

# **STATUTES OF IFOTES**

## **INTERNATIONAL FEDERATION OF TELEPHONE EMERGENCY SERVICES**

(Approved on July 13<sup>th</sup> 2010)

### ***I NAME AND SEAT***

§ 1 The name of the Federation is “The International Federation of Telephone Emergency Services “ hereinafter called IFOTES. IFOTES is a Federation constituted in Switzerland in accordance with the articles 60 to 79 of the Swiss Civil Code.

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§ 2 IFOTES has its seat in Geneva, Switzerland. The official language of IFOTES is English<sup>1</sup>. In case of matters requiring interpretation of articles of the Statutes the English text is binding.

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### ***II MISSION***

§ 3 IFOTES is a Federation of National Associations/Federations. It represents the interests and co-ordinates the activities of Telephone Emergency Services (TES) and their National Associations/Federations on an international level. The basics of IFOTES are defined in the Ethical Charter.

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### ***III FUNCTION AND PURPOSE***

§ 4 The aim of IFOTES is to enable the TES to offer the best possible help and support to the callers. To achieve this aim, IFOTES offers assistance to national associations/federations and existing TES to improve the quality of listening and counselling on the telephone.

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§ 5 IFOTES supports and encourages the creation and organization of Telephone Emergency Services in countries or areas where they do not yet exist or are in the process of being set up.

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<sup>1</sup> The Ethical Charter was originally written in French.

§ 6 IFOTES organizes regular meetings and seminars as well as International Congresses. Furthermore it publishes documents on themes relevant to TES.

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§ 7 As one major representative of Telephone Emergency Services, IFOTES seeks close and mutually enriching collaboration with associations in which IFOTES is a member or which have similar aims.

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§ 8 As an independent organization, IFOTES has no governmental, political, racial or confessional character.

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#### ***IV MEMBERSHIP***

§ 9. Full members are national Associations/Federations which expressly recognize the Statutes, Ethical Charter and International Norms as binding and pay the membership fee in due time.

**Full members have the right to vote.**

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§ 10. Associated members are Associations/Federations which expressly recognize the Statutes, Ethical Charter and International Norms as binding and pay the membership fee in due time. They can be:

- a) National associations/federations which have set themselves the goal of living up to the standards set by the Statutes, Ethical Charter and International Norms but cannot yet do so
- b) Telephone Emergency Services which are specialized in offering services to particularly defined groups
- c) Federations or organizations working in close collaboration with IFOTES and/or having similar aims
- d) National associations/federations which live up to the standards set by the Statutes, Ethical Charter and International Norms, but cannot pay the full membership fee.

**Associated members do not have the right to vote.**

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#### ***V ADMISSION, EXCLUSION AND WITHDRAWAL OF MEMBERS***

§ 11. The admission of members is decided by the International Committee. The membership is ratified at the following General Assembly. The procedure of admission of the new members is defined in the Rules of Procedure.

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§ 12 Any member may withdraw from IFOTES by giving notice in writing to the International Committee six months prior to the end of the financial year.

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§ 13 The decision of the exclusion of a member for the failure to observe the Statutes, Ethical Charter, International Norms, or for not paying of membership fees, can only be made by the General Assembly, for which an absolute majority must be obtained.

The decision of the suspension of a member for the failure to observe the Statutes, the Ethical Charter, the International Norms, or for not paying of membership fees can only be made by the International Committee.

When the International Committee has decided to suspend a member, it informs the member concerned, and all other members of IFOTES immediately. The International Committee will then propose to the next General Assembly the exclusion of the suspended member from membership. If the General Assembly does not exclude the member suspended by the International Committee, the suspension is cancelled.

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§ 14 Withdrawing, suspended or excluded members have to settle their membership fees for the time they have been members.

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## **VI ORGANISATION**

§ 15 *The Governing Bodies of IFOTES are :*

- \* The General Assembly
  - \* The International Committee
  - \* The Executive Committee
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## **VII COMPOSITION OF THE GENERAL ASSEMBLY**

§ 16 The General Assembly is the supreme legislative body governing IFOTES and shall meet at least at three years interval.

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§ 17 The General Assembly is convened by the International Committee in the manner specified in the Rules of Procedure.

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§ 18 The International Committee may call an extraordinary General Assembly at any time, and must do so if requested in writing by at least 1/5 of the full members.

