

current By-Law	Proposed language or change	Rationale for amendments
<p><b>By LawstotheArticlesoftheInternationalFederati onofSocialWorkers</b></p> <p>ByLaw1OFFICIALLANGUAGES(Article1) TheofficiallanguagesoftheFederationareEnglish, FrenchandSpanish.</p>	<p><b>By-Laws to the Articles of the International Federation of Social</b></p>	<p>Propose to <b>delete</b> this clause. Rather than stipulating only three official languages, At some point we may be required to communicate and/or translateinto Chinese, Arabic, Portuguese or any other language. There are obvious cost implications for translation when we make languages official. Deleting this By-Law does not mean that IFSW will change current practice of translating in Spanish and French but rather it allows for some discretion and especially calls for justificationin incurring any costs of translation in whatever language.</p>
<p>By Law 2 REVIEW OF THE ETHICAL DOCUMENT (Article4)TheExecutiveCommitteeshallreviewthe“<b>The Ethics of Social Work– Principles and Standards</b>” at intervals of not less than four years, and prepare any amendments it considers necessary for adoption by the General Meeting.</p>		<p><b>Propose deletion</b> of this By-Law as is too prescriptive and it should be left to the discretion and judgement of the Executive Committee or General assembly to decide when we need to review the document “<b>The Ethics of Social Work– Principles and Standards</b>”</p>
<p>ByLaw3APPLICATIONSFORMEMBERSHIP(Article5)</p> <p>NationalorganisationsandCo-ordinatingBodies[hereinafterreferredtocollectivelyas‘o rganisations’]wishingtobecomeMembersoftheFederationareobligedtosubmitawrittenapplicationtotheSecretariat.TheSecretaryGeneralshallprovidesuchapplicantstwithastandardformandwithacopyoftheArticlesand“<b>The Ethics of Social Work– Principles and Standards</b>”. Theformwillincludeanundertakingtoobserve theArticlesandsupporttheEthicalDocumentandpoliciesoftheFederation. Thisshallbecomplete dandsignedonbehalfoftheapplicantorganisation.Additionaldocuments,suchasmayfromtimetotimebedetermined,shallbesuppliedbytheapplicantorganisationinsupportoftheapplicationandinproof of fulfilment of criteria formembership.</p>	<p><b>ByLaw1 APPLICATIONSFORMEMBERSHIP(Article5)</b></p> <p><b>National Social Work Organizations</b> wishing to be admitted as Members of the Federation shall submit an application in writing to the Secretary General who shall provide applicants with <b>the necessary documents. The application shall be signed by a bone fide official of the Association applying</b> and shall include an undertaking to observe the Articles and support the Ethical Document and policies of the Federation. <b>Additional documents may be requested from the applicants</b> in support of the application and in proof of fulfilment of the criteria for membership.</p> <p><b>The application with all the documents shall be referred to the appropriate Regional President and Regional Deputy for their recommendation.</b></p> <p><b>The Secretary-General shall submit the said application and the recommendation of the Regional President and Regional Deputy to the Executive Committee. The applicant shall be admitted to membership of the Federation upon approval by the Executive Committee and ratification by a simple majority vote of the General Meeting.</b></p>	<p>Propose rewrite of this Article for clarity.</p> <p>Also propose inclusion of role of Regional President and Regional Deputy in assessing the eligibility for membership and recommendation for admittance as a member of the Federation. New members can be admitted ion an interim basis by the Executive Committee since ratification can only be done every two years by the General Meeting.</p>
<p>ByLaw4MEMBERSHIPAPPLICATIONFROMACOUNTRYALREADY REPRESENTED BY A MEMBER (Article5 ) WhereanapplicationformembershipisreceivedfromaSocialWorkOrganisationotherthantheMemberinanycountry,t heSecretaryGeneralshallforwardtheapplicationtotheVice PresidentoftherelevantRegion.TheVicePresidentshallinli aisonwiththeRegionalCommitteeand/orRegionalSecreta</p>	<p><b>ByLaw2 MEMBERSHIP APPLICATION FROM A COUNTRY ALREADY REPRESENTED BY A MEMBER (Article5 )</b></p> <p>Where an application for membership is received from a Social Work <b>Association</b> other than the Member in any country, the Secretary Genera lshall forward the application to the <b>President and the Deputy</b> of the relevant Region.</p>	<p>By-Law was highly prescriptive in regards to appointing committees of enquiry and such. Preference is to leave it to the regions to establish procedures whereby they establish Coordinating Bodies o allow for more than one professional association to join the IFSW Federation.</p>

