



ASSOCIATION OF FORMER INTERNATIONAL CIVIL SERVANTS – THAILAND

(AFICS-T)

AFICS-T/By-Laws/Rev. 6 ^a

BYLAWS

Article I

Nature and Purposes

1. The Association of Former International Civil Servants – Thailand (AFICS-T), hereinafter referred to as “the Association”, was established in 2001, and its Office currently is located in the United Nations Building in the City of Bangkok, Kingdom of Thailand.
2. The aims and purposes of the Association are as follows:
 - (a) To serve as a forum for former international civil servants residing in Thailand, who, as retirees from the United Nations system, are dues-paying members of the Association;
 - (b) To protect the benefits and represent the interests of its members, their spouses and/or their next of kin in pension matters by providing consultative advice and assistance in contacts with the United Nations Joint Staff Pension Fund (UNJSPF) and/or other administrative bodies of the United Nations system;
 - (c) To support and promote the purposes and principles of the United Nations system within the limits of the Association’s resources and competence by working closely with the responsible offices in relevant departments of the United Nations system;
 - (d) To keep members informed of actions and developments affecting their interests;

^a Revision 6, as adopted at the 2024 Annual General Assembly, on 15 August 2024.

- (e) To render advice to and assist, within the means available, retiring and retired international civil servants concerning matters of residence in Thailand, health care, taxation and other relevant issues;
- (f) To organize social and other activities for members, as the Association decides;
- (g) To undertake, in cooperation with relevant bodies in Thailand, such charitable activities as the Association may decide, and to furnish assistance to those AFICS-T members in need;
- (h) To provide advice to United Nations staff members on matters relating to pension and retirement benefits.

3. The Association is a member of the Federation of Associations of Former International Civil Servants (FAFICS), cooperating in all its activities in Thailand. Through FAFICS, the Association is represented in various administrative bodies of the United Nations system, including but not limited to the United Nations Joint Staff Pension Fund, the International Civil Service Commission and the Consultative Committee on Administrative Questions. The Association may represent FAFICS in its activities, as delegated by it.

Article II

Membership

1. Membership in the Association shall be open to:
 - (a) Former staff members and officials of the United Nations and its subsidiary organs, the specialized agencies and other organs or former organizations of the United Nations system. Current staff members and officials of any of such organizations as described above who wish to join in anticipation of retirement shall also be eligible for membership;
 - (b) Former experts and consultants who had worked in the United Nations system.
2. Membership, subject to payment of an entrance fee and annual dues, which shall be set by the Association's Annual General Assembly, is available to anyone who meets the criteria set out in paragraph 1 above. The Executive Board will recommend, for approval by the Assembly, the entrance fee and annual dues.
3. The surviving spouse of a member of the Association shall be entitled to membership in the Association for as long as he or she continues to pay the annual dues.

4. If the Executive Board decides unanimously, the Association may confer an honorary membership on individuals who have rendered meritorious service to the Association or to the United Nations system.

5. Membership may cease under any one of the following circumstances:

- (a) Death of members after their interests and those of their next of kin have been finally settled by administrative and other relevant bodies of the United Nations system;
- (b) Resignation in written form;
- (c) Decision on cessation of membership taken by the Executive Board, e.g. in case of grave and persistent violation of the Code of Conduct (see paragraph 8 below as well as Article IX);
- (d) Failure to pay dues for one year.

6. Members who have resigned (see paragraph 5 (b) above) or failed to pay their dues (according to the terms in paragraph 5 (d) above) may restore their membership by paying the current entrance fee and all annual arrears.

7. Members may become lifetime members by paying the entrance fee and a one-time payment of an amount to be recommended by the Executive Board and approved by the Assembly of the Association. Alternatively, when a member reaches the age of 80, the member will be automatically awarded lifetime membership. Lifetime membership applies only to the payer; such membership is not transferrable to or inheritable by the survivors of the lifetime member. Such survivors desiring to become members would have to seek a separate membership in due course, as described in paragraphs 2 and 3 above.

8. Members are expected to follow, in their conduct, the core values of the United Nations, namely integrity, professionalism and respect for diversity. They are also expected to adhere to the principles of mutual respect, truthfulness and solidarity in dealing with other members of the Association. This Code of Conduct is also expected to be observed regarding any postings on communication platforms of the Association and any other social media platforms.

Article III

Organs

1. The organs of the Association shall be:
 - (a) An Assembly;
 - (b) An Executive Board;
 - (c) Such committees as the Assembly or the Executive Board may establish from time to time.

