members voting.
  11. If the Executive Committee considers that an item deserves the largest possible consultation, it may adopt a procedure of written consultation of all members (regular mail and/or e-mail).

#### **Article 8. THE EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of at least five but not more than seven members to be elected, as follows, by all members of the Association, except the honorary members:
  - a) every member that has met all his/her financial obligations towards the Association may present to the President his/her candidature for election to the Executive Committee, accompanied by a brief *curriculum vitae*;

- b) members shall be elected once every two years and shall be eligible for immediate re-election when the term expires, subject to a maximum of three consecutive terms; Exceptionally, three members of the first Executive Committee drawn by ballot shall serve a period of three years;
  - c) the elections shall be by secret ballot if the number of candidates exceed the number of vacant seats on the Executive Committee. Ballot papers shall be distributed in advance of the annual meeting of the Assembly and shall contain the names submitted by a two-member nominating committee designated and chaired by the President. Candidates sent to the Assembly shall be those proposed by the Nominating Committee and any other names submitted in a nominating petition signed by not less than ten members, who have met all financial obligations, and received at least fifteen days before the session of the Assembly. If the number of candidates equals the number of vacant seats on the Executive Committee, the Assembly may decide to elect these candidates by applause, provided that this is a unanimous decision;
  - d) the Executive Committee shall elect, from among its members, a President, a Deputy President, a Secretary and a Treasurer;
  - e) to replace Executive Committee members who leave their post in the interim or who are unable to complete the full period of their mandate, the Executive Committee may co-opt members of the Association. Their mandate ends at the end of the period for which the replaced Executive Committee member was elected; and,
  - f) the Assembly may change the composition, the distribution of functions amongst members and/or the method of election of the officers forming the Executive Committee.
2. Except as indicated in the statutes, the Executive Committee is responsible for the management of the Association. It has power of decision for all matters of the Association, except those reserved by the Statutes to the Assembly. The Executive Committee may adopt its own Rules of Procedure.
  3. Any member of the Executive Committee who fails to attend three consecutive Committee meetings without adequate reason shall be considered by the Committee as having resigned there from and shall be notified accordingly.
  4. In exceptional cases, where the Executive Committee considers that urgent needs of the Association require early action and/or it is impractical to convene an extraordinary session of the Assembly, the Committee may poll the members of the Association by mail on a given matter. The matter is then decided by a majority of the members (who are up-to-date on their membership dues) casting their ballots within fifteen days after the date of despatch of the questionnaire.
  5. An attendance of at least four members of the Executive Committee, including the President, shall constitute a quorum. In the absence of a quorum, the President shall adjourn the meeting to another proximate date.
  6. The Executive Committee shall take its decisions by a majority of the members.
  7. The Association shall lawfully and otherwise be represented by the President and in his/her absence by another Executive Committee member.
  8. Membership of the Executive Committee ends:
    - by end of membership of the Association;
    - through written resignation by the Executive Committee member and three months' notice;
    - by completing the term for which the committee member was elected;
    - through termination in accordance with a decision of the annual general meeting, as indicated hereunder in paragraph 9.
  9. Each Executive Committee member can at all times be dismissed or suspended in writing by the annual Assembly meeting with reasons given. A suspension which is not followed by dismissal within three months lapses at the end of this period.

### **Article 9. COMMITTEES**

1. In addition to the Nominating Committee appointed by the President, the Executive Committee may establish committees to facilitate its work on specific subjects and adopt their Rules of Procedure.
2. The President shall appoint, for a specific period not to exceed two years renewable, members of committees from among the members of the Association on the basis of their interests and qualifications. Members of the Executive Committee may serve on any committee.
3. The President shall designate a convenor *pro tem* of the committee; during its first meeting the committee shall elect a convenor.
4. The convenor of each committee shall report on its work to the Executive Committee at its meetings. The convenor shall prepare an annual report for submission to the annual meeting of the Association, with or without comments from the Executive Committee.
5. The Committees will work with a quorum of at least half of its members as appointed.

