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## STATUTES

### I. Name, headquarters, aims

#### Article 1 (Name)

The "Inter-European Parliamentary Forum on Population and Development", was established on 28 June 2000 hereafter referred to as "the Forum", has been constituted and incorporated as an International Association in accordance with the Belgian law of October 25, 1919 modified by the law of 6 December 1954.

#### Article 2 (Headquarters)

The Forum has its head office in Belgium, currently at 23 Rue de Luxembourg, 1000 Brussels; it may be transferred to any other location in Belgium by decision of the Council published within the month in the Annexes au Moniteur Belge.

#### Article 3 (Aims)

The Forum is a non-profit making international non-governmental organisation having a scientific, educational and philanthropic aim. Its aims are:

- disseminate information on sexual and reproductive health, population and development
- undertake research and studies on sexual and reproductive health, population and development
- identify issues of common interest in the population, sustainable development and sexual and reproductive health and rights arena in international, regional and national contexts;
- identify ways of working together and strengthening collaboration to raise awareness of these issues at national, regional and international levels through national Parliaments, the Council of Europe, the European Parliament, and other fora as appropriate;
- promote knowledge, understanding and acceptance of sexual and reproductive health and rights and reproductive rights
- Recognise that no part of the world be excluded from any part of this process
- Establish a plan of action based on the following objectives;
  - o Reaffirm and update existing Cairo targets and commitments, including resource commitments as endorsed (or not) by the five-year review of the Cairo Programme of Action;
  - o Set new targets for the International Conference on Population and Development

in 2004 (Cairo + 10) and the Fourth World Conference on Women in 2005 (Beijing + 10)

- o Integrate sexual and reproductive health and rights into all development projects, in particular in relation to strategies for poverty alleviation;
- o Improve co-ordination by co-operating with UNFPA, IPPF and other NGOs and networks to identify a programme of activities;
- o Promote the formation of all-party groups in national Parliaments
- o Work together with other regional parliamentary fora with a view to creating a global parliamentary forum on population and development to implement the Cairo programme of Action

### II. Members

#### Article 4 (Types and privileges)

Members and observers may be moral or physical persons legally constituted according to the laws of their country of origin.

The Forum is composed of the following categories of members:

Full Members: Shall enjoy all rights of membership, including, voting, nominating candidates for positions to the Executive Committee, invitation to all meetings

Observers: Shall be invited to attend relevant meetings, at the discretion of the Executive Committee. There are five categories of observers, they are:

- Sub-national parliamentary bodies
- Inter-governmental or governmental organisations
- Individual Members
- Regional and international parliamentary bodies
- International, regional and national NGOs

#### Article 5 (Conditions)

The following applies only to the potential members / observers from recognised European States which are members or candidates at either the Council of Europe and/or the IPPF European Network.

The Forum has the following membership categories:

Members: open to formal all-party groups or informal groups of interested individual Parliamentarians in national European parliaments and the European Parliament on sexual and reproductive health, population and development, established

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## IEPPFD

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according to the custom and practice of that Parliament. The groups, both formal and informal, must be representative of a broad spectrum of political parties and open to all democratic parties.

Observers :

- Sub-national parliamentary bodies which have within them all-party formal or informal groups of interested parliamentarians on sexual and reproductive health, population and development
- Inter-governmental or governmental organizations, which deal with issues related to sexual and reproductive health, population and development and are focused on European issues
- Individual Members who have shown 'devotion and exemplary work' and are experts in the field may be invited to attend relevant meetings as Observers, at the discretion of the Executive Committee.
- Regional and International Parliamentary bodies composed of national parliamentarians.
- International, Regional and National NGOs which are legally recognised as non-profit organisations by the national law which applies to the entity, and must have its headquarters in a European state.

#### **Article 6 (Obligations of Membership and Conditions for Resignation and Expulsion)**

**Obligations:**

- All members and observers must strive to attend Council meetings and other Forum meetings, at least once every two years.
- All members and observers must act in accordance with the aims and objectives of the Forum, in addition to specific policies adopted by the Forum, as well as the conditions of admission
- Only Members may nominate persons from within their groups to stand for election to the Executive Committee.
- Only Members may vote for candidates for the Executive Committee, on matters of policy at the Council and on questions of membership
- Observers may voice their opinion in providing a non-binding consultative vote on matters of Forum policy
- All members must provide a programme of activities for the coming year to the Council.
- All members and observers must provide a yearly report of activities undertaken in the previous year to further the aims, objectives and policies of the forum.

