



## **STATUTES**

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**Article 1: Name and seat, objective and functions**

- (1) The name of the association shall be Association of Retired International Civil Servants in Austria (hereinafter referred to as “ARICSA”). It has its seat in Vienna.
- (2) The objective of ARICSA shall be to promote and protect the rights and interests of former international civil servants and their survivors.
- (3) To achieve the objective, ARICSA shall:
  - (a) act as a forum for discussion and solution of problems of its members, providing them with information and support, in particular in respect of pension, medical insurance and welfare matters;
  - (b) promote social and friendly contacts among its members;
  - (c) represent its members before the appropriate bodies of the United Nations system and the relevant Austrian authorities. In this context, it will in particular provide liaison with the Vienna based organizations of the UN system, ensuring that its members have access to as many facilities as possible at the Vienna International Centre and to the various activities organized under the aegis of the respective staff councils and their related activities and recreation committees;
  - (d) liaise with the Federation of Associations of Former International Civil Servants (FAFICS); and
  - (e) maintain relations with associations and bodies in Austria that can support its social and welfare activities.
- (4) ARICSA may undertake activities in support of humanitarian projects organized by bodies of the United Nations system and by other bodies.
- (5) In its activities, ARICSA shall uphold the principles enshrined in the preamble and Article 1 of the Charter of the United Nations and the United Nations Universal Declaration of Human Rights.

**Article 2: Funds for accomplishing the objective**

Funds to accomplish its aims shall be provided from any or all of the following sources:

- (a) membership fees;
- (b) grants or donations from persons or from bodies of the United Nations system or other bodies, provided that no conditions are attached thereto that, in the opinion of the Executive Committee, conflict with any of the provisions of Article 1; and
- (c) proceeds from any ARICSA activities.

**Article 3: Membership**

- (1) Membership comprises full, life, associate, affiliate and honorary members. In these Statutes, the term "member" without narrower specification shall refer equally to all members.
- (2) All international civil servants who were formerly on the staff of organizations of the UN system and their survivors may apply to become full members if resident in Austria.
- (3) All international civil servants who were formerly on the staff of organizations of the UN system and their survivors who are not resident in Austria may apply to become associate members.
- (4) Former international civil servants resident in Austria who provide proof of their life membership in a retiree organisation that is a member of FAFICS (Federation of Associations

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<sup>1</sup> These Statutes were agreed by the General Meeting of ARICSA on 27 May 1997. They were amended by the General Meeting on 3 June 2004, 28 October 2005 and 20 November 2014.

of Former International Civil Servants) may, on application, be accorded affiliate membership status which conveys full participation in the association on equal terms with ARICSA life members.

- (5) The surviving spouse of a member shall be accorded associate membership. For the purpose of this Article, a survivor is the widow or widower of a former international civil servant.
- (6) (a) An eligible candidate (paragraphs (2) and (3) of this Article) shall establish membership by written application to the Executive Committee of ARICSA and payment of any membership fee due;  
(b) Membership ends through death, voluntary withdrawal notified in writing to the Executive Committee, or through cancellation; and  
(c) Non-payment of membership fees in accordance with the conditions specified in the By-Laws, will result in automatic cancellation of membership.
- (7) The General Meeting may on the recommendation of the Executive Committee elect persons as honorary members in recognition of services rendered to ARICSA. Honorary members shall not pay membership fees.
- (8) A member's membership of ARICSA may be revoked by decision of the General Meeting acting on a complaint from the Executive Committee or the Arbitration Committee that the member had infringed any substantial interest of ARICSA.

#### **Article 4: Rights and duties of members**

- (1) Members have the right to information regarding the activities of ARICSA, and to avail themselves of or take part in those activities.
- (2) Full members have the right to vote or abstain from voting on any organ (Article 5) on which they are voting members, and to be elected or appointed to serve on such organs as provided for in these Statutes.
- (3) Members have a right to attend and speak at General Meetings (Article 6), and the right to serve on any sub-committee established by the Executive Committee (Article 8) when co-opted as provided for in these Statutes.
- (4) Members shall respect the objective, interests and reputation of ARICSA and shall further these to the best of their ability. They shall abide by its Statutes and By-laws, and by the rules and decisions of its organs.
- (5) Members shall serve on organs of ARICSA and on sub-committees without remuneration, but may be reimbursed for reasonable out-of-pocket expenses incurred in the pursuance of their duties on behalf of ARICSA.