### **Article 10. DUES**

1. The Association shall be financed by the dues paid by its members at rates proposed by the Executive Committee and as such endorsed by the Assembly, and by grants, bequests and gifts accepted by the Executive Committee.
2. The dues, once endorsed by the Assembly, shall be payable in January of each year. Members who fail to pay dues for two consecutive years shall have their rights and privileges suspended until payment is effected of all arrears. Members who fail to pay their dues for three consecutive years shall cease to be members.
3. The Executive Committee may in exceptional cases partially or totally exempt a member from the obligation to pay contributions. Such an exemption shall, with indication of reasons, be mentioned in the report of the Executive Committee meeting concerned and reported at the Assembly.

### **Article 11. EXPENDITURE AND ACCOUNTABILITY**

1. The fiscal year of the Association shall run from 1 January to 31 December of a calendar year.
2. The Executive Committee may authorize a petty cash flow not exceeding one hundred euro (Euro100) for expenditures relating to the ordinary business of the Association. All other funds shall be deposited in a checking account with a major Cyprus bank. Any amount so deposited exceeding euro 2500 shall be placed in a separate, interest-bearing, account. When economic circumstances warrant it, the Executive Committee may modify the ceiling of euro 2500.
3. The Executive Committee shall have the authority to spend funds of the Association for those projects and programmes set out in the budget estimates approved by the General Assembly for the current financial year. The Treasurer will have signature to pay costs cleared by the Executive Committee. In the absence of the Treasurer, the President or the Secretary will have alternate signatures.
4. All items of expenditures in excess of a yearly one hundred euro "Petty Cash" budget line and which are not included in the budget approved at the Assembly shall require, *post-facto*, approval by the first upcoming session of the Assembly, with a presentation to that effect by the President of the Association. A motion for seeking such approval shall be included in the agenda of such meeting.
5. The Executive Committee shall keep accounts of the financial status of the Association, so that financial entitlements and commitments can be determined at any time.
6. The Executive Committee submits its annual report for its financial management over the past year and through a list of income and expenditures and a balance sheet of assets and liabilities its audited accounts, together with the elected Auditor's report to the yearly Assembly. If exceptional reasons approved by the Assembly warrant it, the submission of those reports must be made at the ensuing Assembly, on the understanding that a provisional accountability

report from the Executive Committee shall be sent to all members six months at the latest from the end of the financial year.

7. No officer of the Association nor member of any standing or *ad hoc* committee shall receive any remuneration for duties performed on behalf of the Association, but they may be reimbursed for reasonable expenses incurred while performing their duties.
8. The Executive Committee shall not incur expenditures or liabilities in excess of the amount of funds available.

#### **Article 12. AMENDMENT OF THE STATUTES AND OF THE PURPOSES**

On the proposal of the Executive Committee or at the written request of at least fifteen members of the Association, these statutes may be amended by the Assembly. It necessitates the vote of two thirds (2/3) of the members present and voting, and taking into account absentee ballots, received at least five (working) days in advance of the meeting are required. Notice on the Assembly is to be sent to all members, with a copy of the proposed amendments, not less than thirty days in advance of the meeting at which the vote is to be taken. The proposal to amend the statutes shall mention the date at which the amendments would become effective.

The purposes of the Statutes may be modified with the vote of  $\frac{3}{4}$  of all members of the Association.

#### **Article 13. DISSOLUTION OF THE ASSOCIATION**

1. On the proposal of the Executive Committee or at the written request of at least fifty five percent of the members of the Association, the dissolution of the Association may be decided by the Assembly by a vote of two thirds of the members, including absentee ballots. Notice on the Assembly is to be sent to all members, accompanied by a copy of the proposal or the request, not less than sixty days in advance of the meeting at which the vote is to be taken. Only absentee ballots received no later than five days in advance of the meeting will be counted.
2. In case of dissolution of the Association, the Assembly shall decide on the disposition of the assets of the Association, remaining after the deduction of all dues, which must be given to philanthropic purposes as decided by the Assembly.

#### **Article 14. SEAL**

The Association shall have an emblem/seal with the name **AFICS – CYPRUS**

Nicosia, 20 November 2012