

# CONSTITUTION

of

## THE CO-ORDINATING COMMITTEE FOR INTERNATIONAL VOLUNTARY SERVICE

Modified and adopted by the General Assembly in Nairobi, Kenya,  
on 26<sup>th</sup> November 2004.



CCIVS

CO-ORDINATING COMMITTEE FOR INTERNATIONAL VOLUNTARY SERVICE

COMITE DE COORDINATION DU SERVICE VOLONTAIRE INTERNATIONAL

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## **ARTICLE 27**

In consultation with the Executive Committee, the Treasurer submits a draft budget of CCIVS for 3 years to the General Assembly.

## **ARTICLE 28**

The annual budget of CCIVS shall be approved by the Executive Committee.

## **ARTICLE 29**

The Treasurer submits an up-to-date report on the CCIVS finances at every meeting of the Executive Committee.

## **ARTICLE 30**

The CCIVS accountancy is subject to annual and ad-hoc financial control by the Executive Committee.

## **ARTICLE 31**

The CCIVS financial year begins on 1st January and ends on 31st December of each year.

# **CHAPTER V**

## **MISCELLANEOUS**

### **ARTICLE 32 - AMENDMENTS TO THE CONSTITUTION**

- a) CCIVS full member organisations as well as the Executive Committee have the right to submit amendments to the present constitution.
- b) Amendments should be submitted, not later than 3 months before the next Executive Committee meeting, to the Director of the Secretariat who will circulate the proposals for amendments to the Executive Committee members.
- c) The Executive Committee shall circulate to all full member organisations all proposals for amendments as well as its recommendations at least 6 months prior to the next General Assembly.

# **CHAPTER I**

## **ARTICLE 1 - NAME AND BACKGROUND**

- 1.1. The name of the organisation shall be:  
Co-ordinating Committee for International Voluntary Service, herein after referred to as CCIVS.
- 1.2. CCIVS, formerly called the Co-ordinating Committee for International Voluntary Work-camps, is a non-governmental international organisation operating within the framework of the United Nations Educational, Scientific and Cultural Organisation (UNESCO) and working for the development and coordination of voluntary service worldwide.
- 1.3. CCIVS was founded in 1948 by representatives of organisations dealing with work-camps at an International Conference convened by UNESCO to improve and develop international co-operation and contacts between organisations engaged in voluntary service.
- 1.4. The CCIVS headquarters is located in Paris, France. It can be transferred to another place if decided by the General Assembly.
- 1.5. CCIVS shall be registered as a non-profit making organisation, for an unlimited period.

## **ARTICLE 2 - OBJECTIVES**

The objectives of CCIVS are as follows:

- a) The promotion and development of the voluntary service movement on the national, regional and international levels in the contemporary world;

Towards peace, international understanding, friendship, and co-operation among the people of the world, particularly the youth, for reasons of advancing and improving the future of humanity;

Towards the development and the furthering of efforts concerning developing countries, in order to strengthen their national independence, and for the establishment of the New International World Order;

For the benefit of people affected by all forms of social and economic exploitation, unemployment and bad working conditions, and the promotion of awareness and action against these forms of degradation.

- b) For the benefit of a fruitful co-ordination of the activities of the CCIVS members and for the benefit of their individual work and their co-operation regarding the common interests on a national regional, and international level.

c) The propagation and development of the aims of voluntary service and its educational impact both on the volunteers and the community in which they work, mutual understanding, respect, personal responsibility and commitment.

d) The promotion and development of relations and co-operation with other voluntary service organisations, with Non-Governmental Organisations (NGOs), with youth and student organisations and movements on a broad political, religious and social spectrum, which are dedicated and committed to contributing to the objectives of the voluntary service movement.

e) The support of the United Nations Principles : co-operation and contribution to the implementation of the programmes and the initiatives of the United Nations and its bodies on the question of common interest, especially to develop co-operation on a broader scale with UNESCO, striving for the realisation of common initiatives and the contribution to each others programmes.

