

CONSTITUTION

of

**THE COORDINATING COMMITTEE FOR INTERNATIONAL VOLUNTARY
SERVICE
COMITÉ DE COORDINATION DU SERVICE VOLONTAIRE
INTERNATIONAL**

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CHAPTER 1

ARTICLE 1. NAME AND BACKGROUND

- 1.1. The name of the organisation shall be: The Coordinating Committee for International Voluntary Service, hereinafter referred to as CCIVS.
- 1.2. CCIVS is a non-governmental, nonprofit making international organisation working for the development and coordination of voluntary service worldwide.
- 1.3. The location of the CCIVS headquarters is decided by the Executive Committee and is ratified by the General Assembly.

ARTICLE 2. OBJECTIVES

The objectives of CCIVS are as follows:

- 2.1. To promote, advocate for and develop the voluntary service movement at national, regional and international levels with emphasis on the following priorities:
 - 2.1.1. A culture of peace fostering international understanding, intercultural dialogue, friendship and cooperation among the people of the world, particularly youth;
 - 2.1.2. The social, cultural, economic and ecological transition needed to build a regenerative and reconciliatory world that promotes a circular-inclusive economic model based on global, social and climate justice opposing to all kinds of exploitation;
 - 2.1.3. Encourage and coordinate voluntary service solidarity actions in support of non-violent liberation struggles against imperialism, colonialism, neo-colonialism, and racism;
 - 2.1.4. Recognition of cultural sovereignty and the importance of cultural heritage preservation;
 - 2.1.5. The human rights framework as a basis for a just world, rejecting all forms of repression, violence, abuse, exclusion, discrimination and inequality.
- 2.2. To support cooperation and networking between CCIVS members.
- 2.3. To facilitate discussion and reflection in a spirit of mutual respect and personal responsibility concerning the aims of International Voluntary Service and its impact on the volunteers, communities and the worldwide community.

- 2.4. To encourage good relations and cooperation with other voluntary service organisations, other non- governmental organisations (NGOs) and with youth and student organisations which share similar objectives.
- 2.5. To cooperate and contribute to the implementation of the programmes and the initiatives of the United Nations, and in particular the United Nations Educational, Scientific and Cultural Organization (UNESCO), on matters of common interest.

ARTICLE 3. SPHERES OF ACTIVITY

CCIVS shall carry out and support its members in carrying out activities in the spirit of Chapter 1, Article 2 of the present Constitution, as follows:

- 3.1. Network coordination;
- 3.2. Promotion of International Voluntary Service and the activities of member organisations;
- 3.3. Advocacy work on behalf of the International Voluntary Service movement;
- 3.4. Capacity building activities;
- 3.5. Research and publications related to International Voluntary Service issues;
- 3.6. Fundraising;
- 3.7. Provision of information and documentation on International Voluntary Service;
- 3.8. Other activities as decided by the General Assembly or the Executive Committee and consistent with this Constitution.

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. CANDIDATE AND FULL MEMBERS, AFFILIATED ORGANISATIONS AND SUPPORTERS

- 5.1. Any nonprofit organisation whose activities and objectives are consistent with those listed in Chapter 1 of this Constitution and which is actively involved in International Voluntary Service and/or the coordination of it and considered by CCIVS and by their statutes as international or regional networks, may apply for candidate membership of CCIVS. Following a decision of the GA they may immediately be accepted as a full member.
- 5.2. Any CCIVS candidate member wishing to become a full member may apply to the subsequent General Assembly for full membership after having completed a minimum of 1 year of candidate membership.
- 5.3. Any organisation which holds membership within an international or regional network which is a full member of CCIVS is considered an affiliated organisation.
- 5.4. Any organisation or individual that does not fit the above criteria but wishes to support and remain in regular contact with CCIVS can become a "supporter".

For all applicants for candidate and full membership the opinion of existing members should be solicited.

ARTICLE 6.

- 6.1. The independence and autonomy of CCIVS member organisations are fully guaranteed.
- 6.2. Affiliation to CCIVS is compatible with affiliation to other organisations.

ARTICLE 7. RIGHTS AND RESPONSIBILITIES OF CCIVS FULL MEMBERS

- 7.1. RIGHTS
 - 7.1.1. To attend Executive Committee meetings as observers;
 - 7.1.2. To submit suggestions or proposals to the Executive Committee;
 - 7.1.3. To seek the assistance of CCIVS;

- 7.1.4. To avail themselves of the information service of CCIVS;
- 7.1.5. To participate in all proceedings of, to submit suggestions for and to vote at the General Assembly of CCIVS;
- 7.1.6. To elect and to be elected as members of the Executive Committee;
- 7.1.7. To participate in the activities of CCIVS;
- 7.1.8. To disaffiliate.

