

## **CONSTITUTION OF FOSSUK (Part I)**

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Constitution and Rules and Appendices 1 and 2 adopted by Annual General Meeting on 7 June 1997 in London.

Rules 2(1), 2(3), 3(1), 3(3), 3(7), 7(2b) 7(3) and 7(7c) amended by Annual General Meeting on 9 June 2001 in London.

Rule 3(6) amended by Annual General Meeting on 5 June 2004 in Durham

Appendices 3 and 4 adopted by the Committee on 2 April 2003

Appendix 5 by the Committee on 21 January 2004

Rules 3(1), 3(3), 3(4), 3(5), 3(6), 3(8), 3(13), 7(7e), 8 and Appendix 4 and 6 amended and adopted by the Annual General Meeting of 14 June 2008

“Federation of Swiss Societies in the United Kingdom” shall be referred to as FOSSUK throughout the Constitution. All proposed changes to be presented for adoption at the Annual General Meeting on 19 May 2018 in Belfast.

## I. CONSTITUTION

FOSSUK was originally constituted in London in 1949 as 'The President's Assembly', later renamed Federation of Swiss Societies in the United Kingdom at the Annual General Meeting of 5 October 1965.

Amendments to FOSSUKs' Rules were approved at the twenty-eighth Annual General Meeting of 12 June 1993 and subsequently at the 7 June 2007 AGM. The content of this Document was accepted at the AGM of FOSSUK on 14 June 2008

### Art. 1 Name, Status, Official Address

1. The name of the Organisation shall be:  
**The Federation of Swiss Societies in the United Kingdom (FOSSUK)**
2. FOSSUK shall be voluntary and non-profit making and shall be Swiss in spirit and nature.
3. FOSSUK and its constituent UK based Swiss groups, clubs, societies, organisations, henceforth called **Corporate Members**, Associate and Social Media Members shall fall within the general guidelines stipulated by the 1993 Constitution of the Organisation of the Swiss Abroad (OSA), as amended on 12 April 2008. The OSA has its headquarters in Bern.
4. FOSSUK's official address shall be: **16-18 Montagu Place, London W1H 2BQ** or such other address as FOSSUK may determine at an Annual General Meeting.

### Art. 2 Aims of FOSSUK are:

1. To represent and promote the common interests of the membership, whilst fully recognising their individuality, independence and characteristics;
2. To support the activities of Corporate, Associate and Social Media Members.
3. To actively seek, encourage and assist in the formation of new “Swiss Groups in the UK”;
4. To encourage the exchange of ideas and information amongst Corporate Members and between these and the OSA in Bern.
5. To ensure the regular publication of the Swiss Review - Regional UK Pages.
6. To be responsible for the election of the Delegates representing the Swiss Community in the UK on the Council of the Swiss Abroad in accordance with the latest OSA Regulations.

### Art. 3 Organisation

1. The Annual General Meeting shall be held during May or June each year (viz. Rule 7).

2. FOSSUK shall be governed by a Committee duly elected at the Annual General Meeting.
3. The Swiss Ambassador in London shall be invited to become the Hon. President of FOSSUK.
4. Composition, mandate and procedural matters of FOSSUK's structure shall be governed by the Rules under Part II: **Rules of FOSSUK**.
5. This Constitution and related Rules and Guidelines may be amended or repealed, as considered appropriate by the Committee, and submitted for acceptance at an Annual General Meeting or Extraordinary Meeting.
6. Subject to the Rules, FOSSUK shall be entitled to negotiate and conclude agreements with third parties on behalf of the Swiss Community in the UK, and if deemed advantageous, to seek charitable status or to form a limited company.

#### **Art. 4 Assets**

1. **FOSSUK to date has no fixed or capital assets.**
2. For the achievement of its aims and to cover administrative costs, Committee Member's and Delegates' reimbursable reasonable expenses, FOSSUK shall engage in Fund Raising, so securing sponsorship and advertising fees, from individuals and companies whose characteristics and aims are predominantly Swiss in nature and fully aligned with the aims of FOSSUK.
3. To achieve its aims and to cover costs, FOSSUK shall further raise and collect membership fees from its Corporate and Associate Members as a separate source of funding from corporate sponsorship and advertising fees.

