

International Movement ATD Fourth World
12, rue Pasteur
95480 PIERRELAYE - France

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RULES OF PROCEDURE OF THE
INTERNATIONAL MOVEMENT ATD FOURTH WORLD
amended by the Board of Directors
on November 12, 2014 and on December 4, 2020,
and on June 19, 2024

Article 1: Membership and Dues

1. Organizations with Voting Rights

ATD Fourth World organizations submit a written request to join, accompanied by one of the following:

- a copy of their statutes stipulating this request; or,
- a copy of the minutes of their Board of Directors's deliberations on the matter, if such exists; or
- a copy of the decision of the body with statutory power to make such a request, with a copy of its statutes.

The request shall include the following undertakings:

- to support the principles and objectives of the International Movement ATD Fourth World, as defined in its present statutes,
- to pay the annual dues set by the Board,
- to act in accordance with the spirit of the text on the "Nature and Function of the

International Movement ATD Fourth World” adopted by the General Assembly on January 18, 2002.

The request shall indicate the bodies or activities that the requester is able to provide at the disposal of the Association in its work.

The request shall be submitted to the Association’s Board of Directors, which will rule on whether to accept or reject it, without the need to justify its decision.

Each member organization must inform the Board of Directors of any changes to its statutes within two months following said modifications.

The Association's Board of Directors may request member organizations to conform, in writing their statutes, to the spirit of those of the Founding Movement ATD Fourth World (France) and the International Movement ATD Fourth World. Approval of their membership shall be subject to the aforementioned modifications, with the exception of the changes mentioned in the following paragraph.

If certain articles of the statutes of ATD Fourth World national organizations cannot be changed, they shall be retained subject to the agreement of all Association members. If no agreement is reached, the Association's Board of Directors will not approve the request for membership.

2. Member Organizations without Voting Rights

The associations and foundations of “Friends of ATD Fourth World Movement” or other supporting associations or foundations may request to join the Association as associate members in the same manner and under the same conditions.

3. Individual Members

On recommendation of the “President” or of the “Director General”, those individuals who, through their commitment or personal experience, contribute to the construction of the ATD Fourth World Movement, may be admitted as individual members of the Association. There shall be no more than 20 such members.

Article 2: Resignation - Termination of Membership

Membership of the Association (as a member organization, associate member or individual member) may be terminated:

- by the resignation or dissolution of the legal entity, or by the individual's death,
- by a decision of the General Assembly or of its Board of Directors to terminate membership for failure to pay dues within a month of official notification by registered mail, or for any serious cause, provided that due attention has been paid to the explanations provided by the individual member, by the President of the dismissed organisation, or by any person entitled to represent the organization pursuant to the legal provisions applicable to said organization in its country of registration,
- following changes to a member organization's statutes making them incompatible with the Statutes of the Association.

Article 3: Nominations to the Board of Directors

Elections for renewing the terms of office of directors who have reached the end of their term take place during the Ordinary General Assembly.

The Board of Directors will launch a call for applications among members of the Association who meet the eligibility criteria set out in Article 11 of the Statutes.

Applications should be submitted to the "President", by registered mail with return receipt, at the latest 15 days before the date of the General Assembly meeting. Applications should include the candidate's surname (or last name or family name), first name, date and place of birth, nationality, occupation and personal and professional addresses.

Article 4: Procedures of the Board of Directors

Meetings of the Board of Directors may be held via audio or video conference.

Voting is carried out by a show of hands, by secret ballot at the request of at least three Board members, or by oral approval for members participating via audio or video conference. A written vote may be organized in relation to certain specific issues.

Any Board member unable to attend a meeting may be represented by another Board member, if the latter has been given special proxy to this effect. A proxy may represent a maximum of three Board members at once. Blank proxy forms received at the Registered Office shall be distributed by the "President" among the Board members present at the meeting, according to the limit established above. In the event of a tie, the "Director General" shall have the casting vote.

