



Reference Document 2

# INTERNATIONAL FELDENKRAIS FEDERATION

## INTERNAL REGULATIONS

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## **Chapter I: Introduction**

The IFF Internal Regulations are intended to be read in the context of the IFF Statutes. Their aim is to specify in more detail how we conduct our business.

## **Chapter II: Membership**

### Regulation 1 Membership

1.1 The IFF is a federation of groups.

1.2 The criteria and process for membership in the IFF are set out below.

1.3 **FULL MEMBERS:** Groups eligible to apply to be Full Members of the IFF include:

1.3.1. Guilds or Associations, of professional teachers/practitioners of the Feldenkrais Method, the majority of whose full members graduated from a Feldenkrais Training accredited by the Australian, European or North American Training Accreditation Board, or have been trained only by either Mia Segal or Yochanan Rywerant or Eli Wadler.

1.3.2 Feldenkrais Method Training Accreditation Boards.

1.3.3 Family of Moshe Feldenkrais

1.4 **ASSOCIATE MEMBERS:** Associate Member groups may enjoy the services and facilities of the IFF and may participate in its meetings, but may not vote or stand for election to official positions, with the exception that one of the IFF Board members may be from an Associate Member group. Groups eligible to apply to be Associate Members of the IFF include:

1.4.1 Other bodies in the Feldenkrais community

1.5 **ALL GUILDS AND ASSOCIATIONS** in the IFF must fulfil the following criteria:

1.5.1 The Guild or Association must represent at least seven teachers/practitioners.

1.5.2 **PURPOSES:** the purposes of the Guild/Association must include: promoting the Feldenkrais Method and profession, and developing, supporting and monitoring the quality and consistency of its practice. The Guild/Association must have a Code of Ethics or similar, and a Standards of Practice or similar.

1.5.3 **Voting Rights in the Guild or Association:** Full teacher/practitioner members of the Guild or Association shall have voting rights and be allowed to serve in the governing body of that Guild or Association.

1.5.4 All members will annually sign a declaration of compliance with the current IFF membership criteria.

#### 1.6 APPLICATION PROCESS:

1.6.1 An organisation applying for membership of the IFF, should supply a copy of its own Constitution, Bylaws/Internal Regulations, Code of Ethics or similar, Standards of Practice or similar or other evidence of its professional organisation. Its officers should sign the following declaration: - "The officers and members of the above named organisation meet the current membership criteria and have read the declared purposes of the IFF and its constitution and we declare that we agree to support and uphold these purposes and to abide by the Articles of the Status. We wish to support the essential principles and ideals of the Feldenkrais Method and to contribute positively to the development and work of the IFF".

1.6.2 Applications for new membership shall be presented for approval to the Annual General

Assembly. The Board of Directors may, in appropriate cases, grant provisional membership and access to facilities for organisations that apply between Annual General Assemblies. This will entitle the organisation to receive documents and to send a guest representative to the next Annual General Assembly. If membership is confirmed by the Annual General Assembly, that representative may then take a full part in the Annual General Assembly, provided the appropriate fee has been paid. An individual member of a new Member group may not stand for election to any official position within the IFF, until the Annual General Assembly following the acceptance of their organisation as a Full Member.

### **Chapter III: Structures and Procedures**

#### Regulation 2          Annual General Assembly

2.1 Under Article 12 of the IFF Statutes, the Board of Directors holds responsibility for determining the place, date and agenda of the Annual General Assembly. So far as is possible, however, agreement will be sought in advance from the Annual General Assembly.

2.2 The Annual General Assembly of the IFF shall be held once during each financial year and shall normally include the last weekend which falls fully in the month of May. The dates and venue will be discussed at the preceding Annual General Assembly.

2.3 The Board of Directors shall draw up the final programme and agenda for the Annual General Assembly and shall distribute these to member groups not less than one month prior to the date of the Annual General Assembly. Prior to this, member groups will be invited to submit items for inclusion. Attention is drawn to the importance attached to the role of representatives in consulting extensively with members of their groups before coming to the Annual General Assembly.

2.4 Under Article 9 of the IFF Statutes, only discussions with a bearing on items appearing on the agenda are valid. Other items may exceptionally be discussed, at the discretion of the President, but will not normally be allowed to proceed to a vote.

2.5 The full duration of the Annual General Assembly shall be deemed to be the official annual meeting, with votes taken and decisions made at any appropriate time. There will be no separate business meeting.

2.6 So long as correct procedures have been followed in calling the Annual General Assembly, no specific quorum of representatives present or represented by proxy shall be required for meetings, discussions and voting to take place. Under Article 10 of the IFF Statutes, special rules apply to an Extraordinary Meeting of the Annual General Assembly.

