

IFBDO RULES OF PROCEDURE



PREAMBLE

In compliance with Article VI of the Statutes, the Rules of Procedure of the IFBDO have been established to specify the general conditions for application of the Statutes and to determine the measures necessary for the sound administration of the Federation and the achievement of its objectives.

RULE I

1 - Headquarters:

The Headquarters of the Federation shall be in MONACO, 27 Boulevard de Suisse. It may be transferred to any other place by decision of the General Assembly and subject to acceptance by the authorities of the country of the new location.

2 - The Federation's Emblem:

The Federation must display, everywhere and on all documents, a single image symbolized by a standard logo which is to appear on the flags and pennants used by its members at official events and reproduced on all documents and letters.

The Executive Council is empowered to choose it.

RULE II – LANGUAGES

The official languages of the Federation are English, French or Spanish. According to the situation, one or several languages will be used and translated.

RULE III, AIMS

A - ACTIVITIES

A1. The Federation must devise projects and conduct activities appropriate to the achievement of its objectives.

A2. The Executive Council is responsible for proposing them, carrying them out in co-ordination with the Continental Committees and reporting to the General Assembly.

A3. The IFBDO may prepare and distribute written documents and audio-visual programmes to promote the non-remunerated gift of blood, to inform and train its

members and to increase knowledge of its activities.

B - RELATIONS

B1. It maintains relations with bodies and associations interested in its activities:

- The World Health Organisation;
- The International Federation of Red Cross and Red Crescent Societies.
- International blood transfusion organizations.
- Major international organizations.

B2. It seeks the support and assistance of learned persons for its activities.

B3. It encourages and supports activities to strengthen ties between blood donor organizations.

C - INTERNATIONAL MERIT FOR BLOOD

1. International Merit for Blood:

The IFBDO awards the "Order of the International Merit for Blood" distinctions to persons who made a special contribution to the success of its objectives by their dedication and their skills.

A Council of the Order shall be set up for this purpose. Its membership and how it functions shall be laid down in special regulations.

By way of derogation the President has a personal contingent of two awards of medals per year.

2. Honorary membership:

When persons who have held an important high-level post in the governing organs of the IFBDO, the General Assembly may bestow "Honorary" status in these posts in tribute to services rendered.

RULE IV – COMPOSITION

Admission to the Federation of the different categories of members implies respect for the following conditions:

A - ACTIVE MEMBERS:

The request for admission is to be sent to the Secretary General by applicant organization. It shall include the following:

- Admission request form duly filled in and signed by the legal representative of the organization, with the opinion of the Continental Committee.
- Statutes of the organization.
- Possibly other pertinent documents.

The Secretary General studies the file and submits it to the Executive Council for

decision and to the General Assembly for ratification.

In the event of a dispute between organizations in a given country or the lack of sufficient elements, the Secretar General may, in liaison with the competent Continental Committee, request an inquiry with a view to determining:

- The number of legally constituted national or regional organizations and their territorial coverage.
- The number of non-remunerated blood donor associations belonging to each
- the general situation of blood transfusion and of the non-remunerated gift of blood.

Should the conditions for admission as an "active member" not be completely met, the Executive Council may decide admission as associate members or "observer", under the conditions provided for in Article IV B and C of the Statutes.

B - ASSOCIATE MEMBERS:

The request for admission is studied and examined under the same conditions as for active members.

At the end of the three-year period, the Secretary General shall request another examination to determine whether membership shall be maintained or lost or, if the conditions are met, whether the status of "active member" shall be granted.

C – OBSERVERS:

The Secretary General decides admission in this category and makes a report to the Executive Council.

The requirement is, within respect for ethicals principles, the commitment to maintain regular relations with the IFBDO and possibly to join in its activities.

D - HONORARY MEMBERS:

Any well-known person from the political, scientific or cultural world who supports the IFBDO and the cause of non-remunerated blood donation may be proposed as "Honorary Member".

Admission

The request must be made by an active member of the IFBDO,

The decision shall be taken by the Executive Council and, in the event of a dispute, the General Assembly.

Remaining a member - loss of membership

The status of honorary member is acquired for an unlimited period of time.

Loss of membership is, however, decided when the conditions are no longer met: serious grounds, resignation from official functions, death.

RULE V – ADMINISTRATION

No comment.

RULE VI - GENERAL ASSEMBLY

A - REPRESENTATION

Each member association is represented at the General Assembly by one delegation.

In addition a member country may have a proxy from one or two (at a maximum) absent active members.

B - AGENDA

The convocation to the General Assembly is sent to each of its members one month in advance.

It is accompanied by:

- the agenda of the meeting
- the text of the reports to be submitted for approval.