Article 5: Procedures of the General Assembly

1. All members joining any General Assembly meeting must sign the attendance sheet for that meeting in their own name, or as a proxy of other members, as the case may be. The Executive Secretary shall approve the attendance sheet for members participating through audio or video conference (see paragraph 7).
2. The bureau of the General Assembly convened to deliberate is the Executive Committee of the Association. The President presides over General Assembly meetings, presenting the topics on the agenda and moderating discussions. If unavailable, the President arranges to be replaced by a member of the Executive Committee.
3. The General Assembly hears any person in a position to contribute to its deliberations.
4. Any member unable to attend meetings may be represented by another member appointed as proxy.
A proxy may represent a maximum of three members at once. Blank proxy forms received by the Registered Office shall be assigned to the President and may be used to support the adoption of resolutions approved by the Board of Directors.

5. All voting is carried out by a show of hands or by oral approval for members participating via audio or video conference. A secret ballot may be held at the request of the President or of three members of the Board of Directors.
6. A written vote may be organized in relation to certain specific issues.
7. General Assembly meetings may be held via audio or video conference.
8. In the event of a tie, the President shall have the casting vote.

Article 6: International Leadership Team Renewal Process Steering Group and Naming Group

6.1 International Leadership Team Renewal Process Steering Group

Composition

The International Leadership Team Renewal Process Steering Group (hereafter known as the Steering Group) is composed of eight full members:

- four volunteer corps members,
- two allies, and
- two Fourth World activists.

Six alternates are also named, where possible two volunteer corps members, two allies and two activists.

The term of office of the Steering Group members, full and alternate, is four years, renewable once (regardless of whether they are full members or alternates).

Every fourth years, before the end of the Steering Group members' term of office, the Steering Group will receive proposals for people to become members of the subsequent Steering Group, either as members or alternates :

- Each national and regional team may, after consulting with other members of the Movement in close proximity, propose a maximum of two volunteer corps members, one ally and one activist, except for the French national team who may propose four volunteer corps members, two allies and two activists. The national and regional teams which put forward names cannot propose one of their own.
- The team in charge of the Movement's International Centre may propose four volunteer corps members, two allies and two activists.
- The International Leadership Team may propose two volunteer corps members, one ally and one activist.

The people proposed must be in accordance with the precise criteria set out in Appendix 1 of these regulations. An alternate member of the Steering Group may be proposed as a candidate for the Steering Group as full member and vice versa.

The full members of the Steering Group, as well as the alternates, are named by the full members of the Steering Group, before their term of office comes to an end, as well as by other people as chosen by them who have a wide knowledge of Movement members and who have held responsibilities in its governance.

Notwithstanding the above, the first members of the Steering Group will be named by the International Leadership Team.

In case of a vacancy arising on the Steering Group, due to a death or resignation, remaining Steering Group members will name a new member from among the alternates. This new member will remain in office only for the remaining term of the member he or she has replaced.

Operation

The alternates do not participate in the work of the Steering Group but are kept informed regularly.

Remit

Every four years the Steering Group launches the process to renew the International Leadership Team:

- a) It invites Movement members from across the world to think together on the state of the Movement and future priorities in light of the major challenges facing the world today and to send their contributions to the Steering Group. If they feel able and wish to do so, they may also send pro which bears responsibility for naming the next International Leadership Team (bearing in mind that members of the Naming Group cannot be appointed to the International Leadership Team). Contributions should be made in groups of at least 5 people (and in groups not too large), either existing groups or groups set up specifically, in order to create an opportunity for exchange and common learning. The contributions and proposals for names are signed by those making up the group in order to make it possible to return to the group members for any questions that may arise.
- b) From the names sent by the groups, the Steering Group creates the Naming Group, ensuring its members receive an induction and creating the material conditions necessary for the functioning of the Naming Group.
- c) It summarise the responses received from members of the Movement which will inform the members of the Naming Group and will be forwarded to the International Leadership Team.
- d) It will prepare and facilitate an « Evaluative Dialogue » with the International Leadership Team. The Naming Group members will take part in the 2-3 day dialogue and will take place at the beginning of their work. This dialogue is the opportunity for the International Leadership Team to look back on their term of office, successes and difficulties encountered, its questions and its vision for the Movement's future, and to be questioned on all manner of topics.
- e) The Steering Group writes the mandate for the next International Leadership Team, in conjunction with the Naming Group, which takes into account the contributions emerging from the consultation with members of the Movement. The synthesis of the contributions will also be submitted to the new International Leadership Team.