<p>riat(ifapplicable)prepareareportfortheExecutiveCommittee setting out the position in the Member country having consulted with the Member. If the matter requires further investigation the Executive Committee may, by a majority vote, appoint a Committee of Enquiry to report to the next General Meeting with a recommendation on membership. The Committee of Enquiry will consider the applicant's Constitution, Code of Ethics, and latest Annual Report, applicable membership criteria, the number of members of the applicant with professional qualifications, involvement of the applicant in professional and social justice and social policy issues, involvement of the applicant in professional development and other relevant factors affecting the Member and the applicant organisation. In its report the Committee of Enquiry will address the feasibility of a Coordinating Body representing the Member and the applicant organisation being established. Following the receipt of the report of the Committee of Enquiry, the Executive Committee shall recommend to the General Meeting the appropriate membership arrangement for that country and the General Meeting may endorse, modify or reject the recommendation.</p>	<p>The Regional President shall prepare a report for the Executive Committee regarding the establishment of a Coordinating Body representing the Member and the applicant organisation. Following the receipt of the report of the Regional President the Executive Committee shall recommend to the General Meeting the appropriate membership arrangement and the General Meeting may endorse, modify or reject the recommendation with a 75 % majority vote.</p>	<p>Article 5b) of the Constitution clearly states that there can only be one member association per country and that if more than one Social Work Organisation in a country is interested in membership of the Federation only a national Coordinating Body representing every such organisation may be admitted as a member of the Federation.</p>
<p>By Law 5 SUSPENSION OR EXPULSION FROM MEMBERSHIP (Article 9)</p> <p>a) The General Meeting shall satisfy itself that the organisation whose suspension or expulsion is proposed has been given reasonable opportunity for explanation or defense. A vote of the General Meeting for suspension or expulsion shall require a two-thirds majority of Members voting.</p> <p>b) Transfer from full membership to provisional membership by reason of non-payment of dues for two consecutive calendar years shall be initiated automatically by the Secretary General. She or he shall report such action to the President and to the Vice-President of the Region concerned.</p> <p>c) Procedure for suspension or expulsion by the General Meeting requiring that:</p> <p>I) A proposal in writing stating the grounds of the proposal shall be conveyed to the Secretary General.</p> <p>II) The Secretary General shall request a written comment and response to the proposal by the organisation involved, not less than 90 days before the General Meeting.</p> <p>III) The foregoing documents shall be submitted to the Executive Committee by the Secretary General, and the organisation shall be invited to be represented at the Executive Committee meeting.</p> <p>IV) The Secretary General shall make available to all organisations a written report on the proposal for suspension or expulsion not less than 30 days before the General Meeting.</p>	<p>By Law 3 CENSOR ,SUSPENSION OR EXPULSION FROM MEMBERSHIP (Article 7)</p> <p>a) The General Meeting shall satisfy itself that the organization whose Censor, suspension or expulsion is proposed has been given reasonable opportunity for explanation or defense. A vote of the General Meeting for suspension or expulsion shall require a 75% majority of Members voting when said Censor, suspension or expulsion is for violations of the Constitution or By-Laws or for having in any other form or manner counteracted the basic interests, aims and policies of the Federation or its Members</p> <p>b) The Secretary General shall make available to all member organizations a written report on the proposal for suspension or expulsion not less than 30 days before the General Meeting when said suspension or expulsion is for violations of the Constitution or By-Laws or for having in any other form or manner counteracted the basic interests, aims and policies of the Federation or its Members</p> <p>c) Suspension of membership by reason of non-payment of membership fees for two consecutive calendar years shall be initiated by the Secretary General. She or he shall report such action to the Steering Committee. The decision whether to suspend or expel will be taken by a majority vote of the Executive Committee following a recommendation from the Steering Committee.</p> <p>d) A member can be subject to censor for violations of the Constitution or By-Laws or for having in any other form or manner counteracted the basic interests, aims and policies of the Federation or its Members. The decision whether to censor will be taken by a majority vote of the Executive Committee following a recommendation from the Steering Committee.</p>	<p>this by-law refers to article 7 c) in the constitution which calls for procedures relating to suspension or expulsion to be included in the By-Laws.</p> <p>a) important to specify reasons for suspension or expulsion as there is a different process when suspension is for non-payment of membership fees as this is handled by the Executive Committee.</p> <p>b) important to specify reasons for suspension or expulsion as there is a different process when suspension is for non-payment of membership fees as this is handled by the Executive Committee.</p> <p>c) By-Law relating to provisional membership for non-payment of dues in b) is deleted and new clause c) is proposed calling for a decision to suspend membership or expel be taken by the Executive Committee rather than a vote by the General Meeting. This is to ensure we are in line with what is prescribed in Articles 7a) and 7c) of the Constitution.</p> <p>d) propose an additional process when a member can be subject to censor rather than suspended or expelled for not acting consistently with the agreed international framework of rights. Censor basically means a written communication with a member advising them of any violation of the IFSW constitution or the basic interests of the Federation and directing them to take appropriate corrective measures. This provides opportunity to continue dialog when it is deemed by Executive Committee or General Assembly that expulsion could result in that member's further entrenchment in a position contrary to IFSW values and principles and close down the opportunity for debate, discussion and reconciliation. It is also important for the Executive Committee in addition to the General Assembly to have the authority and discretion to censor in a timely manner since the general membership is only convened every two years.</p> <p>some sections can be deleted as they are too prescriptive</p>

<p>By Law 6 REINSTATEMENT (Article 9)</p> <p>a) A suspended Member seeking reinstatement must apply in writing. The Secretary General shall forward to the organisation a copy of the Federation's standard admission/reinstatement form, to be completed on behalf of the organisation. <b>The President of the Region shall be responsible for confirming that the organization complies with the Federation's requirements and shall submit a report to the Executive Committee.</b></p> <p><b>a) Subject to a) above,</b> the Executive Committee shall have the power to recommend reinstatement, and shall report any such recommendation to the General Meeting. Such reinstatement may be subject to conditions</p>	<p><b>By Law 4 REINSTATEMENT (Article 7)</b></p> <p>a) A suspended Member seeking reinstatement must apply in writing. The Secretary General shall forward to the organization a copy of the Federation's standard admission/reinstatement form, to be completed on behalf of the organization.</p> <p>b) The Executive Committee shall have the power <b>to approve reinstatement when suspension or expulsion was by reason of non-payment of membership fees. In other circumstances the Executive Committee shall make their recommendation to the General Meeting.</b> Such reinstatement may be subject to conditions <b>and will be decided by a majority vote of the members in good standing at the general meeting.</b></p>	<p>this by-law relates to article 7 in the constitution which calls for procedures relating to reinstatement to be included in the By-Laws.</p> <p>propose removing responsibility of the President of the Region to confirm that the organization complies with the Federation's requirements and to submit a report to the Executive Committee</p>
<p>By Law 7 SPECIFIC OBLIGATIONS OF MEMBERSHIP (Article 7)</p> <p>a) Members are obliged to submit to the Secretary-General each year, <b>in any of the three official languages:</b></p> <p>I) A copy of each annual report or its equivalent; Numbers and categories of members in the current year; A list of the names and addresses for contact purposes of officers of the Member following their election and when changes occur, not less than annually;</p> <p>II) Upon request by the Secretariat or the President, a means of contacting expert members of the national organization, in the event of such experts being required in connection with specific tasks for the Federation;</p> <p>III) A copy of the organizations journal or other such publication.</p> <p>IV) Upon request by the Secretariat or the President, information to comply with any assessment process related to conditions of membership of the Federation.</p> <p>b) Members shall not discriminate against groups of social workers or individual social workers on grounds of race, colour, ethnic origin, gender, language, religion, political opinion, age or sexual orientation.</p> <p>c) Members shall promote among their membership regular professional training, based upon an organized sequence of social work education, and incorporating ethical standards of practice compatible with social work principles.</p>	<p><b>By Law 5 SPECIFIC OBLIGATIONS OF MEMBERSHIP (Article 6)</b></p> <p>a) Members shall not discriminate against groups of social workers or individual social workers on grounds of race, color, ethnic origin, gender, language, religion, political opinion, age or sexual orientation.</p> <p>b) Members shall promote among their membership regular professional training, based upon an organized sequence of social work education, and incorporating ethical standards of practice compatible with social work principles</p> <p>c) Members are obliged to submit the following information to the Secretary-General each year:</p> <p>I) A copy of each annual report or its equivalent; Numbers and categories of members in the current year; A list of the names and addresses for contact purposes of officers of the Member following their election and when changes occur, not less than annually;</p> <p>II) A copy of the organizations journal or other such publication.</p> <p>d) Upon request by the Secretariat or the President, Members are obliged to submit the following information to the Secretary-General:</p> <p>I) A means of contacting expert members of the national organization, in the event of such experts being required in connection with specific tasks for the Federation;</p> <p>II) Information to comply with any assessment process related to conditions of membership of the Federation.</p>	<p><b>delete</b> reference to three official languages</p> <p>formatting change for more clarity from clause a) to c). and specifically the obligations of Members in regards to information to be submitted to the Secretary general on a yearly basis or upon request only.</p>

