

CONSTITUTION OF THE FEDERATION (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

I. CONSTITUTION

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

Art. 2 Aims of the Federation 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 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 Organisation of the Swiss Abroad in accordance with OSA Regulations 5 and 6.

Art. 3 Organisation

1. The Annual General Meeting shall be held during May or June each year (viz. Rule 7).
2. The Federation 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 the Federation.
4. Composition, mandate and procedural matters of the Federation's structure shall be governed by the Rules under Part II: **Rules of the Federation.**

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, the Federation 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. **The Federation to date has no fixed or capital assets.**
2. For the achievement of its aims and to cover administrative costs, disbursements and delegates' expenses, the Federation shall raise and collect membership fees and voluntary contributions from its Corporate Members as well as from outside agencies, businesses, organisations, private individuals and benefactors in the UK and elsewhere.

Art. 5 Trustees

The Federation may elect, when necessary, two Trustees to look after any capital funds and report to the Committee and to the Annual General Meeting.

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 the Federation

1. The duration of the Federation is indefinite. A duly convened Extraordinary General Meeting shall be empowered to liquidate the Federation, provided always that a two-third majority of full Corporate Members voting, agree.
2. Should the Federation cease to exist, its remaining assets shall be shared out to Corporate and Associate Members of the Federation in proportion to the last paid subscriptions.

End of Part I

(See Part II – Rules of the Federation)

II. RULES OF THE FEDERATION

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

Rule 1

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

- 1.1 The Federation 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.
- 1.2 Prospective Members wishing to apply for Corporate or Associate membership shall do so in writing to the Hon. Secretary of the Federation.
- 1.3 Acceptance of a Corporate or Associate member shall require endorsement of a two-third majority voting at a General Meeting.
- 1.4 All Corporate members shall be deemed to have signed the master copy of the Federation's Constitution and copies of any subsequent amendments as approved by a General Meeting.
- 1.5 Corporate Members shall each appoint delegates to the Federation's Annual General Meeting.
- 1.6 Corporate and Associate Members, in the interest of co-operation, shall endeavour to submit to the Federation's Committee their annual report and list of forthcoming events, if available.
- 1.7 Corporate and Associate Members who are deemed to no longer comply with the Federation's Constitution shall, on the advice of the Committee, be suspended or expelled from the Federation by a two-third majority in a secret ballot at an annual General Meeting.
- 1.8 Should a Corporate or Associate Member wish to withdraw membership, it shall do so by registered letter to reach the President of the Federation 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.
- 1.9 Corporate and Associate Members who have resigned or have been suspended/expelled or may have been dissolved shall honour all outstanding financial commitments to the Federation and shall not be entitled to claim any refund of paid contributions nor any part of the Federation'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 the Federation per enrolled member shall be decided by the Annual General Meeting. Associate Members shall pay the minimum subscription.
- 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 the Federation'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.

Rule 3

3 The Federation's Committee, composition, role and elections

- 3.1 The Federation shall be governed by a Committee composed of up to nine members, elected every four years at the Annual General Meeting, including a President, a Vice-President, a Secretary, a Treasurer, a Swiss Review Committee member and four Delegates to the Organisation of the Swiss Abroad.
- 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 languages and regions of Switzerland. English shall be the working language.
- 3.3 The four Delegates Swiss nationality 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 serving on the OSA Council.
- 3.4 The Federation's Committee shall invite Corporate Members to nominate candidates from amongst their membership for
(a) FOSSUK Committee (b) Delegates to the OSA.
- 3.5 The Committee shall inform the Secretariat for the Swiss Aboard of the election of its Delegates as elected at the FOSSUK-AGM
- 3.6 Committee members shall be elected for a maximum of two consecutive four year terms. In exceptional circumstances this rule may be waived by a majority vote of members present at the Annual General Meeting.
- 3.7 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.
- 3.8 Committee meetings shall take place at least three times a year and shall require a quorum of five. Dates and venues shall be arranged by the President with a minimum notice of seven days. Decisions shall be taken by a majority vote, with the President having the casting vote. All deliberations shall be confidential.

- 3.9 The **President** shall represent the Federation 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.
- 3.10 The **Hon. Secretary** shall be responsible for implementing decisions taken by the Committee and shall inform all concerned.
- 3.11 The **Hon. Treasurer** shall present the annual accounts as at 31st December, together with a budget proposal to the Annual General Meeting. Appendix 1: Treasurer's guidelines.
- 3.12 **Two Auditors**, not being members of the Committee, shall be elected at the Annual General Meeting.
- 3.13 **Delegates** are deemed to represent the Swiss community in the UK on the Council of the OSA. They shall vote without instructions. They shall keep, as far as possible, abreast of Swiss affairs and be informed on issues of concern to the Swiss Community in the UK. They shall report to the Federation and the Community on OSA proceedings and matters of general concern. Delegates shall endeavour to attend all OSA meetings (see Appendix 4: delegates' guidelines).
- 3.14 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;
- (b) Ensure that the Federation'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 Federations' Committee shall form an Editorial Committee accountable to the Federation in all matters concerning the publication of the Regional Pages.