### **ARTICLE 3 - SPHERES OF ACTIVITIES**

CCIVS shall carry out its activities in the spirit of Chapter 1, Article 2 of the present constitution as follows:

- a) organisation of international and regional conferences, seminars, courses and work-camps;
- b) information and documentation;
- c) studies and research work;
- d) co-ordination and promotion of activities of member organisations;
- e) contacts and co-operation with other organisations;
- f) encouragement of joint action of voluntary service organisations;
- g) international solidarity campaigns and special joint actions;
- h) presentation of the issues concerning the international voluntary service movement before international organisations and in forums;
- i) exchange of volunteers and training of group leaders;
- j) other appropriate measures as decided by the General Assembly and the Executive Committee within the framework of the constitution;
- k) fund-raising.

### **ARTICLE 24 - OFFICERS**

a) The officers of CCIVS are the President, not more than 4 Vice-Presidents and the Treasurer.

b)The President acts as the representative of CCIVS and is responsible for the proper conduct of the meetings of the General Assembly and the Executive Committee according to the constitution, Standing Orders and Rules of Procedure and ensures that the decisions of the General Assembly are properly dealt with by the Executive Committee. The Vice-Presidents may act for the President when required or carry out specific tasks set by the Executive Committee.

c) The Treasurer is responsible for supervising the transaction of all matters of finance. The Treasurer is responsible to the Executive Committee for the supervising of the finances of CCIVS and to ensure that proper and necessary audited accounts are set up and maintained by the Secretariat according to the decisions of the Executive Committee. The Treasurer has to advise on financial policy and to ensure that the accounts are audited at the end of each financial year. The Treasurer confirms the CCIVS account auditors' right to survey, at any time, the financial matters and budget of CCIVS.

d) The terms of office of the officers of CCIVS runs from the time of their election until the election of the new Executive Committee.

However, the Executive Committee can change the officers of CCIVS, taking into account the need for continuity of the work of CCIVS.

## **CHAPTER IV**

### **BUDGET AND FINANCE**

#### **ARTICLE 25**

The financial resources of CCIVS are derived from:

- a) The annual contribution of full and associate members as agreed upon by the General Assembly,
- b) payments from special funds,
- c) other payments and grants received.

#### **ARTICLE 26**

In constitution with the Executive Committee , the Treasurer submits the financial reports and audited accounts for the approval of the General Assembly.

c) The Director shall appoint other staff members after consultation with the President and with the approval of the Executive Committee at its next meeting.

d) The Secretariat is responsible for the day-to-day administration of CCIVS, ensures liaison with the member organisations, directs the different services at the headquarters and assists member organisations in the fulfilment of any project or task which may be entrusted to them by the General Assembly or the Executive Committee.

e) The Director of the Secretariat is required to ensure that resolutions, policies and decisions of the General Assembly and the Executive Committee are carried out in accordance with the Rules of Procedure of the Secretariat and in keeping with the interpretation of those decisions by the President.

f) The Director in consultation with the President or other officers of CCIVS may appoint temporary administration staff to ensure the efficient and the effective management of the day-to-day work of CCIVS, but must seek approval for the continuation and permanent appointment from the Executive Committee at its next meeting.

g) The Director ensures the bookkeeping and preparation of the balance sheets and budget.

#### **ARTICLE 23 - VOTING PROCEDURES AND QUORUM**

a) An absolute majority of the elected members must be present in order to constitute the quorum of the Executive Committee, whose decision shall be by consensus. However, if the Executive Committee is unable to decide on an issue, this shall be decided by a simple majority of those present. If the votes are split equally, the president, or a vice-president acting in his/her place, shall have the casting vote. A regional balance should be ensured at all EC meetings.

b) Twenty-five (25) full member organisations constitute the quorum of the General Assembly. All decisions of the General Assembly, except where otherwise stated, will be adopted by simple majority vote of the full member organisations present or represented.

c) Each full member organisation of CCIVS which is unable to attend a General Assembly or an Executive Committee meeting may give a written authorisation to another full member organisation to represent it at the General Assembly or an Executive Committee meeting.

A full member organisation may represent in this manner only one (1) other full member organisation.

d) The procedure of the General Assembly is determined by the Standing Orders and the Rules of Procedure adopted by the General Assembly.