#### **Art. 5 Trustees**

FOSSUK may elect, when necessary, two Trustees to look after any capital or investment funds and report to the Committee and to the Annual General Meeting on the current status of funds.

#### **Art. 6 Settlement of Disputes**

In case of unresolved disputes arising in connection with the present Constitution and related Rules and Guidelines an independent arbitrator shall be appointed by mutual agreement of the parties involved. If the parties fail to agree the arbitrator shall be appointed by the Ambassador. The decision of the arbitrator shall be binding on all parties.

#### **Art 7 Dissolution of FOSSUK**

1. The duration of FOSSUK is indefinite. A duly convened Extraordinary General Meeting shall be empowered to liquidate FOSSUK, provided always that a two-third majority of full Corporate Members voting, agree.
2. Should FOSSUK cease to exist, its remaining assets shall be shared out firstly, to meet any outstanding, so open, duly submitted and accepted Expense Reports of Committee Members and, once these obligations have been fulfilled, secondly, with any remaining financial assets to be distributed to Corporate and Associate Members in proportion to the last paid subscriptions and assuming a current balance position.

**End of Part I**

(See Part II – Rules of FOSSUK)

## II. RULES OF FOSSUK

With reference to Art. 3 para.5 of the Constitution, the Rules governing procedural matters of FOSSUK shall read as follows.

### Rule 1

#### 1 Corporate and Associate Members, Admission Procedures, Duties, Resignations and Expulsions

- 1.1 FOSSUK shall consider applications for
  - (a) **Corporate Membership** from UK based organisations and groups, clubs, societies, organisations and institutions, whose individual characteristics and aims are predominantly Swiss in nature and in culture as well as in the composition of their respective committees and membership rolls.  
Corporate Members have voting rights (viz.rule 7.5).
  - (b) **Associate Membership** from UK based organisations and groups with Swiss cultural affinity and interests, provided they do not contravene the spirit of Art 1, para 2, in Part I of this Constitution.  
Associate Members have no voting rights.
  - (c) **Social Media Membership** from UK based social media groups, who are not associated to a Corporate or Associate Member and with Swiss cultural affinity and interests, provided they do not contravene the spirit of Art 1, (para) § 2, in Part I of this Constitution.  
Social Media Members have no voting rights.
- 1.2 Prospective Members wishing to apply for Corporate or Associate membership shall do so in writing to the Hon. Secretary of FOSSUK.
- 1.3 Acceptance of a Corporate, Associate or Social Media member shall require endorsement of a two-third majority voting at the Annual General Meeting.
- 1.4 All Corporate members shall be deemed to have signed the master copy of FOSSUK's Constitution and copies of any subsequent amendments as approved by a General Meeting.
- 1.5 Corporate and Associate Members shall each appoint delegates to FOSSUK's Annual General Meeting.
- 1.6 Corporate and Associate Members, in the interest of co-operation, shall endeavour to submit to FOSSUK's Committee their annual report and list of forthcoming events, if available.
- 1.7 Corporate and Associate Members shall endeavour to submit to FOSSUK Committee Member their list of forthcoming events, as they become 'firm', and with the goal of ensuring minimal clash with scheduling and 'themes' and for the event to feature in the FOSSUK 'Calendar of Events'.
- 1.8 Corporate and Associate Members who are deemed to no longer comply with FOSSUK's Constitution shall, on the advice of the Committee, be suspended or expelled from FOSSUK by a two-third majority in a secret ballot at an annual General Meeting.
- 1.9 Should a Corporate or Associate Member wish to withdraw membership, it shall do so by registered letter to reach the President of FOSSUK by the end of a calendar year.

Resignations shall be announced at the next Annual General Meeting to take effect on the first day of the month following the AGM.

