

IDB FAMILY ASSOCIATIONS IN THE COUNTRY OFFICES

BY-LAWS

ARTICLE I: DESIGNATION

The Family Associations of the Inter-American Development Bank (IDB) in the country offices operate as volunteer non-profit associations.

ARTICLE II: MISSION

- a) To help, accompany, and support the families of all IDB employees in their process of adaptation and integration; specially, international families who relocate to different countries.
- a) To promote volunteerism within and outside the Associations in order to achieve greater integration of the IDB families in the communities where the Bank is present.
- b) To foster integration among its members by carrying out activities such as: social events, dissemination of information, language courses, seminars, talks, and cultural exchange.
- c) To cooperate with the Bank's administration offices and staff associations in the country offices on certain areas and activities of common interest that have an impact on the employees' families.
- d) To carry out events and programs of common interest with other international and national organizations.

- e) To implement social projects and programs to assist disadvantaged groups within the guidelines determined in the Bank's policies.

ARTICLE III: MEMBERS

All IDB employees (staff, consultants, outsourced employees, interns, etc.) working in the country offices and their eligible dependents are members of the Family Associations in the country offices. Similarly, widows/widowers of Bank's employees, retirees and their spouses may also be members. In addition, former members of Family Associations who are interested in continuing to participate in the associations may be also considered as members.

All members must register in the Family Associations and their membership shall not require payment of a membership fee.

ARTICLE IV: VOLUNTEERS

To fulfill their mission, the Associations are primarily made up of volunteers who work together to achieve the objectives laid down by the Board of Directors.

Volunteers must conduct their activities in accordance with the programs and projects defined by the Board of Directors in the General Assembly and in the work plan that was presented at the time of election. Volunteers may be members or people who

do not belong to the Associations but are interested in supporting its activities.

ARTICLE V: GENERAL ASSEMBLY

The General Assembly consists of all the members and represents the Association's highest authority. It elects the Board of Directors and approves the By-laws and its modifications.

The General Assembly shall meet at least once a year, on the date and time set by the Board of Directors. Notice shall be given to all members on convening the General Assembly at least fifteen (15) days in advance.

In the General Assembly convened to elect the Board of Directors or to approve the By-laws, a turnout of ten (10) % of registered members is required to constitute a quorum. If the necessary quorum has not been reached by half an hour after the time appointed for the commencement of the Assembly, then it shall start with the number of members present.

ARTICLE VI: THE BOARD OF DIRECTORS

The Board of Directors is the executive body of the Family Associations in the country offices. It may be composed of a President, Vice President, Treasurer, Secretary, and other members.

The Board of Directors shall meet regularly to decide on issues of interest to the Associations.

In the event of resignation or temporary or permanent absence of the President, he/she shall be replaced by the Vice President or by any other member of the Board by internal vote.

In the event of resignation or temporary or permanent absence of any other member of

the Board, the latter shall designate his/her replacement with any other member of the Association. The election shall be made during a meeting of the Board of Directors.

The Board of Directors shall be elected by way of a vote at the General Assembly for a term of two years. Members of the Board may run for these and other posts for more than one consecutive term.

Resignation of any member of the Board must be made in writing to the President for it to be presented to the Board of Directors.

If any member of the acting Board of Directors, or the Board as a whole wishes to run for a post in the new Board to be elected at the General Assembly, there shall be no need to submit a resignation to that position and they shall continue with their functions until elections are held.

The functions of the Board's members are:

President:

- To enforce the By-laws.
- To control the expenditure budget.
- To coordinate and monitor the programs and activities approved by the Board of Directors.
- To coordinate and supervise all the social assistance programs, whether they are carried out with IDB funds or self-funded.
- To chair, coordinate and direct the General Assembly Meeting and Board Meetings.
- To represent the Association to the Bank and other institutions.

- To submit to the Board of Directors the names of members to fill vacancies resulting from resignation or temporary or permanent absence of members of the Board.
- To prepare and submit to the Director of Family Associations in the Country Offices of the Washington D.C. Family Association the following documents during the month of February of each year:
 - The proposed work plan for the current year;
 - Accountability and expense report of the annual monetary allocation of the previous year; and,
 - Annual activity report from the previous year.
- To review and submit to the Washington D.C. Family Association the accountability and expense report for the funds received for the social assistance programs "Social Projects" and "A Friendly Hand Program". These reports must be submitted as soon as the projects are finished and within the deadlines laid down in the regulations of each program.
- To submit an annual report to the General Assembly.
- To inform the Board of Directors about the Associations' expenditures.
- To draft and submit to the President the accountability for the funds received as annual contribution from the Bank, together with the supporting receipts to justify the spending. This report must be completed during the month of February of each year.
- To prepare and submit to the President the accountability and expense report of the funds received for the social assistance programs "Social Projects" and "A Friendly Hand Program". These reports must be prepared in accordance with the guidelines specified in the regulations of each program.

Secretary:

- To convene Board Meetings.
- To prepare the agenda.
- To keep the minutes of meetings.
- To keep a register of all members.

Vice President:

- To replace the President in the event of resignation or temporary absence of the President.
- To assist the President in any area that he/she requests.

Treasurer:

- To safeguard the Association's funds in accordance with the procedures established by the Board of Directors.

ARTICLE VII: ELECTIONS

The Board of Directors shall call for elections at least one month before the end of its term. Candidates may be presented in a slate or individually. Each candidate for the presidency must submit a work plan. All candidates must be registered with the Board of Directors within 15 days after receipt of the notice of elections.

The Board of Directors must inform the members about the lists and candidates registered for elections in writing with 15 days'

notice. The Board must also make available the work plans submitted by each candidate.

At the General Assembly, the election shall be held by secret ballot. The outgoing Board shall be responsible for counting the votes and for announcing the winners.

If there is only one list of candidates, the President of the Board shall ask those present at the Assembly for their opinions. If there is no objection, the candidates shall be elected unanimously. In the event of a tie between the lists of candidates, the President of the Board will order a break of 30 minutes; after the break votes shall be cast again. This process shall be repeated until there is a majority consensus.

The new Board of Directors shall be officially inaugurated within the same General Assembly.

ARTICLE VIII: FUNDING

The Family Associations in the country offices can have two sources of financing:

1. An annual contribution granted by the Bank through the Washington D.C. Family Association.

2. Varied income generated by different activities carried out by the Associations.

The contribution given by the IDB to the Associations as well as all other revenues shall be safe guarded by the Treasurer of the Board. The President shall keep strict control over the Treasurer's activities.

The joint signature of the President and the Treasurer will be required on checks and payments above a certain amount. This amount shall be determined by the Board of Directors.

ARTICLE IX: BANK - ASSOCIATION COORDINATOR

An IDB employee who is interested in working with the Family Associations in the country offices and in fostering relations between the Bank and the Family Associations shall be appointed as Coordinator. This person will be the liaison between the two parties, coordinating the activities that are his/her responsibility with the President and supporting the Board of Directors.