#### **Article 5: Organs of ARICSA**

The Organs of ARICSA are the General Meeting (Articles 6 and 7), the Executive Committee (Article 8), the Auditors (Article 9) and the Arbitration Committee (Article 11).

#### **Article 6: The General Meeting**

- (1) The General Meeting is the principal organ of ARICSA and it determines the guiding principles, policies and programme of ARICSA. It shall consist of members of ARICSA and shall meet once a year, in autumn. The working language of the meeting shall be English.
- (2) Notice of a General Meeting, together with a draft agenda, shall be sent by the Executive Secretary to all members at least three weeks before the date of the meeting.
- (3) Proposals for changes to the draft agenda must be communicated to the Executive Committee in writing at least ten working days before the meeting.
- (4) A quorum at a General Meeting shall be 50 full members and the President or one of the Vice-Presidents. However, if there is no quorum at the time set for the start of the meeting, the

meeting shall be adjourned for one half-hour, after which the quorum shall be 25 full members and the President or one of the Vice-Presidents.

- (5) The General Meeting shall take decisions on items explicitly included on the agenda as adopted by simple majority of full members present and voting except for amendments to the Statutes or dissolution of ARICSA, which shall each require a two-thirds majority of full members present and voting (Articles 12 and 13).
- (6) An Extraordinary General Meeting may be called by a General Meeting, by the Executive Committee, or by the President upon the written request of at least 50 full members, such request to include a draft agenda. Unless otherwise provided for, all statutory provisions relating to a General Meeting shall also apply to an Extraordinary General Meeting.
- (7) The General Meeting shall be chaired by a Presiding Officer to be elected by the meeting, who shall not be a member of the Executive Committee.
- (8) The minutes of General Meetings shall be circulated to all members, at the latest together with the agenda of the following General Meeting.

### **Article 7: Functions reserved to the General Meeting**

- (1) Functions reserved to the General Meeting shall be:
  - (a) To elect a Presiding Officer of the General Meeting;
  - (b) To elect a Rapporteur of the General Meeting;
  - (c) To adopt the final agenda of the meeting;
  - (d) To approve the minutes of the previous General Meeting;
  - (e) To consider the report of the President;
  - (f) To consider the annual financial report and accounts submitted by the Treasurer and the report of the Auditors thereon, and - if approved – to discharge the Treasurer.
  - (g) To approve the programme of work and the budget for activities to be carried out in the following calendar year.
  - (h) To elect the polling officers;
  - (i) To elect full members to the Executive Committee and as Auditors;
  - (j) To determine the membership fees;
  - (k) To discuss and take decisions on items included on the agenda, though no decisions may be taken on items brought up for discussion under the agenda heading 'Any other business' except that the item be included on the agenda of the following General Meeting or of an Extraordinary General Meeting;
  - (l) To elect honorary members;
  - (m) To decide on revisions to the Statutes and the By-laws (Article 12) if the proposed changes were communicated to members with the draft agenda; and
  - (n) To decide on the dissolution of ARICSA (Article 13).
- (2) The General Meeting may replace one or more or all members of the Executive Committee by electing new candidates if notice of such election was included in the draft agenda. Inclusion in the agenda is pursuant to a decision of the President or to receipt by the President of a written request to this effect signed by 25 full members.

### **Article 8: The Executive Committee**

- (1) The Executive Committee is the administrative organ of ARICSA. It is responsible for achieving the objective and functions as defined in Article 1 and for carrying out the decisions of the General Meeting. Its actions shall be governed by these Statutes and the By-laws (Article 12). The Committee determines its own rules of procedure. It shall meet at least once in every calendar quarter.

