



International Section of the ISSA on Education and Training for Prevention

Standing orders

1. PURPOSE

The purpose of the ISSA International Section on Education and Training for Prevention, created by decision of the Bureau of the ISSA on 25 October 1990, is:

- to promote education, training and teaching as a strategic component of the risk prevention effort,
- to provide a forum for encounters, discussion, exchange and studies on the teaching of risk prevention for all partners in prevention.

2. MEANS OF ACTION

To achieve these aims, the Section will use all possible means of action, and in particular:

- organise or sponsor conferences, seminars and symposia;
- set up Working Groups to study, together and in depth, subjects raised at symposia or by other international Sections of the ISSA or other international institutions;
- disseminate the results of activities to all partners or potential partners in risk prevention;
- organise exchanges between countries (teaching programmes, teaching aids and materials, etc.).

3. COMPOSITION

The Section shall be composed of ordinary and corresponding members.

3.1. Ordinary members

The following may become ordinary members:

- members of the International Social Security Association;
- all non-profit organizations whose objectives are consistent with those described in Article 1, provided that they are not members of another organisation which is itself an ordinary member.

The ordinary members have to pay an annual contribution whose amount is fixed by the Bureau of the Section.

3.2. Corresponding members

The following may become corresponding members:

- all organisations whose objectives are consistent with those described in Article 1 and which are not qualified to become ordinary members;
- experts who wish to take part in the Section's activities on an individual basis.

The corresponding members have to provide an annual financial support whose amount is fixed by the Bureau of the Section.

3.3. Commencement and termination of membership

The membership is acquired after a request for adhesion was made in writing and approved by the Bureau.

Except decision of exoneration taken by the Bureau, the membership obliges with the payment of the contribution or the financial support to the Section's activities whose annual amounts are fixed by the Bureau.

Membership shall terminate when the member gives notice to that effect or when the Bureau decides to exclude a member, in particular in the event of non-payment of the contribution or the financial support.

4. STATUTORY BODIES OF THE SECTION

The statutory bodies of the Section are the General Assembly and the Bureau.

4.1. The General Assembly

The General Assembly shall be composed of the ordinary members of the Section. The corresponding members of the Section shall belong to the General Assembly in a consultative capacity.

The General Assembly shall be competent to:

- decide on its standing orders;
- decide on the Section's programme of activities;
- elect the Bureau from among the ordinary members of the Section and dismiss it;
- receive the Bureau's report on activities since the last General Assembly;
- discharge the Bureau;
- decide on the Section's standing orders and any amendments to them;
- decide on all the functions proposed to it by the Bureau and the responsibilities assigned to it under the Standing Orders;
- propose to the Bureau of the ISSA the dissolution of the Section.

4.1.1. Convening of the General Assembly

The Chairperson shall convene the General Assembly in agreement with the Secretary General of the ISSA at least once every three years.

4.1.2. Chairing and Conduct of the General Assembly

The Chairperson of the Section shall open, chair and close the General Assembly.

4.1.3. Assignment of Votes

An ordinary member may assign its votes for the General Assembly to any other ordinary member. The ordinary member must inform the Secretary General in writing before the voting procedure begins, specifying the name of the person who will be entitled to vote on its behalf.

4.1.4. Quorum

The General Assembly shall be quorate if at least half of the votes of its ordinary members are represented. An application must be made to have the absence of a quorum established.

Decisions shall be taken by a majority (more than half of the votes) of the ordinary members present and represented. In the event of a tie the Chairperson shall have the casting vote.

4.2 The Bureau

The Bureau of the Section shall be composed of:

- the Chairperson;
- the Vice-Chairperson and, where appropriate, further Vice-Chairpersons to be elected by the General Assembly on a proposal from the Chairperson;
- the Secretary General.

The Secretary General of the ISSA shall belong to the Bureau in a consultative capacity.

The Bureau shall conduct the day-to-day affairs of the Section. In this capacity, it shall in particular:

- decide on its standing orders;
- elect an ad interim successor to any member of the Bureau who leaves between the General Assemblies;
- develop a programme of activities for the Section;
- deliver an activity report to the General Assembly;
- decide on the setting up, formation and dissolution of the Section's working groups;
- organise events held under the auspices of the Section and fix their date and topics, in taking care of the coordination of the events envisaged by the various ISSA Prevention Sections;
- fix the annual contribution of the ordinary members and the annual financial support of the corresponding members;
- decide on applications for ordinary or corresponding membership of the Section as on the possible exemptions of contribution or financial support;
- decide on the exclusion of a member;
- decide on the location of the Section's Secretariat.

The Bureau shall be elected for a period of six years. It may be re-elected. Its term of office shall start at the closing of the General Assembly at which the election takes place. It shall end at the closing of the General Assembly at which the next election takes place.

To be eligible for membership of the Bureau a person must be a serving official of an ordinary member.

Decisions of the Bureau shall be taken by a majority vote. In the event of a tie the Chairperson shall have the casting vote.

5. FINANCES

The Bureau of the Section shall fix the contribution to be paid by the Ordinary members. It shall also fix the annual financial support to be provided by the Corresponding members of the Section and those who participate in the work of the technical committees and the working groups.

The Bureau shall decide on the possible reduction or exemptions of contribution or financial support;

6. Amendment of the Standing Orders

A decision by the General Assembly to amend the Standing Orders must be approved by an absolute majority vote of the ordinary members present or represented. In the event of a tie the ordinary member represented by the Chairperson of the Section shall cast the deciding vote.

7. FINAL PROVISIONS

These Standing Orders, adopted at the General Assembly on 6 October 2003 in Quebec (Canada), shall enter into force on the same date.

It shall replace the Standing Orders valid hitherto. In the event of differences in interpretation between the various versions of these Standing Orders in different languages, the French text shall prevail.