

BY-LAWS / STATUTES
OF THE
ASSOCIATION OF THE
INTERNATIONAL EDUCATION FOR
PEACE INSTITUTE
(EFP-INTERNATIONAL)
A NON-GOVERNMENTAL
ORGANIZATION

(INSTITUTE PURSUANT TO ART. 60 ET SEQ.
SWISS CIVIL CODE (ZGB))

I. NAME AND SEAT

1. Under the name International Education for Peace Institute (EFP- International) with seat in Lutzenberg-Wienacht, canton of Appenzell A. Rh. Switzerland, exists as an Institute for the public benefit, which is an independent legal entity pursuant to Art. 60 et seq. Swiss Civil Code (ZGB). The Institute is registered in the Commercial Register and has the following By-laws.

II. OBJECTIVES

2. The Institute has the following objectives:
 - a. To conduct community and social development projects in any part of the world with a focus on creating a more peaceful and violence-free world;
 - b. To provide the structure for the development and implementation of the peace education projects of the Association around the world;
 - c. To offer both community-specific in-class and international web-based Education for Peace programs for school communities and leaders in various countries of the world where the ravages of war, prejudice, terror and rapid social, economic, and cultural change have created conditions of insecurity and conflict in families, schools, and communities alike;
 - d. To establish a comprehensive on-line library on issues pertaining to Education for Peace and make it available to educators and policy makers everywhere;
 - e. To conduct research on the principles of Education for Peace and make the findings available globally through the Institute's on-line *Education for Peace Journal*;
 - f. To develop curricula of Education for Peace based on established universal scientific principles and the unique cultural and social circumstances of each participating group, making the curricula accessible to all through World-Wide Web, in as many languages as possible;
 - g. To train educators and Education for Peace specialists who would, in turn, use their knowledge and expertise in pursuit of peace through peace education;
 - h. To offer expert consulting services to governmental and non-governmental agencies regarding issues of conflict, violence, and peace;
 - i. To collaborate with other Swiss institutions of higher learning and other Swiss agencies dealing with peace education and conflict resolution and like-minded agencies, as well as universities and agencies worldwide, in pursuing these objectives.
3. The Association is a non-profit entity, with exclusively educational and charitable aims, and is independent of all political and religious organizations.

III. MEMBERSHIP

4. The membership of the Association shall come from among members of the International Advisory Board, the Board of Directors, the Faculty of the Education for Peace programs, and

representatives of any of the regional and/or continental Education for Peace Institutes; the membership shall include the Director of the Institute (EFP-International) who shall be a voting member.

5. All members of the Association must agree with, abide by, and actively support the objectives of the Association , as well as the duties of the members as outlined in these by-laws and in the rules and regulations of the Association.
6. Members shall join the Association by giving a written declaration of acceptance.
7. Members shall leave or be removed from the Association by:
 - a. written declaration of resignation; or
 - b. a three-quarter majority decision of the all Association members, in case of non-respect for the rules and **regulations of the Association.**
8. The Association shall appoint new members whenever necessary. Whenever appointing new members the Association shall:
 - a. seek out lists of suitable candidates from among the individuals nominated other EFP Institutes, the Board of Directors, the International Advisory Board, as well as from among well-known specialists and practitioners in the field of peace and conflict-resolution research and education.
 - b. appoint a new member only by the agreement of three-quarters of the current members.
9. Lapse of membership shall result in the loss of all privileges of membership.
10. The Association shall be liable solely to the extent of its assets; Association members shall not be held liable for the Association.

IV. ORGANIZATION

11. The Association comprises the following organs:

- a. the International Advisory Board
- b. the General Assembly
- c. the Director
- d. the Board of Directors
- e. the Senior Faculty
- f. the Manager of the EFP-International Institute
- g. the Auditor

12. The International Advisory Board

12.1 Composition

The International Advisory Board shall comprise at least four individuals who lend advice and counsel to the Institute and

who participate in its activities either by attending face-to-face meeting, or by interacting with the Board of Directors by such means as teleconference, video-conference, telephone or email communication.

12.2 Duties

Members of the International Advisory Board shall:

- a. provide advice and counsel on the programs and curricula of the Institute, as well as on matters of financial and human resource management, planning and development, information and public relations and governance of the Institute;
- b. provide advisory services in the area of fundraising and grant applications;
- c. represent the Institute, where appropriate, to other institutions, agencies of government;
- d. advise regarding other programs of peace education with whom it would be appropriate to affiliate or collaborate;
- e. provide contacts with other like-minded individuals and organizations;
- f. receive and acknowledge receipt of reports on the Institute's programs and respond with comments and suggestions;
- g. make recommendations for the membership of the Board of Directors of the Institute;
- h. make recommendations for modifications to the by-laws.

13. **General Assembly**

13.1 Convening

The General Assembly may be called:

- a. by the Board of Directors;
- b. by a majority of the members of the Association or as stipulated in Swiss law;
- c. at the request of the Director of the Institute

The meeting shall be called by means of written invitation, stating the agenda, the venue and the date/time, to be sent no later than 45 days before the date of the proposed meeting. The period shall be deemed to have been complied with if the postmark of a Swiss post office on the envelope in which the invitation was sent shows the date preceding the date of the meeting by 45 days and if the letter was posted via air-mail.