#### **ARTICLE 4**

CCIVS operates primarily through its member organisations and assists, where possible, in the achievement of the objectives listed in Chapter 1, Article 2 and 3 of the present constitution.

## **CHAPTER II**

### **MEMBERSHIP**

#### **ARTICLE 5: MEMBERS AND CORRESPONDING ORGANISATIONS**

a) Any organisation whose activities and objectives are consistent with those listed in Chapter 1 of the constitution and which is actively involved in the organisation of international voluntary service and/or the co-ordination of it, may apply for **full membership** of CCIVS.

b) Any organisation wishing to maintain close and regular contact with CCIVS or a national branch of the organisation having full membership, may apply to become an **associate member**. Any new or unknown organisations may become an associate member at the discretion of the Executive Committee during the first year independent of the application for membership.

c) Any organisation that does not fit the above criteria but wishes to remain in regular contact with CCIVS can become a “**corresponding organisation**”

For all new candidates the opinion of the existing members should be asked for through written comments on the applicant organisation

#### **ARTICLE 6**

The sovereignty and autonomy of CCIVS member organisations are fully guaranteed.

Affiliation to CCIVS is compatible with affiliation to other organisations.

#### **ARTICLE 7- RIGHTS OF FULL MEMBER ORGANISATIONS**

a) to participate in all proceedings, to submit suggestions for, and to vote at the General Assembly of CCIVS;

b) to attend the Executive Committee meetings as observers;

c) to submit suggestions to the Executive Committee;

- d) to elect and to be elected as members of the Executive Committee;
- e) to seek the assistance of CCIVS;
- f) to participate in the activities of CCIVS;
- g) to avail themselves of the information service of CCIVS.
- h) to disaffiliate.

#### **ARTICLE 8 – OBLIGATIONS OF FULL MEMBER ORGANISATIONS**

- a) to accept the constitution of CCIVS;
- b) to contribute to the implementation of the decisions of the General Assembly (especially its Plan of Action) and of the Executive Committee for the success of their initiatives;
- c) to pay their annual membership contributions.

#### **ARTICLE 9 - RIGHTS OF ASSOCIATE MEMBER ORGANISATIONS**

- a) to attend the General Assembly of CCIVS as observers;
- b) to participate in other activities of CCIVS;
- c) to avail themselves of the information service of CCIVS;
- d) to seek the assistance of CCIVS.
- e) to disaffiliate.

#### **ARTICLE 10 - OBLIGATIONS OF ASSOCIATE MEMBER ORGANISATIONS**

- a) to accept and abide by the constitution of CCIVS;
- b) to engage themselves in CCIVS as agreed upon when accepted as an associate member;
- c) to pay their annual membership contribution.

#### **ARTICLE 11 - RIGHTS OF CORRESPONDING ORGANISATIONS**

- a) to attend the General Assembly of CCIVS as observers;

d) Admission of new full and associate member organisations, as well as corresponding organisations, and decisions of loss of membership, to be approved by the General Assembly as stated in Art 18b;

e) Approval of the Rules of Procedure of the Secretariat;

f) Management of the finances of CCIVS;

g) Election from among its members of the President, not more than 4 Vice-Presidents and the Treasurer, taking into consideration the personal capacities of the representatives and their commitment to CCIVS as a whole;

h) Appointment of the Director of the Secretariat, primarily from the full member organisations of CCIVS, taking into consideration the recommendations of the CCIVS member organisations;

i) Application of Sanctions "forfeiture of participation rights" provided by Chapter 2, Article 16 of this constitution;

j) Recommendations and making the necessary technical arrangements for the convocation of the Conferences of Organisers of International Voluntary Service;

k) Preparation and proposals to the General Assembly, including specific proposals on the Rules of Procedure, Standing Orders, Steering Committee, Credentials Committee and Nominating Committee;

l) Election of 2 (two) full member organisations as internal auditors of the accounts of CCIVS.

m) Action to ensure that activities are successfully undertaken in line with the objectives listed in Chapter 1, Article 2 of this constitution and with the resolutions of the General Assembly as laid down in the plan of action agreed at the General Assembly.

