

**International Federation for Home Economics IFHE
Internationaler Verband für Hauswirtschaft IVHW**

CONSTITUTION



**INTERNATIONAL FEDERATION
FOR HOME ECONOMICS**

Decided on 23 July 2002

in Helsinki, Finland

Amended on 3 February 2003

In Vienna, Austria

Amended on 20 July 2006

in Cape Town, South Africa

Amended on 22 July 2010

in Sligo, Ireland

**Statutes of the
International Federation
for Home Economics e.V.**

(Translation from German original)

Following the tradition of the Internationaler Verband für Hauswirtschaft, in international legal relations also referred to as International Federation for Home Economics (established in Fribourg, Switzerland, on 1st October 1908).

The International Federation for Home Economics (IFHE) first existed as an association under Swiss law and later under French law. Since 2001, IFHE has had its headquarters in Bonn as an association under German law. Following the transfer of its administrative headquarters to Bonn the Federation was transformed into a registered association under German law with a separate legal entity. This newly established IFHE fully and without interruption carried on all tasks, functions and structures of the existing IFHE. After the foundation of the new Federation the members of the old IFHE became members of the International Federation for Home Economics e.V.

For this purpose the signatories as representatives of the IFHE's Regions and as Officers of both the existing and the future IFHE set up the association International Federation for Home Economics e. V.

Preamble

1. Guidelines for the terms of social policy of the International Federation for Home Economics are:
 - (a) Improving the quality of everyday life for individuals, families and households;
 - (b) Advancing the protection of families;
 - (c) Promoting equal rights for men and women;
 - (d) Supporting the education of children, community education and vocational training.
2. IFHE considers the following as fundamental to its social policy:
 - (a) Home Economics science is a resource for gathering information and making recommendations for social and political decisions and measures; and for implementing education programmes to improve the quality of everyday life;
 - (b) Home Economics education includes training in everyday competencies, taking personal responsibility within the private sphere and the appropriate and sustainable use of resources to improve the quality of everyday life.
 - (c) The Federation, respectively its legal predecessor, has been accepted as a non-governmental organisation in consultative status with the United Nations.
 - (d) The Federation cooperates with national and international authorities, non-governmental organisations, scientific and vocational associations, and international organisations such as UNESCO, FAO and WHO.

Section 1

Name and Headquarters of the Federation

- (1) The name of the Federation shall be

**International Federation
for Home Economics e.V.,**

in legal relations also referred to as "IFHE e.V.".
- (2) In German-speaking "Internationaler Verband für Hauswirtschaft e.V., abbreviated "IVHW e.V.", will be used.
- (3) The Federation shall have its headquarter in Bonn (Germany). The Federation shall be entered into the register of associations of the municipal court¹ of Bonn.
- (4) The business year of the Federation shall be the calendar year. The first business year ends at 31.12. of the founding year.

Section 2

Objectives of the Federation

- (1) The objective of the Federation shall be to promote in particular the science, education, research and communication within the field of Home Economics.
- (2) The statutory objective shall be implemented in particular through:
 - (a) The promotion and support of scientific cooperation and the exchange of knowledge and experience in the field of Home Economics;
 - (b) The development, implementation and assessment of education programmes and projects in the field of Home Economics worldwide;
 - (c) The promotion of education for families and households at all age levels both in formal and informal settings; including discussion forums and seminars and in accordance with items 4, 15 and 16 attachment 1 Chapter A to sec. 48 ESTDV2 at the national and international level;
 - (d) A topic-related congress held every four years to which persons from all over the world shall be invited;
 - (e) The publication of resources, information and documents; and archive services for Home Economics research and education;
 - (f) Worldwide cooperation of IFHE members in research projects and education projects.

Section 3

Non-Profit Status

- (1) The Federation shall exclusively and directly pursue non-profit purposes in accordance with the section "Steuerbegünstigte Zwecke" ("tax-privileged purposes") of the Tax Code.

¹ German: "Amtsgericht"; court of first instance.

