



Statutes & Bye-Laws

As last amended in 2019



Preamble

WHEREAS EACH Member Association has as its basic aim the development of a safe and orderly system of transportation in international shipping, and the protection of the interest of Shipmasters; and

Whereas the extension of transportation by international shipping to every country in the world renders appropriate the affiliation of National Associations into one International Federation for the advancement of the common good; and

Whereas several Shipowners have combined into international consortia, which trend is likely to continue on a large scale in the future; and

Whereas these Associations desire to co-operate in furthering these aims by the regular interchange of ideas, the co-ordination of their activities and plans in the interest of their Members and of the people of all countries:

NOW, THEREFORE, the parties here to mutually covenant and agree:

1. at all times to strive to uphold the honour and dignity of their Members, of their Association and of the International Federation of Shipmasters' Associations;
2. to co-operate with each other in all that affects their common interest;
3. to respect each other's jurisdictional limits in relation to territory and Membership;
4. to exchange pertinent information on matters of common interest;
5. to respect the constitutional machinery for the settling of such differences as may arise between Member Associations;
6. to refrain from abusing or taking advantage of the confidence reposed in them by the International Federation of Shipmaster's Associations or any Member Associations thereof;
7. to speak without fear or favour in the exposure of any person or Association guilty of any action detrimental to the best interest of International Shipping, Shipmasters, or any Member Association or of the International Federation of Shipmasters' Associations;
8. not to allow considerations of politics, race, colour or creed to influence the free and fair determination of questions which come before them for decision;
9. faithfully to observe the provisions of the Federation's Preamble, Statutes and Bye-Laws now adopted and as hereafter amended; and
10. to abstain from whatever conduct is deleterious to the interests of the profession or falls below its well established standards of conduct and ethics.

Within the framework of the above covenant, Member Associations may adopt for themselves whatever Statutes or Bye-Laws are, in their judgement, in the best

interest of their Members and of the International Federation of Shipmasters' Associations.

Any Member Association may retire from its obligations under this agreement at any time before the 30th day of November of each year by giving sixty days written notice of intention to retire to the Secretary General and conforming to the procedures in the Statutes.

This Preamble remains in effect until amended or until the Federation is dissolved in accordance with its Statutes.

In the Preamble, Statutes and Bye-Laws the word Association(s) also means Organisation(s). ■

Statutes

As First Published 1974 and Amended at the General Assemblies in 1975, 1977, 1986, 1994, 1995, 2000, 2003, 2007, 2017 2018 and 2019.

Article 1

Name

The name of the Organisation is:

THE INTERNATIONAL FEDERATION OF SHIPMASTERS' ASSOCIATIONS (IFSMA)

Powers

The International Federation of Shipmasters' Associations is a non profit-making Federation with power:

- a. To purchase, take on lease or otherwise acquire and to hold for an estate in fee or as lease, and to mortgage, convey and lease and otherwise deal with real estate and chattel, real and personal property of every kind, nature and description, for the convenient conduct and execution of the Federation's business including the purchasing, leasing and maintaining of equipment and buildings and effecting the improvements which may, in the opinion of the Principal Officers, be necessary, convenient or helpful directly or indirectly, in connection with any of the business and objectives of the Federation.
- b. To levy affiliation fees, annual subscriptions and charges upon its Members to provide the funds with which to achieve and maintain the objects of the Federation, including the payment of certain expenses, emergency or otherwise, relating thereto and to establish an ample reserve fund for contingencies.
- c. To accept legacies, gifts, grants and donations.
- d. To make mutual benefit affiliations with other International Organisations.

Article 2

Headquarters-Location and Staff

The Headquarters of the Federation shall be located in proximity to the IMO Headquarters. It shall be staffed in a manner adequate to process the Federation's business, and under such conditions as the Members of the Federation shall from time to time decide.

Article 3

Duration

The duration of the Federation shall be perpetual or until it is dissolved, as provided in Article 4.

Article 4

Dissolution

- a. The Federation may be dissolved at any time by means of an Biennial General Assembly or Special Meeting of the General Assembly by a three-quarters majority vote of the Members.
- b. In the event of such a dissolution, the Meeting shall appoint three representatives, chosen from the Principal Officers or Delegates, who shall act as agents for the Members and dispose of all its assets, physical or otherwise, and any and all questions relating thereto shall be decided by a majority vote of such three agents.
- c. All the assets shall then be divided pro rata between Members of the Federation at the time of such dissolution, in proportion to the subscriptions paid for the last ten years by each Member until the 31st December of the year before such dissolution.