Article IV

The Assembly

1. The Assembly shall comprise all members of the Association, which shall hold an annual meeting (Annual General Assembly – AGA) in July each year, unless for reasons the Executive Board deems important, another day is chosen by the Executive Board. All members shall be notified of the date of the annual meeting not less than 30 days in advance and receive the annual report on the work and activities of the Association.
2. If the Assembly could not be convened due to special circumstances that can be referred to as “*Force Majeure*”, for example, pandemics such as COVID-19, the Executive Board would then be authorized to postpone the convening of the Assembly until circumstances would allow the Assembly to carry out the functions stipulated in paragraph 4 of Article IV, especially the election of the Executive Board. During the interim period, the Executive Board shall also be authorized to continue to perform its functions in a caretaker capacity. All members shall be notified accordingly.
3. An Extraordinary General Assembly (EGA) may be convened by the Executive Board under special circumstances, or upon receipt of a written request from at least 50 members of the Association. Notice of the time, place and agenda of the EGA shall be sent to all members of the Association not less than 14 days in advance of the meeting. An EGA may not be called on the same or similar issues already considered within a period of six months.
4. The functions of the Annual General Assembly shall be:
 - (a) To take note of the activities of the preceding year and to propose programmes and projects to be carried out by the Association, through open discussion, debate, presentation of motions and voting thereon for adoption;

- (b) To elect members to the Executive Board every two years. The nomination of candidates should be in line with those as stated in Article V, paragraphs 1 and 3;
- (c) To approve the annual financial statements;
- (d) To approve any changes in the amount of the membership fees and other dues;
- (e) To elect an auditor;
- (f) To consider any other matters submitted to it by the Executive Board or proposed by any member.

5. Attendance of at least 80 paid up/voting members of the Association at the Annual and/or Extraordinary Assembly shall constitute a quorum. In the absence of a quorum, the President shall reschedule the meeting to another proximate date. The quorum requirement shall be waived for the rescheduled meeting.

6. Except for the election of members of the Executive Board, which is governed by the provision of paragraph 3 of Article V below, the Assembly shall take its decisions by a majority vote of the members present and voting. When, however, in the opinion of the Executive Board, a matter to be submitted to the Assembly is of such importance that the widest expression of the will of the membership is desirable, the Executive Board may establish a procedure for voting by e-mail or other means.

Article V

The Executive Board

1. The Executive Board should consist of, as office bearers, a President, a First Vice-President, a Second Vice-President, a Secretary, a Deputy Secretary, a Treasurer, a Deputy Treasurer, a Registrar, a Communications Officer, a Webmaster, a Deputy Webmaster, and six other Executive Board members. The Executive Board, during its tenure, may appoint additional Executive Board members and advisers. The advisers to the Executive Board, in line with Article II, paragraphs 1 and 2 above, are not Executive Members of the Board and shall not hold any decision-making power and/or voting capacity for activities undertaken by the Executive Board.

2. The Executive Board will serve on a voluntary basis for a two-year term, and a member shall be eligible for immediate re-election when his or her term expires.

3. Elections will be conducted at the Assembly meetings in odd numbered years. Through its newsletter, the existing Executive Board will invite nomination of persons to

serve as members of the next Executive Board. Nominations of at least for the posts of the President, the Vice-President, the Secretary, the Treasurer, the Deputy Treasurer, and the Registrar with designated functioning titles must be received by the existing Executive Board two months before the Annual General Assembly. The names of the nominees, if available, shall be submitted to members of the Association together with the Annual Report and notification of the date of the meeting not less than 30 days in advance, as required in paragraph 1 of Article IV. The election will be decided by a show of hands or at the request of members by a count of the votes cast. Candidates of the elected list will fill up the vacant positions, as appropriate.

4. If any vacancy occurs due to natural causes during the term of the Executive Board, the vacancy may be filled by the Executive Board for the remainder of an unexpired term.

5. The offer of resignation by a single member of the Executive Board shall be accepted or rejected by the Executive Board. If the President tenders his/her resignation, the next senior-most office bearer shall convene an Executive Board meeting to review and discuss the case and decide on the presidency. If there is a conflict of opinion among members of the Executive Board that cannot be resolved consensually and resulting in 50 per cent or more of the elected members of that Board offering to resign, the President must call an Extraordinary General Assembly (EGA) within 15 days when the resignation offers were made. At the subsequent EGA, the reasons for the offers of resignation shall be discussed. The EGA has the sole authority to accept or reject the resignations tendered. If the EGA accepts the tendered resignations, election of a new Executive Board shall be conducted then and there. The tenure of the new Executive Board decided by the EGA shall be for the remaining period of the original Executive Board.

