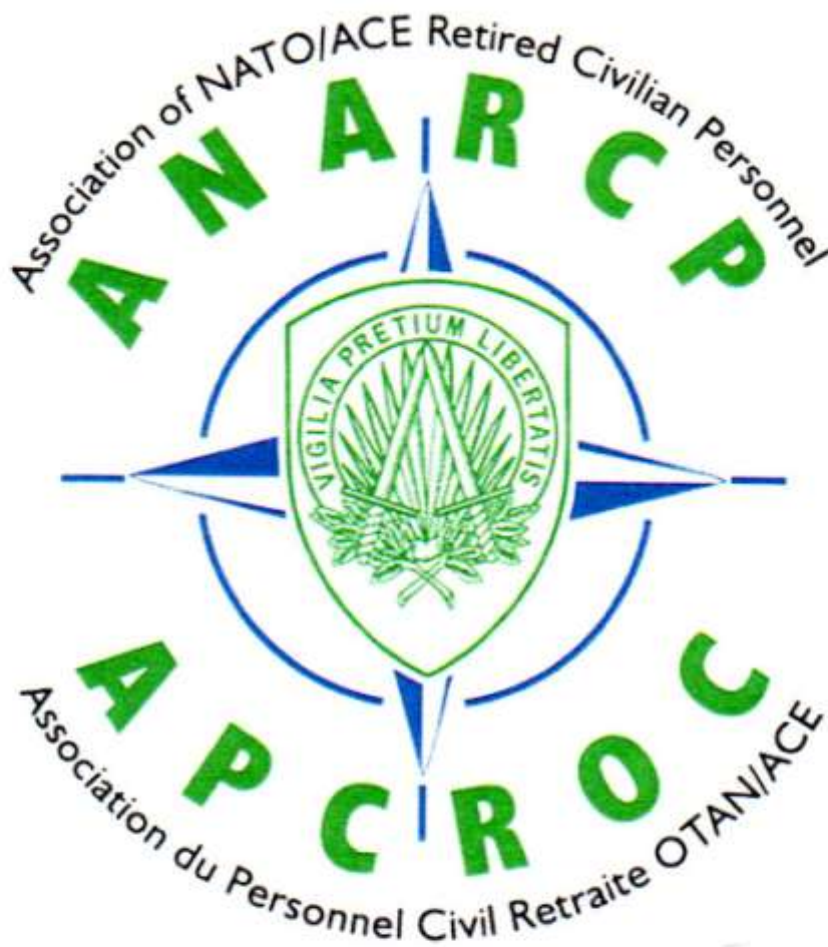


Association of NATO/ACE Retired Civilian Personnel

**ANARCP**

Association du Personnel Civil Retraite OTAN/ACE



## **New Member Booklet**

## **Welcome Note**

This Booklet is to welcome new members and to inform them of the Constitution and Bye Laws of our Association.

You will find that your National Representative will contact you to welcome you, and inform you of how you may contact them should you have any questions, which our Association might help you resolve.

So that you may be informed of the National Rep's function, the guidance notes that we issue to the National Representative are also included in this booklet, for your information.

We welcome you and wish you a happy retirement.

*The Committee.*

**SECTION 1**

**CONSTITUTION OF THE ASSOCIATION  
OF  
NATO/ACE RETIRED CIVILIAN  
PERSONNEL (ANARCP)**

**PREAMBLE**

In accordance with Section B, paragraph (v) (f) of the Preamble to the NATO Civilian Personnel Regulations: "Retired NATO staff means former members of the staff who have the right to a pension or who are covered by the insurance provisions which the Organisation has established and those survivors entitled to pension or insurance benefits under them."

**SECTION 1 INTRODUCTION**

In application of Chapter XVIII, Article 88.4, of the NATO Civilian Personnel Regulations a Confederation of NATO Retired Civilian Staff Associations has been created and its Articles of Association have been signed by the Secretary General of NATO on 24 June 2002.

The Association of NATO/ACE Retired Civilian Personnel (ANARCP) has been duly recognised as a founder member of the Confederation with the right to join and be represented.

The ANARCP headquarters shall be within SHAPE (Casteau) Belgium. The SHAPE Manpower and Personnel Branch, ACE Resources Division, SHAPE shall arrange for all administrative support including office space.