- (2) The Executive Committee shall comprise eight members. There shall be five officers: a President, a First Vice-President, a Second Vice-President, an Executive Secretary, and a Treasurer, and three other members, all of whom shall be full members of ARICSA.
- (3) The General Meeting elects the Executive Committee in odd calendar years. Any member of the Executive Committee is eligible for re-election.
- (4) The officers and other members of the Executive Committee shall be elected by the General Meeting as specified in the By-laws. Their term of office shall end with the election of an incoming Executive Committee at the General Meeting of the next odd calendar year.
- (5) If an office or seat on the Executive Committee becomes vacant, the Executive Committee may co-opt a full member onto the Committee to serve until the next General Meeting at which an election to the vacancy shall be held.
- (6) A quorum on the Executive Committee shall be four of its members, including the President or one of the Vice-Presidents.
- (7) The Executive Committee takes its decisions by consensus or by simple majority of members present and voting. In the event of a tie the President has a casting vote.
- (8) The President acts as the representative of ARICSA and is its chief executive officer. In the President's absence, his or her functions shall be carried out by the next available officer in order of seniority specified in paragraph (2) of this Article. The President shall call General Meetings and meetings of the Executive Committee. He or she shall also designate the member of the Executive Committee to act for the Executive Secretary or Treasurer in that officer's absence.
- (9) The Treasurer shall be responsible for orderly conduct of the financial affairs of ARICSA, shall act as receiving and disbursing officer, and shall be responsible for preparing the accounts, financial reports and budgets for submission to the General Meeting.
- (10) The Executive Secretary is responsible for keeping the minutes of the Executive Committee, for keeping all ARICSA records in good order, for the orderly conduct of its correspondence, and for dispatching notices of forthcoming General Meetings in due time.
- (11) The Executive Committee may charge one or more members of ARICSA to carry out certain functions or may set up sub-committees to this end. The persons or sub-committees so charged shall take instructions from and report on progress to the Executive Committee.

### **Article 9: The Auditors**

The General Meeting shall elect two Auditors annually for one year from among the full members who are not members of the Executive Committee. They will review the annual report and accounts prepared by the Treasurer and report on these to the General Meeting. The Auditors are eligible for re-election.

### **Article 10: The ARICSA financial year**

The ARICSA financial year shall be the calendar year.

### **Article 11: Arbitration committee**

- (1) An Arbitration Committee shall rule on differences and conflicts arising within ARICSA referred for arbitration to the President by a member of ARICSA or pursuant to a decision of the Executive Committee or the General Meeting.
- (2) The Arbitration Committee shall comprise five members who are not members of the Executive Committee. Within two weeks of receipt of a complaint, each party shall nominate two full members to serve on the Arbitration Committee, informing the Executive Secretary of the nominations. Within four weeks of receipt of a complaint the President shall call a meeting of the nominees at which the nominees shall elect a fifth full member as Chairperson.

- (3) The Arbitration Committee determines its own rules of procedure that shall not conflict with these Statutes or the By-laws. The Chairperson calls meetings. The Committee shall meet so as to render its decision within two calendar months of the date of receipt of the complaint.
- (4) Decisions of the Arbitration Committee are final and are rendered in the presence of its members attending by simple majority of votes cast, each person acting in accordance with his or her best knowledge and conscience, and in accordance with these Statutes and the By-laws. In the event of a tie, the Chairperson shall have a casting vote.

#### **Article 12: Statutes and by-laws**

- (1) Any proposed amendment to these Statutes shall first be considered by the Executive Committee. Each proposed amendment and the Executive Committee's views thereon shall be communicated to the members together with the draft agenda. The decision to amend requires a two-thirds majority of full members present and voting at a General Meeting (Article 6(5)).
- (2) ARICSA shall establish By-laws to assist in the orderly administration of its activities. These shall include definition of the election procedures and rules for the conduct of its financial affairs. Nothing in those By-laws shall conflict with these Statutes. They will be presented by the Executive Committee for approval to a General Meeting and require a simple majority of full members present and voting to enter into force.
- (3) Any proposed amendment to the By-laws shall first be considered by the Executive Committee. Each proposed amendment and the Executive Committee's views thereon shall be communicated to the members together with the draft agenda. The decision to amend requires a simple majority of full members present and voting at a General Meeting.
- (4) The Statutes and the By-laws and amendments thereto enter into force on approval by the General Meeting.

#### **Article 13: Dissolution of ARICSA**

- (1) The voluntary dissolution of ARICSA can only be decided by a two-thirds majority of full members present and voting at an extraordinary General Meeting convened for this purpose.
- (2) In case of voluntary dissolution of ARICSA, the Executive Committee shall act as the liquidators.

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