2.7 Members of IFF Committees, who are not also directors or representatives of member groups, may attend and participate in IFF Annual General Assemblies, by invitation of the Board of Directors, but shall not vote or take part in the travel pool.

2.8 Guests may attend the Annual General Assembly at the invitation of the Board of Directors or of the President and may join in discussions, but shall not vote or take part in the travel pool.

2.9 Observers may attend the Annual General Assembly with advance permission of the Board of Directors or of the President and may contribute to working party and group discussions, but not to full plenary Annual General Assembly meetings. The maximum number of observers at an Annual General Assembly shall be decided by the Board of Directors, in the light of the particular circumstances of that Annual General Assembly.

2.10 Sub-groupings of member groups should not meet in private caucus within the working time of an IFF Annual General Assembly.

### Regulation 3 Representation of Member Groups

3.1 Training Accreditation Boards, the Feldenkrais Family and national Guilds/Associations, who are full members of the IFF and have up to nine full members, shall be eligible each to send one voting representative to Annual General Assemblies of the IFF.

3.2 National Guilds/Associations, who are full members of the IFF and have ten or more full members, shall be eligible to send voting representatives to Annual General Assemblies of the IFF as follows:

10 to 100 full members may send two voting representatives;

101 to 200 full members may send three voting representatives;

201 to 300 full members may send four voting representatives;

301 or more full members may send five voting representatives.

3.3 Associate member groups of up to nine full members shall be eligible to send one non-voting representative to Annual General Assemblies of the IFF. Those of ten or more full members shall be eligible to send two non-voting representatives.

3.4 One person shall not represent more than one member group. See paragraphs 10 and 11 below for regulations covering assignment of proxy votes.

3.5 Members of the Board of Directors shall not also represent member groups.

#### Regulation 4 Nominations for Elections

4.1 A Search Committee shall be set up as a Standing Committee of the IFF. Each year, the Board of Directors shall appoint to the Committee three members who will be attending as representatives of full member groups at the next Annual General Assembly. The Search Committee will report to the Assembly about possible candidates for election. The Search Committee shall ensure, as far as is possible, that there are candidates to fill all vacant positions.

4.2 Nominations may be accepted by the Secretary prior to the beginning of the election and from the floor at the time of the election.

Nominations may be sent by post or facsimile.

Individual members of member groups (and including IFF directors) may present nominations to the Assembly without seconds.

Self-nominations will be accepted.

Nominees will present a written statement of their background and interest in being on the IFF Board.

4.3 The Annual General Assembly shall ensure that only individuals who have agreed to be nominated and have been full members of their member groups for at least one year and are from member groups that have themselves been members of the IFF for at least one year, shall be accepted as nominees for any official position within the IFF.

4.4 A member of the Search Committee, who decides to stand for election to any position, shall stand down from the Search Committee and be temporarily replaced by a Board of Directors appointee.

#### Regulation 5 Electoral Procedures

5.1 Before any vote is taken, the Search Committee shall appoint two tellers and one substitute teller from amongst those present who are not standing for election to any position. They shall instruct the tellers to have ready standard voting papers for any secret ballots that may be necessary and to count the votes cast. Guests or observers may be appointed as tellers.

5.2 All ballots for elections to official positions shall be secret and in writing.

5.3 Election to an official position shall be by one vote only from each full member group and one vote by each member of the Board of Directors.

5.4 Separate ballots shall normally be held for each position on the Board of Directors and, where agreed by the Annual General Assembly, for appointment to the IFF committees, (including the position of Committee Chairperson). The two candidates receiving the most votes on the first ballot shall be eligible for a second ballot, unless one candidate has received an absolute majority (over 50 %) of the

votes cast. Additional ballots shall be held until one candidate has an absolute majority of the votes cast (including abstentions). A single or block ballot by acclamation may be held, where unanimously agreed by the Annual General Assembly, for a position, or positions, for which there is only one candidate.

5.5 An unrepresented member group may, in elections, assign its proxy vote to another member group or Director. This proxy must be assigned in writing and no member group or Director may hold more than one such assigned proxy.

5.6 The number of votes, or election by acclamation, in elections for Board members and Committee positions will be announced in the Annual General Assembly and recorded in the minutes.

## Regulation 6 Voting on Issues other than Elections

6.1 Formal voting on issues shall not be required when the President, or delegated chairperson, deems there to be a clear consensus view. An unofficial 'straw poll', by show of hands, can be called for at any time to gain some idea of the current trend of opinion. Such an unofficial vote has no binding force.

6.2 On general issues, every official representative of a full member group shall have a vote, also the President and other members of the Board of Directors.