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§ 19 The full members are entitled to appoint delegates to the General Assembly according to the following quota :

- \* 1 delegate per national Association/Federation with two posts
- \* 2 delegates per national Association/Federation with 3 to 4 posts
- \* 3 delegates per national Association/Federation with 5 to 7 posts
- \* 4 delegates per national Association/Federation with 8 to 10 posts

- \* 5 delegates per national Association/Federation with 11 to 15 posts
  - \* 6 delegates per national Association/Federation with 16 to 20 posts
  - \* 7 delegates per national Association /Federation with 21 to 25 posts
  - \* 8 delegates per national Association/Federation with 26 to 30 posts
  - \* 1 additional delegate for every additional 15 posts, and this up to a maximum of 105 posts
  - \* As of 106 posts: 1 additional delegate for every additional 20 posts. The maximum delegates per national Association/Federation is 20.
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§ 20 Associated members are invited to attend the General Assembly in an advisory capacity. Each associated member has the right to appoint one representative.

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§ 21 The full and associated members must inform the Director of the names of their delegates and representatives at the latest 24 hours before the opening of the General Assembly.

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## ***VIII DUTIES AND PROCEDURES OF THE GENERAL ASSEMBLY***

§ 22 The General Assembly shall be considered properly constituted if the invitation to the General Assembly has been addressed to all members in the manner specified in the Rules of Procedure.

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§ 23 The tasks of the General Assembly are :

- \* The constitution of the General Assembly -
    - Roll Call
    - Appointment of the three members of the voting Committee
    - Approval of the Agenda
  - \* Approval of the minutes of the previous General Assembly
  - \* Approval of the Activities report
  - \* Approval of the Financial report including the auditor's report
  - \* Appointment of the auditors
  - \* Deliberation of submitted motions
  - \* Election of the President
  - \* Ratification of acceptance of new members.
  - \* Decision concerning the exclusion or not of members suspended by the International Committee
  - \* Approval of the membership fees for full members as well as associated members as proposed by the President on the advice of the International Committee.
  - \* Confirmation of the members of the International Committee
  - \* Approval of the changes in the function and purpose of IFOTES
  - \* Amendments to the Statutes, Ethical Charter and International Norms
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§ 24 Each delegate has one vote. Any delegate may appoint in writing another delegate to represent him or her. No delegate may represent more than two other delegates. Full members accepted at a General Assembly do not have the right to vote on matters concerning the actual General Assembly.

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§ 25 All decisions and approvals mentioned in § 23, except for the election of the President, are made by show of hands. On request of at least three delegates representing three full members, decisions and approvals can be made by secret ballot. Votes are made by simple majority<sup>2</sup> of valid votes.

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§ 26 If there is a tie in voting, the President has the casting vote.

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§ 27 No other decisions than the ones published previously to the General Assembly can be voted on. Any unannounced motion is deferred to the next General Assembly.

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§ 28 Candidates for the Presidency are submitted to the General Assembly by the International Committee. No further candidates can be added to this list during the General Assembly.

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§ 29 The elections for the President are held by secret ballot. For these elections an absolute majority<sup>3</sup> is necessary for the first ballot, for the second ballot a relative majority<sup>4</sup> of votes cast is required.

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§ 30 The election of the President is for three years. The term of office starts immediately after the General Assembly.

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<sup>2</sup> In a vote by simple majority all votes “YES” and votes “NO” are counted. The abstentions or invalid votes are not taken into consideration to determine a simple majority. The higher number of votes (either “YES” or “NO”) determines the simple majority. Simple majority is based on the votes cast and not the votes present.

<sup>3</sup> Absolute majority refers to the total votes cast. The absolute majority is HALF of all votes cast PLUS one vote. Abstentions and invalid votes are taken into consideration when counting the votes cast for the absolute majority. Thus a candidate has to reach half plus one of all votes cast to be elected. If this majority is not reached during the first ballot, it is considered that no candidate is elected. This automatically calls for a second ballot which will be with relative majority.

<sup>4</sup> In the second ballot the relative majority is required for the election. The candidate with the higher number of votes (“YES”) will be elected.

§ 31 Any proposal of the International Committee which is accepted in writing by 3/4 of the full members of IFOTES, as represented pro rata in the IC, is equal to a decision taken at the General Assembly.

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## ***IX COMPETENCE OF THE GENERAL ASSEMBLY***

§ 32 The competence of the General Assembly is laid down in § 23.

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## ***X INTERNATIONAL COMMITTEE***

§ 33 The International Committee serves as the Governing body between the General Assemblies. It operates with the authority vested by the General Assembly and it is responsible to the General Assembly.

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§ 34a The International Committee shall be composed of delegates appointed by the full members and confirmed by the General Assembly. Only national Associations/Federations with five posts or more have the right to be represented in the International Committee. Full members with less than five posts can decide on one common delegate who will be entitled to represent them in the International Committee. Full members with five posts or more but less than forty, are entitled to one seat. Full members with forty posts or more are entitled to two seats.