- (2) The Federation shall carry out its activities without pursuing any commercial interests. It shall not in the first place aim at its profitability or economic viability.
- (3) Resources of the Federation shall be used exclusively to serve the purposes laid down in the Statutes. Members shall not receive any benefits from the assets of the Federation. Officers and delegates as well as members in charge of activities of the Federation cannot be reimbursed for any costs accruing to them in the fulfilment of their status tasks.

Section 4

Membership

- (1) *Full members* of the Federation shall be ordinary persons (individual members, student members) and non-profit-oriented legal persons or partnerships active in the field of Home Economics that support the purposes and objectives of the Federation. Corporate members (para. (2)) and associated members (para (3)) shall be full members.
- (2) *Corporate members* shall be member organisations active in the field of Home Economics (non-profit associations, federations).
- (3) *Associated members* shall be profit-oriented enterprises. They can become members of the Federation and shall have the right to vote in the Council.
- (4) Applications for an IFHE membership shall be accepted or refused by the Executive Committee. There is no joining fee for membership of IFHE.
- (5) Membership shall end upon
 - (a) the death of the member (in the case of ordinary persons);
 - (b) the dissolution of the member (in the case of legal entities);
 - (c) notice given by the member;
 - (d) the intentional deletion of a member's name from the list of members;
 - (e) the expulsion of a member from the Federation.
- (6) The Executive Committee shall have / or has the authority to delete a member's name from the list of members if that member is more than two years in arrears with the payment of its membership fees.
- (7) If a member has acted in sharp contrast to the interests of the Federation or otherwise threatens or disturbs the peace of the Federation, the Executive Committee shall have the authority to decide that this member should be expelled from the Federation.
- (8) Within a period of fourteen days following the receipt of the notice of the Executive Committee's decision under the provisions of the above paragraph (7) the member concerned may file a written, reasoned complaint with the Executive Committee. The Executive Committee shall

without delay pass the complaint on to the Council which shall decide upon it at its next meeting. Until the decision of the Council the membership rights of the member concerned shall be suspended.

- (9) Withdrawal from the Federation shall be possible only at the end of the business year. To be valid, notice given by a member shall be in writing and must reach the General Secretariat three months before the end of the business year.

Section 5

Obligations of Members

- (1) Members shall be obligated to use their best efforts to promote the objectives of the Federation.
- (2) Members shall have the duty to pay membership fees. The amount of such subscriptions shall be determined by the General Assembly or, if there is a Council, by the Council. The duty to pay membership fees shall begin upon the year of the establishment of such membership. For the running business year, membership fees shall be paid within the first quarter of the business year.

Section 6

Structure of the Federation

- (1) The Federation shall consist of regional member associations (regional associations) which may have legal status. Regional associations need to be acknowledged by the Executive Committee. They shall have at least 20 full members. Exceptions to this rule shall be subject to the approval of the Executive Committee. The traditional regions of "Europe", "America", "Asia", "Pacific", and "Africa" (Regions), which have existed for decades, shall continue and be considered acknowledged. The Executive Committee shall, after prior hearing of the regions concerned, decide with two-thirds majority about the borders of these regions or about the possible division of a region for the purpose of establishing new regions.
- (2) Regional associations are to include in their statutes the minimum requirements which have to be adopted by the Council with a view to uniformity within the Federation and which shall be laid down in model statutes for the regions.

Section 7

Statutory Bodies of the Federation

The Federation shall have the following statutory bodies:

- (1) General Assembly
- (2) Council
- (3) Executive Committee
- (4) Officers.