6.3 At the start of each Annual General Assembly, the IFF Secretary shall hand out, to each full member group and to members of the Board of Directors, one coloured token for each vote that may be cast. Member groups that have fewer representatives present than votes allowed, may cast the full number of votes to which they are entitled, using the coloured tokens to ensure accuracy.

6.4 A member group with no representative present may assign its vote, or votes, by proxy to another full member group or Director. Such an assignment must be in writing and no member group or Director may hold more than one such assigned proxy. On receipt of such a written assignment, the Secretary will transfer the relevant number of voting tokens to the group or Director holding the proxy.

6.5 An absent director may assign his/her vote by written proxy to another director, who will receive the voting token.

6.6 Voting on issues shall be by show of voting tokens, unless at least 25% of those present and entitled to vote request a secret written ballot. In this event, the tellers appointed under Regulation 5.1. above, will be asked to distribute voting papers and to count the votes. They will also be asked to help in counting votes by show of tokens.

6.7 In the event of a tied ballot, the President shall have a second casting vote.

## Regulation 7 Detailed Procedures for Proposing and Voting upon Resolutions

7.1 Informal suggestions and comments may be made verbally at any time during discussion, by individuals or by member groups or by members of the Board of Directors.

7.2 Formal resolutions and proposals must be presented in writing, so that all representatives can be quite clear about the meaning and have time to consider them. Such formal resolutions should come from member groups, from committees or working parties or from the Board of Directors, rather than from individuals. Initially, there need be no limit to the number of resolutions under discussion.

7.3 A seconder shall be required for a resolution to go forward to a vote.

7.4 The initial ballot may include any number of resolutions and will be by show of individual voting tokens (including those held by proxy). Each representative and proxy shall vote for only one resolution.

7.5 A second ballot shall be held unless one of the initial resolutions gains an absolute majority (over 50%) of the votes cast (including abstentions).

7.6 If there is not an absolute majority in favour of one resolution at the first ballot, the three resolutions gaining the largest numbers of votes shall be eligible for the second ballot. Before the second ballot is held, there shall be opportunity for further discussion and for amendments to be made to the three resolutions gaining most votes in the first ballot.

7.7 Following discussion, formal amendments should, as in the case of the original resolutions, come from member groups, from committees or working parties or from the Board of Directors, rather than from individuals. A seconder will be required for an amendment to go to a vote, which should then be presented in writing. Voting on amendments shall precede voting on the original resolutions and shall be by show of individual voting tokens. In the event of a tied vote on an amendment, the President shall hold a casting vote. If amendments to a resolution are rejected, the original resolution shall go forward to the second ballot.

7.8 The second ballot shall be between the three resolutions gaining most votes in the first ballot, either in their original form or as amended under Regulation 7.7 above. Voting shall be by showing of voting tokens (including those held by proxy) and each representative or proxy shall vote for only one resolution.

7.9 A third ballot shall be held unless one of the three resolutions in the second ballot gains an absolute majority (over 50%) of the votes cast, including abstentions. If a third ballot proves necessary, the two resolutions gaining most votes in the second ballot shall go forward to the third ballot. Before the third and final ballot is held, there shall once again be opportunity for further discussion and for amendments to be made to the two resolutions, following the same procedures as described in Regulation 7.7 above.

7.10 In the third and final ballot, voting shall be by show of voting tokens and each representative and proxy shall vote only once. In the event of a tied vote, the President shall hold a casting vote.

## Regulation 8 Changing IFF Internal Regulations

8.1 Internal regulations may be changed through resolutions and simple voting majorities at an Annual General Assembly.

8.2 Changes to the Internal Regulations, approved by the Annual General Assembly, shall take effect immediately or as decided by the Annual General Assembly.

8.3 Statutes of the IFF may only be changed at an Extraordinary Meeting of the Annual General Assembly (Article 10) and require a two-thirds majority of those present or represented and eligible to vote.

## Regulation 9 Board of Directors

9.1 Any full member in good standing within a Full member group shall be eligible for election to the Board of Directors, whether or not present at the Annual General Assembly at the time of the election. If not present, prior consent to nomination should have been submitted in writing to the Secretary.

9.2 One full member of an Associate member group may hold one of the director seats on the Board of Directors, to be nominated and elected by the Annual General Assembly for three-year term, with full voting rights both on the Board and in the decisions of the Assembly.

9.3 The constitution of the IFF allows for any number of directors between five and seven. The Annual General Assembly may decide each year upon the specific number required.

9.4 Once elected, members of the Board of Directors shall not continue as representatives of member groups.

9.5 Essential expenses incurred by directors in carrying out their duties shall be reimbursed by the Treasurer or Sub-Treasurer from IFF funds.