**Resignation:**

- Members and observers may resign by writing to the Executive Committee at least three months before the next Council meeting
- Reasons for resignation must be provided
- Any funding of activities considered as Forum of activities will be understood to terminate at the time of termination of membership, unless a separate agreement is reached with the Executive Committee
- Any funds owed to the Forum, or other obligations, must be honoured in full before submitting a resignation

**Expulsion:**

- Any member or observer may be expelled for grave non-adherence to the aims and objectives of the Forum, in addition to specific policies adopted by the Forum, as well as the conditions of admission
- Any member or observer may be expelled for not attending Council of other Forum meetings for a period of at least two years
- The Executive Committee will have the right decide on the expulsion of members and observers. The member or observer in question will be notified in writing at least three months in advance of the discussion in the Executive Committee in order to prepare a defence. The Expelled member / observer may appeal to the Council for a final decision.
- An expelled member / observer may reapply for membership after two years time, upon the condition that the conditions for expulsion have been resolved and the potential member/ observer meets the conditions of admission.

#### **Article 7 (Membership Fee)**

The Council, upon proposal from the Executive Committee, may decide to levy membership fees.

### **III. The Council**

#### **Article 8 (Modalities)**

All powers necessary for achieving the Forum's aims are vested in the Council. Specifically, the following lie within its sole competence:

- approve the budget and accounts
- consider and approve/reject applications for membership
- elect a chair, vice-chair, treasurer and 4 members to constitute an Executive Committee;
- modify the Statutes
- dissolve the Forum

#### **Article 9 (Composition)**

The Council is composed of all active members. Observers are also expected to send representatives to Council meetings

The Council is composed of up to two representatives from each country and meets at least every two years at a time and place decided by previous Council; papers are circulated 14 days before the meeting.

Delegates to the Council are selected at national level according to the rules and practices in place at the national parliament.

Each member of the Council may serve for two consecutive three-year terms and is selected by the national Parliamentary group. The start and end of the term of office of the members of the Council will be such that one third of members will be replaced every year.

#### **Article 10 (Voting Rights )**

Only members have the right to vote.

Voting is based on the principle of 1 country 1 vote. Where more than one group exists per country, agreement between the groups must be reached at the national level in order to exercise the right to vote.

Decisions are by simple majority of members present; one-third of members present shall constitute a quorum. Except in special cases provided for by the present Statutes, Bye-laws or upon decision by the Executive Committee, decisions shall be carried out by a simple majority. These decisions shall be notified to all members and observers.

Decisions shall only be taken on items listed on the agenda. Decisions of the Council shall be entered in a minute-book signed by the President of the Forum and held by the Secretary in the Secretariat Offices and remain at the disposal of all members.

Observers may assist with a consultative vote.

Voting by proxy and granting the power of attorney is permitted. A member can have a maximum of two proxies. Proxies may be granted only to other members.

Recourse to voting by correspondence may be envisaged for urgent matters, falling with the aim, objectives and policies of the Forum, upon approval of the President of the Forum and the Secretary. Members must be given sufficient time to reply and be provided with the reason why recourse to this procedure has been selected. The quorum for this procedure is a reply by at least one half of all members of the forum. The object of voting by correspondence will be placed on the agenda of the next meeting of the Council for formal ratification.

#### **Article 11 (Council Sessions)**

Sessions are held every year at such time and such place as the preceding Council may determine. Convening notices and agenda shall be sent at least fourteen days in advance by the Secretary.

Extraordinary meetings of the Council may also be convened at any time by decision of the Executive Committee or at the request of one fourth of the members.

The Council is validly constituted if at least one-third of members are present. If the Council fails to gather one-third of its members, a second meeting of the Council shall be called to take place within three months. This second Council shall enjoy full powers, regardless of the number of members present.