<p>By Law 8 ELECTIONS COMMITTEE (Article 13)</p> <p>a) An Elections Officer, <b>a First and Second Alternate Elections Officer</b>, shall be elected at the General Meeting and shall constitute the <b>Elections</b> Committee. The <b>Elections</b> Committee Members are ineligible for nomination as Members of the Executive Committee during their respective periods of office.</p> <p>b) The period of office for the Elections Officer, <b>and the First and Second Alternate Elections Committee Members</b> shall be two years. Individuals may be re-elected for subsequent periods of office. A casual vacancy shall be filled by decision of the Executive Committee., following the seeking of nominations from organisations. Such a period of office expires at the next General Meeting.</p> <p>c) The Elections Officer is responsible for receiving nominations for all Federation elected positions, for determining the validity of nominations, for such ballots as may be necessary, and for the declaration of ballot and election results.</p> <p>d) <b>The First and Second Election</b> Committee Members shall have the role of tellers at the General Meeting if they are present.</p> <p>e) <b>The First and Second Election</b> Committee Members may be appointed to act as Election Officer for regional elections.</p> <p>f) Decisions of the Elections Officer in these matters shall be final, save only for a vote of <b>three quarters</b> of the <b>organisations</b> represented in person or by proxy at the General Meeting.</p>	<p>By Law <b>6 NOMINATIONS COMMITTEE - Article 9)</b></p> <p>a) An Elections Officer, and one representative from each of the five respective regions, shall be elected at the General Meeting and shall constitute the <b>Nominations</b> Committee. The <b>Nomination</b> Committee Members are ineligible for nomination as Members of the Executive Committee during their respective periods of office.</p> <p>b) The period of office for the Elections Officer, and the <b>members of the Nomination Committee</b> shall be two years. Individuals may be re-elected for subsequent periods of office. A casual vacancy shall be filled by decision of the Executive Committee., following the seeking of nominations from organizations. Such a period of office expires at the next General Meeting.</p> <p>c) The Elections Officer is responsible for receiving nominations for all Federation elected positions, for determining the validity of nominations, for such ballots as may be necessary, and for the declaration of ballot and election results.</p> <p>d) <b>Two of the Nomination</b> Committee Members shall have the role of tellers at the General Meeting if they are present. <b>Alternates can be elected by the General Meeting .</b></p> <p>e) <b>Nomination</b> committee members may be appointed to act as Election Officer for regional elections.</p> <p>f) Decisions of the Elections Officer in <b>regards to the election</b> shall be final, save only for a vote of <b>75%</b> of the <b>voting members</b> represented in person or by proxy at the General Meeting.</p>	<p>change of By-Law number and reference to Article in the constitution.</p> <p>reference to <b>Election</b> committee is changed to <b>Nomination</b> committee as it is a term that better represents the role of this committee, as prescribed in the constitution</p> <p>The <b>first and second alternate Elections officers</b> are replaced by representatives of the respective regions of IFSW comprising the <b>Nomination</b> Committee.</p>
<p>By Law 9 AGENDA FOR THE GENERAL MEETING (Article 13)</p> <p>a) <b>The preliminary agenda shall be prepared by the Secretary General in consultation with the President.</b></p> <p>b) The draft agenda shall be prepared by the Secretary General in consultation with the President. It shall be sent by the Secretary General, with all accompanying documentation, to all Members and to the Executive Committee not less than 40 days before the date set for the commencement of the General Meeting.</p> <p>c) Members may propose additional subjects for discussion to be included in the final agenda. The agenda is finalised after the opening of the General Meeting.</p>	<p>By Law <b>7</b> AGENDA FOR THE GENERAL MEETING (Article 10)</p> <p>a) A draft agenda shall be prepared by the Secretary General in consultation with the President. It shall be sent by the Secretary General, with all accompanying documentation, to all Members and to the Executive Committee not less than 40 days before the date set for the commencement of the General Meeting.</p> <p>b) Members may propose additional subjects for discussion to be included in the final agenda. The agenda is finalized after the opening of the General Meeting.</p>	<p>renumbering of By-Law and Article reference</p> <p>propose deletion of a) as it is essentially repetitious and too prescriptive.</p>
<p>By Law 10 CREDENTIALS OF DELEGATES (Article 14)</p> <p>a) Before the opening of the General Meeting, representatives of Members shall make available credentials from their respective organisations. These shall be letters or other documentary evidence of individuals being nominated as delegates. Each shall be examined by two Members of the Executive Committee assigned to this task by the President. In any case of doubt, the matter shall be referred for decision on acceptance to the President, who shall consult with the</p>	<p>By Law <b>8</b> CREDENTIALS OF DELEGATES (Article 10)</p> <p>a) Before the opening of the General Meeting, representatives of Members shall make available credentials from their respective organizations. These shall be letters or other documentary evidence of individuals being nominated as delegates. Each shall be examined by two Members of the Executive Committee assigned to this task by the President. In any case of doubt, the matter shall be referred for decision on acceptance to the</p>	