7.2. RESPONSIBILITIES

- 7.2.1. To accept and abide by the Constitution of CCIVS;
- 7.2.2. To contribute to the implementation of the decisions of the General Assembly (especially its Plan of Action) and of the Executive Committee;
- 7.2.3. To pay their annual membership subscriptions;
- 7.2.4. To fill in the CCIVS Annual Report form;
- 7.2.5. To notify CCIVS in case there is a change in the contact information or legal registration of the organisation.

ARTICLE 8. RIGHTS AND RESPONSIBILITIES OF CCIVS CANDIDATE MEMBERS

8.1. RIGHTS

- 8.1.1. To attend Executive Committee meetings as observers;
- 8.1.2. To submit suggestions or proposals to the Executive Committee;
- 8.1.3. To seek the assistance of CCIVS;
- 8.1.4. To avail themselves of the information service of CCIVS;
- 8.1.5. To attend the General Assembly of CCIVS as observers;
- 8.1.6. To participate in the activities of CCIVS;
- 8.1.7. To disaffiliate.

8.2. RESPONSIBILITIES

- 8.2.1. To accept and abide by the Constitution of CCIVS;
- 8.2.2. To contribute to the implementation of the decisions and Plan of Action of the General Assembly and of the Executive Committee;
- 8.2.3. To pay the annual membership subscription;
- 8.2.4. To fill in the CCIVS Annual Report form;
- 8.2.5. To notify CCIVS in case there is a change in the contact information or legal registration of the organisation.

ARTICLE 9. RIGHTS AND RESPONSIBILITIES OF CCIVS AFFILIATED ORGANISATIONS

9.1. RIGHTS

- 9.1.1. To attend the General Assembly of CCIVS as observers with the consent of the international or regional network to which they are adhered to;
- 9.1.2. To participate in the activities of CCIVS if endorsed by the network they adhere to.

9.2. RESPONSIBILITIES

- 9.2.1. To accept and abide by the Constitution of CCIVS;
- 9.2.2. To contribute to the implementation of the decisions of the General Assembly (especially its Plan of Action) and of the Executive Committee.

ARTICLE 10. RIGHTS AND RESPONSIBILITIES OF CCIVS SUPPORTERS

10.1. RIGHTS

- 10.1.1. To support CCIVS in the implementation of its Plan of Action under the supervision of the Executive Committee;
- 10.1.2. Remain in regular contact with CCIVS;
- 10.1.3. Attend the CCIVS General Assembly as an observer following an invitation from the CCIVS Executive Committee.

10.2. RESPONSIBILITIES

- 10.2.1. To accept and abide by the Constitution of CCIVS;
- 10.2.2. To pay the annual supporter fee.

ARTICLE 11. ADMISSION INTO MEMBERSHIP

11.1. Organisations wishing to become a CCIVS member can apply to become a candidate member. The application procedure is outlined in the CCIVS internal regulations document.

11.2. The application for candidate membership will be considered by the EC after:

- 11.2.1. Receipt of the required documents;

- 11.2.2. Acknowledging the conformity of its aims and of its Constitution/Statutes with the objectives and Constitution of CCIVS.
- 11.3. Any organisation applying for candidate membership may be accepted as a candidate member by a decision of the Executive Committee, subject to ratification by the subsequent General Assembly of CCIVS.
- 11.4. An organisation applying for candidate membership may be accepted directly as full member by a decision of the General Assembly.
- 11.5. Any candidate member may apply for full membership after 1 year of being a candidate member by presenting its candidature to the General Assembly following the procedure outlined in the internal regulations document.
- 11.6. Members of International or Regional networks which are members of CCIVS are considered *de facto* affiliated organisations.
- 11.7. Organisations or individuals wishing to support and remain in regular contact with CCIVS may become supporters following the procedure outlined in the CCIVS internal regulations document.
- 11.8. The decision to grant an organisation CCIVS membership or to change status of membership shall be done according to Articles 13 and 16.3.
- 11.9. An appeal to change a decision of the Executive Committee concerning membership may be made to the General Assembly through the intermediary of a full member organisation.
- 11.10. A list of all the full and candidate members and affiliated organisations as adopted by the General Assembly is published in the Membership Directory.

ARTICLE 12. DISAFFILIATION

Full and Candidate member organisations must disaffiliate in writing. Disaffiliation shall become effective immediately after the notice has been received by the Executive Committee of CCIVS.

ARTICLE 13. LOSS OF MEMBERSHIP DUE TO THE NON-OBSERVANCE OF THE CONSTITUTION

- 13.1. The Secretariat will advise the member organisation concerned of the possibility of the termination of its membership due to the non-observance of the Constitution at least two months before a meeting of the Executive Committee.
- 13.2. 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.
- 13.3. The Executive Committee shall decide as per Article 18.9. The decision shall become effective after two months, unless a notice of appeal to the General Assembly has been received by CCIVS, in which case the General Assembly shall take a decision on loss of membership as stated in article 16.5.