Article 5

The Aim of IFSMA

The Aim of IFSMA is to unite in one professional body the Shipmasters of the world to guard over professional standards and interests in all maritime matters, in order to enable Shipmasters to carry out their responsible duties in an acceptable and recognised manner.

The Purposes of IFSMA therefore are:

- a. To further professional contact and communication between Shipmasters on a world-wide scale.
- b. To support and assist to the best of its ability the interests of the International Maritime Organization (IMO) in its endeavours to maintain and increase maritime safety.
- c. To work with those International Organisations involved in regulating maritime safety and other maritime matters regarding transportation by way of sea routes and in all other uses of the oceans and seas of the world.
- d. To further co-operation between Shipmasters and Shipowners and National Administrations, and to promote mutual interest in safety at sea and pollution prevention.
- e. To further the establishment of International professional standards for Shipmasters and other ranks and recognized adequate manning scales.
- f. Continuously to strive to maintain the professional standards at a level commensurate with general technological and social change and progress.

Article 6

Motto

The official Motto of the Federation shall be: UNITY FOR SAFETY AT SEA

Article 7

Membership Qualifications

Definition: Shipmasters are those who are in possession of an Internationally recognised Certificate of Competency, issued by the Government of an established maritime nation who are serving, or have previously served, in command of seagoing ships whether or not engaged upon International or Domestic Trade. Associations representing Shipmasters whose purposes are aligned with those of the Federation, as given in the Preamble, Statutes and Bye-Laws, shall be eligible for affiliation, subject to the following qualifications, after completion of the procedures in Article 8.

- a. Shipmasters' Associations.
- b. Organisations who have a combined Membership of Shipmasters and other seagoing officers or other acceptable profession, if those Shipmasters form a representable percentage of the Shipmasters of that country and if this Organisation agrees in writing to be only represented in the Federation by those Shipmasters independently (in matters concerning IFSMA independent from the combined Organisation).
- c. Where an Association has already paid subscriptions for the total number of its active serving Shipmasters whether afloat or ashore all other Members who have been in command shall be regarded as Members without further payment.
- d. Individual Members.
- e. Shipmasters shall have the opportunity to join IFSMA as Individual Members, whether or not they belong to an Association or Trade Union which itself is affiliated to IFSMA.
- f. Similarly any National Association, Professional Institute, Learned Society or Trade Union representing such Shipmasters shall be eligible to apply for Membership within IFSMA according to the numbers of such Shipmasters and former Shipmasters that it has on its books, and there shall be no distinction made between them.
- g. Industrial Member - Manufacturers and Distributors of Maritime Equipment pertinent to Shipmasters. Participate in IFSMA committee work by invitation and to exhibit their technologies during IFSMA Biennial General Assembly, conferences, symposia, workshops and seminars around the world. Publish editorial articles free of charge in the IFSMA Newsletter and advertise at competitive rates in the Newsletter and on the Main IFSMA Webpage. Not eligible to hold office or have voting rights at the IFSMA AGA. Attend IMO Committee and Sub-Committee Meetings with IFSMA Secretariat as non-participating Observers, act as advisers to the IFSMA Secretariat.
- h. Associate Member - Any Service or Organisation with demonstrable work in the areas appropriate to the Aims and Key Challenges of IFSMA. Participate in IFSMA

Committee work by invitation and to attend IFSMA Biennial General Assembly, conferences, symposia, workshops and seminars. Publish editorial articles free of charge in the IFSMA Newsletter and advertise free of charge in the Newsletter or on the main IFSMA Web page. Not eligible to hold office or have voting rights at the IFSMA AGA. Attend IMO Committee and Sub-Committee Meetings with IFSMA Secretariat as non-participating Observers, act as advisers to the IFSMA Secretariat.

Article 8

Membership Applications

- a. All applications for Membership shall be on standard forms, provided for that purpose by Headquarters and shall include the names of the Association or Organisation, President and Secretary and the number of its active serving Shipmasters, including the Board and Management; for an Organisation mentioned under Article 7b. also the total number of Members and the name(s) of the person(s) representing the Shipmasters.