Section 8

General Assembly

- (1) Meetings of the General Assembly shall under normal circumstances be convened by the Officers every other year and if the interest of the Federation so requires or if they receive written requests concerning the calling of such a meeting, stating the purpose and the grounds, from more than 20 % of all members of the Federation. Letter of invitations to an General Assembly or extraordinary meeting of the General Assembly shall be sent by writing, by fax, email or SMS, or in the newsletter of the Federation, observing a period of eight weeks before the date of the meeting and stating the agenda. The period shall start with the day following the day when the invitation or the newsletter of the Federation was posted. The invitation shall be considered to have been delivered to a member when it has been sent to the most recent address / e-mail address of which the same member informed the Federation in writing.
- (2) Every member having a balanced account of membership fees shall have a vote in the General Assembly. Upon request, members shall furnish proof of the payment of their membership fees by submission of appropriate documents.
- (3) The General Assembly shall be chaired by the President or, if the President is unable to be present, by another member of the Executive Committee. The chairperson shall have the right to delegate the chairmanship of the meeting temporarily to third persons. The recording secretary shall be appointed by the chairperson. The minutes shall be signed by the recording secretary and by the chairperson of the respective meeting; in cases where the chairmanship changed in the course of the meeting the minutes shall be signed by all chairpersons. The minutes shall be sent to the members. After receipt of the minutes objections to it may be stated until its adoption at the following meeting.
- (4) Meetings of the General Assembly shall in principle not be open to the public. The admission of guests shall be subject to the approval of the General Assembly. Persons having a consultative function vis-à-vis the Federation, such as its tax consultant, auditor or attorney, shall however have the right to participate.
- (5) As soon as the number of members has exceeded 100, the Federation shall establish a Council. The delegates shall be determined by the corporate members (§4(2)) and associated members (§4(3)) and elected or appointed by the individual members in the countries for a term of two years. The delegates shall remain in office also after the termination of their terms of office until the new delegates have been elected or appointed. Provided that, with a view to the establishment of a Council, these Statutes assign tasks to such Council, the latter shall be performed by the General Assembly until the Council has been established.

Section 9

Election of Delegates

- (1) The election of the delegates shall be considered only if they have been presented to the individual members in writing at least for weeks prior to the election process of the Council. The announcement is conducted by the country liaison. The Council shall announce the dates of the election period for the election of the delegates in the countries. As far as a Council has not been established the Executive Committee shall announce the dates of the election period for the election of the delegates.
- (2) The number of delegates to be elected shall depend on the number of members.
- (3) The delegates to the Council shall be composed of:
 - (a) for corporate members and associated members
 - one voting delegate per organisation.
 - (b) for individual members who having paid their subscription for the last two years
 - one delegate for every 50 individual members plus one more delegate for the remaining individual members per country with 500 or more individual members. For countries having 500 or more individual members, the maximum number of delegates they may send to the Council is 16 delegates.
 - one delegate for every 30 individual members, plus one more delegate for the remaining individual members in those countries with 250 – 499 individual members.
 - one delegate for every 20 individual members plus one more delegate for the remaining individual members in those countries with 10 – 240 individual members.
 - one delegate per country with 3 – 9 individual members.
- (4) The IFHE members in the countries shall decide upon a secretary and the electoral procedure in their own country. Elections can be conducted during a meeting of IFHE members, in written form or through electronic means. In the absence of a special resolution the system of block vote shall apply. The names of all candidates shall be listed on a ballot paper where they can be check marked. For that purpose, each member shall be given the number of votes corresponding to the number of delegates to be elected, whereby only one vote may be cast per candidate. Those candidates shall be considered to have been elected, that have been able to collect most votes. In the case of a tie a second vote shall decide.
- (5) Minutes shall be drawn up of the elections of the delegates, which shall be signed by the chairperson and the recording secretary. The minutes shall be sent to the delegates and members upon request. After receipt of the minutes objections to it may be stated until its adoption at the following meeting.

Section 10

Council

- (1) Unless reserved to the members themselves for compelling reasons or under the present Statutes and provided the fulfilment of the provisions of sec. 8 para. (5), the rights of General Assembly shall be safeguarded by delegates.
- (2) The *ordinary meeting of the Council* shall be convened at least once in two years by the Officers. The Council shall be convened by means of an invitation letter which must contain the agenda and which is to be sent by standard mail or via fax, email or SMS at least eight weeks before the meeting, except if all delegates waive the observance of that period. The period shall begin to run on the day following the mailing of the invitation letter.
- (3) The Officers shall convene an *extraordinary meeting of the Council* if the interest of the Federation so requires or if they receive written requests concerning the calling of such a meeting, stating the purpose and the grounds, from more than 20 % of all members of the Federation or from one quarter of all delegates; invitations to an extraordinary meeting of the Council shall be sent six weeks before such meeting, at the latest.
- (4) The invitation to a meeting of the Council shall be considered as having been delivered to a delegate if it has been sent to the most recent address / e-mail address of which the same delegate informed the Federation in writing.
- (5) Every delegate shall have the right to submit applications, requests, proposals, or complaints to the Officers. Furthermore, delegates can request information about the affairs of the Federation. Every delegate shall have the right to inspect the books and records of the Federation at the offices of the Federation.