- 1.10 Corporate and Associate Members who have resigned or have been suspended/expelled or may have been dissolved shall honour all outstanding financial commitments to FOSSUK and shall not be entitled to claim any refund of paid contributions nor any part of FOSSUK's assets.

## **Rule 2**

### **2 Corporate and Associate Subscriptions**

- 2.1 The annual subscription levels shall be determined by the Corporate and Associate Members' roll numbers. The amount payable to FOSSUK per enrolled member shall be decided by the Annual General Meeting. Associate Members shall pay the minimum subscription as decided at the Annual General Meeting. Social Media members are not required to pay a subscription, but are encouraged to make a voluntary contribution.
- 2.2 The minimum subscription shall be decided by the Annual General Meeting.
- 2.3 A society with charitable status may apply to the Committee for its subscription to be waived.
- 2.4 Members shall pay the annual subscription to FOSSUK's Treasurer on request but not later than the 31 December each year.
- 2.5 Voluntary contributions (donations, legacies etc.) will be acknowledged at the next Annual General Meeting.
- 2.6 Monies or Gifts raised from Fund Raising Activity, so from corporate sponsorship and advertising fees, will be acknowledged at the Annual General Meeting.

## **Rule 3**

### **3 FOSSUK's Committee, composition, role and elections**

- 3.1 FOSSUK shall be governed by a Committee composed of up to twelve members, elected every four years at the Annual General Meeting. The Committee includes the five duly elected Delegates to the Organisation of Swiss Abroad. The Committee is responsible to fill the roles of President, Vice-President, Secretary, Treasurer, Sponsorship Officer, Web Officer, UK Editor of the and Liaison Officer to the Swiss Review.
- 3.2 Committee members shall be members of a corporate organisation. They shall be Swiss nationals and in exceptional circumstances may be non-Swiss with strong Swiss affinity. They need not be officers of a Corporate Member. Ideally, the composition of the Committee should reflect a fair representation of the official languages and regions of Switzerland. English shall be the working language.
- 3.3 The five OSA Delegates shall be of Swiss nationality. They shall be elected every four years to serve as the UK representatives on the Council of the Organisation of the Swiss Abroad. Elections of the UK Delegates shall coincide with those set by the Organisation of the Swiss Abroad for all Delegates worldwide as stipulated in the OSA guidelines.
- 3.4 Corporate Members shall be invited to nominate candidates for the FOSSUK committee from amongst their membership.

- 3.5 Should a member resign from the Committee a replacement may be co-opted for the remainder of the year/term and may seek election at the next Annual General Meeting.
- 3.6 Committee meetings shall take place at least three times a year and attended either in person or by conference or video call and shall require a quorum of five. Dates and venues shall be arranged by the President with a minimum notice of two weeks. Decisions shall be taken by a majority vote, with the President having the casting vote. All deliberations shall be confidential.
- 3.7 The **President** shall represent FOSSUK at official functions in the UK and elsewhere. If unable to attend, the President shall delegate duties to the Vice-President or any other Committee member and whenever appropriate, may be accompanied by one of the Delegates.
- 3.8 The **Hon. Secretary** shall be responsible for implementing decisions taken by the Committee and shall inform all concerned.
- 3.9 The **Hon. Treasurer** shall present the annual accounts as at 31<sup>st</sup> December, together with a budget proposal to the Annual General Meeting. Appendix 1: Treasurer's guidelines.
- 3.10 **One Auditor**, not being members of the Committee, shall be elected at the Annual General Meeting.
- 3.11 **Delegates** are deemed to represent the Swiss community in the UK on the Council of the Swiss Abroad at OSA, Bern and comply with the guidelines, see Appendix 4.
- 3.12 All posts are honorary positions and both committee members and delegates to the OSA shall have the right to claim a refund of expenses from the Hon. Treasurer as outlined in (see Appendix 1: Treasurers' Guidelines).

