



THE COUNCIL OF INTERNATIONAL FELLOWSHIP

Provides professional human services' development and training through intercultural exchange

STATUTES OF THE COUNCIL OF INTERNATIONAL FELLOWSHIP e.V.

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Glossary

General Assembly (GA)	Final decision making body, consisting of all individual members
National Branch (NB) CIPUSA	Legal entity of all members of CIF in a given country Council of International Programs USA, the founding organization of IPEPs
Board of Directors (BD)	Policy making body consisting of all presidents of National Branches
Executive Committee (EC)	Responsible for the day-to-day business of the Organization
Election Committee (EIC)	Organizing body of the election of the Executive Committee
Contact Person (CP)	Volunteer in a country without a National Branch who cooperates with CIF International and its NBs for tasks around IPEPs
International Professional Exchange Program (IPEP)	Conducted by National Branches.
“e.V.”	eingetragener Verein, registered association



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PREAMBLE

The first International Professional Exchange Program for social workers took place in the United States after the Second World War as a response to the enormous social needs. Dr. Henry B. Ollendorff, himself a refugee from Nazi oppression, had a vision that he could promote peace and understanding, by bringing together professionals from human services to study together and learn from each other and the institutions of the host country. In 1956, the Cleveland International Program, later known as Council of International Programs (subsequently CIPUSA), was founded by Dr. Ollendorff.

In 1960, returning alumni from the US Programs sought to maintain and extend the new insights and experience they had gained by setting up the Cleveland International Fellowship, later renamed the Council of International Fellowship (CIF).

Article 1 - NAME AND SEAT

- (1) The name of this Organization shall be "Council of International Fellowship e.V.", also referred to as "CIF International e.V.", henceforth referred to in the Statutes as "the Organization".
- (2) Bonn (Germany) has been determined as the seat of the Organization, where it is formally registered at the Vereinsregister of the Amtsgericht Bonn (no. 4396).

Article 2 – PURPOSE

- (1) The Organization is a not for profit, apolitical and nonreligious independent body.
- (2) The purposes of the Organization are
 - a. The promotion of education, national and professional education including support of students
 - b. The promotion of international attitudes, of tolerance in all fields of culture and the ideas of international understanding
 - c. The promotion and development of co-operation.
- (3) These purposes are realized by promoting professional, cross-cultural and educational exchange for those working in the field of social services. The learning and sharing generated by international exchanges provide opportunities for broadening professional as well as personal development, and so contribute to peace and understanding.
- (4) The Organization works in collaboration with other entities sharing the same core values and respecting human rights, guaranteeing equal treatment to all, consistent with the United Nations Universal Declaration of Human Rights.



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Article 3 – OBJECTIVES

- (1) To maintain and facilitate relations, provide learning opportunities and the exchange of work and cultural experiences among its participants, members, host families and anyone else involved in the activities of the Organization and its National Branches.
- (2) To promote and support the organization of regular international conferences, the establishment of new National Branches or, where this is not possible, national Contact Persons.
- (3) To support the organization of International Professional Exchange Programs (IPEPs) that provide practical and theoretical information about the host country's social and cultural environment, social organizations and their working methods.
- (4) To support recruitment and selection of new participants in CIF International Professional Exchange Programs and CIPUSA Programs, and encourage their participation in the activities of the Organization.

Article 4 – MEMBERSHIP

- (1) Membership of the Organization is open to all former participants in International Professional Exchange Programs of CIF and CIPUSA, as well as to individuals who support the objectives of CIF.
- (2) Members are organized in National Branches or, in countries where no National Branch exists, as individual members.
- (3) Eligible persons may acquire membership by request and payment of a membership fee to the National Branch. In countries where no National Branch exists, requests and payments must be made directly to the Executive Committee, and the decision will be at the discretion of the Executive Committee.
- (4) Membership is terminated by voluntary resignation from the Organization by informing the National Branch, or by death, by non-payment of fees, or by expulsion for actions inconsistent with the purposes and objectives of the Organization.
- (5) A National Branch and individual members whose membership has been terminated may appeal within two months to the General Assembly, who can reverse such a decision by a simple majority of those voting.

Article 5 - MEMBERSHIP FEE

- (1) The individual annual membership fee for the Organization is set by the Board of Directors.
- (2) The National Branches are responsible for collecting the CIF International fees and remitting them to the CIF International Treasurer. Where no National Branch exists, the individual membership fee should be paid directly to the CIF Treasurer.



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Article 6 - NATIONAL BRANCHES

- (1) In order to fulfill the purpose of the Organization, CIF members in each country are encouraged to organize National Branches.
- (2) A National Branch will be formally recognized by the Organization if it has at least five CIF members who have participated in a International Professional Exchange Program and form its governing body, and which is democratically constituted.
- (3) Each country will have one Branch, with the option to have one or more affiliates, but only one headquarters. The essential characteristics and other details on the structure of a CIF National Branch are stated in CIF guidelines.
- (4) A National Branch has the following tasks:
 - a. to organize its own activities, including IPEPs,
 - b. to delegate its president or another duly designated person onto the Board of Directors,
 - c. to be responsible for its own financial business, including paying the membership fees to CIF International, and
 - d. to fully cooperate with CIF International.