## **SECTION 2      FUNCTION AND AIM**

1. To study, propose and implement all measures aimed at protecting the interests of retired NATO international civilians, and their survivors, of Headquarters and Agencies within Allied Command Europe (ACE).

To support, in conformity with its aims and so far as its resources permit, the objectives of the North Atlantic Treaty Organisation.

To represent the interests of the membership of the Association before the NATO Administration as well as before the representative bodies of retired staff of other NATO and International Organisations; particularly those of the Co-ordinated Organisations.

To keep its members informed of all measures affecting them, and to maintain and foster the development of friendly relations, within the ANACRP.

To establish and to maintain relations with other Associations of former international civil servants, particularly those of the NATO bodies.

To promote social, cultural and sporting activities in co-ordination with the Civilian Staff Associations of SHAPE and its subordinate Headquarters and Agencies.

The ANARCP shall not engage in any commercial activity or any other activity incompatible with its objectives or those of the North Atlantic Treaty Organisation.

## **SECTION 3    MEMBERSHIP**

2. Full membership is open to:

- a. Retired NATO staff and their survivors, as defined in the Preamble above, of Headquarters and Agencies within Allied Command Europe (ACE) and NATO.
- b. Serving staff members within one year of their retirement and who will qualify under above.

Special honorary membership, with voting rights, may be offered by the Executive Committee to those who have been members for 15 years or more.

Honorary membership may be conferred by the General Assembly on persons who have given outstanding service to the Association or to retired NATO civilian personnel in general. Honorary members do not have voting rights.

Associate membership is open to retired international civilian personnel who have served in a Headquarters or Agency of ACE but who have retired from some other body and who would not otherwise qualify under the Preamble above. Associate membership may be granted to the survivors or orphans of a deceased associate member. Associate members do not have voting rights.

## **SECTION 4 ORGANISATION**

### **1. Structure.**

- a The Executive Committee shall conduct the affairs of ANARCP. The Executive Committee will be assisted by additional appointees to form the Plenary Committee of the ANARCP.
  - (1) The Executive Committee shall consist of:
    - (a) The Chairman, Vice-chairman(men), Secretary and Treasurer.
    - (b) An Honorary President recommended by the Executive Committee and confirmed by the General Assembly. The Plenary Committee will consist of: The Executive Committee. One representative from the Association's members in each country where members are grouped. Such representatives will be appointed by the Chairman, unless the members in the country should desire to elect a representative themselves. Any appointment will be subject to confirmation by the Executive committee. These National Representatives will not necessarily be subject to periodic election.
    - (c) Such other members as may be co-opted by the Executive Committee as required.
  - b The Association will have a patron nominated by SACEUR.
  - c Chapters of the Association may be established in each country (or group of countries) for the benefit of the local membership.

### **2. Elections**

The Executive Committee will be elected by the General Assembly, in a secret ballot, from a list of candidates nominated by the membership and will hold office for three years. Each member of the Executive Committee shall be eligible for re-election



### **3. Meetings**

- a. General Assembly. The General Assembly will be convened by the Chairman at least annually, in principle during the month of May, giving at least one month's notice in writing. The agenda shall
- b. include a report by the Chairman of the Executive Committee
- c. on the previous year's activities, a report by the Treasurer and a report from the Auditors .

#### **b. Extraordinary Meetings**

The Chairman of the Executive Committee is required to convene an Extraordinary Meeting upon request signed by at least 10% of the members of the ANARCP. Prior to setting a date for such a meeting, the Chairman will co-ordinate the date and time with the Chief SHAPE Manpower and Personnel Branch, ACE Resources Division, SHAPE.

#### **c. Committee meetings**

The Plenary committee will meet no more than twice per year unless exceptional circumstances require additional meetings. The Executive committee will meet when deemed necessary by the Chairman

## **SECTION 5 FINANCES**

The Association is funded from annual subscriptions and funds received from NATO.

The amount of the annual subscription shall be agreed by the General Assembly for the following year.

A life membership subscription may be agreed to by the General Assembly.

On the principle that no-one shall be barred from membership for financial reasons alone, the Chairman, on the advice of the Treasurer may authorise concessions in case of hardship.

The Executive Committee shall have full authority to determine the utilisation of funds in accordance with the NATO Financial Regulations. A report on the utilisation of the funds will be included in the Treasurer's report to the General Assembly.

Should funds be received from NATO sources the accounts of ANARCP shall be audited once a year by an independent auditor to be determined by the ACE Audit and Inspection Branch, Budget and Finance Division, SHAPE. A report of the annual audit will be submitted to the General Assembly.