Industrial and Associate Members shall apply to Headquarters with their name, contact person and title, address, a statement outlining their maritime interests, the benefits they can offer to IFSMA Members, and the reason why they wish to join IFSMA.

The application shall be submitted to IFSMA, who will verify the applicant's willingness and ability to fulfil the obligations of the Federation; if in the country of the applicant there is already an Organisation Member of IFSMA in good standing and that Organisation registers an objection the application shall not be approved on the first submission. A second application may then be made and this shall be referred to all Members for election, a majority of two thirds of the votes in favour being required to make the application effective.

Other applications may also be voted upon at a meeting of the General Assembly.

- b. The decision of acceptance for Individual Members will be taken by the Executive Council of IFSMA, who may delegate its authority to the Secretary General for this purpose.
- c. Membership will be granted after completion of a. and b. and after the current affiliation fee and subscription have been paid.

Article 9

Declarations of Members in Good Standing

- a. Each year, not later than the end of February, or at such other time as may be fixed in the Bye-Laws, it shall be the duty of each Affiliated Organisation to declare to IFSMA the number of active serving Shipmasters on the 31st of December of the previous year.

- b. This Declaration shall be used to fix subscriptions, charges and voting rights for the current year.

Article 10

Termination of Affiliation

- a. The Membership of the Federation may be terminated by expulsion or by voluntary withdrawal.
- b. Expulsion upon recommendation of the Executive Council shall be effected only at Biennial General Assembly or Special Meeting of the General Assembly and shall be determined by a three-quarters majority vote of that Meeting. Grounds for expulsion shall be wilful violation of the Statutes or Bye-Laws of the Federation.
- c. Voluntary withdrawal cannot be effected unless and until all arrears of subscription and/or charges have been paid when it will take effect from the end of that financial year.
- d. In cases of voluntary withdrawals, application for re-affiliation may be effected through the application machinery of Article 8, subject to the acceptance by the Meeting of a reasonable explanation.
- e. Following a voluntary withdrawal, if such application for re-affiliation is made within two years from the date on which it took effect, the re-affiliation fee may be waived at the discretion of the Executive Council.

Article 11

Suspension

- a. Suspension of Membership is automatic in the case of failure to meet financial obligations as set out in Article 14. Otherwise suspension may be provisionally imposed by the Principal Officers, subject to confirmation by a three-quarters majority vote of the next Biennial General Assembly or Special Meeting of the General Assembly.
- b. Grounds for suspension, other than failure to meet financial obligations, shall be failure to comply with the Preamble, Statutes or Bye-Laws of the Federation to a degree which is, in the opinion of the Executive Council, considered detrimental to the general interests of the Federation.

Article 12

Reinstatement

a. After Expulsion

The reinstatement of an Association whose affiliation has been terminated under Article 10 can be effected only through the application machinery of Article 8.

- b. After Suspension - In cases other than following suspension for failure to meet financial obligations, application for reinstatement may be made at any time and

shall be accepted, if the impediment to full Membership is shown to have been removed, by a three-quarters majority vote of a Biennial General Assembly or Special Meeting of the General Assembly.

In the case of an application for reinstatement after financial obligations have been met, the Principal Officers shall have power to effect immediate reinstatement.

Article 13

Financial Year and Budget

- a. The financial year of the Federation shall commence on the first day of January and expire on the 31st day of December each year.
- b. A budget shall be presented by the Treasurer at each Biennial General Assembly and, if approved by a three-quarters majority, shall become the budget of the Federation for the following year.
- c. Any proposal to amend the affiliation fee and/or annual subscription (see Article 14) shall be voted on separately from the budget and requires a three-quarters majority.

Article 14

Affiliation Fees, Annual Subscriptions and Charges

- a. The revenue of the Federation shall be derived from an affiliation fee and an annual per capita subscription, based upon the declared Membership of each Affiliated Association, in the amount fixed by an Biennial General Assembly or Special Meeting of the General Assembly as the requirements demand, and payable before the 31st of March each year.
- b. All affiliation fees, subscriptions or charges shall be paid in the currency of the Country in which the Headquarters of the Federation are situated.

Article 15

Delegates

Each Member Association has the right to appoint as many Delegates to Biennial General Assembly or Special Meeting of the General Assembly as it has votes. Industrial and Associate Members may each appoint one Delegate.