Article 7 - GENERAL ASSEMBLY

- (1) The General Assembly is the highest body of the Organization and consists of all CIF members.
- (2) The General Assembly meetings shall take place at least every two years in person, hybrid or digitally. Meetings of the General Assembly must be called by the Board of Directors or by the Executive Committee, with the consent of the Board of Directors.
- (3) The members will be invited to the General Assembly at least 4 weeks prior to the date set for the meeting, through publication of the invitation in official communication channels of the Organization.
- (4) The agenda for the regular General Assembly must include: the annual report, the financial report and the Auditors' report. Members must submit in writing any additional items for inclusion on the agenda to the Secretary of the Executive Committee, up to 48 hours before the beginning of the General Assembly.
- (5) The General Assembly
 - a. has the right to be informed through the annual and other reports of the Organization and can then release the Board of Directors from further responsibility,
 - b. approves or revokes resolutions,
 - c. approves or rejects decisions regarding termination of individual membership or the disbandment of National Branches,
 - d. decides upon changes and amendments to the Statutes, and
 - e. decides upon the dissolution of the Organization.
- (6) The Quorum for a General Assembly meeting is a minimum of 50 members present who have paid the membership fee for the previous year.
- (7) Each member has one vote; National Branches do not have a vote.



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- (8) Valid decisions in relation to (5) a. to c. are made by the General Assembly by a simple majority of those voting. Valid decision in relation to (5) d. and e. are made by a 2/3 (two-thirds) majority of those voting.

Article 8 - BOARD OF DIRECTORS

- (1) The Board of Directors is the policy making body and consists of the presidents of the National CIF Branches and of CIPUSA.
- (2) The Board of Directors shall meet at least once every year. The meetings may take place in person, hybrid or digitally.
- (3) Representatives of National Branches which have fully paid the membership fees in the year preceding the meeting can exercise the right to vote.
One Branch has one vote. Voting can be done in person, digitally or via proxy voting.
- (4) The president of a National Branch and CIPUSA may authorize in writing another member of the National Branch to represent the National Branch in the meeting.
- (5) A National Branch not attending decides which National Branch they ask to exercise their proxy vote. One National Branch may take on one proxy vote. If a National Branch representative subsequently attends the meeting the proxy automatically ceases at this point.
- (6) Members of the Executive Committee participate in the meeting without a right to vote, unless they are representing their National Branch.
The Board of Directors may permit members from countries without a National Branch, and observers, to participate in the meeting, without the right to vote.
- (7) The quorum of votes is a minimum 2/3 (two-thirds) of registered National Branches attending during the meeting or represented by proxy votes.
Valid decisions are made by the Board of Directors by a simple majority of those voting.
- (8) The Board of Directors
- a. elects and removes the members of the Executive Committee,
 - b. elects and removes the members of the Election Committee,
 - c. appoints the Auditors,
 - d. decides on the seat of the Organization,
 - e. proposes changes of the Statutes or the dissolution of the Organization, for the attention of the General Assembly,
 - f. decides on acceptance of new National Branches,
 - g. decides on membership fees for the Organization,
 - h. decides on policy and priorities, policy implementation, fundraising, staffing and the allocation of financial resources,
 - i. decides on proposals for the organization of the CIF conference,
 - j. calls meetings of the General Assembly,
 - k. appoints committees and follows up their work,
 - l. develops, produces and updates CIF guidelines,
 - m. approves the annual report of the Organization including the financial report,
 - n. approves the annual budget of the Organization, and



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- o. decides on termination of individual membership and the disbandment of National Branches.

Article 9 - EXECUTIVE COMMITTEE

- (1) The Executive Committee is authorized to act on behalf of the Board of Directors in accordance with the policy, programs, projects, general guidelines and the budget set at Board of Directors meetings. The Committee represents the Organization, executes decisions of the Board of Directors and takes care of the ongoing day to day business.
- (2) The Executive Committee consists of the President, the Vice President, the Secretary, the Treasurer and two Members at Large.
- (3) The EC meets digitally, hybrid and in person. It should meet in person once a year.
- (4) The Executive Committee
 - a. ensures the proper running of the Organization,
 - b. prepares and distributes agendas and reports to the meetings of the General Assembly and the Board of Directors, ensures that their meetings are chaired, executed in due course, and minutes are taken,
 - c. collaborates with the host country in the organization of the CIF Conference, including fundraising activities for the Organization,
 - d. ensures official registration and subsequent implementation of Statutes changes,
 - e. proposes on acceptance of new National Branches,
 - f. decides upon membership of candidates in countries without a National Branch, and
 - g. accepts new International Professional Exchange Programs and monitors their progress.
- (5) A simple majority of the Committee membership shall constitute a quorum for the transaction of all business. In the event of equality in votes cast, the President shall have the casting vote.
- (6) Authorized declarations must be signed by at least two members of the Executive Committee, one of them President or Vice President.
- (7) To be eligible for elections to the Executive Committee the candidate must be a member of CIF and of a National Branch and a former participant in an International Professional Exchange Program, as referred to in Article 12. One member of the Executive Committee may be an individual member of CIF from a country without a National Branch.
- (8) The Executive Committee is elected for a two-year term. Members of the Executive Committee may be reelected for further two-year periods. The maximum term to serve on the Executive Committee is eight years. A new election of the same member is only possible after a break of at least two years.
- (9) Should a member of the Executive Committee resign or be removed, the Executive Committee reserves the right to co-opt a member to fill the vacant position until the next elections. In doing so, the Executive Committee will give due consideration to votes cast at the previous election.