#### **Rule 4**

#### **4 Committee: Duties**

4.1 The Committee shall:

- (a) Encourage and support the activities of Corporate Members in accordance with the Constitution and Rules as well as to support the overall Swiss Community in the UK as may be requested, from time to time, by the Swiss Embassy or OSA;
- (b) Ensure that FOSSUK's accounts for the current year and a budget proposal are presented to the Annual General Meeting;
- (c) Recommend Corporate and Associate Membership of new Swiss groups to the Annual General Meeting;
- (d) Not involve any Corporate Member in any specific activity without prior consent.

(See Appendix 3 : Committee Members' Guidelines)

## **Rule 5**

### **5 Swiss Review: UK Regional Pages**

5.1 The Editor of the Regional Pages (UK and Ireland) of the Swiss Review shall be responsible for keeping the FOSSUK Committee informed in relevant matters concerning the publication of the UK and Ireland Regional Pages.

5.2 The Liaison officer to the Swiss Review shall inform, advise and assist the Editor of the UK and Ireland regional pages such that all relevant matters concerning FOSSUK will be published in the Regional Pages in a timely fashion. (See Appendix 2: Guidelines for the Swiss Review Regional Pages).

## **Rule 6**

### **6 Legal Representation**

6.1 The President or the Vice-President of FOSSUK, jointly with the Hon. Secretary or the Hon. Treasurer, have power of attorney in legally binding agreements concerning FOSSUK in dealings with third parties and the Courts.

6.2 Major agreements shall first be submitted in draft form to Corporate Members for approval, with a two-third majority of Corporate Members required for the Federation to enter in such agreements.

6.3 Any objection(s) shall be circulated to Corporate Members and a vote by post and/or email shall be held. Dissenting Corporate Members shall not be financially involved in such agreements.

## **Rule 7**

### **7 Annual General Meeting and Extraordinary General Meeting**

7.1 The Annual General Meeting of FOSSUK shall normally be held in May or June every year for the acceptance of the President's report, the annual accounts, the election of Committee members and Delegates to the Council of the Organisation of the Swiss Abroad, the appointment of the auditors and any trustees and for fixing the membership subscription rates.

The Hon. Secretary shall notify Corporate and Associate Members at least four weeks before the AGM with all necessary supporting documents.

7.2 The Annual General Meeting (AGM) shall be attended by:

(a) Delegates of Corporate Members;

One third of all Corporate Members shall provide a quorum;

(b) The Swiss Ambassador, Consuls and Embassy officials, representatives of the Organisation of the Swiss Abroad who shall be welcome to speak and committee, honorary and associate members;

(c) All Swiss and non-Swiss nationals and the media may attend as observers;

7.3 Corporate Members wishing FOSSUK's Committee to consider the inclusion of motions for the AGM Agenda shall submit their proposal in writing to the Hon. Secretary eight weeks before the date of the Annual General Meeting.

7.4 All decisions taken at an Annual General Meeting shall comply with this Constitution and the Rules and shall bind the Corporate Members of FOSSUK.

7.5 Corporate Members shall be entitled to:

- 1 vote up to 50 members
  - 2 votes up to 150 members
  - 3 votes up to 250 members
  - 4 votes over 250 members
- provided subscription fees for the previous years have been fully honoured.

7.6 Associate and Social Media Members have no voting rights

7.7 Committee members, unless representing a Corporate Member, have no voting rights.

7.8 Voting Procedure:

- a. Voting shall take place by show of hands, or by ballot if so requested by any Corporate Member. Corporate Members shall be entitled to vote by correspondence or by proxy.. Ballot papers must reach FOSSUK's address at least seven working days before an Annual General Meeting.  
The Chairman or another Corporate Member may be appointed as proxy.
- (b) A simple majority of Corporate Members voting shall be sufficient to pass ordinary resolutions of concern to the Swiss Community.
- (c) A simple majority of Corporate Members voting shall be required for the acceptance of all business unless specified otherwise.
- (d) A two third majority of all Corporate Members shall be required for the acceptance of a new Constitution, for amendments to the Rules, for the suspension of a Corporate Member and for the dissolution of FOSSUK.
- (e) The voting procedure for the election of Committee Members and Delegates to the Council of the Organisation of the Swiss Abroad is detailed under Rule 8.