Article 16

Voting and the Quorum

- a. In all matters requiring a census of opinion, all Member Associations shall have:

For every	1 - 100 Members	one vote
	101 - 200 Members	two votes
	201 - 300 Members	three votes

301 - 700 Members	four votes
701 - 1,000 Members	five votes
1,001 - 1,400 Members	six votes
1,401 Members and above	seven votes

A simple majority of those voting shall be sufficient, unless otherwise laid down in the Statutes and Bye-Laws.

- b. Voting may be effected in person or in writing, by email. Proxy voting is permissible.
- c. The block voting rights of the Group Individual Members, shall be in accordance with the above table but with a minimum of two votes.
- d. Any Association not in good standing will not be allowed to vote at the General Assembly.
- e. The quorum for all voting, whether in person or in writing, must be at least 25% of those eligible to vote provided those persons together hold more than 50% of the votes.
- f. Proxy voters must confirm their authority to the Secretary General no later than at Registration for the General Assembly on the day the voting is to take place.
- g. Industrial and Associate Members are not granted any voting rights.

Article 17

General Assembly

- a. The supreme authority rests with the General Assembly, which consists of Delegates from all Member Associations in number according to their voting right.
- b. A meeting of the General Assembly shall be held biennially.
- c. Advisers and/or Observers may be admitted at the President's discretion. Advisers may speak on behalf of their Delegation.
They shall have no power to vote but may address the meeting by invitation.

Special Meeting of the General Assembly

- d. Special Meetings of the General Assembly may be called at the request of at least three Member Associations. It shall be the duty of the Council to give notice of such a Special Meeting as soon as possible after the receipt of the required number of requests in writing.
- e. Notices of Meetings and agenda shall be given in writing at least sixty days before the date of a meeting.

Jurisdiction

- f. All meetings of the General Assembly have full authority to make decisions which are binding upon the Federation.

Article 18

Executive Council and Principal Officers of the Federation

Responsibility for the functioning of the Federation is vested in the Executive Council, which shall be elected from candidates who are Members of and are brought forward by the Member Associations and/or by the Group Individual Members (GIM) no later than thirty days prior to the declared opening date of the General Assembly at which the election is scheduled to take place.

For this purpose the Group Individual Members shall be entitled to the same rights and privileges as a Member Association. This Council shall consist of the following Principal Officers:

President
 Deputy President
 10 Vice Presidents

They shall be assisted by the:

Secretary General
 Assistant Secretary General
 Honorary Treasurer
 Administrative Staff

Article 19

President

He is the Chief Executive of the Federation and Chairman of the General Assembly. The President shall be responsible for fulfilling the Aim and Purposes and shall co-ordinate and activate the work of the Federation. He shall hold office for a term of four years.

Article 20

Deputy President, 10 Vice Presidents

They are the Principal Officers of the Federation. They assist the President and act on his behalf in case of his absence. They shall hold office for a term of four years.

Article 21

Secretary General

The Secretary General shall be appointed by the Executive Council. He is the Executive Officer of the Federation and the official representative to address the Aim and Purposes of the Federation wherever it may be required.

The Secretary General is responsible for:

- a. The execution of the decisions taken by the General Assembly and the Executive Council.

- b. The efficient function of the Organisation and administration in accordance with its Aim and Purposes, and the communication with Member Associations.

Article 22

Honorary Treasurer and Honorary Auditor

The Treasurer is elected by the General Assembly upon the recommendation of the Executive Council for a term of four years.

The Treasurer shall advise the Executive Council about the Federation's financial matters and assets.

At Annual Meetings of the General Assembly he presents the financial report and the budget for the following year.

The Auditor is appointed by the General Assembly upon the recommendation of the Executive Council for the term of one year.

Article 23

Executive Council

The Chief Executive and the Principal Officers of the Executive Council shall stay in office until a new election has taken place.

Article 24

Mode of Communication

The formal language of IFSMA shall be English.

At the discretion of the Chairman of a meeting any other language may also be used, provided that adequate translation facilities are available.

Article 25

Any matter not covered by these Statutes or Bye-Laws shall be governed by the Executive Council.

Article 26

In case of legal disputes arising from the Statutes, English law shall be applicable.

