



Groupement de Prévoyance et d'Assurance des Fonctionnaires Internationaux
Provident and Insurance Group of International Officials

STATUTE

NAME - HEADQUARTERS - OBJECTIVE

- Art. 1** A non-profit association was created in Geneva, on March 25th, 1958, under the name of Provident and Insurance Group of International Civil Servants, hereafter called "GPAFI".
- Art. 2** The headquarters of GPAFI are in the United Nations Office in Geneva.
- Art. 3** The objective of GPAFI shall be to provide to its members, as listed and defined in Art. 6 of this Statute, group insurances, stating the conditions set by them.
GPAFI advises and assists in choosing the best insurance coverage.
GPAFI membership grants the right to apply for admission to group insurances.
- Art. 4** GPAFI is of unlimited duration.
- Art. 5** GPAFI observes strict political, cultural and religious neutrality.

ORGANS

- Art. 6** The organs of GPAFI are:
- The General Assembly;
 - The Bureau;
 - The Audit Committee.

GENERAL ASSEMBLY

- Art. 7** The General Assembly of GPAFI consists of all heads of families. Each of which receive an invitation, and has the right to vote. Each member can be represented, by another member provided with power of attorney. Each voting member may not hold more than one vote.
- Art. 8** The functions of the General Assembly are:
- to elect the Bureau, the President of the Bureau and the Auditors;
 - to consider and to approve the reports, in particular those of the President, the Treasurer and the Auditors; to approve the statement of accounts and the Bureau's management;
 - to adopt and amend the Statute;
 - to consider suggestions made by the Bureau;
 - to consider individual suggestions made by members others than those concerning the Statute;
 - to discuss and vote on any matter under the competence of the General Assembly, or placed in its agenda.
- A representative of the insurance companies with which GPAFI has concluded contracts may, at the request of the Bureau, attend the General Assembly and present a report.
One or two representatives nominated by the United Nations Administration may attend the General Assembly and take part in the deliberations in an advisory capacity.
One or two representatives nominated by the Staff Coordinating Council of the United Nations at Geneva, but not members of the Bureau, may attend the General Assembly of GPAFI and take part in the deliberations in an advisory capacity.

Art. 9 The Ordinary General Assembly shall be held at least once every two years. The accounts however, are maintained on an annual basis.
An Extraordinary General Assembly may be convened by the Bureau or by a request sent to the Bureau by registered mail, of at least hundred members eligible to take part in the General Assembly. In the latter case, the meeting can be in session only if at least hundred members are present.
Invitations together with the agenda must be sent to the members at least fifteen days before the meeting.
Individual proposals can be sent to the Bureau in writing at any time but before the invitation and agenda are sent in order to be included.

Art. 10 Decisions at the General Assembly shall be taken by simple majority of the votes cast, unless the Statute provides otherwise. In the case of a tie, the President shall have the deciding vote.
Voting shall be by show of hands unless a secret ballot is requested by at least twenty members present.
Elections shall be by show of hands, unless the majority of the Assembly decides otherwise.
Elections shall be by unanimous majority of votes cast (including blank papers) in the first ballot or by a representative majority in the second.
An Ordinary General Assembly is legally constituted regardless the number of members present.

BUREAU

Art. 11 Persons wishing to be considered as candidates for election to the Bureau should submit their request in writing, at least 10 days before the General Assembly and be accompanied by a letter of intention.
The Bureau shall be composed of five to nine members, one at least being a serving member of the Staff Coordinating Council of the United Nations at Geneva and designated by it.
The Bureau shall include at least a President, one or two Vice-Presidents and a Treasurer.
The Bureau shall be elected for a two-year term.
In the event of vacancy, the Bureau may co-opt one member between two General Assemblies. This member may be then presented as candidate at the next General Assembly.
All members of the Bureau are voluntary.

Art. 12 The functions of the Bureau shall, in particular, be as follows:

- a) prepare and convene the General Assembly and to record and carry out its decisions;
- b) establish the annual statement of accounts and to present them to the General Assembly;
- c) present management reports to the General Assembly;
- d) ensure compliance with the Statute;
- e) manage the affairs of GPAFI and, in particular, negotiate all agreements and contracts on its behalf;
- f) determine the conditions of admission for the various categories of members, take decisions on applications for admission, and decide on any exclusions;
- g) establish and maintain the necessary contacts with insurance companies regarding contracts to be concluded by GPAFI, and those already in force;
- h) sign group contracts with insurance companies;
- i) maintain good relations between the members and the various insurance companies;
- j) manage the investments of the reserve funds;
- k) recruit and administer the staff of the Secretariat in accordance with the Staff Rules and Regulations of the United Nations.

Art. 13 The Administrator of GPAFI together with the President, or the Vice-President, or the Treasurer shall represent GPAFI in its relations with all third parties. In the event of the absence of one or more of the above, the Bureau shall appoint another member to represent it.
Under no circumstance may GPAFI be represented by only one person.