Section 11

Quorum and Responsibilities of the Council

- (1) A delegate shall have the right to participate in meetings of the Council providing she / he is a fully paid member of IFHE. The Council shall constitute a quorum with the delegates present. Every delegate shall have one vote. Voting by proxy shall be permitted for important reasons, for instance if there are reasonable grounds preventing the respective delegate from attending the meeting. A written authorisation has to be proved.
- (2) In the ordinary meetings of the Council the President or a person requested by the President to do so shall report on the activities of the Federation since the preceding meeting of the Council. The Treasurer shall report on the income and expenses of the Federation and on the latter's financial situation.
- (3) The Council shall in principle perform all tasks, except if specific tasks under these Statutes have

been transferred to another statutory body. The duties of the Council shall be, in particular,

- a) to receive the Executive Committee's annual report, including the Federation's income and expenditure statement and the records of its financial situation. For this purpose, the Council shall appoint two auditors who shall neither be members of the Executive Committee or of any body appointed by the Federation, nor employees of the Federation, to make the audits, including the annual financial statements, and to report on the results before the Council;
 - b) to implement the tasks of the Federation;
 - c) to adopt the budget established by the Executive Committee;
 - d) to use the budgetary means, in particular to take up loans exceeding € 25,000.00;
 - e) to release the Officers from responsibility on the basis of the auditors' report;
 - f) to establish rules of procedure for the Federation;
 - g) to determine the amount of membership fees;
 - h) to appoint honorary members upon the proposal of the Executive Committee;
 - i) to elect and remove the Officers;
 - j) to decide upon complaints according to sec. 4 para. (8) hereof (expulsion of members from the Federation);
 - k) to decide on amendments to the Statutes (sec. 18) and on the dissolution of the Federation (sec. 20);
 - l) to set up committees;
 - m) to adopt resolutions.
- (4) Unless otherwise provided in these Statutes the Council shall take its decisions by simple majority of the votes of the members present. The Council shall decide upon the voting procedure. For votes and elections all appropriate voting systems shall be permitted (for instance by show of hands, voting ballots and voting cards, block vote, combined vote and election by ticket, individual vote). In the absence of a separate decision, voting shall be by a show of the hand. To elections, sec. 8 para. (10) shall apply *mutatis mutandis*.
 - (5) In the case of a tie the relevant proposal shall be considered to have been rejected.
 - (6) The Council shall be chaired by the President, if the President cannot be present by the senior Officer. In the event that no Officer is present, the Council shall nominate a chairperson for the Council meeting from among its members. The chair shall appoint a recording secretary. In the case of elections the Council shall, for the time of the ballot and the preceding discussion, appoint an election committee, consisting of a person in charge of the election and two polling clerks.
 - (7) Meetings of the Council shall not be open to the public. The admission of guests shall be subject to the decision of the Council. However, consultants

of the Federation such as its tax consultant, auditor or attorney shall have the right to participate.

- (8) The resolutions of the Council shall be recorded in minutes, which shall be signed by the chairperson of the meeting and by the recording secretary. The minutes shall be sent to the delegates and members upon request. After receipt of the minutes objections may be stated against the minutes until its adoption at the following meeting.