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Article 10 - ELECTION COMMITTEE

- (1) The Election Committee is composed of a minimum of two and a maximum of three members, of whom one shall have the function of Convener, to call for nominations for membership of the Executive Committee.
- (2) The Election Committee approaches National Branches for nominations. Nominations may also be received from any CIF individual member where there is no National Branch. Nominations must have the nominee's consent, must be proposed by a National Branch and seconded in writing by another National Branch. This is not necessary for EC members eligible for re-election.
- (3) The Election Committee is responsible for drawing up a list of all nominations and organizing the elections. The final list of nominations, including CVs and personal statements, must be made available to the Board of Directors at least 24 hours before the elections.
- (4) The Convener of the Election Committee shall chair the Board of Directors meeting when it is electing the new Executive Committee.

Article 11 - AUDITORS

- (1) Auditors shall audit the accounts every year and confirm that the financial transactions correspond to the regulations of the Organization and are correct.
- (2) The Auditors shall report to the Board of Directors and the General Assembly.

Article 12 – CIF INTERNATIONAL PROFESSIONAL EXCHANGE PROGRAMS

In order to further its aims, CIF encourages the formation and operation of International Professional Exchange Programs (IPEPs) in the various countries. The essential characteristics and other details on the content of a CIF IPEP are stated in guidelines.

Article 13 – CIF INTERNATIONAL CONFERENCE

Every second year, unless otherwise decided by the Board of Directors, a National Branch, selected through a vote by the Board of Directors, shall organize an International Conference on a specific social theme. The essential characteristics and other details of CIF Conferences are stated in guidelines.



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Article 14 – FINANCES AND LIABILITY

- (1) All funds shall be used in accordance with the Statutes and administered by the Executive Committee with the approval of the Board of Directors.
- (2) Neither individual members nor National Branches are accountable for financial liabilities of the Organization.
- (3) Any claim of liability on the Organization will be met from the assets of the Organization.

Article 15 - STATUS AS A CHARITABLE ORGANIZATION

- (1) The purposes pursued by CIF International are exclusively and directly charitable within the meaning of the Federal Tax Code section "Purposes Eligible for Tax Relief" (§ 52 AO).
- (2) CIF International acts disinterestedly; it does not primarily pursue its own financial interests.
- (3) Funds of the Organization may only be used for purposes in accordance with the Statutes. The members of the Organization shall not receive any benefits from the Organization's funds.
- (4) The Organization may not favour any persons through payments that do not serve its purposes nor through disproportionately high remuneration.

Article 16 – DATA PROTECTION

General Data Protection Regulations (GDPR) and principles are followed. The legislation is implemented through organizational guidelines, manuals and forms, as decided by the Board of Directors.

Article 17 – STAFF

- (1) The Organization may be staffed if resources permit. The Board of Directors is responsible for creating and implementing such staffing arrangements as may be required to conduct the Organization's business. The Executive Committee, on behalf of the Board of Directors, has the responsibility for appointing, supervising and dismissing such staff.
- (2) All activities relating to staffing, including appointment, promotions, and termination, shall follow the policies and laws existing in the country where the staff are based.



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Article 18 - CHANGES IN THE STATUTES

The Statutes can be changed by the General Assembly, provided the proposed changes have been indicated in writing to the membership at least four weeks prior to the meeting.

Article 19 - DISSOLUTION

- (1) A resolution to dissolve the Organization can be initially considered by the Executive Committee, which shall report to the Board of Directors. The Board of Directors will deliberate on the matter and if approved propose a resolution in the General Assembly.
- (2) If the Organization is dissolved or tax relief purposes cease to exist, any outstanding assets will go exclusively to another tax deductible organization which will use these assets directly and exclusively for the promotion of international attitudes, of tolerance in all fields of culture and the ideas of international understanding. This tax relief charitable organization has to be approved as a beneficiary by the Board of Directors and a resolution presented to the General Assembly for a final decision at the meeting where dissolution is proposed.
- (3) The Organization can be dissolved by a resolution of the General Assembly, which achieves a majority of 2/3 (two-thirds) of the members present and eligible to vote.
- (4) The dissolution will come into effect when the registering court, Department Vereinsregister in Bonn, has suitably taken note of the decision.

In case of conflicts the German version of these Statutes is applicable.

These Statutes replace those of September 22, 2017. They are adopted at the CIF General Assembly at its meeting on August 31, 2024.

CIF International

Elisabeth Fischbacher Schrobiltgen
President

Demet Gülaldi
Secretary