Article 27

Any modifications to the Statutes and Bye-Laws (and particularly Subscriptions and Charges) should be proposed six months in advance of the General Assembly in order to have the Delegates mandated for decision by their Associations.

Article 28

Changes to the Statutes may be made by the General Assembly and shall be determined by a three-quarters majority vote of that Meeting. ■

Bye-Laws

1. Relations with other International Bodies

The Federation shall maintain working relationships with all International Organisations concerned with Maritime Interests.

2. Federation's Seal, Vignette or Symbol

Only for use by the President, the Executive Council and the Secretary General of the Federation.

3. Membership

- a. More than one Association within one country may be accepted for Membership, provided that the Executive Council is satisfied as to its national status.
- b. If an application for Membership is rejected or opposed, the Association concerned may resubmit its case with further information after an interval of six months from the date of the rejection notice.
- c. In the event of expulsion or withdrawal, the Association shall immediately surrender its Charter to the Federation along with any and all property in its possession belonging to the Federation, and all the rights and privileges thereunder shall thereafter be inoperative, null and void.

Voluntary withdrawal

- d.
 - i. Any Affiliated Association may voluntarily withdraw at any time by giving sixty days written notice to the Secretary General.
 - ii. Voluntary withdrawal cannot be effected unless and until all arrears of subscription and/or charges have been paid.
 - iii. In cases of voluntary withdrawals, application for re-affiliation may be effected through the application machinery of Article 8 of the Statutes, subject to the acceptance by the General Assembly of a reasonable explanation.

4. Financial Fees and Subscriptions

- a. An entrance fee for a newly accepted Member shall be payable with application in the amount determined from time to time by the General Assembly.
- b. The annual subscription for Affiliated Associations shall be in the amount determined from time to time by the General Assembly for each Member in good standing and shall be payable by 31st March each year.
- c. The annual subscription for Individual Members shall be in the amount determined from time to time by the General Assembly and shall be payable by 31st March each year.

Arrears

- d. Any Association affiliated to the Federation and not paying its per capita subscription on or before the first of April and/or which has become in arrears on other Federation obligations, shall be officially notified of the fact and if at the end of three months after the first of April is still in arrears, shall become suspended from the Federation.

Devaluation

- e. Due consideration shall be given by the Principal Officers to any sudden devaluation of a national currency which creates undue hardship to a Member Association.

5. Reserve Funds

- a. The Executive Council has the right to build up a Reserve Fund by investing surplus capital in securities (saving-accounts or otherwise).
- b. The Reserve Fund shall be held in the name of the Federation.
- c. The Reserve Fund shall be built up from such proportion of the working surpluses as the Principal Officers shall decide not to be required for current expenditure, until they reach a minimum of one half of the income from subscription sources during the current year. The above requirement shall not be the determining factor in setting up the subscription rate.

6. Bank Accounts

- a. A bank account shall be established in the country where the Headquarters are located.
- b. It shall be in the name of the International Federation of Shipmasters' Associations. Cheques shall be signed by two persons authorised by the Executive Council.
- c. A subsidiary account, to be used for day-to-day expenditure, shall also be in the name of the International Federation of Shipmasters' Associations, and shall be drawn upon by the Secretary General and one other person authorised by the Executive Council.

Safeguarding income and reserves

- d. If in the opinion of the Principal Officers, the value of the Federation's Reserve Fund or Securities or of the current accounts, are considered to be in jeopardy, the Principal Officers shall have the power to change the Reserve Fund and the Securities and to reinvest them in any recognised domestic or foreign market which in their opinion would safeguard the value of the Reserve Fund and Securities.

Devaluation

- e. If devaluation takes place in respect of any national currency used by the Federation, then the Principal Officers have the powers to protect the Federation's income by requiring Associations to make immediate adjustment of their subscriptions so that the amount payable would correspond in true value with the subscriptions of those Associations before devaluation took place.

7. Delegates

- a. Associations shall regard the appointment of their Delegates as of the highest importance for the deliberations of the Federation. Delegates names and appointments will be confirmed biennially to the Secretariat at least thirty days before each General Assembly or Special Meeting of the General Assembly.
- b. If a Delegate cannot attend the General Assembly, his Association shall try to find a substitute Delegate before giving its proxy to another Association. It is of vital importance that the widest possible representation of Associations' viewpoints shall be available at the Assembly.
- c. Where the Delegate is not the President or Secretary of his Association, the Secretariat shall send additional copies of all policy and action documents to the Association's President.
- d. Delegates from Industrial and Associate Members are encouraged to attend particularly when the Biennial General Assembly or Special Meeting of the General Assembly is combined with a conference.