7. Any member of the Executive Board who fails to attend three consecutive Board meetings without adequate reason shall be considered as having resigned from the Executive Board and shall be so notified of the fact.

8. If any member of the Executive Board is found to have violated the Code of Conduct (see paragraph 8 of Article II and Article IX) and is disturbing the harmonious working of the Executive Board, any member of the Board can request to make the case the subject of discussion for a Board meeting, and if voted on by the majority of the meeting, the violating member shall be given notice in writing that, if the violation continues, he or she shall be dismissed from the Board.

9. The Executive Board shall be convened by the President as soon as possible after the Annual General Assembly in order to ensure the smooth running of the Association. Executive Board meetings should be held at least once a month. The meetings are closed unless decided otherwise.

10. The Executive Board may authorize the establishment of chapters of the Association in areas outside Bangkok where large numbers of members reside.

11. The functions of the Executive Board shall be:

- (a) To take all appropriate measures in pursuance of the purposes of the Association in conformity with the Bylaws and to carry out the decisions of the Assembly;
- (b) To prepare the agenda for meetings of the Assembly, which could include items proposed by members from the floor of the Assembly, and to carry out its decisions;
- (c) To present to the Assembly a report on the activities of the Association as well as annual financial statements;
- (d) To coordinate the activities of all chapters of the Association;
- (e) To provide representation of the Association at meetings of FAFICS and maintain liaison with other member organizations of FAFICS, and, through FAFICS, to assure appropriate representation of the Association at meetings of the bodies listed in Article I, paragraph 3;
- (f) To maintain close contacts with United Nations organizations based in Thailand and cultivate mutually beneficial working relationships;
- (g) To circulate periodically newsletters/bulletins for the information of members of the Association;
- (h) To manage and maintain a “help-desk” for assisting and training AFICS-T members in online operation of matters relating to pensions, medical plans and banking/financial transactions. In this connection, AFICS-T members are requested to contact, in person, duty officers in the AFICS-T office during working hours.
- (i) As AFICS-T has to maintain appropriate financial viability at all time and to bear in mind that the work of AFICS-T is of voluntary nature, the Executive Board must not engage in hiring any person to perform the normal office work of AFICS-T

12. For a meeting of the Executive Board, attendance of at least one half of the current membership [of the Executive Board] shall constitute a quorum. In the absence of a quorum, the President shall postpone the meeting to another proximate date.

13. When there is a quorum, the Executive Board shall take its decisions by majority vote of the members present and voting. All Executive Board members should follow the Board’s decisions strictly.

14. In exceptional cases, when the Executive Board considers that urgent needs of the Association require immediate attention and it is impractical to convene an extraordinary meeting of the Assembly, the Executive Board may seek the opinion of Association members

on a given matter by email or other suitable means. The matter would then be decided according to the majority of the opinions received from members.

15. In such exceptional cases, whereby the Executive Board may not be able to convene the Annual General Assembly as a result of “*Force Majeure*” (as referred to in paragraph 2 of Article IV), the Executive Board, as further stipulated in the Bylaws under Article IV “The Assembly”, paragraph 2, shall continue to perform in a caretaker capacity and to carry out the full range of functions as stipulated in paragraph 10 of Article V.

Article VI

Committees

1. The Executive Board shall establish committees to facilitate its work on specific subjects.
2. The Chairpersons and members of such committees will be appointed from the members of the Association who volunteer on the basis of their interests and qualifications. Members of the Executive Board may serve on any committee.
3. The Chairperson, on appointment, will convene a meeting of those interested in participating, and organize programmes and projects within the mandate of his or her committee, with the approval of the Executive Board, especially if there are financial implications.
4. The Chairperson of each committee shall report regularly on its work to the Executive Board. The Chairperson of each committee will prepare a report and submit it to the Executive Board for possible inclusion in the annual report.
5. Committees shall establish their own quorum and other rules, as appropriate.

Article VII

Dues

1. The Assembly shall establish from time to time the entrance fee and annual dues. The Association shall be financed by the entrance fee and annual dues paid by its members as well as voluntary contributions from its members. All members, except honorary members, shall pay the entrance fee and annual dues or lifetime fee.
2. The annual dues, established by the Assembly, shall be payable annually at the beginning of the financial year.
3. Fees and dues paid are not refundable.