<p>Secretary General.</p> <p>b) Before the opening of the General Meeting, the form to appoint organisations to act as proxy as prescribed below shall also be examined by the two Members of the Executive Committee designated in a) above. In any case of doubt, the matter shall be referred for decision on acceptance to the President, who shall consult with the Secretary General.</p> <p><b>c) Form to Appoint a Proxy:</b>  A Member may act as proxy for another Member not in attendance. An appointment of a proxy is valid if both the organisation giving and organisation exercising the proxy are financial at the commencement of the General Meeting. The proxy must be signed by the authorised Office Bearer of the organisation making the appointment and contain the following information:  I) The organisation's name and address  II) The name and address of the organisation to hold the proxy  III) The meeting or meetings at which the proxy may be used</p> <p>The proxy must be received by the Secretary General not later than the commencement of the General Meeting.</p> <p>The instrument appointing a proxy may be in the following form or as close to that as circumstances permit: To: The International Federation of Social Workers I ..... (insert position e.g. President) ..... being a duly authorised Office Bearer of the ..... appoint the ..... organisation as proxy to vote on our behalf at the General Meeting of the Federation to be held on the ..... day of ....., and at any adjournment of that meeting. Signed this ..... day of .....</p> <p>This proxy is in favour of/against the resolution/following resolutions. (Unless otherwise instructed, the proxy may vote as the proxy thinks fit.)</p>	<p>President, who shall consult with the Secretary General.</p> <p>b) <b>Appointment of Proxy:</b>  A Member may act as proxy for another Member not in attendance. An appointment of a proxy is valid if both the organization giving and organization exercising the proxy are <b>in good standing( no membership fees in arrears , current year paid in full and not under suspension )</b> at the commencement of the General Meeting. The proxy form <b>must be issued by the Secretary-General</b> and must be signed by the authorized Office Bearer of the organization making the appointment and contain the following information:  I) The organization's name and address  II) The name and address of the organization to hold the proxy  III) The meeting or meetings at which the proxy may be used</p> <p>The proxy must be received by the Secretary General not later than the commencement of the General Meeting</p>	<p>b) propose to <b>delete</b> process for accepting proxy in b) as well as specific form or instrument which is too prescriptive .</p> <p>b) important to define financial iethe membership fees must be up to date with no arrears and current year paid in full as per <b>assessed</b> fee. It is understood that there are differing fees in consideration of ability to pay, or cap as approved by executive committee under financial policies.</p> <p>including a specific form for the proxy is deemed too prescriptive for an article in a constitution</p>
<p>By Law 11 THE CONDUCT OF ELECTIONS (Article 15)  a) At the General Meeting if <b>one or both of the Alternate Elections Officers are</b> not present the General Meeting shall appoint not more than two substitute tellers to assist the Elections Officer. Tellers shall act on the advice of the Elections Officer and under his or her direction.</p> <p>b) The Elections Officer shall initiate the following procedures for the Positions of IFSW President <b>and IFSW Treasurer</b></p> <p>I. No less than 120 days before the date set for the General Meeting, the Elections Officer shall invite member organizations to nominate candidates from among their own members, for the offices of President and Treasurer.  II. The <b>Elections</b> Committee shall determine eligibility for re-election and shall advise those holding elected office, as President or Treasurer, of the limitations of service under the Constitution</p>	<p>By Law <b>9</b> THE CONDUCT OF ELECTIONS -Article 11 e)  a) At the General Meeting if the <b>Elections Officer elected as per article 9c) of the Constitution is not present, the General Meeting shall appoint a replacemnt from the Nomination committee. Tellers shall also be appointed to conduct the election acting on the advice of the Elections Officer and under his or her direction.</b></p> <p>b) The Elections Officer shall initiate the following procedures for the Position of IFSW President .</p> <p>I. No less than 120 days before the date set for the General Meeting, the Elections Officer shall invite member organizations to nominate candidates from among their own members, for the offices of President.  II. The <b>Nomination</b> Committee elected as per article 9c) of the constitution, shall determine eligibility for re-election and shall advise those holding elected office, as President, of the</p>	<p>Election committee is re-named Nomination committee as it better reflects role of this committee</p>



III. Member organizations shall be advised of the criteria for the election of IFSW positions.

IV. No less than 50 days before the date set for counting the ballot, nominations shall be submitted to the IFSW **Elections** Committee on the association's letterhead, signed by two executive members, the President (unless she/he is the nominee) and one other member of the association's executive (unless she/he is a nominee).

V. Proof of a motion carried by the Executive meeting of the association supporting the nomination is required. The nomination shall include a Profile of Nominee form completed by the nominee, and a written consent signed by the nominee.

VI. Nominations shall be received by fax, regular mail or special delivery.

VII. The Elections Officer shall confirm receipt of nominations via letter to the nominating member organization and submit the nominations to the IFSW Secretary General no less than 40 days before the date set for counting the ballot.

VIII. The Elections Officer, in consultation with the IFSW Secretary General, vets all nominations to establish that they are valid and meet constitutional requirements.

IX. The Elections Officer shall draw up and disseminate the list of nominees and attached nominee profiles to all members, no later than 30 days before the date set for counting the ballot.

X. The Elections Committee conducts all the elections, for such ballots as may be necessary, and for the declaration of ballots and election results.

XI. Each member in good standing shall have one vote, which may be exercised in person, or by proxy, or by post, or by fax.

XII. Votes shall be a simple majority; in the event of a tied vote, a second election shall take place between the two tied candidates. In the event of a second tied vote a further vote will be taken until the matter is resolved.

XIII. The Elections Committee shall prepare reports on committee activities for the IFSW Executive and General Meeting.

XIV. The Elections Committee will communicate and work with the IFSW President and the Secretary General on regular basis.

XV. The Elections Committee shall formally present the results of the election to the General Assembly.

c) The Elections Officer shall initiate the following procedures for the Positions of Regional **Vice** Presidents and Members at Large

I. No less than 120 days before the date set for the General Meeting, the Elections Officer shall invite member organizations to nominate candidates from among their own members, for the offices of regional **Vice** President and regional Member at Large.

II. The Elections Committee shall determine eligibility for re-election and shall advise those holding elected office, as executive Committee Members or as members of the Executive Committee, of the limitations of service under the Constitution

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III. Member organizations shall be advised of the criteria for the election of IFSW positions.

IV. No less than 50 days before the date set for counting the ballot, nominations shall be submitted to the IFSW **Nomination** Committee on the association's letterhead, signed by two executive members, the President (unless she/he is the nominee) and one other member of the association's executive (unless she/he is a nominee).

V. Proof of a motion carried by the Executive meeting of the association supporting the nomination is required. The nomination shall include a Profile of Nominee form completed by the nominee, and a written consent signed by the nominee.

VI. Nominations shall be received by fax, regular mail or special delivery.

VII. The Elections Officer shall confirm receipt of nominations via letter to the nominating member organization and submit the nominations to the IFSW Secretary General no less than 40 days before the date set for counting the ballot.

VIII. The Elections Officer, in consultation with the IFSW Secretary General, vets all nominations to establish that they are valid and meet constitutional requirements.

IX. The Elections Officer **in conjunction with the Nomination Committee** shall draw up and disseminate the list of nominees and attached nominee profiles to all members, no later than 30 days before the date set for counting the ballot.

X. The **Nominations** Committee conducts all the elections, for such ballots as may be necessary, and for the declaration of ballots and election results.

XI. Each member in good standing shall have one vote, which may be exercised in person, or by proxy, or by post, or by fax.

XII. Votes shall be a simple majority; in the event of a tied vote, a second election shall take place between the two tied candidates. In the event of a second tied vote a further vote will be taken until the matter is resolved.

XIII. The **Nominations** Committee shall prepare reports on committee activities for the IFSW Executive and General Meeting.

XIV. The **Nominations** Committee will communicate and work with the IFSW President and the Secretary General on regular basis.

XV. The **Nominations** Committee shall formally present the results of the election to the General Assembly.

c) The Elections Officer shall initiate the following procedures for the Positions of Regional President and **Regional Deputy**

I. No less than 120 days before the date set for the General Meeting, the Elections Officer shall invite member organizations to nominate candidates from among their own members, for the offices of regional President and regional **Deputy**.