- 13.2 As the need arises, the General Assembly may conduct business by means of teleconferencing, video-conferencing, electronic mail or other means. In such cases, the deadline for convening the Assembly may be considerably shorter, but, in any case, giving due consideration for the right of all members to be given the opportunity to participate in the decision-making process and the conduct of business.

13.3 Duties

The General Assembly of the Association

- a. exercises final authority and responsibility for the management and operation of the Institute;
- b. has the authority to approve the Rules and regulations of the Association;
- c. acknowledges the annual report and the Auditor's report and resolves whether to approve these;
- d. resolves whether to discharge the executive bodies of the Association;
- e. elects the officers of the Association for a term of one year;
- f. appoints the members of the International Advisory Board, the Board of Directors of the Association, the Director, and the Senior Faculty;
- g. receives regular reports from all offices of the Association;
- h. has the authority to approve the present by-laws and any modifications thereof.

13.4 Right to Vote and Majority

All members present have equal voting rights at the General Assembly.

A quorum of a majority of the members of the Association must participate in decisions in order for them to be valid.

The resolutions of the Association shall be adopted by a majority of votes cast by the members participating.

No member shall be entitled to vote on a motion where a conflict of interest is deemed to exist between that member and the motion.

No proxy votes are allowed.

Voting by correspondence shall be possible on matters as defined in the rules and regulations of Association, or as decided by the General Assembly.

Amendments to the by-laws of the Association or mergers with other societies shall require a majority of 3/4 of all members of the Association.

13.5 Minutes

One set of minutes shall be kept in respect of the General Assembly. The resolutions shall be recorded in chronological order. The minutes are to be signed by the recording secretary and one other member of the Association.

13.6 Date of the General Assembly:

For the purposes of receiving and deciding on approval of the annual reports – academic, financial, administrative and auditing – the General Assembly shall hold at least one meeting during the first half of the financial year.

14. Board of Directors

14.1 Composition

The Board of Directors shall be comprised of at least three members. The officers of the Board shall be Chairman, Vice-Chairman, Secretary, Treasurer, and Liaison for the Regional and Continental EFP Institutes. The Board of Directors shall be appointed from among the individuals nominated by membership of the General Assembly.

14.2 Duties

The members of the Board of Directors shall:

- a. manage the overall implementation of the Education for Peace programmes, in all their forms;
- b. ensure proper functioning of the EFP-INTERNATIONAL;
- c. oversee the implementation of the recommendations of the International Advisory Board, in accordance with the rules and regulations drawn up by the Association;
- d. formulate the agenda for the General Assembly, based on proposals from any of its members or the Senior Faculty;
- e. represent the Association to the public;
- f. decide when to convene a meeting of the International Advisory Board and on the manner of such a meeting (face-to-face, teleconferencing, videoconferencing, electronic polling, etc),
- g. coordinate the activities of all regional/continental Education for Peace institutes.

14.3 Election

The officers of the Board of Directors shall be elected internally by majority vote from the members of the Board of Directors.

14.4 Term of Office

The term of office for the members of the Board of Directors shall be three years, or until their successors are elected.

15. Senior Faculty

The Board of Directors shall appoint a Senior Faculty to develop and supervise the education programs of the Institute.

16. Director

The Director of the Institute (EFP-International) shall be appointed by the Board of the Directors. The Director will be responsible for all operations of the Institute. The Director shall discharge its duties in consultation with and according to the objectives of the Institute and the decisions of the Board of Directors. The Director will be a voting member of the Board of Directors and the International Advisory Council.

17. Auditor

The auditor is responsible for examining the balance sheet and the operational account after the end of the accounting year

and for presenting a written report and proposal to the General Assembly each year.

18. Financial Management

18.1 Income

The income of the Association comprises:

- a. donations, gifts and legacies
- b. contributions and grants from public and private institutions
- c. grants from the patronage of "Friends of Education for Peace (EFP)"
- d. the interest from the Association's assets

18.2 Expenditure

The funds will be used for the operation of the Institute and all its programmes, to include the costs of the normal administration of the Institute according to the resolutions of the General Assembly of the Association.

18.3 Accounting

The accounts of the Association shall be kept in accordance with commercial principles and shall close on 31 March annually.

VI. CONCLUDING PROVISIONS

19. Association Year

The Association and accounting year shall be from 1 April to 31 March of the following year.

20. Coming into Effect of the By-Laws

These by-laws came into effect with the resolution of the General Assembly, dated 11 July 2002. Amendments to the by-laws of the Association shall come into effect immediately.

21. Revision of the By-Laws (Statutes)

The amendment of the by-laws shall require a three-quarter majority of all members of the Association.

22. Dissolution of the Association

The Association shall be dissolved in accordance with the statutory provisions. The dissolution by resolution of the members shall require a three-quarter majority of all Association members.

23. Liquidation of the Association

The General Assembly is empowered to liquidate the Association. Any net assets are to be transferred to one or more of other EFP Institutes, or in the event that this is not possible, to a like-minded organization, enjoying a similar tax-

exempt status and pursuing similar aims and objectives. The members of the Association in any case have no right to assets of the Association.

Lutzenberg-Wienacht, 18 December 2003

Chairman:

Secretary:

A handwritten signature in blue ink, appearing to read "H.B. Danesh". The signature is written in a cursive style with a large initial "H" and "D".

Prof. Dr. Hossain Danesh

Sara Clarke