#### **ARTICLE 21**

Organisations can change their representatives if necessary, taking into account the need for continuity of the work of CCIVS.

#### **ARTICLE 22 - THE SECRETARIAT OF CCIVS**

a) The Secretariat is composed of the Director and other staff members who shall have an agreed fixed contract of employment.

b) The Director is responsible for smooth functioning of the Secretariat and reports to the Executive Committee and the President on implementation of the decisions of the General Assembly and the Executive Committee.

The Director represents CCIVS in all legal cases, but assumes no personal liabilities.

g) fix the amount of annual membership contribution, both for full and associate member organisations, as well as for corresponding organisations;

h) determine the site of the permanent headquarters of CCIVS;

i) affiliate CCIVS to other organisations;

j) make the necessary decisions connected with the suggestions submitted by full member organisations and recommendations of the associate member organisations.

#### **ARTICLE 19 - THE EXECUTIVE COMMITTEE OF CCIVS**

a) Between the General Assemblies, the Executive Committee is responsible for directing the work of CCIVS within the framework of the constitution and the policies and resolutions of the General Assemblies:

b) The Executive Committee is composed of 24 full member organisations. The composition of the Executive Committee shall ensure a proper continental and regional representation of the full member organisations of CCIVS. Members of the Executive Committee may stand for re-election.

c) The Executive Committee meets at least once a year and is convened at the request of the President. Extraordinary meetings of the Executive Committee may be called with a written consent of a simple majority of the Executive Committee members or the President.

d) Other organisations and individuals may also be invited to attend the meeting of the Executive Committee meeting in the capacity of observers or as special consultants.

e) Members or the Secretariat participate in the meetings of the Executive Committee as consultants.

f) The Executive Committee may delegate to ad-hoc commissions, sub-commissions and sub-committees with defined tasks.

#### **ARTICLE 20 - TASKS AND COMPETENCES OF THE EXECUTIVE COMMITTEE**

a) Implementation of the resolutions of the General Assembly;

b) Submission of a report on its internal activities to each General Assembly in order to account for the fulfilment of their tasks;

c) Taking all steps necessary for ensuring successful activities of CCIVS within the framework of the constitution and in accordance with the objectives of CCIVS listed in Chapter 1, Article 2 of this constitution, with the resolutions of the General Assembly and as outlined in the programme of action decided upon in the General Assembly;

b) to avail themselves of the information service of CCIVS.

#### **ARTICLE 12 - OBLIGATIONS OF CORRESPONDING ORGANISATIONS.**

a) to accept the CCIVS constitution.

b) to pay their annual contribution.

#### **ARTICLE 13 - ADMISSION INTO MEMBERSHIP**

Any organisation applying for membership may be accepted by a decision of the Executive Committee subject to ratification by the General Assembly of CCIVS.

The admission procedure is as follows;

a) To be accepted as a full or associate member of CCIVS, any organisation must provide the Executive Committee with the following:

- a completed application form with necessary payment
- written recommendations from current full members
- material explaining the voluntary service principles and activities of the organisation
- a copy of the constitution of the organisation (in French or English)
- annual financial reports
- annual reports

The application for membership will be considered by the EC after receipt of the required documents.

b) Any organisation may be granted associate membership after the Executive Committee has acknowledged the conformity of its aims and of its constitution with the objectives and constitution of CCIVS.

c) Application for change of status of membership will be considered by the Executive Committee meeting immediately following receipt of the application;

d) The decision to admit an organisation to CCIVS or to change status of membership shall be as Article 18b and 20d;

e) The Executive Committee decision not to admit an organisation to CCIVS may be appealed to the General Assembly through the intermediary of a full member organisation.

#### **ARTICLE 14 - DISAFFILIATION**

Member organisations have to disaffiliate by writing. The disaffiliation shall become effective immediately after the notice has been received by CCIVS.

### **ARTICLE 15 - LOSS OF MEMBERSHIP DUE TO THE NON-OBSERVANCE OF THE CONSTITUTION**

The Secretariat will advise the member organisations concerned at least 2 (two) months before the meeting of the Executive Committee of the possibility of the termination of its membership due to the non-observance of the constitution.