6.2 Naming Group

Composition

The Naming Group is made up of between ten and twelve members of the Movement, named by the Steering Group according to the procedure set out in article 6.1 above. Steering Group members shall not be appointed to the Naming Group.}

Remit

The Naming Group's roles and responsibilities is to draw up a list of candidates for the International Leadership Team, ensuring renewal and continuity.

The Naming Group is named for a three-month period, at the end of which it (i) communicates to the Steering Group and the International Leadership Team a proposal for candidates for the International Leadership Team (whose names will be submitted for vote to the General Assembly) and (ii) it is subsequently dissolved. It may nevertheless be reconvened under the conditions set out in paragraph 3 of article 10 of these by laws.

The Naming Group's work is confidential.

The Naming Group is in regular link with the Steering Group in order to write the mandate which will be entrusted to the International Leadership Team.

Article 7: Procedures of the Executive Committee

a) The powers and responsibilities of the members of the Executive Committee of the Association are defined as follows:

The President:

- is responsible for organizing and presiding over the activities of the Board of Directors and oversees the proper functioning of the bodies of the Association; particularly, the President ensures that the members of the Board of Directors are able to carry out their duties.
- working in coordination with the International Leadership Team, takes responsibility for promoting the objectives of the International Movement ATD Fourth World and ensures its representation among the organizations and bodies cited in Article 2.

The Vice-President or Vice Presidents:

- support the Executive Committee in all its projects and, in particular, act as representatives and advocates, both on an international level and – based on their location – at a regional level.

The Director General:

The International Leadership Team acts as the guarantor of ATD Fourth World Movement's unity and overall policy orientations. The Director General supports the commitment of the people, in particular of those for whom this commitment represents a lifestyle choice. It entrusts each of these people with a responsibility which allows them to give the best of themselves and

ensures that overall, these activities constitute a comprehensive, coherent and forward-looking process leading to the eradication of poverty.

The roles of the International Leadership Team are as follows :

- The International Leadership Team proposes and reaffirms the main responsibilities of members of the Movement at international level. It accompanies the regional and national teams in their work in conferring responsibilities to its members. It supports the commitment of all those involved (volunteers, allies, Fourth World activists), in particular by encouraging international exchanges and gatherings.
- The International Leadership Team initiates and supports evaluation and programming work (at international level, in countries and for specific projects). It implements the priorities defined together, supports the strategic planning and governance of the teams and countries and initiates new projects.
- The International Leadership Team supports the development of the Movement's public message, contributes to its expression and ensures that it respects the Movement's identity and undertakings. It helps to take this message to the highest levels of world bodies (UN and other international organisations, trade unions, religious bodies, etc.).
- The International Leadership Team handles reports of breaches of the code of conduct (regarding treatment of people or financial misconduct) and ensures the security of teams throughout the world.

The International Leadership Team is made up of several people and functions collectively. The International Leadership Team members may not be chosen from among the members of the Noming Group that proposed names to the General assembly appointing the International Leadership Team.

The Director General ensures the smooth operation of the Association in all civil matters and for this purpose, as granted by the Board of Directors, holds all authority necessary for the representation and daily administration of the Association. ~~The Director General is entitled to take legal action on behalf of the Association.~~

In particular, the Director General has authority to open and manage bank accounts, and has, to this end, power of attorney over the Association's bank accounts. The Director General can sign cheques. The Director General also has authority to sign certificates, invitation letters, agreements or documents relating to obtaining visas or residence permits for Movement members or guests, in relation to any missions, training sessions, gatherings or events organized by the Association. The Director General, in addition to the Treasurer and the Administrative and Financial Director, can nominate bank proxies.