Section 12

Executive Committee

- (1) The Executive Committee shall consist of
- the President,
 - the Treasurer,
 - the President-Elect,
 - the Immediate Past President (predecessor in office),
 - the Vice-Presidents and Members of the Regions,
 - the Executive Director employed on a paid basis.
- (2) The Executive Committee shall be convened by the Officers. It must be convened upon written request submitted to the Officers by one third of the members of the Executive Committee. The Executive Committee shall have a quorum irrespective of the number of members present. The meetings of the Executive Committee shall be convened by the President in writing, by telephone or via electronic media. In any case the required period of notice of one month shall be observed, unless all members of the Executive Committee unanimously and in writing waive the observance of this period. It shall not be required to communicate the agenda.
- (3) In case of urgency a decision of the Executive Committee may also be taken by fax, email or SMS, by telephone, or via any other appropriate electronic media, if all members of the Executive Committee give their consent to that procedure in writing, by telephone or via electronic media. Decisions of the Officers taken in writing, by telephone or via electronic media must be laid down in writing and signed by the President or a representative.
- (4) Decisions of the Executive Committee shall be made by simple majority of the votes cast. Every member of the Executive Committee shall have one vote. In the case of a tie, the President shall have the casting vote.
- (5) The Executive Committee shall be responsible for the implementation of the objectives of the Federation. Its tasks include in particular
- a) the preparation of the meetings of the Council in co-operation with the Officers as well as the preparation and implementation of decisions adopted by the Council;
 - b) the submission of a report on its activities, of a financial report and of a preliminary budget within the framework of the Council;

- c) the preparation and organisation of Congresses;
 - d) the drafting and signing of resolutions;
 - e) the performance of representative duties, in particular the representation of the Federation at global level within the framework of national and international events;
 - f) the current operation of the Secretariat;
 - g) the conclusion and termination of employment contracts.
- (6) In cases where particular urgency has been acknowledged by special decisions the Executive Committee may take decisions on tasks which otherwise fall within the exclusive competence of the Council, which shall remain effective until the next meeting of the Council. To remain in force decisions taken in this way must be approved at the next meeting of the next Council.
- (7) The position of a member of the Executive Committee shall not imply the right to represent the Federation with respect to legal transactions or single-entity relationships.
- (8) The Executive Committee may constitute special committees as advisory bodies (Council Committees and Programme Committees).

Section 13

Officers

- (1) According to Section 26 of the Civil Code² (Officers) the Officers of the Federation shall be the President, the Treasurer and three other Officers who shall be members of the Executive Committee.
- (2) The President and all other Officers shall be elected by the Council or, in the absence of such Council, by the General Assembly. The first Officers shall be appointed upon the establishment of the Federation. The President-Elect shall take office two years before the commencement of her / his term of office and the Immediate Past President for two years following her / his term of office.
- (3) Unless assigned to a different body of the Federation under these Statutes, the Officers shall be in charge of the affairs of the Federation. They shall represent the Federation and handle any legal transactions.
- (4) Two Officers shall take over jointly the legal and the general representation of the Federation. Ordinary administrative affairs can be signed also by the Executive Director together with an Officer.
- (5) Unless employed by the Federation as paid Executive Director (sec. 14), Officers shall serve in an honorary capacity.

² "Bürgerliches Gesetzbuch" (BGB)

Section 14

Term of Office of the Officers

- (1) Officers shall be elected for a period of four years starting with the day of their election. The President and the Treasurer shall take over their respective offices at a two-year interval. For this reason, the first President will be elected only for a period of two years. At the same time, the President-Elect (sec. 12 para. (2), third sentence) shall be elected.

Officers who are at the same time members of the Executive Committee shall upon the end of their membership in the Executive Committee resign also as Officers.

Officers may be voted out of office only for grave reasons. After the expiry of their terms, Officers shall remain in office until the election of new Officers. On completion of her / his term of office, an Officer cannot stand for re-election until two years have elapsed after the end of her / his last term of office. Immediate re-election shall be possible only in the case of the Treasurer.

- (2) Each of the Officers shall be elected individually.
- (3) If members should retire from office during their terms of office, substitute members elected by the remaining Officers shall take their place. The substitution shall be submitted for confirmation at the next General Assembly/Council. Should fewer than three Officers remain in office after the resignation of other Officers, substitution shall be obligatory.
- (4) The Officers shall take their decisions at Officers' meetings to be held at least once a year, otherwise upon request.
- (5) The Officers' meetings shall be convened by the President in writing, by telephone or via electronic media. The required six-week period of notice shall in any case be observed, unless all Officers waive the observance of this period unanimously and in writing. It is not necessary to communicate the agenda.
- (6) The Officers shall have a quorum if an invitation has been extended according to the provisions of the Statutes and at least three Officers are present. Decisions shall be made by majority of the votes cast.
- (7) In case of urgency Officers may take decisions also in writing, by telephone or via electronic media, if at least two thirds of the Officers give their consent to this procedure in writing, by telephone or via electronic media. Officers' decisions taken in writing, by telephone, or via electronic media must be laid down in writing and signed by the President or a representative.