II. The **Nominations** Committee shall determine eligibility for re-election and shall advise those holding elected office, as executive Committee Members or as members of the Executive Committee, of the limitations of service under the Constitution

III. Member organizations shall be advised of the criteria for the election of IFSW positions.

IV. No less than 50 days before the date set for counting the

reference to vice-president **deleted** as we should refer to regional presidents. There is only one vice-president which is the global vice-president who sits as a member of the steering . It is the Executive Committee who elects one of the five regional Presidents to the position of Global Vice-President.

**Member-at-large** position is **renamed Regional Deputy** which really reflects his or her role and is the person assuming the role of president when that person is unable to complete their mandate.

<p>IV. No less than 50 days before the date set for counting the ballot, nominations shall be submitted to the IFSW Elections Committee on the association's letterhead, signed by two executive members, the President (unless she/he is the nominee) and one other member of the association's executive (unless she/he is a nominee).</p> <p>V. Proof of a motion carried by the Executive meeting of the association supporting the nomination is required. The nomination shall include a Profile of Nominee form to be completed by the nominee, and a written consent signed by the nominee.</p> <p>VI. Nominations shall be received by fax, regular mail or special delivery.</p> <p>VII. The Elections Officer shall confirm receipt of nominations via letter to the nominating member organization and submit the nominations to the IFSW Secretary General no less than 40 days before the date set for counting the ballot.</p> <p>VIII. The Elections Officer, in consultation with the IFSW Secretary General, vets all nominations to establish that they are valid and meet constitutional requirements.</p> <p>IX. The Elections Officer shall draw up and disseminate the list of nominees and attached nominee profiles to all members of the region, no later than 30 days before the date set for counting the ballot.</p> <p>X. The Elections Officer will seek the nomination of two representatives from each region, who with a member of the Elections Committee will constitute a Regional Elections Committee. Together they shall conduct all the elections, for such ballots as may be necessary, and for the declaration of ballots and election results.</p> <p>XI. Each member of the region in good standing shall have one vote, which may be exercised in person, or by proxy, or by post, or by fax.</p> <p>XII. Votes shall be a simple majority; in the event of a tied vote, a second election shall take place between the two tied candidates. In the event of a second tied vote a further vote will be taken until the matter is resolved.</p> <p>XIII. The Regional Elections Committee shall prepare reports on committee activities for the General Meeting.</p> <p>XIV. The regional Elections Committee will communicate and work with the IFSW Elections Committee and the Secretary General on regular basis.</p> <p>XV. The Regional Elections Committee shall formally present the results of the regional election to the IFSW Elections Committee.</p> <p>XVI. The Elections Officer shall formally present the results of the regional elections to the General Assembly.</p> <p>d) The Elections Committee shall determine eligibility for re-election and shall advise those holding elected office, as Executive Committee Officers or as additional Member nominated by each Region, of the limitations of service under the Constitution.</p> <p>e) Nominations from organisations, only of their own members, shall be sent to the Elections Committee, accompanied by the written consent of the nominees and their curricula vitae in a form to be determined by the Elections</p>	<p>ballot, nominations shall be submitted to the IFSW <b>Nominations</b> Committee on the association's letterhead, signed by two executive members, the President (unless she/he is the nominee) and one other member of the association's executive (unless she/he is a nominee).</p> <p>V. Proof of a motion carried by the Executive meeting of the association supporting the nomination is required. The nomination shall include a Profile of Nominee form to be completed by the nominee, and a written consent signed by the nominee.</p> <p>VI. Nominations shall be received by fax, regular mail or special delivery.</p> <p>VII. The Elections Officer shall confirm receipt of nominations via letter to the nominating member organization and submit the nominations to the IFSW Secretary General no less than 40 days before the date set for counting the ballot.</p> <p>VIII. The Elections Officer, in consultation with the IFSW Secretary General <b>and the Nominations committee</b>, vets all nominations to establish that they are valid and meet constitutional requirements.</p> <p>IX. The Elections Officer shall draw up and disseminate the list of nominees and attached nominee profiles to all members of the region, no later than 30 days before the date set for counting the ballot.</p> <p>X. The Elections Officer will seek the nomination of two representatives from each region, who with a member of the <b>Nominations</b> Committee will constitute a Regional Elections Committee. Together they shall conduct all the elections, for such ballots as may be necessary, and for the declaration of ballots and election results.</p> <p>XI. Each member of the region in good standing shall have one vote, which may be exercised in person, or by proxy, or by post, or by fax.</p> <p>XII. Votes shall be a simple majority; in the event of a tied vote, a second election shall take place between the two tied candidates. In the event of a second tied vote a further vote will be taken until the matter is resolved.</p> <p>XIII. The Regional Elections Committee shall prepare reports on committee activities for the General Meeting.</p> <p>XIV. The regional Elections Committee will communicate and work with the IFSW Elections Committee and the Secretary General on regular basis.</p> <p>XV. The Regional Elections Committee shall formally present the results of the regional election to the IFSW Elections Committee.</p> <p>XVI. The Elections Officer shall formally present the results of the regional elections to the General Assembly.</p> <p>d) The <b>Nominations</b> Committee shall determine eligibility for re-election and shall advise those holding elected office, as Executive Committee Officers or as additional Member nominated by each Region, of the limitations of service under the Constitution.</p> <p>e) Nominations from organizations, only of their own members, shall be sent to the Elections Committee, accompanied by the written consent of the nominees and their curricula vitae in a form to be determined by the Elections Committee, not less than 50 days before the date set for counting the ballot.</p>	
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<p>Committee, not less than 50 days before the date set for counting the ballot.</p> <p>In the case of Co-ordinating Bodies only one nominee for the organisation can be put forward. In the event of disagreement the matter is to be resolved by the Co-ordinating body.</p> <p>f) The Elections Committee shall prepare the necessary ballots for the elections, and the curricula vitae of those whose names are in the ballots. These shall be presented in a standard form as determined by the Elections Committee. Where necessary because of multiple nominations, or at the discretion of the Elections Officer, the Elections Committee shall prepare separate ballots with the object of ensuring that Officer and subsequently Executive Committee posts are filled.</p> <p>g) The Elections Officer shall submit the nominations and the curricula vitae to the Secretary General not less than 40 days before the date set for counting the ballot. She or he shall also indicate where any nominations have been received late, and where by virtue of only one valid nomination being received that person may be elected unopposed to a particular office.</p> <p>h) The Secretary General shall send the list of nominations and curricula vitae to Members and to Members of the Executive Committee, not less than 30 days before the date set for counting the ballot.</p> <p>i) Nominations received by the Elections Officer less than 50 days before the date set for counting the ballot shall be accepted only upon a proposal to the General Meeting by the Elections Officer which is supported by a three quarters majority of those organisations represented at the meeting.</p> <p>j) Exceptions from this g) are elections following an unscheduled change of office, where an executive position becomes vacant less than 120 days before the date set for the General Meeting, eventually during the General Meeting. In this case The Elections Committee announces a shorter timeframe (subject to b), d), f) and g)) for any such unscheduled election, eventually within the General Meeting.</p> <p>k) The elections shall be divided into three sections: the elections of the President, the Treasurer, and the elections of the elections committee.</p> <p>l) The result of the elections, save the number of votes cast on each candidate shall be announced by the Elections Officer after each section of the Elections.</p> <p>m) The ballots and the results of all the elections shall be recorded and kept by the Elections Committee until the subsequent General Meeting.</p>	<p>In the case of Coordinating Bodies only one nominee for the organization can be put forward. In the event of disagreement the matter is to be resolved by the Coordinating body.</p> <p>f) The <b>Nominations</b> Committee shall prepare the necessary ballots for the elections, and the curricula vitae of those whose names are in the ballots. These shall be presented in a standard form as determined by the Elections Committee. Where necessary because of multiple nominations, or at the discretion of the Elections Officer, the Elections Committee shall prepare separate ballots with the object of ensuring that Officer and subsequently Executive Committee posts are filled.</p> <p>g) The Elections Officer shall submit the nominations and the curricula vitae to the Secretary General not less than 40 days before the date set for counting the ballot. She or he shall also indicate where any nominations have been received late, and where by virtue of only one valid nomination being received that person may be elected unopposed to a particular office.</p> <p>h) The Secretary General shall send the list of nominations and curricula vitae to Members and to Members of the Executive Committee, not less than 30 days before the date set for counting the ballot.