The agenda of the statutory Annual General Assembly must include:

- the President's report on the policy and orientations of the Federation;
- the Secretary General's report on the Federation's activities since the last General Assembly;
- the Treasurer General's report on:
 - the situation of the accounts for the financial year ending on 31 December of the previous year;
 - the annual balance sheet;
 - the projected budget;
 - the report of the Auditing Commission.

C - CONGRESS

The cost of organizing the Congress shall be covered:

- For the material organization: by the host country;
- For the travel and accommodation of delegates and other participants: by the country that appointed them;
- For the official invitations approved by the Executive Council: by the Treasury of the Federation.

The Executive Council may decide to grant financial participation exceptionally for

the expenses of delegates from an "active member" in financial difficulty, subject to the availability of funds earmarked for this purpose

And justification of the organization's financial situation and means envisaged to remedy it.

The Executive Council's decision is final.

A same member cannot receive financial participation for more than two consecutive congresses.

RULE VII - EXECUTIVE COUNCIL

The Executive Council shall meet at least twice a year, one of which immediately prior to the statutory General Assembly.

It is chaired by the Federation's President and run by the Secretary General. Two Vice-Presidents are elected to help the President perform his tasks.

Should the President be prevented from participating, the meeting is presided over by a vicarious Vice-President.

RULE VIII - POWERS OF THE PRESIDENT

In the event of a vacancy in the post of President, the interim is ensured by the vicarious Vice-President.

The General Assembly is convoked by the Executive Council in the time-limits it sets in order to elect another President for the remaining term of office.

The title of Honorary President may be awarded by the General Assembly. The Honorary president is invited to the Executive Council and to official events.

POWERS OF THE SECRETARY GENERAL

The Secretary General shall maintain contacts with all the structures and member organizations of the Federation.

- He shall ensure the day-to-day management of the Federation, in agreement with the President.
- He shall establish the convocations and agenda of the meetings of the Federation's bodies, in consultation with the President.
- He shall draw up the minutes.
- He shall keep the files.

- He shall submit reports on the Federation's operations and activities.
To help him in his task, the Secretary General may propose creating Commissions or specialized groups for technical matters and the nomination of an assistant Secretary General appointed by the Executive Council among its members.

The costs of running the General Secretariat are charged to the budget of the IFBDO.

To this end, each year the Secretary General gives the Treasurer General projected expenditure to be included in the budget.

POWERS OF THE TREASURER GENERAL

The Treasurer General shall manage the Federation's assets and ensure that the accounts are properly kept.

- He shall ensure the payment of subscriptions.
- He shall record funds received.
- He shall make payments.
- He shall effect all operations needed to ensure sound administration, in agreement with the President.

He shall prepare the projected budget and establish the financial report and balance sheet at the end of each year and shall submit them for approval to the Executive Council and the General Assembly.

The Treasurer General keeps the Federation's accounts and prepares each year:

- . the operating account
- . results of the financial year
- . the balance sheet

Half-yearly he establishes a statement of expenditure within the budget limits.

Changes in the accounting plan fall within the competence of the Executive Council.

The accounts are under the control and responsibility of the Treasurer General.

The Treasurer General may, under his responsibility, delegate part of his powers to an Assistant Treasurer, appointed by the Executive Council from among its members.

RULE IX – CONTINENTAL COMMITTEES

The Continental Committee is a consultation and co-ordination structure that functions in the context of the IFBDO statutory provisions.

Its mission is:

- to study special problems of the Continent and to submit proposals to the Executive Council,

- to help create and develop non-remunerated blood donor associations in the countries on the Continent,
- to give its opinion for admission to the Federation.
- to be the spokesperson delegated by the Federation's General Assembly with the public authorities and the international bodies on the Continent.

FUNCTIONING

The Continental Committee is presided over by the delegate, member of the Executive Council, responsible for the Continent.

The members of the Committee may, if required, appoint a Secretary for the administrative duties (convocations, minutes, different links).

The Continental Committee meets as required, but at least once a year. The minutes of each meeting are sent to each of its members and to the Federation's Secretariat.

Each member has one vote. Should a member be absent, a proxy may be given to another member (maximum two proxies per member).

The delegates' travel and accommodation expenses are to be covered by each participating country.

COMPETENCE

The Continental Committee is competent to study all matters of interest to Blood Transfusion and Blood Donor Associations in countries on the Continent and to submit proposals to the Executive Council. Its activities, and the positions it may be called on to take, must remain strictly in the framework of the guidelines laid down by the General Assembly.

Any intervention with international or continental bodies must receive prior approval from the Executive Council and, in the event of an emergency, the President, the Secretary General or the Treasurer General.