7.9 An Extraordinary General Meeting may be convened at any time by the Committee and shall be called without delay upon any five Corporate Members lodging a written request with the Committee, stating the reasons for the motion(s).

Fourteen days minimum notice of such meeting shall be given to Corporate Members.

7.10 The President shall preside the General Meetings and, in his absence, an ad hoc Chairman shall be appointed by the Committee. He/She shall establish the total number of votes and quorum applicable for the meeting and shall ensure the distribution of voting cards, the appointment of tellers and an interim chairman for committee elections. He/She shall decide the order to be taken of the items on the agenda.

## **Rule 8**

### **Election of UK Delegates to the Council of the Organisation of the Swiss Abroad**

- 8.1 FOSSUK is responsible for the Election of five Delegates to the Council of the Organisation of the Swiss Abroad (OSA). The OSA may adjust the number of Delegates from time to time if deemed necessary.
- 8.2 FOSSUK shall set up an Election Committee, consisting of three members of the Committee or equivalent, who are not standing as candidates for the election.

8.3 Selection of the delegates for the Council of the Swiss Abroad:

- (a) The five Delegates are elected either based on popular vote amongst the Swiss living in the UK or by the Corporate Members. The election procedure for the “Directly Elected Delegates” is described in rule 8.4
- (b) The three candidates who secured the largest popular vote are elected as delegates to the Council of the Swiss Abroad (“Directly Elected Delegates”).
- (c) A further two delegates are elected by the Corporate Members (“Corporate Member Elected Delegates”).
- (d) The procedure to determine the five delegates is as follows:
  - i. First the Election Committee announces the results of the popular votes for the “Directly Elected Delegates”. The ranking and number of votes of the candidates is presented.
  - ii. As a second step, if all candidates who are supported by a Corporate member are on the list of the five top-ranked candidates, the five candidates with the largest popular vote are elected as delegates.
  - iii. In the alternate case when not all candidates supported by a Corporate Member are on the list of the five top-ranked candidates, the top three candidates based on popular votes are elected. These three elected delegates are then withdrawn from the list of candidates. In a third step, a further two “Corporate Member Elected Delegates” are selected from the list of candidates with the fourth and fifth highest vote and from additional candidates supported by a Corporate member. Delegates four and five will be elected in turn by the Corporate members requiring a simple majority of votes according to rule 7.5.
  - iv. The election by Corporate Members will take place at the AGM.
  - v. All five elected delegates need to be ratified at the AGM by a two-thirds majority of Corporate Members.
- (e) In the event of fewer than five candidates in total, the FOSSUK Committee shall aim to co-opt and elect the remaining delegate(s).
- (f) If a delegate resigns during their term, the FOSSUK committee shall aim to co-opt and elect a replacement delegate.
- (g) The outcome of the election, or whenever a delegate is replaced, shall be promptly communicated to OSA.

8.4 Election procedure for the “Directly Elected Delegates”.

- (a) FOSSUK invites applications of Swiss Nationals through the Swiss Review/UK Pages and appropriate Web Pages at least 6 months before the Annual General Meeting.
- (b) FOSSUK invites Corporate Members to nominate candidates at least 6 months before the Annual General Meeting.
- (c) FOSSUK considers each application in terms of eligibility criteria as set out by the Committee.
- (d) FOSSUK publishes the list of Candidates in the Swiss Review/UK and a designated Web Pages prior to the election. Candidates that are supported by Corporate Members are listed with a label as such.
- (e) Voting will proceed by postal mail or when available, by e-Voting. The voting instructions will be sent out in a particular issue of the Swiss Review/UK Pages.

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For postal voting it will include a voting slip. For e-Voting, the digital voting portal will be linked to the election web pages.