Article VIII

Financial Rules

1. The financial year of the Association extends from 1 July of a calendar year to 30 June of the next calendar year.
2. The revenue of the Association shall be derived from the members' dues or subscriptions and such other contributions as the Executive Board or the Association may decide to accept.
3. The custody of all funds and the maintenance of accounts thereof shall be the responsibility of the Treasurer, who will be assisted by the Deputy Treasurer. In addition, he or she shall act as the collecting and disbursing officer.
4. The funds of the Association shall be deposited in a commercial bank account(s) to be designated from time to time by the Executive Board and subject to any general directives of the Association. Those accounts shall be opened under the name of the Association.
5. Within one month of taking office, the Executive Board shall adopt a provisional budget for the ensuing financial year. The budget as approved shall not constitute authorization to the Treasurer or, in his or her absence, the Deputy Treasurer, to make payments, except within the limits of the provision under paragraph 7 below. Transfers of funds from one budget item to another shall be decided by majority vote of the Executive Board.
6. Any project or activity of the Executive Board involving expenditure shall be accompanied by a detailed estimate of its financial implications. Approval of such estimates shall constitute authority to incur the necessary expenditure, subject to the provisions in paragraphs 7 and 10 below.
7. The Treasurer, or, in his or her absence, the Deputy Treasurer may make payments, as necessary and provided for in the approved budget, not exceeding Thai Baht 2,000 (two thousand baht) per week without the prior authorization of the Executive Board. Requests for payments in excess of that amount shall be submitted to the Executive Board for prior approval, except in the case of an urgent situation and in consultation with the President or, in his or her absence, the Vice-Presidents. In such cases, the Treasurer/Deputy Treasurer shall bring up the case for retroactive approval of the Executive Board at its next immediate meeting.
8. The Treasurer, or, in his or her absence, the Deputy Treasurer, may, without prior authorization of the Executive Board, pay reasonable expenses for the purchase of a wreath and for other appropriate tokens of respect for a deceased member.

9. A petty cash account and its level shall be established by the Executive Board for operations and maintenance by the Treasurer and the Deputy Treasurer. The Treasurer and the Deputy Treasurer shall present information to the Executive Board for its approval for the replenishment of the petty cash account from time to time, as appropriate.

10. Cheques, bank withdrawal slips, and other transfers shall be signed by the Treasurer, or, in his or her absence, the Deputy Treasurer and the President, or, in his or her absence, the First Vice-President. Both the President and the First Vice-President may delegate their responsibility for signing cheques and bank withdrawal slips to other office bearers, subject to the concurrence of the Executive Board. Cash payments shall be made only from the Treasurer's petty cash account, which shall not exceed Thai Baht 2,000 (two thousand baht) at any one time in a week.

Article IX

Code of Conduct

1. For the smooth operation of the Association and to promote a harmonious atmosphere, members of the Association are encouraged to observe the following Code of Conduct:

- (a) Members are welcome to participate in activities of the Association;
- (b) To facilitate communication and information-sharing, the Association provides several media platforms, such as Line, email, website and postal mail. In order to keep the contents of these media platforms in good order, ONLY information which is relevant to the Association and/or its members, such as pension, medical insurance, and members' opinions or their requests for assistance on those issues, is welcome. Issues which are irrelevant to the Association and/or its members are discouraged;
- (c) Any conduct, behaviour or effort which adversely affects, creates friction or is likely to affect or lead the Association and/or its members at large into harmful or unpleasant circumstances or subjecting them to threats are prohibited; all such aspects must be strongly avoided;
- (d) Violation of the Code of Conduct shall lead to no more than two reminders from the Executive Board to the member(s) concerned;
- (e) If the member(s) concerned do not cease their offensive behaviour etc. as described above in paragraph 1 (c) of this Article, after receiving two

reminders from the Executive Board, the member(s) concerned shall be subject to suspension of his or her/their participation in the Association, or other penalty up to revocation of membership.

Article X

Amendment of the Bylaws

1. On the proposal of the Executive Board, or at the request of at least 50 members of the Association, the Articles of the Bylaws may be amended by the Assembly by a vote of two thirds of the members present and voting, with a quorum having first been established, provided that notice has been sent to all members, accompanied by a copy of the proposed amendments, not less than 30 days in advance of the meeting at which the vote is to be taken.

Article XI

Dissolution of the Association

1. At the written request of at least two thirds of the paid up membership of the Association, the Executive Board may submit a written request for dissolution of the Association to an Extraordinary General Meeting for its consideration and decision. The dissolution of the Association may be decided by the Assembly by a vote of three fourths of the paid up membership, provided that notice had been sent to all members, accompanied by a copy of the proposal or the request, not less than 60 days in advance of the meeting at which the vote is to be taken.

2. In the case of the membership voting for dissolution of the Association, the Assembly shall transfer the assets of the Association with instructions for the assets to be held in escrow for use by any future duly constituted Body taking the place of the Association.