5.2 The Editorial Committee shall be guided in its voluntary capacity by properly constituted guidelines. (See Appendix 2: Guidelines Swiss Review).

Rule 6

6 Legal Representation

- 6.1 The President or the Vice-President of the Federation, jointly with the Hon. Secretary or the Hon. Treasurer, have power of attorney in legally binding agreements concerning the Federation in dealings with third parties and the Courts.
- 6.2 Major agreements shall first be submitted in draft form to each Corporate Members whose approval may be presumed after six weeks, unless objections with detailed reasons have been lodged in writing.
Such objections shall be circulated to all Corporate Members and a postal vote shall be held. A two-third majority of Corporate Members shall be required for the Federation to enter in such agreements.
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 the Federation 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 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 the Federation'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 the Federation.
- 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 Committee members, unless representing a Corporate Member, have no voting rights.
- 7.7 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 as indicated in para (a) above. Ballot papers must reach the Federation'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 two-third majority of Corporate Members voting shall be required for the acceptance of all business dealt with under Rule 7.1.
- (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 the Federation.
- (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

7.8 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.

7.9 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 shall decide the order to be taken of the items on the agenda.

Rule 8

Election of Delegates to the Council of the Organisation of the Swiss Abroad

- 8.1 FOSSUK is responsible for the Election of 4 Delegates to the Council of the Organisation of the Swiss Abroad (OSA). The OSA may change the number of Delegates from time to time if deemed necessary.
- 8.2 Delegates.
 - (a) Two Delegates are elected directly from amongst the Swiss living in the UK ("Directly Elected Delegates").
 - (b) Two Delegates are elected by the Corporate members ("Corporate Member Elected Delegates").
 - (c) In the event of fewer than two candidates from either (a) or (b), the numbers will be made up to the full compliment at the discretion of the Committee.
- 8.3 Voting 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 AGM.
 - (b) FOSSUK considers each application in terms of eligibility criteria as set out by the Committee.

- (c) FOSSUK publishes the list of Candidates in the Swiss Review/UK Pages prior to the AGM and appropriate Web Pages.
 - (d) The said issue of the Swiss Review/UK Pages will include a voting slip. Only original voting slips from the Swiss Review/UK Pages will be accepted as valid.
 - (e) Voting slips are to be sent to the Hon Secretary of FOSSUK and must arrive no later than 3 working days prior to the Annual General Meeting.
 - (f) Votes will be counted at the AGM.
- 8.4 Voting procedure for “Corporate Member Elected Delegates” follows the procedures as outlined in Rule 7 with the following provisions:
- (a) FOSSUK invites Corporate Members to nominate candidates
 - (b) FOSSUK considers each application in terms of eligibility as set out by the Committee
 - (c) The Corporate member nominees will be elected at the AGM as outlined under 7.5-7.6 and 7.7
- 8.5 Electing Delegates to the OSA at the Annual General Meeting
- (a) First the Votes for the Direct Elected Delegates are counted then the ranking and number of votes of the Candidates announced.
 - (b) The two elected Delegates, if applicable, are automatically withdrawn from the list of candidates for the Election of the “Corporate Member Elected Delegates”.
 - (c) Subsequently, the voting for the “Corporate Member Elected Delegates” is carried out. The two Candidates with the highest number of votes are elected Delegates.

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 initiate, if and when deemed necessary, fund-raising activities for generating income to cover the Federation's expenditure.
 - (b) To authorise all expenditure.
 - (c) To decide on procedure and to set monetary limits.
 - (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) Transact all duly authorised payments.
 - (e) Produce a statement of accounts as and when required by the Committee.
 - (f) Produce end of year accounts, the 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 £50.00 (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 £50.00 shall be authorized by a second Committee member other than the applicant claiming a refund of expenses. All claims shall be supported by relevant 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 4 Delegates may claim Travel assistance 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. A Delegate is obliged to accept reimbursement of expenses available from other sources (e.g.) OSA Committee, etc.) in order to minimise FOSSUK expenditure. Air travel to Switzerland shall be arranged at the cheapest rate available; an alternative mode of transport shall not exceed the cost of the most economical travel package.

6. Proposals for major community events, requiring the Federation'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 the Federation'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 Federation of Swiss Societies in the UK (FOSSUK) shall assume responsibility for the publication of the regional UK Pages (Switzerland in Great Britain) of the Swiss Review. The official magazine for the Swiss Abroad by the Organisation of the Swiss Abroad (OSA) in Bern.
- 1.2 An Editorial Committee shall be appointed for this purpose.

