



Council of International Fellowship CIF Switzerland Bylaws

1. Name

The name of the organisation shall be Council of International Fellowship, CIF Switzerland. CIF Switzerland functions according to the Swiss Civil Code, articles 60 and following.

2. Seat

The seat of the organisation shall be vested in Berne.

3. Purpose

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

4. Objectives

- a) To maintain relations and provide further education and the exchange of work experiences between former participants in CIF (Council of International Fellowship) and CIPUSA (Council of International Programs USA) through personal contacts, conferences, seminars, reunions and other activities.
- b) To form a National Branch of CIF International and to facilitate and support its activities.
- c) To sponsor and/or facilitate participation of all former CIF/CIPUSA participants in conferences, seminars, reunions etc.
- d) To assist in recruitment and selection of new participants for CIF/CIPUSA activities.
- e) To stimulate other activities deriving from the aims of CIF/CIPUSA, for instance, professional exchange programs and seminars.
- f) To sponsor or facilitate activities for youth and social workers of countries participating in CIF/CIPUSA activities.
- g) To facilitate communication between members, by the publication of a newsletter or by other means.
- h) To pursue charitable and non-profit making activities.

5. Membership

Membership will be open to all participants in CIF National Branches and CIPUSA participants in professional exchange programs, and to persons or organisations who by their work, support and/or interest are sympathetic to the aims of CIF and CIPUSA. Membership must be required and signed for.

6. Special Membership

The Executive Committee can establish specific categories of membership.

7. Membership Fees

The annual membership fee shall be decided by the General Assembly.

8. General Assembly

CIF affairs - unless decided by the Executive Committee - shall be resolved by decisions taken in a regular membership meeting, the General Assembly. Such decisions are binding when members have been notified of the subject through the agenda. The agenda and papers will be sent in writing to members at least three weeks before the date of the meeting.

The decisions on items of business on the agenda including the election of members of the Executive Committee and of resolutions will be by the simple majority vote of the members present. Amendments proposed to bylaws require the support of two thirds of members present at a General Assembly.

The General Assembly shall take place at least once a year.

Special meetings may be called for by the Executive Committee or by one third of the members.

All members are entitled to participate.

Members can request in writing that additional items are included on the agenda.

The agenda for the meeting must include reports by the Executive Committee.

Minutes of the meeting are the responsibility of the Executive Secretary and will be sent to all members.

9. Executive Committee

The Executive Committee consists of at least four people – President, Secretary, Treasurer and at least one other Member-at-large.

The Executive Committee members shall be elected by the General Assembly for a two-year-term and may be re-elected.

The Executive Committee is authorised to act on behalf of the organisation between meetings of the General Assembly.

Authorised decisions must be signed by the President or Executive Secretary and one other office holder.

The Executive Committee shall meet at least once a year.

Should a member of the Executive Committee resign, the Executive Committee may appoint a replacement, but he or she may only serve until the next elections.

The Executive Committee shall have the power to co-opt additional members (who shall attend in an advisory and non-voting capacity). The co-option shall be reviewed annually.

The quorum shall comprise three members of the Executive Committee.

In the event of an equality in votes cast, the President shall have a second or casting vote.

10. Finances

All funds shall only be used for statutory purposes of the organisation which shall be approved by the General Assembly.

The Executive Committee shall require the production of an annual budget and accounts and make decisions on income and expenditure, including decisions on the use of any surplus funds.

Two auditors shall be elected by the General Assembly to audit the accounts and confirm that the financial transactions correspond to CIF Switzerland affairs. The auditors shall report to the General Assembly.

11. Changes

The bylaws can be changed at any regular membership meeting when proposed on the agenda and supported by a majority of 2/3 of the members present.

12. Dissolution

The organisation can be dissolved by resolution of the membership meeting by a majority of $\frac{3}{4}$ of the members present.

On dissolution or liquidation of the organisation or on the discontinuation of its original purposes any outstanding assets will be assigned to CIF International or to charitable institutions within Switzerland.

These bylaws have been amended by the General Assembly and become effective from March 3, 2012, replacing those from December 9th, 2000.

Signed by Elisabeth Fischbacher Schrobiltgen, President and Heidi Holenweg, Secretary