9.6 In addition to election of a President, Secretary and election or appointment of a Treasurer, as required by the IFF Statutes, a Vice-President shall also be elected for a three year term, to take over from the President, until the next Annual General Assembly, should the President be unable to continue in office. The Board of Directors will elect from among all Board members and the three substitutes replacement in Vice President, Treasurer, and Secretary positions. Vacancies in Director positions are filled in order, by the first substitute, then second, etc.

9.7 Each elected member of the Board shall serve for three years and shall be eligible for re-election to subsequent terms of office.



9.8 The members of the Board should, as far as possible, be representative of the geographical distribution of the member groups of the IFF and meet the functional needs and responsibilities of the IFF's projects.

9.9 At each Annual General Assembly three (3) substitutes shall be elected, if qualified candidates are nominated, to be called to serve on the Board of Directors to fill vacancies on the Board which occur between Annual General Assemblies. The Board of Directors will elect from among all Board members and the three substitutes replacement in Vice President and Secretary positions, and election or appointment to the Treasurer position. Vacancies in Director positions are filled in order, by the first substitute, then second, etc. At the following Annual General Assembly, an election shall be held to fill each such vacancy, for the remainder of its original term.

9.10 The IFF Board of Directors shall appoint a Public Officer for a period of three years. This appointment shall be presented for ratification to the next Annual General Assembly. The Public Officer will have the role of ensuring all necessary documents are submitted to the French authorities and be the legal contact person for the Association

9.11 The Public Officer may attend meetings of the Board of Directors or the Annual General Assembly at either his/her own request, or on request of the Board of Directors or the Annual General Assembly. The Public Officer will have no vote in meetings of the Board of Directors or Annual General Assembly.

#### Regulation 10 Chairing of Meetings

10.1 By the Statutes of the IFF, registered under French law, the President is responsible for chairing and directing the full period of any Annual General Assembly. For specific sessions, however, he/she may delegate the chair to another member of the Board of Directors who, in turn, may appoint a facilitator to chair particular discussions. The President holds ultimate authority throughout.

10.2 Unless specifically appointed or elected by the Annual General Assembly, an IFF Committee shall select its own chairperson and/or secretary. Each committee shall identify the person responsible for convening meetings, receiving communications and reporting back to the Board of Directors and/or the Annual General Assembly.

10.3 Working parties of the IFF shall be chaired by a coordinator responsible for drawing up preliminary documents, receiving communications and reporting back to the Board of Directors and/or the Annual General Assembly. Coordinators may be appointed by the Board of Directors or by the Annual General Assembly or may be chosen by the members of the working party.

#### Regulation 11 Committees and Working Parties

11.1 The Board of Directors or the Annual General Assembly may set up Standing Committees, to carry out specific tasks that are likely to remain a permanent feature of IFF administration. They may also set up Special Committees, to exist only for the

time needed to complete specific designated tasks. Less formal Working Parties may be set up as temporary forums for discussion of specific issues.

11.2 Membership of committees shall normally be determined at an Annual General Assembly, by acclaim or by election. The Annual General Assembly shall decide whether to appoint or elect a chairperson or whether to leave that choice to the members of the committee. In order to expedite committee functioning, the Board of Directors may appoint committee members to hold office until the next Annual General Assembly.

11.3 The President or Vice President may, ex officio, attend meetings of committees and working parties.

11.4 Any full or student member in good standing within a Full or Associate member group of the IFF for at least one year, shall be eligible for membership of an IFF committee, whether or not present at the Annual General Assembly at the time of selection.

11.5 The Board of Directors, in collaboration with the chairperson (if already selected), shall draw up terms of reference for each committee for approval by the Annual General Assembly.

11.6 Any expenditure by members of a committee shall first be approved by the Treasurer. In some cases, the Treasurer may need to include estimated expenditure in the annual budget presented to the Annual General Assembly.

11.7 The following Standing Committees shall be set up and required to report annually to the Board of Directors and the Annual General Assembly:

11.7.1 Finance Committee 5 members:- IFF Treasurer, 1 Member appointed by the Board of Directors (for example, Sub-Treasurer, Board member or Representative of a Member organisation) and three members elected by the Assembly. The roles of the Finance Committee are set out in Appendix 1 of these Regulations.

11.7.2 Search Committee: At least 3 members appointed by the Board of Directors from amongst those attending the Annual General Assembly in the current year.

11.7.3 Mediation Committee: 3 members (one appointed by the Board of Directors and two elected by the Annual General Assembly) and two substitutes elected by the Annual General Assembly to replace an elected member if a conflict of interest exists with any particular situation assigned to it.