2 EDITORIAL COMMITTEE

2.1 Membership and appointments

- (a) The Editorial Committee shall consist of:
The Chairman, Editor, Treasurer, Advertising Manager, Secretary and up to three members. Additional members may be co-opted to act as advisers/consultants.
- (b) All appointments shall be notified and approved by the FOSSUK Committee.
- (c) The chairman shall be a member of the FOSSUK Committee.
- (d) The members shall serve for an unlimited period; their appointments to be reviewed every four years in consultation with the FOSSUK Committee.
- (e) The officers, with the exception of that of the editor shall in principle be honorary. Members may claim bonafide expenses they incur in carrying out their duties. Any fees deemed necessary for professional services given by officers shall be determined by the Editorial Committee.
- (f) An agreement governing the appointment of the Editor shall be drawn up by the Chairman and ratified by the FOSSUK Committee.

2.2 The duties and responsibilities of the Editorial Committee shall be to manage and control the production of the Regional UK Pages; advise and assist the Editor in his/her duties; monitor and control the finances of the Regional Pages which have to be self-supporting; pursue and obtain possible sources for revenue; and ensure that the editorial policy as established is observed.

2.3 The Editorial Committee shall be responsible to the FOSSUK Committee to whom it shall report through the appointed representative.

3 EDITORIAL POLICY

The objectives shall be to provide medium of communications among members of the Swiss community and Swiss societies; 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; maintain an impartial balance between different opinions and interests and maintain professional journalistic ethical standards.

4 DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE EDITORIAL COMMITTEE

- 4.1 The **Chairman** shall preside at committee meetings to be held at regular intervals; ensure that any decisions taken be properly executed; take decisions whenever the need arises, in consultation with other officers; ensure that any activity is in line with editorial policy; report on policy and financial decisions to FOSSUK Committee; supervise and approve accounts and all other financial matters; liaise with Embassy and editorial staff of the Swiss Review in Bern and agree with the Editor the terms and conditions of his appointment, subject to approval by FOSSUK.
- 4.2 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 Chief Editor in Bern; liaise with the members of the Editorial Committee, Embassy and Organisation of the Swiss Abroad as and when necessary; liaise with the Advertising Manager and Treasurer for the 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; agree competitive terms with production people and arrange with them for the preparation of films to be sent to Bern; deal with correspondence from readers and contributors, and ultimately be responsible to the Chief Editor in Bern.
- 4.3 The **Treasurer** shall look after financial transactions and keep up-to-date records; issue invoices and collect all money due; settle bills as approved by the Chairman; reconcile bank statements; prepare a financial report on each issue for presentation to the Editorial and FOSSUK committees; prepare annual accounts as at 31 December and arrange for them to be audited for presentation to the FOSSUK AGM, and produce an annual budget for presentation to the FOSSUK AGM and monitor it.
- 4.4 The **Secretary** shall convene meetings and functions; prepare agenda for meetings in consultation with the Chairman and other officers; record decisions taken and produce minutes of meetings; conduct official correspondence; ensure implementation of decisions taken at meetings; co-ordinate work of committee members and keep records of correspondence and meetings.
- 4.5 The **Advertising Manager** shall sell advertising space in accordance with established practices and competitive rates; analyse ways of bringing in a variety of advertisements; keep a minimum target of advertising space as set by the Committee; keep Editor informed of all contracts and negotiations; issue details to Editor and invoicing instructions to Treasurer; report regularly to Committee with a list of contracts, and supply advertisers with relevant copy of Swiss Review.

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 get involved in all matters related to FOSSUK. They have to be able to attend meetings regularly and be prepared to complete a full term of office, expect 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 £25 may be claimed.
- Officers and 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 receipts.
- Claims for payments of over £50 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 FOSSUK and subsequent distribution to its affiliated societies and publication 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 to inform the Hon. Secretary of FOSSUK of their intention of attending a meeting, on receipt of the Agenda.

2. EXPENSES

- The Delegates may claim travel assistance for each OSA meeting held in Switzerland. Reimbursable expenses shall be the airfare from the UK to the nearest Swiss airport of the venue of the meeting. Air travel to Switzerland shall be arranged at the cheapest rate available. An alternative mode of transport 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 by correspondence 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.
The OSA pays an allowance of, at present, CHF 80.00

- 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 Origin
- Education, professional qualifications and experience
- Present full or part time occupation
- Period of residence in the UK
- Languages
- Interest, skills
- Political Party Membership

The candidate's one page profile to be counter signed by a Proposer and a Seconder of Swiss nationality in the UK. A passport photograph should also be accompanied by a covering letter with a personal statement outlining its vision regarding FOSSUK's image vis-à-vis its corporate members, the umbrella organisation means of communication and its general effectiveness.