AUDIT COMMITTEE

Art. 14 The Ordinary General Assembly shall appoint every year, two Auditors and an Alternate.
The Auditors shall draw up a report on the accounts provided to them by the Bureau.
They shall have at all times access to the accounts and supporting documents.
They shall submit their report to the General Assembly and shall immediately inform the Administrator and the Bureau of any irregularities in the accounts which may come to their attention.

ADMISSION OF MEMBERS - RESIGNATION - EXCLUSION

- Art. 15** The following shall be eligible for membership of GPAFI:
- Active civil servants of international organizations regardless of the nature and duration of their contracts;
 - Staff members of permanent Missions to the international organizations or NGOs;
 - Former civil servants of such organizations, whether retired or not;
 - Spouses, children, parents and/or domestic staff of those eligible for membership under paragraphs a), b), and c) above, provided that the latter are members of GPAFI;
 - dependents of civil servants who have passed away whilst employed, provided that application for membership is made within three months of the date of death;
 - Passive members, civil servants who wish to affiliate members of their families in direct or indirect line, or their domestic staff.
- Art. 16** Application for admission shall be sent to GPAFI. Any application implies irrevocable acceptance of current and future Statute and Rules of GPAFI. The Bureau shall decide on the conditions of admission.
- Art. 17** Each member can ask for a certificate of GPAFI membership.
- Art. 18** The cancellation dates of the contract are subject to the General Conditions of each insurance company. Any resignation should be submitted in writing, providing full information concerning the contract to be cancelled and should conform to the General Conditions of the insurance company, regarding cancellation. GPAFI shall transmit the request for cancellation to the appropriate insurance company, and provide the member with a cancellation notice as soon as all premiums and membership fees are fully paid up to the end of the coverage of the present contract.
- Art. 19** Each member or his/her beneficiaries must officially notify GPAFI of any change of status which may affect the validity of the insurance policies.
A member may submit his/her resignation in writing to GPAFI at any moment.
The resignation only becomes effective if the conditions set out in the rules dictated by the Bureau are met.
- Art. 20** The Bureau may decide to exclude a member:
- In the case of serious non-observance of the Statute or Rules of GPAFI;
 - For non-payment of insurance premiums;
 - For non-payment of membership fees;
 - In the case of fraudulent declaration to insurance companies.
- The procedure for recovery and exclusion of a member for late payment or non-payment of premiums or membership fees is fixed in the Rules legislated by the Bureau.
The exclusion from certain insurances without advance notice and without possibility of appeal may be applied retroactively if GPAFI cannot reach its member during 6 months and if the premiums are unpaid.
- Art. 21** Any dispute between a member and GPAFI may be referred to the Bureau whose decisions shall be final and without appeal.

ENTRY FEE AND MEMBERSHIP FEE

- Art. 22** Admission and Annual membership fee allows for the financing in part, of the administration and operating expenses.
Admission fee is to be paid by every new member for the creation of the file and the contacts with the insurance companies.
Annual membership and Admission fee are calculated by the Bureau.

FINANCIAL MEASURES

- Art. 23** The income of GPAFI shall be derived from:
- Admission fees;
 - Membership fees;
 - Commission paid by insurance companies;
 - Bank interest;
 - Other income such as subsidies, gifts, legacy, etc.

They have to fully cover the administration and operating expenses and the transferring of these monies into a reserve fund.

Art. 24 GPAFI commitments shall be guaranteed only to the extent of its own assets. Any personal responsibility of the members is excluded.

STATUTE AMENDMENTS

Art. 25 To be able to be the object of a decision of the General Assembly, the text of any amendment of the statute has to appear in the agenda of the General Assembly.
The amendments are presented to the General Assembly by the Bureau which will propose their adoption or rejection. Any statutory modification requires the approval of a two-thirds majority of cast votes.

DISSOLUTION

Art. 26 The dissolution of GPAFI may happen if the financial resources can no longer cover the cost of its administration and operating expenses, or if GPAFI fails to find, for legal or other reasons, partners with whom to conclude insurance contracts.
In that case, the dissolution of GPAFI is decided with a two-thirds majority of present members, by an Extraordinary General Assembly gathering the quorum of hundred members authorized to vote. Should there be no quorum; a second meeting of the Assembly shall be convened within thirty days. Decisions taken by a two-thirds majority of the members present at the second meeting shall be valid even in the absence of the statutory quorum.
In case of dissolution, the net assets of GPAFI shall be handed over to an association or an institution established in favour of international civil servants which shall be nominated at the meeting of the General Assembly which voted for its dissolution.

AUTHENTIC TEXT

Only the French text of this Statute is the authentic text.

APPLICATION

This Statute came into force on the date of its adoption by the General Assembly of 27 October 2011.

It supersedes and replaces the Statute of 1st January 2006.