ARTICLE 14. FORFEITURE OF VOTING RIGHTS

- 14.1. Member organisations failing to pay their annual subscription lose their right to vote in the General Assembly and to be elected in the Executive Committee.
- 14.2. 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 14.1.
- 14.3. The Secretariat will advise member organisations concerned that they are liable to lose their right to participate.

CHAPTER III - CCIVS STRUCTURE

The structure of CCIVS consists of:

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

ARTICLE 15. THE GENERAL ASSEMBLY OF CCIVS

- 15.1 The General Assembly, the highest governing body of CCIVS, is composed of the full and candidate member organisations and is held at least once in three years.
- 15.2 The Executive Committee shall convene the General Assembly and inform all full and candidate member organisations, regarding the proposed agenda, date and place of the General Assembly, at least three months in advance.
- 15.3 All full and candidate member organisations of CCIVS have the right to attend the General Assembly.
- 15.4 Observers may be invited to the General Assembly at the discretion of the Executive Committee.
- 15.5 On the strength of a decision of the Executive Committee or at the written request of one-third of the full member organisations, an Extraordinary General Assembly may be convened. The Executive Committee shall notify all full and candidate member organisations of CCIVS at least one month before the date of the Extraordinary General Assembly.

ARTICLE 16. TASKS AND COMPETENCES OF THE GENERAL ASSEMBLY

The General Assembly shall:

- 16.1. Approve and amend the Constitution and the Standing Orders;
- 16.2. Ratify the decisions of the Executive Committee regarding membership issues;
- 16.3. Examine and approve the application for full membership of the candidate members;
- 16.4. Ratify the decisions of the Executive Committee regarding CCIVS supporters;
- 16.5. Decide on loss of membership as per article 13.3;
- 16.6. Examine and approve the reports on the work of the Executive Committee, the finance report of the Treasurer for the period between

- two General Assemblies; receive and consider the internally audited accounts and balance sheets of CCIVS;
- 16.7. Discuss and decide on the CCIVS policies and Plan of Action;
 - 16.8. Agree and approve the Budget for the period ahead;
 - 16.9. Elect the Executive Committee from among CCIVS full member organisations;
 - 16.10. Fix the level of the annual membership subscription for the full and candidate member organisations and the annual supporter fee for supporters;
 - 16.11. Ratify the location of the CCIVS Secretariat;
 - 16.12. Make the necessary decisions regarding recommendations submitted by member organisations.

ARTICLE 17. THE EXECUTIVE COMMITTEE OF CCIVS

- 17.1. Between two General Assemblies, the Executive Committee is responsible for directing the work of CCIVS within the framework of the Constitution and the decisions and resolutions of the General Assembly.
- 17.2. The Executive Committee is composed of a maximum of 8 and a minimum of 6 full member organisations, elected according to the number of votes cast at the General Assembly.
- 17.3. Member organisations elected onto the Executive Committee will serve until the next GA.
- 17.4. International or regional networks may stand for reelection with no limited term. Other member organisations may be represented for a maximum of three consecutive terms.
- 17.5. Individuals who are mandated representatives may serve for a maximum of three consecutive terms.
- 17.6. The Executive Committee shall meet at least twice a year and is convened by 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.

- 17.7. Other organisations and individuals may also be invited to attend the meeting of the Executive Committee in the capacity of observers or as special consultants.
- 17.8. Members of the Secretariat are expected to participate in the meetings of the Executive Committee as consultants.
- 17.9. The Executive Committee may delegate defined tasks to ad-hoc commissions, sub-committees and individuals.

ARTICLE 18. TASKS AND COMPETENCES OF THE EXECUTIVE COMMITTEE

The tasks and competences of the Executive Committee are:

- 18.1. To implement the resolutions and decisions of the General Assembly;
- 18.2. To submit a report on its activities to the General Assembly;
- 18.3. To take all steps necessary to ensure successful activities in accordance with the Constitution, with the objectives of CCIVS listed in Chapter 1, Article 2 of this Constitution, with the resolutions of the General Assembly and the Plan of Action decided upon by the General Assembly;
- 18.4. To decide on the admission of candidate members and on the loss of membership, such decisions are to be approved by the General Assembly as stated in Art 16.2;
- 18.5. To decide on the admission of CCIVS supporters;
- 18.6. To oversee the finances of CCIVS;
- 18.7. To elect from among its members a President, not more than 4 Vice-Presidents and a Treasurer;
- 18.8. To appoint the Secretariat Staff;
- 18.9. To decide on loss of participation rights as provided for in Chapter 2, Article 14 of this Constitution;
- 18.10. To recommend and make the necessary technical arrangements for the convocation of CCIVS General Conferences;

- 18.11. To prepare for the General Assembly, including specific proposals on the Rules of Procedure, Standing Orders, to solicit proposals from members;
- 18.12. To elect at least one full member organisation as an internal auditor with the right to check the accounts of CCIVS at any time;
- 18.13. To ensure that CCIVS 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 voted in the General Assembly;
- 18.14. Affiliate CCIVS to other organisations.