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§ 34b The International Committee may co-opt up to two further persons in order to provide representation from a country not otherwise represented or to bring a skill to the International Committee not otherwise found there. Co-options are for one year at a time.

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§ 35 The term of office of the International Committee members shall be three years, starting after the General Assembly.

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§ 36 The International Committee implements all directives and policies established by the General Assembly.

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§ 37 The International Committee has the authority to co-operate with, work with, assist, be assisted by, jointly organize with any other body with or through which the purpose of IFOTES may be enhanced. It can employ staff and consultants at remuneration to be set up by the International Committee on renewable fixed term contracts. It can set up committees working parties and editorial panels as required.

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§ 38 The International Committee appoints the Chairman of the Nominations Committee from among their numbers and at least two more persons to form this group.

The tasks of this committee are:

- \* Call for nominations from the membership for the Presidency
  - \* Assess the eligibility of each candidate
  - \* Submit the eligible candidates for the Presidency to the International Committee and subsequently to the full members
  - \* Prepare a final list of candidates to be presented by the International Committee to the General Assembly.
  - \* Supervise together with the Chairman of the General Assembly that the correct election procedures are followed during elections.
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§ 39 The International Committee appoints a Director and employs any other staff and consultant needed for the management of IFOTES.

The Director is responsible for the management of the International secretariat. The Director attends the International Committee and the Executive Committee meetings as an advisor. He/She has no voting rights.

The other duties and responsibilities of the Director are defined in the Rules of Procedure.

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§ 40 The responsibility of the International Committee is to ensure that the purpose of IFOTES is followed, and to define and suggest appropriate objectives and policies on matters pertaining to the advancement of the interests and welfare of IFOTES and its members.

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§ 41 Specific responsibilities include medium and long-term planning, projects, budgets, Rules of Procedure, and any other business which is not specifically of the competence of another body.

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§ 42 The International Committee meets at least twice a year. It is convened by the President or by two other members of the International Committee.

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## ***XI EXECUTIVE COMMITTEE***

§ 43 Four members of the Executive Committee are elected by the members of the International Committee from among their numbers. The Executive Committee is composed of two vice-Presidents, a Treasurer and one additional person who together with the President form the Executive Committee.

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§ 44 The duties and responsibilities of the Executive Committee are defined in the Rules of Procedure.

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## **XII FINANCES AND LIABILITIES**

§45 The financial resources necessary for carrying out tasks are raised through membership fees, patrons' contributions, collections, legacies, gifts, fundraising events, subsidies , the sale of services and any other legal means.

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§ 46 IFOTES answers for liabilities exclusively with the Assets of the Federation. The responsibilities of the members extend to the payment of their membership fees.

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§ 47 Unless expressly decided otherwise by the International Committee, any member whose membership fee is not paid by the 30th June of the current year may not be represented at the meetings of the General Assembly or the International Committee. Non-payment of dues may be considered a justified reason to exclude a member.

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§ 48 Associated members have the same financial obligations as full members.

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§ 49 The financial year corresponds to the calendar year

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## **XIII AUTHORITY TO SIGN**

§ 50 The President is responsible for representing the Federation externally and for ensuring that representation is of sufficiently high standard and conform to policy.

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§ 51 The President and one of the vice-Presidents, together with the Director or a further member of the International Committee, are authorized to engage IFOTES by signature. Any derogation of the latter is determined in the Rules of Procedure.

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## **XIV AMENDMENTS TO THE STATUTES, ETHICAL CHARTER AND INTERNATIONAL NORMS**

§ 52 Any motion and proposal for changes to the Statutes, Ethical Charter and International Norms shall be circulated to full members before the General Assembly in the manner specified in the Rules of Procedure.

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§ 53 Changes to the Statutes, Ethical Charter and International Norms must be decided in a validly convened General Assembly. In order to be valid, the decision must have the consent of 2/3 of all votes cast.

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## **XV DISSOLUTION**

§ 54 The dissolution of FOTES can be proposed by:

- \* The International Committee  
or
  - \* The General Assembly  
or
  - \* In writing by 50% of full members
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§ 55 The dissolution of IFOTES can be decided at an especially convened extraordinary General Assembly with an explicit agenda and with the quorum of presence of 75% of the total number of votes. In order to be valid, the decision must have the consent of 2/3 of all votes present.

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§ 56 In the case of the dissolution of the Federation, a liquidation of Assets shall be necessary. The International Committee must appoint three delegates to dispose of the net Assets in accordance with the purposes of the Federation.

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## **XVI FINAL DISPOSITION**

These present Statutes replace those approved in July 2000 in Seville, Spain. They become effective with their adoption by the General Assembly on 13 July 2010 in Vienna, Austria.

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