The organisation will have the right to present written or oral evidence in its defence and will be informed of these rights by the Secretariat.

The Executive Committee shall decide as Article 20d. The decision shall become effective after two months, unless the notice of appeal to the General Assembly has been received by CCIVS, in which case the General Assembly takes a decision on the loss of membership as stated in article 18b.

### **ARTICLE 16 - FORFEITURE OF PARTICIPATING RIGHTS**

a) Member organisations failing to pay their annual contributions for 2 (two) years consecutively lose their right to participate in the General Assembly and the Executive Committee.

b) In exceptional circumstances and at the request of the member organisation concerned, the Executive Committee is empowered to use its discretion in applying the sanction provided in item a) of this point.

c) The Secretariat will advise member organisations concerned, at least 1 (one) month before the end of the financial year, that they might lose their right to participate.

## **CHAPTER III**

### **CCIVS STRUCTURE**

The structure of CCIVS is:

1. the General Assembly of members
2. the Executive Committee
3. the Secretariat

### **ARTICLE 17 - THE GENERAL ASSEMBLY OF CCIVS**

a) The General Assembly - the highest governing body of CCIVS - is composed of full and associate member organisations and is held at least once in 3 (three) years.

b) The Executive Committee convenes the General Assembly and informs all full and associate member organisations, as well as corresponding organisations of CCIVS on the proposed agenda, date and place of the General Assembly, at least 3 (three) months in advance.

c) All member organisations of CCIVS have the right to attend the General Assembly.

d) Observers may be invited to the General Assembly at the discretion of the Executive Committee.

e) On the strength of a decision of the Executive Committee or at the written request of an absolute majority of the full member organisations, an Extraordinary General Assembly may be convened. The Executive Committee shall notify all full and associate member organisations, as well as corresponding organisations of CCIVS at least 1 (one) month before the date of the General Assembly.

### **ARTICLE 18 - THE GENERAL ASSEMBLY SHALL:**

a) approve and amend the constitution and the Standing Orders;

b) approve the admission of new full and associate member organisations and decide upon questions of loss of membership;

c) examine and approve the reports on the work of the Executive Committee, the finance report of the Treasurer for the period between the Assemblies; receive and consider the audited accounts and balance sheets of the CCIVS;

d) work out and decide CCIVS policy, programme of action and approve the budget for the next period;

e) elect from among the CCIVS full member organisations the Executive Committee;

f) elaborate a programme of action deciding and structuring the activities, the priorities and responsibilities for activities in the period between General Assemblies. Items to be specified in the programme of action are the aims, the ways and means (budget), the host, the time-schedule and the participants in an activity. To ensure proper preparation of the activities, task teams may be organised for specific parts of the programme of action. These task teams work under the supervision of the Executive Committee. Task teams are composed of any organisation willing to contribute to the preparation of a specific activity in the programme of action. Task teams are initially appointed at the General Assembly;

d) The present constitution of CCIVS can be modified only by a General Assembly when a decision is taken by a 2/3 majority of the total number of votes cast, provided that 1/3 (one third) of the full member organisations are present or that they express in writing their approval of the modification, and that the quorum is met as stated in Article 23b.

#### **ARTICLE 33 - DISSOLUTION**

a) The General Assembly may decide by a 2/3 majority of votes of full member organisations to dissolve CCIVS.

b) In case of dissolution, the General Assembly shall appoint liquidators and determine the procedure of disposal of assets.

#### **ARTICLE 34 - OFFICIAL TEXT AND INTERPRETATION OF THE CONSTITUTION**

a) The official text of the present constitution will be in English, French, Russian, Spanish and Arabic, each having the same binding force.

b) The English text shall be authoritative in case of divergence of interpretation.

c) The Executive Committee is the authority to interpret the constitution.

#### **ARTICLE 35**

The present constitution shall not affect the validity or otherwise of the decisions made or steps taken under the provisions of the old constitution.

#### **ARTICLE 36**

The present constitution comes into force at the moment of its approval.