ARTICLE 19.

Organisations represented on the Executive Committee may change their representatives if necessary, taking into account the need for continuity of the work of CCIVS.

ARTICLE 20. THE SECRETARIAT OF CCIVS

- 20.1. The CCIVS Secretariat is responsible for carrying out the daily operations of the organisation and is composed of staff members who shall have an agreed contract of employment.
- 20.2. The Director shall be responsible for the smooth functioning of the Secretariat and for reporting to the Executive Committee and the President on the implementation of the decisions of the General Assembly and the Executive Committee. The Director represents CCIVS in all legal cases, assumes no personal liability, and has the authority to sign on behalf of CCIVS for its bank accounts.
- 20.3. The Secretariat shall be responsible for the day-to-day administration of CCIVS, its financial management, ensures liaison with UNESCO, with the member organisations, 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.
- 20.4. 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 Plan of Action of the CCIVS and in keeping with the interpretation of those decisions by the President and the Executive Committee.

ARTICLE 21. VOTING PROCEDURES AND QUORUM

- 21.1. 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.
- 21.2. One-third of full member organisations, including proxies, 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 by proxy.
- 21.3. Each full member organisation of CCIVS which is unable to attend a General Assembly or an Executive Committee meeting may give a written authorisation (proxy) 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 other full member organisation.
- 21.4. The procedure of the General Assembly is determined by the Standing Orders and the Rules of Procedure adopted by the General Assembly.

ARTICLE 22. OFFICERS

- 22.1. The officers of CCIVS are the President, not more than 4 Vice-Presidents and the Treasurer.
- 22.2. 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.
- 22.3. The Treasurer shall be responsible for supervising the transaction of all matters of finance. The Treasurer is responsible to the Executive Committee for supervising the finances of CCIVS and to ensure that proper and necessary audited accounts are kept and maintained by the Secretariat according to the decisions of the Executive Committee. The

Treasurer advises on financial policy and ensures that the accounts are audited before each General Assembly.

- 22.4. The term of office of the officers of CCIVS runs from the time of their election until the election of the new Executive Committee. The Executive Committee may co-opt a temporary replacement, when necessary, taking into account the need for continuity of the work of CCIVS.

CHAPTER IV - BUDGET AND FINANCE

ARTICLE 23. FINANCIAL RESOURCES

The financial resources of CCIVS are derived from:

- 23.1. The annual subscriptions of members as agreed upon by the General Assembly;
- 23.2. Grants and donations;
- 23.3. Other sources as defined and approved by the Executive Committee.

ARTICLE 24. DUTIES OF THE TREASURER

- 24.1. In consultation with the Executive Committee, the Treasurer shall submit financial reports and internally audited accounts for the approval of the General Assembly.
- 24.2. In consultation with the Executive Committee, the Treasurer shall submit a draft budget including the period up to the next General Assembly
- 24.3. The Treasurer shall propose an annual budget which must be approved by the Executive Committee.
- 24.4. The Treasurer shall submit twice a year an up-to-date report on CCIVS finances to the Executive Committee.

ARTICLE 25. FINANCIAL YEAR

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

CHAPTER V - MISCELLANEOUS

ARTICLE 26. AMENDMENTS TO THE CONSTITUTION

- 26.1. CCIVS full member organisations and the Executive Committee have the right to submit amendments to the present Constitution.
- 26.2. Amendments should be submitted no later than 3 months before an Executive Committee meeting to the Secretariat who will circulate the proposals to the Executive Committee members.
- 26.3. 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 General Assembly.
- 26.4. The present Constitution can be modified only by a two thirds majority at a quorate General Assembly (as laid down in Article 21.2).

ARTICLE 27. DISSOLUTION

- 27.1. The General Assembly may decide by a two thirds majority of votes of full member organisations to dissolve CCIVS.
- 27.2. In case of dissolution, the General Assembly shall appoint liquidators and determine the procedure for the disposal of assets.

ARTICLE 28. OFFICIAL TEXT AND INTERPRETATION OF THE CONSTITUTION

- 28.1. The official text of the present Constitution shall be in English.

- 28.2. Translations of the text of the Constitution may be made into French and other languages but the English text shall be authoritative in case of any divergence of interpretation.
- 28.3. The Executive Committee has the authority to interpret the Constitution if necessary.

ARTICLE 29.

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 30.

The present Constitution comes into force from the moment of its approval.