</p> <p>i) Nominations received by the Elections Officer less than 50 days before the date set for counting the ballot shall be accepted only upon a proposal to the General Meeting by the Elections Officer which is supported by a three quarters majority of <b>the members in good standing</b> represented at the meeting.</p> <p>j) Exceptions from this g) are elections following an unscheduled change of office, where an executive position becomes vacant less than 120 days before the date set for the General Meeting, eventually during the General Meeting. In this case The <b>Nominations</b> Committee announces a shorter timeframe (subject to b), d), f) and g)) for any such unscheduled election, eventually within the General Meeting.</p> <p><b>k) The elections shall be divided into two sections:</b></p> <ol style="list-style-type: none"> <li><b>1. the election of the President,</b></li> <li><b>2. the regional nominations for ratification by the General Assembly</b></li> </ol> <p>l) The result of the elections, save the number of votes cast on each candidate shall be announced by the Elections Officer after each section of the Elections.</p> <p>m) The ballots and the results of all the elections shall be recorded and kept by the Elections Committee until the subsequent General Meeting.</p>	<p>-Propose that only the election of the Global President would be put to a ballot vote by the General Assembly.</p> <p>-The process for regional nominations would remain the same and still be subject to ratification by the General Assembly.</p>
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<p>By Law 12 PROCEDURE IN GENERAL MEETINGS (Article 14)</p> <p>a) At the beginning of a meeting, the President shall indicate guidance as to the mode of procedure. The President shall direct the discussion, accord the right to speak, put questions to the vote, and announce decisions. The President shall rule on points of order, and shall have the power to propose adjournment or closure of the debate, or adjournment or suspension of the meeting. The President will be assisted in this role by the appointed Parliamentarian.</p> <p>b) Resolutions shall be moved and seconded, and debate allowed to the question under consideration. The President may call to order a speaker whose remarks are not relevant to the subject under discussion and may call for the withdrawal of such remarks.</p> <p>c) Any person may at any time during the discussion raise a point of order which shall be decided immediately by the President. Any dissent from the ruling of the President shall be expressed in the form of a motion. A motion of dissent shall be put to the vote immediately, and the ruling of the President shall stand unless a three quarters majority of those organisations represented in person at the meeting and eligible to vote support the motion of dissent.</p> <p>d) A motion for closure of any debate, proposed and seconded, shall be put to the vote without further debate.</p> <p>e) The time allowed to each speaker on any proposal shall be limited to five minutes unless an extension is permitted by the meeting. When a speaker has spoken for the allotted time, the President shall call her/him to order without delay. The proposer of a motion shall nevertheless be entitled to exercise a right of reply to the debate. This time shall not exceed five minutes. The President may announce the list of speakers and, with the consent of the meeting, declare the list closed.</p> <p>f) Voting on proposals, seconded and discussed, and on procedural motions, shall be by a show of hands and counting of those for the proposal, those against the proposal, and those abstaining. Secret voting shall be carried out for elections, and for such other issues as the General Meeting may decide by majority vote of those organisations represented in person. Proxy votes may be exercised with the exception of procedural motions.</p> <p>g) When a Member wishes to vote by post at a General Meeting on matters already circulated, the postal vote, facsimile vote or electronic vote shall be conveyed to be received by the Secretary General not less than ten days before the date set for the commencement of the General Meeting. The vote (for/against or abstention) shall not be announced until the vote of those presents shall have been taken.</p>	<p><b>By Law 10</b> PROCEDURE IN GENERAL MEETINGS (Article 14)</p> <p>a) At the beginning of a meeting, the President shall indicate guidance as to the mode of procedure. The President shall direct the discussion, accord the right to speak, put questions to the vote, and announce decisions. The President shall rule on points of order, and shall have the power to propose adjournment or closure of the debate, or adjournment or suspension of the meeting. The President will be assisted in this role by the appointed Parliamentarian.</p> <p>b) Resolutions shall be moved and seconded, and debate allowed to the question under consideration. The President may call to order a speaker whose remarks are not relevant to the subject under discussion and may call for the withdrawal of such remarks.</p> <p>c) Any person may at any time during the discussion raise a point of order which shall be decided immediately by the President. Any dissent from the ruling of the President shall be expressed in the form of a motion. A motion of dissent shall be put to the vote immediately, and the ruling of the President shall stand unless a three quarters majority of those organizations represented in person at the meeting and eligible to vote support the motion of dissent.</p> <p>d) A motion for closure of any debate, proposed and seconded, shall be put to the vote without further debate.</p> <p>e) The time allowed to each speaker on any proposal shall be limited to five minutes unless an extension is permitted by the meeting. When a speaker has spoken for the allotted time, the President shall call her/him to order without delay. The proposer of a motion shall nevertheless be entitled to exercise a right of reply to the debate. This time shall not exceed five minutes. The President may announce the list of speakers and, with the consent of the meeting, declare the list closed.</p> <p>f) Voting on proposals, seconded and discussed, and on procedural motions, shall be by a show of hands and counting of those for the proposal, those against the proposal, and those abstaining. Secret voting shall be carried out for elections, and for such other issues as the General Meeting may decide by majority vote of those <b>member organizations in good standing</b> and represented in person. Proxy votes may be exercised with the exception of procedural motions.</p> <p>g) When a Member wishes to vote by post at a General Meeting on matters already circulated, the postal vote, facsimile vote or electronic vote shall be conveyed to be received by the Secretary General not less than ten days before the date set for the commencement of the General Meeting. The vote (for/against or abstention) shall not be announced until the vote of those present shall have been taken.</p>	<p style="text-align: center;">change of by-law number only</p> <p>The role of the parliamentarian will be described in the IFSW policy and procedures manual rather than in a By-Law or in the Constitution.</p>
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<p>By Law 13 POSTAL BALLOTS (Article 16)</p> <p>a) Where a decision is to be made by the General Meeting by post, completed postal ballot forms shall be accepted by the Secretary General from Members not later than 30 days from the date on which they were posted from the Secretariat. b) Postal ballot is taken to include transmission by post, fax and email</p>		<p><b>delete</b> entire By-law 13 since it does not add anything to what is already stated in article 12 of the constitution</p>
<p>By Law 14 CALCULATION OF ANNUAL DUES (Article 17)</p> <p>In making its recommendations to the General Meeting, the Executive Committee shall consider the advice of the Secretary General, the Treasurer and any committee formed to assist it. It shall also take into account:</p> <p>I) the proposed budget;  II) the minimum subscription set;  III) the ability of some Members to pay the minimum dues;  IV) previous relevant resolutions of the General Meeting.</p>	<p>By Law 11 CALCULATION OF ANNUAL MEMBERSHIP FEES</p> <p>a) The Steering Committee ( President, Vice-President, Treasurer and General Secretary) is empowered to adjust dues as per financial policies ratified by the General Meeting and in order to enable members to fulfil their other membership rights and obligations.</p> <p>b) Any proposed general increase in annual membership fees would have to be approved by a 75% majority vote of members in good standing at a General meeting</p> <p>c) For any adjustments in membership fees, the Steering committee shall take into account:</p> <p>I) the proposed budget;  II) the minimum subscription set;  III) the ability of some Members to pay the minimum membership fees;  IV) previous relevant resolutions of the General Meeting and financial policies ratified by the General Meeting.</p>	<p><b>rewrite</b> of this By-Law to give some authority and discretion to the Steering committee for reduced fees all the while making it clear that an increase in membership fees would need to be approved by the General Membership.</p> <p>The term dues is changed throughout constitution and By-Laws to membership fees to ensure consistency in language.</p> <p>Guidelines will be included in a Policy and procedures manual outlining the fee schedule and situations that warrant exceptions.</p>
<p>By Law 15 DURATION OF TERMS OF OFFICE (Article 11) a)</p> <p>Executive Committee Members shall take office at the end of the biennial General Meeting at which they are elected. They cease to hold office at the end of the General Meeting correlating with their term in office, a period normally of four years. Where Executive Committee Members are elected not at a General Meeting, they shall take office immediately: and they cease to hold office at the end of the subsequent General Meeting.</p> <p>a) Executive Committee Members whose whereabouts have not been made known to the Secretary General, or who have not communicated to the Secretary General over a period of not less than 120 days shall be considered to have resigned the position to which they were elected. Executive Committee Members shall make arrangements to maintain communications with the Secretary General for periods of absence of less than this duration</p>		<p><b>delete</b> as terms of office are already prescribed in article 13f) of the Constitution</p>