- (f) Each voter can choose up to five candidates. Voting slips must be signed. Only original voting slips from the Swiss Review/UK Pages or printed copies with an original signature will be accepted as valid.
- (g) Voting slips are to be sent to FOSSUK at the Swiss Embassy, London, and must arrive no later than 3 working weeks prior to the Annual General Meeting.
- (h) Votes will be verified by the Swiss Embassy in London and counted by the Election committee.
- (i) When e-Voting becomes available in the UK, eligible voters will be contacted electronically where they will obtain voting instructions. Votes will be counted by the e-Voting providers under the surveillance of OSA in Bern. A member of the Election committee shall be aim to be either in attendance or connected by video-link when the results are unveiled.

**End of Part II**

## APPENDIX 1

### TREASURER'S GUIDELINES

With reference to Part II, Rules 3.11 and 3.14 the guidelines governing the Treasurer's duties are:

1. The **FOSSUK Committee** shall be required:
  - (a) To actively engage as member of the Sub-Committee responsible for 'Fund Raising' to secure advertising fees together with individual and corporate sponsorship monies to generate income to cover FOSSUK's expenditure in fulfilment of its aims.
  - (b) To authorise all expenditure.
  - (c) To decide on reimbursement procedures and to oversee any disbursement of monies
  - (d) To approve the annual budget for submission to the Annual General Meeting.
  
2. The **Treasurer** shall:
  - (a) Send out subscription reminders to Corporate and Associate Members after the AGM.
  - (b) Keep the accounting books in the proper manner.
  - (c) Keep all receipts.
  - (d) Process all duly authorised payments.
  - (e) Produce a statement of accounts as and when required by the Committee.
  - (f) Produce end of year accounts, the profit and loss statement and balance sheet and make returns to the Inland Revenue.
  - (g) Prepare the annual budget in close co-operation with members of the Committee.
  
3. The Treasurer shall be authorised to make payments of up to £150.00 (one hundred and fifty pounds) to cover normal running expenditure. This shall consist of justified items of stationary, postage, photocopying, telephone and fax communication charges and word processing services. All invoices or payments of over £150.00 shall be authorized by a second Committee member other than the applicant claiming a refund of expenses. All claims shall be supported by relevant original receipts.
  
4. The Committee members and Delegates may claim travel expenses, at the most economical rate, when attending Committee meetings, the Annual General Meetings and events staged by Corporate Members, as approved by the Committee.
  
5. The Delegates must submit to the Hon. Treasurer a claim for travel expenses incurred for each meeting of the OSA Council held in Switzerland. Reimbursable expenses shall be the airfare from the UK to the nearest Swiss airport of the venue of the meeting. Reimbursable expenses shall be the cost of transportation to the airport, airfare, meal & hotel stay, and other transportation within Switzerland to attend the venue of the meeting. Air, Hotel, and Transportation to attend OSA meetings in Switzerland shall be arranged at the lowest rate available. A Delegate is obliged to accept reimbursement of expenses available from other sources (e.g. OSA Committee) in order to minimise FOSSUK expenditure. An alternative mode of transport and room & board shall not exceed the cost of the most economical travel package.
  
6. Proposals for major community events, requiring FOSSUK's organisational and financial support, shall be carefully evaluated and subjected to detailed budgetary analysis. A special budget of anticipated income and expenditure shall then be included in FOSSUK's ordinary budget proposal and submitted for acceptance to an Annual General Meeting.