The Treasurer:

The Treasurer manages the association's bank accounts and represents the Association in dealing with institutions, banks, donors and partners. The Treasurer has power of attorney over the Association's bank accounts. The Treasurer does not have authority to take out bank loans on behalf of the Association. The Treasurer prepares an annual financial report to present to the Board of Directors and the General Assembly. The Treasurer also deposits the Association auditor's annual report with the *Journal Officiel*. The amounts which the Treasurer can pay for operations above a unit amount of 200,000 euros will require a double signature.

The Administrative and Financial Director:

The Administrative and Financial Director is appointed by the Association Bureau. The Administrative and Financial Director manages the Association's accounts and any proxies. The Administrative and Financial Director can act as a default proxy, and represents the Association in dealing with institutions, banks, donors and partners. The Administrative and Financial Director does not have authority to take out bank loans on behalf of the Association. The amounts which the Administrative and Financial Director can pay for operations above a unit amount of 200,000 euros will require a double signature.

The Executive Secretary:

- is, in particular, in charge of organizing the meetings of the Board of Directors and General Assembly meetings, and of drafting the minutes.

b) The meetings of the Executive Committee may be held via audio or video conference.

Article 8: Procedures of the Committees

The Ethics Committee of the Joseph Wresinski Archives and Research Centre:

- ensures ethical responsibility in the access to and use of all archived documents. To this end, the Ethics Committee has drawn up a Code of Ethics relating to the accessibility of all documents archived at the Joseph Wresinski Centre (JWC) and at all other ATD Fourth World Movement premises.
- is appointed by the International Leadership Team of the International Movement ATD Fourth World.
- is ideally comprised of eight members:
 - the International Leadership Team, who are ex officio members. These members may be represented.
 - members of ATD Fourth World's International Volunteer Corps
 - individuals chosen on the basis of their commitment or of their professional or ethical expertise

These people are not part of the JWC organization team.

With the exception of the International Leadership Team or the Team's representative, the term of office of Ethics Committee members shall be five years, renewable. If a member of the Ethics Committee is unable to serve for their full term, the International Leadership Team will appoint another person as a replacement.

- The Ethics Committee is in continuous dialogue with the JWC organization team.
- The Ethics Committee is responsible for updating the Code of Ethics in the light of new experience and of the circumstances. The Ethics Committee adopts changes to the Code in agreement with the International Leadership Team.
- The Ethics Committee regularly reports to the Director General.

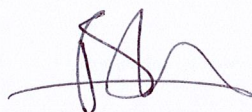
Article 9: Language

With regard to the translations of the Statutes and Rules of Procedure of the Association into

different languages, the French version will prevail in case of interpretation issues.

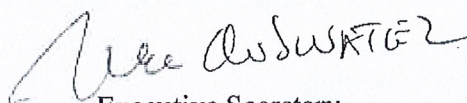
Approved by the Board of Directors on November 24, 2023 and ratified by the Extraordinary General Meeting of June 19, 2024

Bruno Dabout



Director General

Jean-Charles Watiez



Executive Secretary

Appendix 1

Criteria for being a member of the ILT renewal process steering group

The Movement members who make up this Steering Group must meet criteria which are known to all. The International Movement ATD Fourth World is looking for people who meet all the criteria, although it recognises that no one person can meet all the criteria to the same degree and that a team relies on the complementarity of its members:

- Been involved in the Movement for at least 7 years and be recognised as being committed to its values and mode of governance.
- Have strong roots with people and communities living in extreme poverty, and have had the opportunity to work and interact with Fourth World activists, allies and volunteer corps members.
- Have a minimum of knowledge on the Movement's governance structure and the rôle of the ILT.

Have had experience of the international nature of the Movement (e.g. gatherings, regional or international meetings, responsibilities outside their country).

- Have held responsibilities in the facilitation or running of the Movement or its projects.
- Able to work well with others and as part of a team.
- Being open-minded, with listening skills and ability to dialogue, express freely their thoughts
- and be able to evolve in their thinking.
- Be able to carry out intense work involving reflection, with the ability to read and analyse.
- Have the availability and be prepared to participate in group work, both virtually (video conferencing) and in-person.
- Be able to work in English, French or Spanish.