

By-Laws to the Articles of the International Federation of Social Workers

Adopted at the 2016 General Meeting, Seoul Korea

By-Law 1 OFFICIAL LANGUAGES (Article 1)

The official languages of the Federation are English, French and Spanish.

By-Law 2 APPLICATIONS FOR MEMBERSHIP (Article 5)

National Social Work Organizations wishing to be admitted as Members of the Federation shall submit an application in writing to the Secretary General who shall provide applicants with the necessary documents. The application shall be signed by a bona fide official of the Association applying and shall include an undertaking to observe the Articles and support the Ethical Document and policies of the Federation. Additional documents may be requested from the applicants in support of the application and in proof of fulfillment of the criteria for membership.

The application with all the documents shall be referred to the appropriate Regional President and Regional Deputy for their recommendation.

The Secretary-General shall submit the said application and the recommendations of the Regional President and Regional Vice-President 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.

By-Law 3 MEMBERSHIP APPLICATION FROM A COUNTRY ALREADY REPRESENTED BY A MEMBER (Article 5)

Where an application for membership is received from a Social Work Organisation other than the Member in any country, the Secretary General shall forward the application to the President and the Vice-President of the relevant Region. 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.

By-Law 4 CENSOR, SUSPENSION OR EXPULSION FROM MEMBERSHIP (Article 7)

a) The General Meeting shall satisfy itself that the organization 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 75% majority of Members voting 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

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

c) Suspension of membership by reason of non-payment of dues 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.

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.

By- Law 5 REINSTATEMENT (Article7)

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.

b) The Executive Committee shall have the power 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. Such reinstatement may be subject to conditions and will be decided by a majority vote of the members in good standing at the general meeting.

By- Law 6 SPECIFIC OBLIGATIONS OF MEMBERSHIP (Article 6)

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.

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

c) Members are obliged to submit the following information to the Secretary-General each year:

1. 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;
2. A copy of the organization's journal or other such publication

d) Upon request by the Secretariat or the President, Members are obliged to submit the following information to the Secretary-General:

1. 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;
2. Information to comply with any assessment process related to conditions of membership of the Federation.

By -Law 7 NOMINATIONS COMMITTEE--(Article 9)

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 Nominations Committee. The Nomination Committee Members are ineligible for nomination as Members of the Executive Committee during their respective periods of office.

b) The period of office for the Elections Officer, and the members of the Nomination Committee 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.

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.

d) Two of the Nomination Committee Members shall have the role of tellers at the General Meeting if they are present. Alternates can be elected by the General Meeting .

e) Nomination committee members may be appointed to act as Election Officer for regional elections.

f) Decisions of the Elections Officer in regards to the election shall be final, save only for a vote of 75% of the voting members represented in person or by proxy at the General Meeting

By Law 8 AGENDA FOR THE GENERAL MEETING (Article 10)

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.

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.

By- Law 9 CREDENTIALS OF DELEGATES (Article 10)

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 President, who shall consult with the Secretary General.

b) Appointment of Proxy: 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 in good standing (no membership fees in arrears , current year paid in full and not under suspension) at the commencement of the General Meeting. The proxy form must be issued by the Secretary-General 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

The proxy must be received by the Secretary General not later than the commencement of the General Meeting

By- Law 10 THE CONDUCT OF ELECTIONS (Article 11)

a) At the General Meeting if the Elections Officer elected as per article 9c) of the Constitution is not present, the General Meeting shall appoint a replacement 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) The Elections Officer shall initiate the following procedures for the Positions of IFSW President and IFSW Treasurer

- 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 Nomination Committee elected as per article 9c) of the constitution, 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
- 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 Vice-President:

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 ballot, nominations shall be submitted to the IFSW Nominations 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 to be 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 and the Nomination committee, 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 of the region, no later than 30 days before the date set for counting the ballot.

X. The Elections Officer will seek the nomination of two representatives from each region, who with a member of the Nominations 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.

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.

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 Regional Elections Committee shall prepare reports on committee activities for the General Meeting.

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

XV. The Regional Elections Committee shall formally present the results of the regional election to the IFSW Elections Committee.

XVI. The Elections Officer shall formally present the results of the regional elections to the General Assembly.

d) The Nominations 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.

e) Nominations from organizations, only of their own members, shall be sent to the Nominations Committee, accompanied by the written consent of the nominees and their curricula vitae in a form to be determined by the Nominations Committee, not less than 50 days before the date set for counting the ballot. 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.

f) The Nominations 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.

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.

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.

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 the members in good standing represented at the meeting.

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 Nominations Committee announces a shorter timeframe (subject to b), d), f) and g)) for any such unscheduled election, eventually within the General Meeting.

k) The elections shall be divided into three sections:

- 1.the elections of the President,
2. the election of the treasurer
3. . the regional nominations for ratification by the general Assembly.

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.

m) The ballots and the results of all the elections shall be recorded and kept by the Elections Committee until the subsequent General Meeting.

By- Law 11 PROCEDURE IN GENERAL MEETINGS (Article 14)

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.

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.

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.

d) A motion for closure of any debate, proposed and seconded, shall be put to the vote without further debate.

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.

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 member organizations in good standing, represented in person. Proxy votes may be exercised with the exception of procedural motions.

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.

By- Law 12 CALCULATION OF ANNUAL MEMBERSHIP FEES

a) The Steering Committee (President, Vice-President, Treasurer and General Secretary) is empowered to adjust fees as per financial policies ratified by the General Meeting and in order to enable members to fulfill their other membership rights and obligations.

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

c) For any adjustments in membership fees, the Steering committee shall take into account:

I) the proposed budget;

II) the minimum subscription set;

III) the ability of some Members to pay the minimum fees;

IV) previous relevant resolutions of the General Meeting. And financial policies ratified at the General Meeting.

By- Law 13 TRANSFER BETWEEN REGIONS (Article 17)

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 Regional Vice-President, Global President and the Secretary General.

b) Within 30 days of the receipt of the request, the Presidents and 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 30 days to make their views known to the Regional President and the Regional Vice-President.

c) The views of the Regional President and the Regional Deputy, together with copies of responses to them by members, shall be sent to the Secretary General, and made available at the Executive Committee meeting which considers the transfer request.

d) The transfer request shall be agreed by the Executive Committee if it is approved by a 75 % 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.

By -Law 14 ROLE OF THE SECRETARY GENERAL

The Secretary General is responsible for day to day management of the Federation's affairs as per delegated authority from the Executive Committee and as outlined in IFSW governance policy.

By- Law 15 METHOD OF PAYMENT OF MEMBERSHIP FEES

a) Any Members unable to pay its membership fees by 31 March in any year shall be required to make a request, with

adequate documentary support, to the Secretary General for consideration and decision by the Steering Committee. It may request:

- I) time to pay the assessed fee;
- II) a waiver of the assessed fee;
- III) a reduction of the assessed fee.

b) Any Members whose past membership fees 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 there is a decision under a) above

c) The Secretary-General shall in conjunction with the Treasurer, be responsible for the invoicing and accounts for annual membership fees being sent to Members for the ensuing year.

By- Law 16 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

By Law 17 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 a 75 % majority at the Executive Committee or by decision of the General Meeting, following consideration of proposals submitted by the Executive Committee as per article 14 and article 20

c) These By Laws are adopted to take effect from July 2, 2016