

**ASSOCIATION OF FORMER INTERNATIONAL CIVIL SERVANTS
AFICS – Japan**

STATUTE

**Article I
Nature and Purposes**

The Association of Former International Civil Servants (AFICS) – Japan, hereinafter referred to as “the Association”, is established in Tokyo, Japan. It is constituted as a non-profit Association with the following aims and purposes:

- a) To support and promote the purposes, principles and programmes of the United Nations System;
- b) To provide useful information, as appropriate, to former international civil servants and those about to separate from service on matters of pensions, medical benefits and other important concerns;
- c) To keep members informed periodically of matters affecting their interests or of interest to them;
- d) To foster social and personal relationships among members, to promote their well-being and to encourage mutual support of individual members.
- e) To advise and encourage those aspiring to serve in the United Nations System.

**Article II
Membership**

1. Membership to the Association is open to:
 - a) Former staff members and officials (including junior professional officers and associate experts) of the United Nations and its subsidiary organs, the specialized agencies, the International Atomic Energy Agency, and other organs or former organizations of the United Nations System;
 - b) Present staff members and officials of any of these organizations who wish to join in anticipation of retirement shall also be eligible for membership;
 - c) Former experts, consultants, local staff who have served in the United Nations System on contractual status.

2. The surviving spouse, or the divorced spouse, of a member of the Association shall be entitled to membership of the Association, as long as he or she continues to pay the annual dues for the duration of his or her life.

3. A member may resign from the Association effective at the end of a calendar year by submitting a written communication to the Secretary of the Association.

Article III Organs

The organs of the Association shall be:

- a) Assembly;
- b) Executive Committee;
- c) Ad-hoc committees as the Assembly or the Executive Committee may from time to time establish.

Article IV Assembly

1. The Assembly, composed of all members of the Association, shall be convened annually. A Special Assembly may also be convened upon the request by the Executive Committee, to decide upon a specific matter.

2. Notice of the annual Assembly and nominations for election to the Executive Committee shall be sent to all members of the Association at least thirty days before the date of the Assembly. The notice shall be accompanied by an agenda, with the necessary explanatory notes of the items in such agenda.

3. Any member wishing to place a proposal on the agenda shall inform the Executive Committee at least two weeks before the Assembly.

4. The functions of the Assembly shall:

- a) Take note of the activities of the preceding year and to provide guidance on the future work of the Association;
- b) Elect, by a simple majority, the members of the Executive Committee;
- c) Approve the annual financial statements;

- d) Approve any changes in the rates of the annual membership dues;
- e) Elect an auditor for a two-year term;
- f) Consider any other matter submitted to it by the Executive Committee.

Article V

Executive Committee

1. The Executive Committee is the operating organ of the Association. It shall consist of seven (7) members and elected by the Assembly, by a simple majority, for a term of two years.
2. The Committee shall elect from its members a President, a Vice President, a Secretary and a Treasurer of the Association.
3. The Committee may designate (a) Special Adviser(s) of the Association.
4. The Committee shall meet periodically to carry out the business of the Association. The President may decide, as necessary, to invite members of the Association to take part in the proceedings of the Committee meetings without the right to vote.
5. Decisions of the Committee, where needed, shall be taken by a majority of its members present and voting. In the event of a tie, the President shall have the deciding vote.

Article VI

Ad-hoc Committees

1. Ad-hoc committees may be established by the Executive Committee for a definite duration to organize study, negotiate and report on any matters or activities of the Association.
2. Ad-hoc committees established by the Executive Committee shall have a Chair, nominated from the elected members of the Committee, for a fixed duration.

Article VII

Finance

1. The Association shall be financed by the dues paid by its members at the rates established from time to time by the Assembly, and by grants and gifts accepted by the Executive Committee. All members shall pay annual dues.
2. The dues established by the Assembly shall be payable in January of each year. Members who fail to pay dues for two consecutive years shall have their rights and privileges suspended until payment is effected.
3. The Auditor shall audit the finances of the Association. He/she shall further certify the annual financial statements of the Association at least three weeks before its submission to the Assembly.
4. The President or Vice President of the Association shall make all financial commitments of the Association. In exceptional cases, the President may delegate a member of the Executive Committee to incur an expenditure related to a specific activity or function.
5. The Treasurer shall ensure the appropriateness of all expenditures before honoring the financial commitments. In case of any difference in opinion, the Auditor's ruling shall prevail.

Article VIII

Amendment of the Statute

On the proposal of the Executive Committee or at the written request of at least five members of the Association, the statute may be amended by the Assembly by a vote of two thirds of the members present and voting, provided that notice has been sent to all members, accompanied by a copy of the proposed amendments, not less than thirty days in advance of the meeting at which vote is to be taken.

Article IX

Dissolution of the Association

1. On the proposal of the Executive Committee, the dissolution of the Association may be decided by the Assembly by a vote of two thirds of the members present and

voting, provided that notice has been sent to all members, accompanied by a copy of the proposal or the request, not less than sixty days in advance of the meeting at which the vote is to be taken. The Assembly should be attended by at least 50 per cent of the members of the Association.

2. In case of dissolution of the Association, the Assembly shall decide on the disposition of the assets of the Association.

ENTRY INTO FORCE

This Statute was adopted in Tokyo on 27 March 2012 by unanimous consent of the former international civil servants participating in the Assembly to establish an Association of Former International Civil Servants-Japan and entered into force upon its adoption.