RULE X: INTERNATIONAL YOUTH COMMITTEE (IYC)

The International Youth Committee is a consultation and co-ordination body that functions in the context of the IFBDO statutory provisions.

The aims of the Committee are:

- To support the Executive Council, especially the Secretary General, in the matters related to the young people of the IFBDO and other matters requested.
- To renew the International Federation of Blood Donor Organizations (IFBDO) and secure the integration of young people into the IFBDO.
- To exchange ideas worldwide concerning the recruitment of new young blood donors and volunteers, and youth participation.

- To create a leader group – to ensure, that all the goals are fulfilled.
- To learn from the representatives how the activities of the IFBDO are carried out.

To this effect the Committee:

- shall encourage and support the creation of youth organizations of voluntary, non-remunerated blood donors in countries where they do not exist.
- shall promote friendly relations and co-operation through twinning and the establishment of regular ties, among the member organizations.
- shall represent young blood donors and volunteers, on a permanent basis everywhere, and ensure that their interests are defended.

The functioning of the International Youth Committee will be governed by separate rules of procedures, which will be added as an annex to these Rules of Procedures and approved by the General Assembly of the IFBDO

RULE XI - CONGRESS

The Federation shall organize a world congress at least every four years. The date and place shall be fixed by the General Assembly.

Its principal aims shall be:

- to discuss all topics of interest to the non-remunerated gift of blood and the organization of blood transfusion.
- to send petitions, recommendations or proposals to the national and international administrative and political authorities.

The invitations shall be sent at the Secretary General's request at least a month prior to the opening of the congress. They shall contain the programme established by the Executive Council

RULE XII – FINANCING

1. Subscription

Each active member must pay its annual subscription as calculated below in order to remain a member of the Federation.

Failure to pay may result in expulsion as provided for in Article XVII of the Statutes.

General principle for calculation

The subscription due by each active member comprises:

- a fixed amount, the size of which is the same for all countries
- a variable amount, adjusted according to each country's economic situation. To this effect, the countries are classified in 3 categories:
 - Normal situation: 100%
 - Average situation 50%
 - Difficult situation: nil

The General Assembly fixes each year, on the proposal of the Treasurer General:

- the fixed amount of the subscription
- the amount used to calculate the variable amount

It establishes the classification of each country in one of the three categories

2 – Other resources

The IFBDO must furthermore seek subsidies, donations and generous gifts from the states and public and private bodies who agree to encourage and support its activities.

RULE XIII - ALLOCATION OF RESOURCES

Travel costs

The conditions governing payment of travel costs for leaders of the IFBDO or delegates are laid down by the Executive Council.

General Principle: - Meeting of statutory bodies:

Each organization covers its delegates' travel and accommodation expenses.

- Invitations:

the invitation costs for local or non-local persons are covered by the host organization.

- Special missions:

The cost of official missions are covered by the IFBDO Treasury, when funds are available.

RULE XIV: FIODS SOLIDARITY FOUNDATION

No comment

RULE XV - AUDITING COMMISSION

No comment.

RULE XVI – RECOGNITION

International Merit for Blood: the special regulations are attached to the present Rules of Procedure.

RULE XVII – DISCIPLINE – EXPULSION - RESIGNATION

Discipline:

The procedure for expelling an active member must be the object of a detailed report.

The Secretary General is responsible for submitting the decision to the Executive Council and, in the event of an appeal from the organization concerned, to the General Assembly.

The decision of the latter is final.

Subsequent reinstatement requires following the normal statutory admissions procedure.

Expulsion - Resignation:

Any decision of this nature must be notified in writing.

RULE XVIII - AMENDMENT TO THE STATUTES

Proposed amendments to the Statutes are to be sent to the President and the Secretary General who will study them. They must include an explanatory note and the former and new texts side by side.

The Executive Council gives its opinion to the General Assembly through a special rapporteur.

RULE XIX – DISSOLUTION

The proposal for dissolution, together with an explanatory note, must be sent to the President and the Secretary General two months prior to the General Assembly for

submission to the Executive Council for opinion.

RULE XX - DEVOLUTION OF ASSETS

No comment.

RULE XXI - REGISTRATION

In the event the headquarters of the Federation are transferred, as provided for in Article 1 of the Statutes, another registration must be made with the authorities of the country welcoming the new Headquarters.

RULE XXII - ENTRY INTO FORCE

Rules approved in Extraordinary Assembly april 12 2013 at Lille (France).

Annex 1 : Regulation for the order of the International Merit for Blood.

Annex 2 : Rules of Procedures of the International Youth Committee.