### **IV. Administration**

#### **Article 12 (Executive Committee)**

The Forum is administered by an Executive Committee composed of the chair, vice-chair, treasurer and four members. The Secretary is an ex officio member of the Executive Committee and attends all its meetings. The Secretariat has no voting rights.

Executive Committee members may serve for two consecutive three-year terms and only one person per country may serve on the Executive Committee at any one time. Executive Committee members who lose their parliamentary seat in an election may continue to serve until the next Council meeting.

Members of the Executive Committee can be dismissed by the General Assembly by a two-thirds majority of members present.

The Executive Committee shall meet at least twice a year. Decisions are by a simple majority of those present. In the event of a tie the chair has the casting vote; quorum is four of Executive Committee members present. The Executive Committee has the power to co-opt to fill a vacancy and that member may stand for election at the next Council. Proxies and/or power of attorney are not permitted.

All powers of management, administration and disposal of assets are vested in the Executive Committee, subject to any limitation imposed by the Council. The Executive Committee appoints a Secretariat to ensure the day-to-day management of the Forum.

#### **Article 13 (General Secretariat)**

The day to day management of the Forum is entrusted to the Secretary. The Secretary is answerable to the Executive Committee and the Council of the Forum.

Decisions of the Executive Committee shall be entered in a minute-book signed by the Chair of the Forum and held by the Secretary in the Secretariat Offices and remain at the disposal of all members.

#### **Article 14 (Bye-Laws)**

A separate set of Bye-Laws shall be drafted in order to establish the rules of procedure regarding:

- the duties and responsibilities of Council and Executive Committee members.
- the role and functions of the General Secretariat
- the specific scope of competence of the Executive Committee
- the establishment and terms of reference of committees and working groups
- the hierarchy of act adopted by the Forum

All other matters not covered by these Statutes and Bye-laws shall be governed by the provisions of the law of 25 October 1919 as amended by the law of 6 December 1954.

#### **Article 15 (Acts)**

Except otherwise decided, all acts which bind the Forum shall be signed by one member of the Executive Committee and the Secretary, who need not provide evidence of their powers.

#### **Article 16 (Legal action)**

All legal action, either as plaintiff or defendant, will be handled by the Executive Committee as represented by one of its members or by another party as designated by the Executive Committee.

### **V. Financial Resources and Budget**

#### **Article 17 (Financial year)**

The financial year opens on the 1<sup>st</sup> of January and closes on 31<sup>st</sup> of December. The Treasurer shall submit for the approval of the Council a statement of accounts and a budget for the next fiscal period.

#### **Article 18 (Resources)**

The financial resources at the disposal of the Forum are comprised of donations from philanthropic foundations, monies/grants from international organisations, donations in kind by non-profit organisations and the like, membership fees, other gifts in kind in accordance with the laws relating to such gifts.

The Council may also decide to establish a reserve fund.

### **VI. Miscellaneous**

#### **Article 19 (Amendments to the Statutes)**

Without prejudice to Article 5 of the law of 25 October 1919, the present Statutes may be amended at any time by an Extraordinary Council. The date of this Extraordinary Council must be communicated to all members and observers at least three months in advance.

No decision shall be adopted unless it is approved by at least two-thirds of the members of the Forum present.

Amendment of the Statutes will not take effect until approved by Royal Decree and until they have been publicised in the Annexes au Moniteur Belge in accordance with Article 3 of the law of 25 October 1919.

Proposals to dissolve or liquidate the Forum must emanate from at least one third of all members, and be communicated to the Executive Committee at least three months before the next meeting of the Council. A two thirds majority of all members, in addition to a favourable consultative vote from observers must be obtained to proceed with the dissolution, liquidation of the Forum. If need be, the Council shall determine the modalities of dissolution and liquidation of the Forum.

The Council is validly constituted if at least one-third of members are present. If the Council fails to gather one-third of its members, a second meeting of the Council shall be called to take place within three months. This second Council shall enjoy full powers, regardless of the number of members present.

#### **Article 20 (Languages)**

The official language of the Forum is the language in which it is published in the Moniteur Belge. English shall be a working language of the Forum. Additional working languages may be decided by the Council.

#### **Article 21**

Anything not provided for by the Statutes shall be regulated by the law under which the Forum is governed.

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