## **Chapter IV Finances**

### Regulation 12      Finances

12.1 The IFF shall have bank accounts as determined by the Board of Directors. Each account shall be in the charge of a Sub-Treasurer appointed by the Board of Directors and accountable to the IFF Treasurer. The Treasurer may also be Sub-Treasurer for an account in his/her own country.

12.2 The Treasurer may act individually with respect to any non-budgeted amount not exceeding 1000 Euros and any amount that relates to the transfer of funds between IFF Bank accounts.

12.3 The financial year of the IFF shall run from 1 January to 31 December of each year.

12.4 Every member group shall be due to pay an annual fee to the IFF as scheduled by the Board of Directors. Details of the fee structure shall be set out in the Financial Protocol. Requests for special payment facilities (e.g. by instalments) should be made to the Treasurer.

12.5 Annual fees, recommended in the first instance by the Treasurer and Finance Committee, shall be approved annually by the Annual General Assembly for the succeeding financial year. The fees will be quoted in Euros, the official currency of the IFF, and converted to the currency of each member group's country at the exchange rate pertaining on the first day of the Annual General Assembly at which the fee is agreed.

12.6 The Treasurer and Finance Committee shall present annually to the Annual General Assembly, accounts for the preceding completed financial year and a proposed budget for the current financial year.

12.7 Payment of Directors for services outside their organisational roles as described in the Statutes will be approved by two thirds of the Finance Committee, who shall then report any such authorisation of payments to the next Annual General Assembly.

Payment of officers for duties within their organisational roles, as allowed under French law, may also be authorised by two thirds of the Finance Committee who shall then report any such authorisation of payments for approval by the following General Assembly.

Details of current maximum payments allowable under French law shall be set out in the IFF Financial Protocol.

12.8 Liability Insurance will be provided for all Directors.

### Regulation 13      Travel Pool and Assembly Subsidy

The IFF treasurer will calculate the average travel cost based on the purchase power. The calculation goes to the finance committee for approval. Entitled for a possible refund is one person of every full and Associate member.

The members whose expenses are over the average by purchase power will be notified by the board of the amount of money that will be reimbursed to them in order to bring their total travel cost down.

Small Guilds/Associations may apply to the Treasurer for special consideration in cases of hardship.

### Regulation 14      Non-Payment of Fees

The representative/s of a member group that has not paid its fees for the current financial year (1 January to 31 December) may receive documents and attend the Annual General Assembly as non-voting guests on the first occasion, but may thereafter lose membership and the right to attend meetings.

(These regulations were approved by the Annual General Assembly of the IFF, May 1994, and revised in May 1997, 1998, 1999, 2000, 2001, 2002 , 2003 and 2004.)

## **IFF Internal Regulations: Appendix 1: Finance Committee**

**Aim:** The Finance Committee's overall goal is to ensure that the IFF has the financial resources to achieve the IFF's goals.

**Status:** The Finance Committee is an IFF Standing Committee, as provided for in the Internal Regulations

### **Roles:**

As specified in the Statutes of the IFF, the Treasurer, President and Board have overall responsibility for the financial management of the finances and should usually manage the finances.

The role of the Finance Committee is to support the financial decision making processes of the IFF.

The members of the Finance Committee elected by the Assembly shall be asked to report to the Assembly on the financial status of the organisation.

The Treasurer shall have a casting vote in the case of an evenly divided vote on the Finance Committee.

### **Functions:**

To meet during the year, and before or during the Annual General Assembly, to assist the Treasurer in the preparation of the annual budget, recommending fees, review documents, review the annual expense statement, etc.

Members of the Finance Committee shall meet to decide on Fee Relief applications as they are received and report to the next Assembly on any such applications

Authorise payment for Directors where the payment is for services outside their role as a Director, as provided for in 12.7 of the IFF Internal Regulations. Report to the next Assembly about such payments.

Authorise payment for Directors where the payment is for services within their role as a Director, as provided for in 12.7 of the IFF Internal Regulations. Report such payments to the next Assembly for approval.

Where, on a vote of the Assembly, a Treasurer is to be appointed, to advise the Board on deciding the level of reimbursement of an appointed Treasurer

Provide input into changes to the Financial Protocol proposed by the Board or Treasurer

Make suggestions and provide feedback to the Treasurer and Board on any aspect of the finances and financial situations that arise during the year

Where, on a vote of the Assembly, a Treasurer is to be appointed, the Finance Committee will assist the Board in the locating and selection of a suitable Treasurer

Assist the Search Committee and Board in recruiting the Treasurer and members of the Finance Committee.