**End of Treasurer's guidelines**

## APPENDIX 2

### GUIDELINES FOR THE SWISS REVIEW REGIONAL UK PAGES

#### 1. GENERAL

- 1.1 The regional UK Pages (Switzerland in the UK and Ireland) of the Swiss Review are an integral part of the Swiss Review, which is the official magazine for the Swiss Abroad. The Swiss Review is published by the Organisation of the Swiss Abroad (OSA) in Bern. The Editor of the UK and Ireland Regional Pages is appointed by OSA, who are expected to consult the FOSSUK committee.
- 1.2 The Editor of the Regional Pages (UK and Ireland) shall be an ex-officio member of the FOSSUK Committee.
- 1.3 A member of the FOSSUK Committee shall be appointed as a Liaison Officer to the Swiss Review to ensure the publication of the Regional Pages according to the Editorial Guide lines and observe all matters concerning the Swiss Review Regional Pages. The Liaison Officer shall advise and assist the Editor in his/her duties. When a vacancy arises the Liaison Officer shall conduct a search for candidates for the UK Editor and, subject to approval by the FOSSUK Committee, propose suitable candidates to OSA in Bern.

#### 2. EDITORIAL POLICY

The objectives shall be to provide a medium for communications among members of the Swiss community and Swiss societies in the UK; make Swiss nationals aware of events in Switzerland relevant to their life in the UK; offer a forum to express views on matter affecting Anglo-Swiss relations; promote cohesion within the Swiss community in the UK; maintain an impartial balance between different opinions and interests and maintain professional journalistic ethical standards.

#### 3. DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE EDITOR

- 1.1 The **Editor** shall produce the Regional Pages for the Swiss Review at least four times a year and with eight pages in line with specifications and publishing deadlines set out by the Editor-in-Chief at of the Swiss Review at the OSA in Bern; liaise with the FOSSUK Committee, the Embassy and the Swiss Review editorial board as and when necessary. The Editor shall be responsible for placement and invoicing of advertisements; edit the content in line with editorial policy; write articles, comments and editorials; edit articles from journalists or readers and other contributors; deal with correspondence from readers and contributors, and ultimately be responsible to the Editor-in-Chief of the Swiss Review in Bern.
- 1.2 The **Editor** shall promote the Swiss Review and its Regional Pages on the FOSSUK Social Media pages. Together with the Web and Liaison Officers, they will sustain a proactive presence of FOSSUK on Social Media pages and maintain and develop the Social Media strategy of FOSSUK.

**End of Swiss Review Regional Pages Editorial Guidelines**

## **APPENDIX 3**

### **GUIDELINES FOR FOSSUK COMMITTEE MEMBERS**

#### **1. DUTIES**

- Members of the Committee are expected to be committed and actively engaged in all matters related to FOSSUK. They have to be able to attend meetings regularly and remotely, if not in person, and to be prepared to complete a full term of office, except where extenuating circumstances necessitate them to resign.
- To co-operate with the Hon. Secretary and other officers on all matters as decided by the Committee and give support and help with any work required.
- To foster personal contacts with corporate club officers and members in supporting and participating in their activities
- To submit a written report to the Hon. Secretary of any visits, negotiations etc., undertaken at the request of the Committee.
- To report at Committee meetings any worthwhile information or news under “Any Other Business”.
- To treat the minutes of Committee meetings as confidential.
- A member may be asked to vacate his/her office at the next AGM if he/she fails, without giving a reason, to attend three consecutive committee meetings and/or make any input in the work of FOSSUK

#### **2. EXPENSES**

- Committee members may claim reasonable expenses at the most economical rate incurred for travel to committee meetings and events to which they have been appointed by the Committee to attend on behalf of FOSSUK. For the latter the expenses should be established and approved in advance by the Committee. If circumstances necessitate an overnight stay a rate of £100 may be claimed.
- FOSSUK Committee members, unless they represent and are funded by a society, may be entitled to claim travel expenses to attend the FOSSUK AGM.
- Members may also claim the cost for justified items of stationery, postage, photocopying, telephone and fax communications charges if carrying out a task assigned by the Committee.
- All claims must be submitted within 14 days of the event, or at an agreed interval, and be supported by relevant original receipts.
- Claims for payments of over £150 must be countersigned by an officer (apart from the Hon. Treasurer) or a second committee member.