Section 15

Executive Director

- (1) In order to relieve the Officers, who serve on an honorary basis, in their work the latter may employ a paid Executive Director. The Executive Director employed owes her / his whole working

capacity to the Federation, unless otherwise agreed on a case-to-case basis. Apart from that the rights and duties of the Executive Director result from the employment contract. The rules governing legal and general representation as laid down in sec. 12 para. (3) shall remain unaffected by the appointment of Officers as Executive Directors, however, the Executive Director may be granted the power of representation with respect to legal transactions. If an Officer is appointed Executive Director, she / he should be remunerated appropriately.

- (2) The Executive Director shall manage and coordinate the current business of the Federation and shall be responsible for the General Secretariat. Her / his tasks shall include the entire administration, the information and communication inside and outside the Federation, as well as organisational and planning tasks. Details shall be regulated in the Rules of Procedure.
- (3) For the purposes of sec. 30 of the Civil Code the Executive Director, working on a paid basis, shall be authorised to act as a legal representative for the exercise of her duties with respect to the economic, administrative, and staff affairs of the Federation. The Officers may regulate the details of the tasks of the Executive Director as special representative of the Federation by means of general instructions or by means of instructions on a case-to-case basis.
- (4) The paid Executive Director can attend all Officers meetings in an advisory capacity, even if she / he is not an Officer.

Section 16

Awards and Recognitions

The Federation may confer the following awards and recognitions:

- (a) President of Honour (after her / his term as Officer has been completed);
- (b) Distinguished Service Award (after long and meritorious service to the Federation);
- (c) Certificates of Service.

Section 17

Working Languages

IFHE shall have as its working languages English and the language of the country in which the Secretariat is located.

Section 18

Amendment of the Statutes

- (1) Resolutions to amend the Statutes, including amendments to the objective of the Federation, shall require a two-thirds majority of the voting delegates present to be adopted.

- (2) Amendments to the Statutes can be voted on in meetings of the Council only if reference was made to this item on the agenda already in the invitation to the relevant meeting and if both the existing and the planned new wording of the Statutes were attached thereto.

Section 19

Form of Resolutions

Resolutions adopted at meetings of the Officers, the Executive Committee, and the Council shall be taken down in writing and signed by the chairperson and the recording secretary of the respective meetings.

Section 20

Dissolution of the Federation

- (1) Proposals concerning the dissolution of the Federation shall be submitted to the Officers six months prior to a meeting of the Council, at the latest.
- (2) Resolutions on the dissolution of the Federation shall require a two-thirds majority of the votes of the voting delegates present.
- (3) The resolution on the dissolution of the Federation can only be adopted at a meeting of the Council duly convened for this purpose, that is, after due notice in the invitation to the meeting of the Council.
- (4) A resolution on the dissolution of the Federation shall without delay be notified to the competent inland revenue office and the municipal court (register of associations) by the chairperson of the relevant meeting.
- (5) In the event of the dissolution of the Federation or of the lapse of tax-favoured purposes the assets of the Federation shall be distributed to UNICEF, which shall use it exclusively and directly for charitable purposes. Resolutions on the future use of the assets may be implemented only after approval by the inland revenue office.
- (6) In the event of the dissolution of the Federation the Officers shall be the liquidator.

Section 21

Final Clause

Unless otherwise provided by the above Statutes the Federation shall be subject to the provisions of the Civil Code.

These Statutes are available in both German and English language. In case of doubt the German version is the decisive one.

Section 22

Entry into Force

The above Statutes were ratified on 23rd July 2002 and amended on 3rd February 2003. They shall enter into force upon the entry of the Federation into the register of associations.

Sligo July 22nd 2010

Date: February 3rd 2003

Registered with German authorities on April 23rd 2003