<p>By Law 16 DUTIES OF EXECUTIVE COMMITTEE AND OTHER REPRESENTATIVES (Article 17)</p> <p>a) The President, Treasurer, Vice Presidents and members at Large shall fulfil their duties in accordance with the position description as determined by the Executive Committee from time to time.</p> <p>b) All Main Representatives shall fulfil their duties in accordance with the position description as determined by the Executive Committee from time to time.</p>		<p><b>delete</b> by-law 16 and recommend description of roles of Executive committee members, Main representatives and terms of reference of committees created by Executive Committee to be included in IFSW policy and procedures manual rather than in a By-Law thus they can be more easily reviewed and modified as the need arises.</p>
<p>By Law 17 DUTIES OF VICE-PRESIDENT (Article 11)</p> <p>a) The Vice-President of a Region shall maintain close contact with, and co-operation with all Members of the Region. The Vice-President shall encourage their participation in Federation matters and in assisting each other. The Vice-President shall offer support and advice as requested by Members.</p> <p>b) With the agreement of Members, Vice-Presidents may communicate directly with individuals or groups in countries within the Region.</p>		<p><b>delete</b> this by-law as description of roles of Regional Presidents could be included in a policy and procedures manual rather than in a By-Law thus it can be more easily reviewed and modified as the need arises..</p>
<p>By Law 18 TRANSFER BETWEEN REGIONS (Article 22)a) Members wishing to transfer from their assigned Region to an alternative Region shall submit their request for transfer to the Vice-President of the Region to which they belong and to the Vice-President of the Region to which they wish to be transferred. Copies of the request shall be sent to the President and the Secretary General .</p> <p>b) Within 30 days of the receipt of the request, the Vice-Presidents of both Regions concerned shall seek the views in writing of the organisations in their Region. Members shall be allowed a maximum of 90 days to make their views known to the Vice- Presidents.</p> <p>c) The Vice-Presidents' own views, together with copies of responses to the Vice-Presidents made by members, shall be sent to the Secretary General, and made available at the Executive Committee meeting which considers the transfer request.</p> <p>d)The transfer request shall be agreed by the Executive Committee if it is approved by a <b>three quarters</b> majority of the Executive Committee. If a transfer request fails to gain the support of such a majority, the Executive Committee shall submit the request to the next General Meeting for discussion and voting.</p>	<p>By Law 12 TRANSFER BETWEEN REGIONS ( Article 18)</p> <p>a)Members wishing to transfer from their assigned Region to an alternative Region shall submit their request for transfer to the President of the Region to which they belong and to the President of the Region to which they wish to be transferred. Copies of the request shall be sent to the <b>Regional Deputy, Global</b> President and the Secretary General.</p> <p>b) Within 30 days of the receipt of the request, the <b>Presidents and Deputies</b> of both Regions concerned shall seek the views in writing of the organisations in their Region. Members shall be allowed a maximum of <b>30</b> days to make their views known to the <b>Regional President and the Regional Deputy</b>.</p> <p>c) <b>The views of the Regional President and Regional Deputy, together with copies of responses to them</b> by members, shall be sent to the Secretary General, and made available at the Executive Committee meeting which considers the transfer request.</p> <p>d)The transfer request shall be agreed by the Executive Committee if it is approved by a <b>75 % majority</b> of the Executive Committee. If a transfer request fails to gain the support of such a majority, the Executive Committee shall submit the request to the next General Meeting for discussion and voting.</p>	<p>change in By-Law and Article number</p> <p>b) period to make their views known could be reduced to 30 days since electronic means are available and more accessible.</p> <p>Also include both the regional presidents and the regional deputies in the process for transfer between regions</p>
<p>By Law 19 SECRETARY GENERAL AND OTHER STAFF (Article 12)</p> <p>The Secretary General <b>is the Chief Executive Officer of the Federation and is responsible for day to day management of the Federation's affairs. Other staff, if appointed, shall operate subject to the advice and supervision of the Secretary General. The Secretary General shall co-operate with the performance appraisal process conducted by the Personnel Committee as outlined in Article 17 of the Constitution. Staff are appointed by the Secretary General, with the prior approval of the</b></p>	<p><b>By Law 13 ROLE OF SECRETARY GENERAL</b></p> <p>The Secretary General is responsible for day to day management of the Federation's affairs <b>as per delegated authority from the Executive Committee and as outlined in IFSW governance policy.</b></p>	<p>renumber by-law</p> <p><b>delete</b> reference to other staff as this should not be in by-law as per governance policy. Also delete reference to chief executive officer as the title is Secretary General.</p>