See also Treasurer’s Guidelines Art. 3  
FOSSUK Rules and Regulations

## **APPENDIX 4**

### **GUIDELINES FOR DELEGATES TO THE COUNCIL OF THE ORGANISATION OF THE SWISS ABROAD**

#### **1. DUTIES**

- The Delegates are deemed to represent the interests and concerns of the Swiss community in the UK.
- They express their views based on their own knowledge and experience, keep themselves informed and get access to relevant information with a view to making well based judgments and contributions to the discussions in Council.
- They shall vote without instructions but should consult each other on any major issue on which they wish to speak or vote.
- A Delegate wishing to submit a motion on a major issue should notify his/her colleagues beforehand and get their approval if it is of particular concern to the Swiss Community in the UK.
- The Delegates submit a joint report on each Council meeting for the attention of the FOSSUK Committee and subsequent distribution to its affiliated societies and publication on the FOSSUK web site and in the Swiss Review UK Pages. Each Delegate should take his/her turn in producing the report for the approval of those who had attended the meeting.
- The Delegates should be prepared to make presentations on their involvement and the activities of the Organisation of the Swiss Abroad to any Swiss society that may ask for one.
- The Delegates should take an active part in Swiss community events and club activities and be prepared to meet people.
- Delegates shall inform the Hon. Secretary of FOSSUK of their intention of attending a member event meeting, and share a copy of the Agenda if available.

#### **2. EXPENSES**

- The Delegates must submit to the Hon. Treasurer a claim for travel expenses incurred for each OSA meeting attended in Switzerland. Reimbursable expenses shall be the cost of transportation to the airport, airfare, meal and hotel stay, and other transportation within Switzerland to attend the venue of the meeting. Air, Hotel, and Transportation to attend OSA meetings in Switzerland shall be arranged at the lowest rate available. An alternative mode of transport and room & board shall not exceed the cost of the most economical travel package.

See also Treasurer's Guidelines Art. 5 and FOSSUK Rules

## APPENDIX 5

### GUIDELINES FOR WEB OFFICER

The Web Officer is appointed by the Committee in accordance with rule 3 to act in a voluntary capacity to administer the FOSSUK website.

His/her responsibilities include the general maintenance of the website, carrying out all necessary updates, setting up links and sending out communications and information in accordance with committee decisions or as directed by the President or Committee member in charge of a project. He/she will deal direct with the web designer for any necessary expansion of the FOSSUK website and report back to the Committee to get approval of any cost involved.

## APPENDIX 6

### ELIGIBILITY CRITERIA FOR NOMINATION AS A UK DELEGATE TO THE OSA

- To be a Swiss National regularly residing in the UK;
- To be eligible to vote at Swiss Elections and Referenda;
- To be fluent in one of the two languages officially used in OSA-Council debates, i.e. French or German (there is simultaneous translation French-German);
- To be available to attend OSA Meetings in Switzerland. The March/April meeting is a one-day function (Saturday), while the late summer meeting is held in August in conjunction with the Congress of the Swiss Abroad, making it a 3-day event;
- Delegates are responsible for personal expenses they incur in Switzerland when attending OSA Meetings. However FOSSUK will reimburse travel expenses in the UK and the airfare to Switzerland to Delegates;  
At every meeting, OSA pays an allowance to each delegate of, at present, CHF 100.00;
- The newly elected Delegate will give to FOSSUK General Assembly a presentation about his/her intentions regarding pro-active representation of the UK-Swiss at OSA-Council meetings and generally about diffusing Swiss Values, traditions and culture amongst Swiss Compatriots in the UK and indeed amongst the local community.

#### 1.1 Guidelines for a Candidate's Profile

- Personal data to include Full Name and Address, Tel and e-mail details, Date and Place of Birth and Community of Origin in Switzerland;
- Education, professional qualifications and experience;
- Present full or part time occupation;
- Period of residence in the UK;
- Languages;
- Interest, skills;
- Political Party Membership, if applicable.

Candidates will be asked to fill in the application document, including a statement on why they would like to become a delegate, their vision on how to represent the Swiss in the UK and a photograph. They will also need to confirm that they fulfil all essential eligibility criteria.

-Constitution Ends.