



BYE-LAWS OF THE ASSOCIATION OF NATO/ACE¹ RETIRED CIVILIAN PERSONNEL (ANARCP) Approved 20 May 2015

ARTICLE 1: MEMBERSHIP

1.1. Full Membership. Full Membership is open to:

1.1.1. Retired NATO staff of Headquarters and Agencies within Allied Command Europe (ACE) (See footnote¹) and NATO and their survivors who have the right to a NATO pension or who are covered by the NATO group insurance.

1.1.2. Serving staff members who are within one year of their retirement from Headquarters and Agencies within ACE and NATO, who contribute to the Pension Scheme or who will be covered by the NATO group insurance.

1.2. A membership fee must be paid for the membership to become official.

1.3. Life Membership. With effect from the Annual General Meeting on 23 May 2014 , Life Membership is discontinued. This will not be retroactive but will affect all who would have been considered as Life Members from that date forth. Current Life Members are encouraged to make a voluntary contribution at the current rate of subscription as for regular members.

1.4. 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.

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

¹ 1 ACE means 'Allied Command Europe' and its successors. This includes commands and agencies associated with, or in the geographical area of, SHAPE.

- 2.1. **Proxy:** Any member may appoint one of the Officers, his National Representative, or any other member who will be present at a General Assembly, to exercise a proxy vote on his or her behalf on matters on the agenda.
- 2.2. Normally, the Chairman presides over all Committee meetings and Assemblies. In the absence of the Chairman, the Vice-Chairman shall preside, and in the absence of both, the Committee shall designate a Chairman pro-tem.
- 2.3. Any member may propose agenda items, which may be included at the Chairman's discretion. The agenda shall be distributed at least one month before the meeting.
- 2.4. Members present or represented at the Assemblies may vote on any items of the agenda, except for the elections, which are governed by Article 3.
- 2.5. As approved at the Annual General Meeting of 23 May 2014, the Quorum for voting shall be an absolute number of 100 of the members present, by proxies or voting by remote means. Matters that cannot be deferred to the next meeting can be settled by simple majority at an extraordinary meeting following the assembly, if two thirds ($\frac{2}{3}$) of the members present agree.

ARTICLE 3: ELECTIONS

- 3.1. The committee will consist of 6 members. The term of membership will be three years. The annual election may elect up to two members.
- 3.2. The Executive Committee will be elected by the membership and announced at the General Assembly. To allow all Full and Life Members to vote, the Executive Committee will be elected by e-mail or postal vote. Votes will be sent by post or email directly to the Chairman/Secretary, or a designated Executive Committee member who is not standing for election. The voting will remain confidential to the Executive Committee member coordinating the vote.
- 3.3. Nomination proposals will be sent to the Chairman or the Secretary, by the date indicated in the call for nominations.
- 3.4. Members may nominate themselves, or other members. The outgoing members of the Executive Committee will be nominated, if they so desire. A nomination must be agreed and signed by the nominee, and accompanied by a brief resume of any experience that the nominee thinks might be useful while serving on the committee. Each resume will be distributed to all the members along with the voting papers.
- 3.5. The Executive Committee will appoint, from among its members, the Officers of the Association. The members of the Executive Committee will normally serve for three years unless re-elected for a further term.
- 3.6. The approximate times for the election documentation will normally 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 and e-mail votes received by the Committee and recorded.
 - May. At the Assembly, the result of the election will be announced.
- 3.7. Newly elected officers taking over a specific post will normally assume their duties within one month of being elected.

3.8 An Honorary President shall serve for a three year term and be subject to re-appointment. The Executive Committee shall submit nominations for the post of Honorary President to the membership.

ARTICLE 4: COMMITTEES AND NATIONAL REPRESENTATIVES

4.1. There will be two fora at the executive level. These will be the Executive Committee and Plenary Committee.

4.2. The Executive Committee will consist of: Chairman, Vice Chairman, Secretary, Treasurer, the two elected members and the Honorary President (if appointed).

4.3. Items for Executive Committee and Plenary Committee meetings shall be proposed by members of the respective committee. Agenda shall be distributed one month prior to the meeting.

4.4. Decisions of the Executive Committee will be made by: Chairman, Vice Chairman, Secretary, Treasurer and up to two elected members. Decisions will be made by consensus.

4.5. The Plenary Committee will consist of the Executive Committee and the National Representatives.

4.6. Decisions of the Plenary Committee will be based on consensus.

4.7. The Chairman is responsible for calling committee meetings as needed.

4.8. The Committees are responsible for:

4.8.1. Establishing their own rules and procedures for meeting and voting.

4.8.2. 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.

4.8.3. Maintaining the central register of members and other records.

4.8.4. Receiving and accounting for fees, subscriptions, donations and other revenues.

4.8.5. Controlling and accounting expenditure.

4.8.6. Compiling and issuing periodical newsletters/bulletins, etc.

4.8.7. Maintaining contact with NATO Administrations and Staff Associations.

4.8.8. Assuring liaison with National Representatives particularly for the dissemination of information.

4.8.9. Organising the General and other assemblies as may be required and implementing the resulting decisions.

4.8.10. Liaising with other associations, and retired international civil servants, where applicable.

4.9. The National Representatives are responsible for:

4.9.1. Promoting membership by making the Association known to potential members.

4.9.2. Liaising with the nearest Staff Associations and Administrations where practicable and useful.

4.9.3. Maintaining contact with sick or aged association members.

4.9.4. Advising and assisting newly-retired members and the widows, widowers or orphans of deceased members with any problem they may encounter concerning pensions and NATO group insurance.

4.9.5. Keeping the Committee informed of the local conditions for members as well as relaying news from the Committee to the members.

4.9.6. Maintaining social contacts and arranging social gathering of the country's members where this is possible and desired.

4.9.7. Recommending to the Chairman, and him/her to the Committee, a member who will act as a deputy. In order that the deputy is familiar with the work of the National Representative and the Plenary Committee, the deputy will be invited to attend the Plenary Meeting attached to the General Assembly.

ARTICLE 5: NATIONAL CHAPTERS

5.1. Where a group of members feel that it would be advantageous to form a national Chapter of the Association, for the benefit of the Association and for social contact, they are free to do so.

5.2 Funding of a National Chapter will be the responsibility of that National 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 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. The membership fee will be set each year at the General Assembly, upon the recommendation of the Executive Committee.

6.3. Members benefiting from a NATO pension are encouraged to pay their membership fee by automatic deduction from their pension by the NATO Pensions Unit.

6.4. Honorary and Life Members may voluntarily subscribe to the Association.

6.5. Members of the Committee will be entitled to reimbursement of travel costs and per diem 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 Bye-Laws will replace those dated May 2006 and will enter into force when approved by the General Assembly.