<p>Personnel Committee. The Secretary General may consult the Vice-Presidents regarding appointments or other staff matters, including the appointment of Regional Assistant Secretaries General.</p>		
<p><b>By Law 20 OPERATION OF THE SECRETARIAT: GENERAL (Article 12)</b>  a) The Secretariat shall provide regular information on its activities to Members and to Members of the Executive Committee. It is responsible for distributing the minutes of Executive Committee meetings and General Meetings within 90 days of the end of such meetings. It is responsible for the issue of invitations for participation at meetings, seminars, and other gatherings organised by the Federation, unless this is undertaken by other bodies, or individuals. It is responsible for the preparation of agendas for such meetings, unless this is undertaken by other bodies or individuals, subject to the approval of the President in the case of General Meetings and Executive Committee meetings.</p> <p>b) The Secretariat shall provide consultative help and support when requested by Members, as well as co-operating on subjects of international interest involving one or more Members or other organisations, and shall report on such help, support and co-operation to the President, or, where the subject is confined to one Region, the relevant Vice-President.</p> <p>c) The Secretariat may develop printed communications to Members in the form of circulars, newsletters, bulletins, and magazines, or any other means as may be determined by the Executive Committee or the General Meeting, subject to expenditure being within the budget.</p>		<p><del>delete</del>this by-law outlining the duties and responsibilities of the Secretary general. This description of duties should be part of a policy and procedures manual as well as in the contract of the Secretary General rather than a By-Law, thus it can be more easily reviewed and modified as the need arises.</p>
<p><b>By Law 21 METHOD OF PAYMENT OF DUES (Article 26)</b>  a) Any Members unable to pay its subscription by 31 March in any year shall be required to make a request, with adequate documentary support, to the Secretary General for consideration and <b>approval</b> by the <b>Executive</b> Committee. It may request:  I) time to pay;  II) a waiver of the full amount;  III) a reduction of the full amount.</p> <p>b) Any Members whose past dues are unpaid, and whose dues for the current year are unpaid at the time of the opening of the General Meeting, shall forfeit the right to vote at that General Meeting, unless <b>any request under a) above is under consideration.</b></p> <p>c) Failure to pay full dues for two consecutive calendar years entails transfer to provisional membership for Members. The only exception may be if the Secretary General has by 31 December in the second year received notification of</p>	<p><b>By Law 14 METHOD OF PAYMENT OF MEMBERSHIP FEES</b></p> <p>a) Any Members unable to pay its <b>membership fees</b> by 31 March in any year shall be required to make a request, with adequate documentary support, to the Secretary General for consideration and <b>decision</b> by the <b>Steering</b> Committee. It may request:  I) time to pay <b>the assessed fee</b> ;  II) a waiver of the <b>assessed fee</b> ;  III) a reduction of the <b>assessed fee</b> .</p> <p>b) Any Members whose past <b>membership fees</b> are unpaid, and whose fees for the current year are unpaid at the time of the opening of the General Meeting, shall forfeit the right to vote at that General Meeting, unless <b>there is a decision under a) above</b></p> <p>c) The Secretary-General shall in conjunction with the Treasurer,</p>	<p>renumber by-law</p> <p>a) to be consistent with by-law 11 , should refer to <b>steering</b> committee rather than entire executive. Also change word <b>approval</b> to <b>decision</b> since approval suggests outcome is pre-determined.</p> <p>b) the right to vote can be given to members in good standing only, unless a decision has previously been rendered by the Steering Committee in regards to delay in payment , waiver or reduction of full amount of dues.  Having a request under consideration is not sufficient to grant right to vote.</p> <p>c) there is no such category as provisional member so propose <b>deletion</b> of this reference</p>

<p>temporary and exceptional local circumstances which make it impossible for an organisations to pay in full, supported by a statement by the Vice-President for the relevant Region.</p> <p>d) The Secretary-General shall in conjunction with the Treasurer, be responsible for the accounts for annual dues being sent to Members for the ensuing year.</p>	<p>be responsible for the <b>invoicing</b> and accounts for <b>membership fees</b> being sent to Members for the ensuing year.</p>	<p>d) is re-numbered c)</p>
<p>By Law 22 AUDIT ARRANGEMENTS (Article 27) The Secretary General as delegated by the Treasurer shall be responsible for the preparation of all financial documents necessary for the audit. The audit shall be completed in time for the circulation of the balance sheet, certified by the Auditor, to Members, and the Executive Committee. This shall be done not less than 40 days before the General Meeting, and not less than 30 days before the Executive Committee meeting-</p>	<p><b>By Law 15</b>AUDIT ARRANGEMENTS (Article 19) The Secretary General as delegated by the Treasurer shall be responsible for the preparation of all financial documents necessary for the audit. The audit shall be completed in time for the circulation of the balance sheet, certified by the Auditor, to Members, and the Executive Committee. This shall be done not less than 40 days before the General Meeting, and not less than 30 days before the Executive Committee meeting</p>	<p>change number of by-law and Article</p>
<p>By Law 23 INTERPRETATION a) These By Laws are to be read and implemented in conjunction with the Articles of the International Federation of Social workers.  b) These By Laws may be amended, altered or added to by a three quarter majority at the Executive Committee or by decision of the General Meeting, following consideration of proposals submitted by the Executive Committee. These By Laws are adopted to take effect from <b>29 July2006</b>.</p>	<p><b>By Law 16</b>INTERPRETATION AND AMENDMENTS a) These By Laws are to be read and implemented in conjunction with the Articles of the International Federation of Social workers.  b) These By Laws may be amended, altered or added to by <b>a75 %</b> majority at the Executive Committee or by decision of the General Meeting, following consideration of proposals submitted by the Executive Committee <b>as per article 14 and article 20c)</b>These By Laws are adopted to take effect from July 2, 2016</p>	<p>change number of by-law  b) add reference to article 20 a) which stipulates that amendments to By-Laws can also be approved by General meeting with a 75 % majority vote. <b>delete</b> reference to 29 July 2006</p>