In the event of dissolution of ANARCP the net assets of the ANARCP shall be absorbed by the Confederation of NATO Retired Staff.



**SECTION 6     DISSOLUTION**

Responsibility for dissolution of the Association rests with the General Assembly with the approval of SACEUR.

**SECTION 7     Amendments**

- 3. Amendments to this Constitution shall only be made at the Annual General Assembly or at an Extraordinary Meeting.
- 4. Any amendments to this Constitution require approval by the Chief of Staff, SHAPE at which time the amendment becomes effective.

**SECTION 8     Entry into Force**

This constitution replaces the constitution of 1980, which is rescinded, and shall become effective when approved by SACEUR and the General Assembly.

**BY-LAWS OF THE ASSOCIATION OF  
NATO/ACE RETIRED CIVILIAN PERSONNEL (ANARCP)**  
( Revise May 2011)

**ARTICLE 1 MEMBERSHIP**

- 1.1 An applicant shall be accepted as a Full Member when his or her conditions of eligibility, as specified in Section 3 of the Constitution, and his or her membership fee has been paid.
- 1.2 Special Honorary membership shall normally be offered to full members who have paid membership fees for at least 15 years, who have reached 80 years of age and have paid dues continuously. Special Honorary members do not pay membership fees.
- 1.3 Honorary Members do not pay membership fees.
- 1.4 Associate Members pay membership fees.
- 1.5 Membership shall be lost:
  - (a) by non-payment of the membership fee within one year after it is due;
  - (b) by resignation;
  - (c) in exceptional circumstances, by expulsion proposed by the Committee and endorsed by the General Assembly;
- 1.6 Members who have resigned or lost membership through non payment of dues may request to rejoin the Association on payment of subscriptions for the intervening years, unless otherwise decided by the Committee.

## **ARTICLE 2**

### **GENERAL ASSEMBLY and EXTRAORDINARY MEETINGS**

- 2.1 Each member may vote by proxy or may appoint his National Representative to be his permanent proxy.
- 2.2 Normally the Chairman of the Association shall preside over all Committee meetings and Assemblies. In the absence of the Chairman the Vice-chairman shall preside. In the absence of both the Committee shall designate a chairman pro-tem.
- 2.3 Items for the agenda shall be proposed by the Committee or by the members and approved by the Committee. The agenda shall be distributed at least one month before the meeting.
- 2.4 The quorum for Assemblies shall be 30% of the membership, present or represented by proxy.
- 2.5 The members present or represented at the Assemblies may vote on any items on the agenda, except for the elections which are governed by Article 3. A two thirds majority is required for a motion to be approved.  
The Assembly may vote on other matters, not on the agenda, subject to a  $\frac{2}{3}$  majority agreement of members present.
- 2.6 Prior to approval by the members at the General Assembly, any amendment to the Constitution and By-Laws must be approved by the Committee, and in the case of the Constitution, also by SACEUR. Details of proposed amendments will be published, at the latest, in the agenda issued prior to the Assembly.



## ARTICLE 3 ELECTIONS

- 3.1 In accordance with the Constitution, Section 4.2, elections to the Executive Committee will be held, at the General Assembly. All full and special honorary members will be entitled to vote. The Executive Committee will be elected by the members either by post or by personal attendance at the Assembly. The proxy vote cannot be used for election to the Executive Committee but can be used, for all other items on the agenda.
- 3.2 Nomination proposals will be sent to the serving Chairman or the Secretary, by the date indicated in the call for nominations.
- 3.3 Any member may nominate themselves, or other members. The outgoing members of the Executive Committee will automatically be nominated, if they so desire. The nomination must be agreed and signed by the nominee, and accompanied by a brief résumé of the past experience which they think might be useful while serving on the committee. The résumé will be distributed to all the members along with the voting papers.
- 3.4 The Executive Committee will consist of: Chairman, Vice Chairman, Secretary, and Treasurer, and an additional two members who shall be elected annually.
- 3.5 The Executive Committee will, in a secret ballot, appoint from among themselves the Officers of the Association, who will normally serve for three years.
- 3.6 The approximate times for the election documentation will be :-
- |               |  |
|---------------|--|
| December.     | Call for nominations.                                |
| Mid January.  | Nominations to be received by Chairman or Secretary. |
| End February. | Voting papers posted to members                      |
| Mid April     | Postal votes received by the Committee .             |
- At the Assembly. Personal votes and postal votes recorded.
- 3.7 For reasons of continuity, newly elected officers will take up their post three months after they have been elected.

## **ARTICLE 4      COMMITTEES AND NATIONAL REPRESENTATIVES**

- 4.1      The Chairman is responsible for calling committee meetings as needed.
- 4.2      The Committees are be responsible for:
  - 4.2.1    Establishing their own rules and procedures for meeting and voting.
  - 4.2.2    Appointing any of their members as required to represent the Association on the executive of the Confederation of NATO Retired Staff Associations and to represent the Association with other Associations pursuing similar aims.
  - 4.2.3    Maintaining the central register of members and other records
  - 4.2.4    Receiving and accounting for fees, subscriptions, donations and other revenues.
  - 4.2.5    Controlling and accounting expenditure
  - 4.2.6    Compiling and issuing periodical newsletters/bulletins, etc.
  - 4.2.7    Maintaining contact with NATO/ACE Administration and Staff Associations.
  - 4.2.8    Assuring liaison with National Representatives particularly for the dissemination of information.
  - 4.2.9    Organising the general and other assemblies as may be required and implementing the resulting decisions.
  - 4.2.10    Liasing with other associations of retired international civil servants
- 4.3      The National Representatives are be responsible for:
  - 4.3.1.    Promoting membership by making the Association known to potential members
  - 4.3.2.    Liaison with the nearest Staff Association and Administration.
  - 4.3.3.    Maintaining contact with sick or aged association members.
  - 4.3.4.    Advising and assisting newly retired members and the widows, widowers or orphans of deceased members with any problem they may encounter.
  - 4.3.5.    Keeping the Committee abreast of progress and likewise relaying news from the Committee to the members.
  - 4.3.6.    Making social contacts and arranging social gathering of the country's members where this is possible and desired.



## **ARTICLE 5 NATIONAL CHAPTERS**

- 5.1. Where a group of members feel that, for the benefit of the Association and for social contact, it will be advantageous to form local Chapters of the Association then they are free to do so.
- 5.2. Members of the ANARCP will be free to join these Chapters but will not be compelled to do so.
- 5.3. The Chapters will not become a separate entity but will form an integral part of the Association.
- 5.4. Chapters will receive no funding from the ANARCP but will have to generate their own funds if they be needed.
- 5.5. Arrangements for local support will be the responsibility of the Chapter.

## **ARTICLE 6 FINANCES**

- 6.1 Financial operations will be, as far as practical, in accordance with NATO Financial Regulations
- 6.2 Annual membership fees will fall due on 1 January of each year. For new members any membership fee paid three months prior to 1 January will be considered as membership fee payment for the following year.
- 6.3 Members benefiting from the NATO pension may pay their membership fee by automatic deduction from their pension by the NATO Pensions Computation Unit
- 6.4 Honorary and Special Honorary (Life) members may voluntarily subscribe to the Association.
- 6.5 Members of the Committee will be entitled to reimbursement of travel costs when attending meetings associated with their responsibilities. Reimbursement will be in accordance with the provisions laid down in the NATO Civilian Personnel Regulations and the relevant directives.

## **ARTICLE 7 ENTRY INTO FORCE**

- 7.1 These by-laws will replace those dated 3rd March 2006 and will enter into force directly as approved by the 2011 General Assembly.



## National Representatives Guidance Notes

**The main function of the National Representatives is to foster an atmosphere of fellowship within the association in the country (ies) for which they are responsible.**

### From the By-Laws of the Association:

"The National Representatives are to be responsible for:

1. Promoting membership by making the Association known to potential members.
2. \*Liaison with the nearest Staff Association and Administration.
3. Maintaining contact with sick or aged Association members.
4. Advising and assisting newly retired members and the widows, widowers or orphans of deceased members with any problem they may encounter.
5. Keeping the committee abreast of progress and likewise relating news from the Committee to the members.
6. Making social contacts and arranging social gatherings of the country's members where this is possible and desired."

\* Where applicable

Also: Collecting membership fees from those whose subscription is not automatically deducted from their pension.

### New members:

The following is the desirable sequence of contact:

1. The retiring staff member should have received two copies of the application form and an introductory letter from the Chairman, via the Civilian Personnel Office, on leaving the Organisation. The retiree should send both completed application forms to the Secretary through SHAPE HRM Branch, HR Management Directorate B-7010, SHAPE.

(The Association Secretary will inform the Representative of Staff members who have recently retired into their country of responsibility but who have not applied for membership: The Representative should send a second copy of the Chairman's letter, with two further copies of the application form, to the potential member, with a personal introductory letter from the Representative. These forms should be returned to the Secretary at HRM Directorate. )

2. The Secretary will send a copy of any completed application forms, with Membership cards and receipt of payments letters to the National Representative
3. The membership card and receipt of payment letter should then be sent to the new member together with copies of the following documents:
  - a. The latest Bulletin
  - b. The Constitution,
  - c. The By-Laws
  - d. Form for the automatic deduction of the subscription
  - e. Personal introductory letter from the National Representative, (if not already sent).
  - f. Application form for membership of AAPOCAD (this is desirable but not essential).
  - g. Van Breda booklet "for former staff and their dependants".

NB. Subscriptions paid in October, November and December are valid for the following year.

**Contact with members:**

The Annual General Meeting of the Association is held in May; prior to this each member will have received an attendance form. It is advisable to write to all members well before the meeting in case there is any particular point they wish the Representative to put on the agenda.

Each member will receive a copy of the minutes of the meeting, but because of translation and mailing difficulties this usually takes several weeks; there is therefore an opportunity for the Representative to give a personal account of the meeting.

A third letter at some time during the autumn helps to maintain contact. In all letters a personal note, particularly when a member or spouse has died, is welcomed.



Inform the Secretary of any change of circumstances at:

**ANARCP (Secretary),  
SHAPE Civilian HRM Branch  
Human Resources Management Directorate  
B-7010 SHAPE,**

**e-mail. [anarcp1@shape.nato.int](mailto:anarcp1@shape.nato.int)**

Deal with any problems which a member may have; this will often mean, after discussing the problem, referring them to someone else; i.e.: suggest that they ring the Van Breda toll-free telephone number, (on their Van Breda membership card) for the most up-to-date advice on their particular medical insurance problem; all the Van Breda telephone personnel speak several languages.

The contact for any questions concerning pensions is the NATO Pensions Unit:

**Tel.: (00) 32 2 707 4581**

**NATO Pensions Unit,**

**NATO Headquarters**

**1110 Bruxelles,**

**Belgium. ,**

**e-mail: [pensions@HQ.nato.int](mailto:pensions@HQ.nato.int)**

The Treasurer will send out a list of all members whose subscription is not paid automatically from their pension. The representatives should send a form for the automatic deduction of the subscription to all of their members who do not use this method but could, and send the completed forms on to the Treasurer. The Representative must collect the subscriptions, paid to them personally, and arrange with the Treasurer about transferring the total money to the ANARCP account. N.B. Life members do not pay a subscription.

#### **On the death of a member:**

The Representative should offer whatever assistance they can with any relevant problems, to the widow (widower); they should also be invited to continue membership on their own behalf (the subscription will be counted as a continuation, not a new entry). If appropriate, flowers or a donation, for a reasonable sum of money, may be sent in memory of the deceased staff member; the Treasurer will reimburse this.

The Secretary must be informed.



**Accounts:**

Only costs incurred for the benefit of ANARCP and the Confederation are eligible for reimbursement.

For attendance at committee meetings travel costs will be reimbursed and per diem paid.

All travel must be done by the most rapid and economical means unless proper justification to do otherwise is provided and accepted by the Treasurer.

All travel claims must be submitted on a NATO Travel Claim form. Keep a note of all expenses: postage, computer ink, stationery, etc. and submit, with all receipts, to the treasurer, preferably at the AGM or other committee meeting. In order to avoid bank charges for payments abroad the mode of payment for these will be cash.

**Annual General Meeting:**

Prepare any matters you wish to discuss at the Plenary Committee meeting. Prepare a report for the General Assembly.

## **Contact points For Pensioners Information**

### **Mailing address.**

**ANARCP, SHAPE Civilian HRM Branch,  
Human Resources Management Directorate,  
B - 7010 Belgium.**

### **E-mail address**

[anarcp1@shape.nato.int](mailto:anarcp1@shape.nato.int)

### **Web Pages of interest**

[www.anarcp.org](http://www.anarcp.org)  
[www.anarcp.nl](http://www.anarcp.nl)