8. Voting

- a. All communications requiring or concerning voting shall be by email. A reasonable time period shall be prescribed which will allow Member Associations to convene a Council Meeting for a Corporate Answer. Where an Association is unable to attend a General Assembly to cast their vote, they may email their vote to the Secretariat to arrive before the start of the meeting where the voting is to take place.

At the General Assembly

- b. At the General Assembly the President shall decide whether voting on any matter shall be by hand or by secret ballot. Election voting shall always be in secret.

Proxy-voting at the General Assembly

- c. This shall be permitted, provided that the absent Association shall have notified the proxy by email to the Secretariat, with a copy to the President and shall have made clear its voting instructions. (The proxy must also comply with Article 16f).

- d. The President shall announce proxy holdings before Assembly discussions begin. In the event of absence during part of the Assembly, a similar announcement will be made at the appropriate time.
- e. With equality of votes the President casts the decisive vote.
- f. The Delegation of any Member Association failing to meet its obligations under Bye-Law 4(b) shall not be eligible to vote at the General Assembly.

9. Policy between Meetings

Draft release

- a. In order to determine Federation Policy on a subject where none exists, a statement of the matter concerned and a policy proposal may be sent to all Member Associations and, unless objections are received from more than one third of Member Associations, may be deemed policy with Recommendation Status.

At least sixty days shall be allowed for reply. Such policy shall be presented to the next Biennial and or Special Meeting of the General Assembly for confirmation and final determination of its policy status.

Email Ballot

- b. Where, between Biennial and or Special Meetings of the General Assembly, a vote is required under the terms of its Statutes, a statement of the matter and its suggested policy status, where appropriate, shall be sent to all Member Associations, together with a numbered voting slip. At least sixty days shall be allowed for reply and the question shall be determined according to the terms of the appropriate Constitutional requirements. A roll call vote may be called for at the request of any Member Association. Member Associations which do not reply shall be deemed not to have voted and shall not be included in the totals for the calculation of any necessary majority.

10. Biennial General Assembly or Special Meeting of the General Assembly

- a. Each Association shall be free to present items for the Agenda, the final version of which should reach all Members at least two months before the Assembly. With it will also be sent the Balance Sheet as at the previous 31 December and the Treasurer's Report.
- b. Each Association shall have the right to appoint any Official to attend the General Assembly and to exercise the voting rights of that Association.
- c. There shall be an elected representative for the Group Individual Members (GIM) who shall attend the General Assembly as their official spokesman and exercise the voting rights of the GIM.

- d. In the event of death or resignation of any Executive Council Member during his term of office, his replacement will be elected at the next meeting of the Biennial General Assembly or the Executive Council may consider calling a Special Meeting of the General Assembly.
- e. The place of each Biennial General Assembly shall be determined by a preceding Meeting, voting on invitations put forward by Member Associations, or if invitations are not received in time then the place may be determined by the Executive Council, with Members being notified for ratification.
- f. All duly convened General Assembly Meetings have full authority to make decisions that are recommended upon the Federation.

11. Ratification

At General Assembly Meetings, Resolutions (directives), passed by majority vote, as provided in the Articles shall become firm Federation policy.

12. The General Assembly, Committees and Working Groups

- a. The Executive Council may appoint Committees to examine specific matters for reporting to the Council. The Chairman of such Committees will be drawn from either Council Members or Delegates. They may co-opt non-Delegate Members to assist their work.
- b. For the processing of particular objectives, a system of Working Groups shall be maintained. Such groups shall be composed of:
 - i) Members nominated by individual Associations, and
 - ii) Specialist Members.
- c. Working Groups meetings will normally be informal in character. Formal voting will not take place and the recommendations of such Groups shall not be acted upon unless they have been endorsed by the Executive Council at General Assembly Meetings.

13. Organisation and Distribution of Projects

- a. The Executive Council will draw up the items on the programme needed to fulfil the Aim and Purposes of the Federation as laid down in the Statutes, to be worked on by the Committees or Working Groups.
- b. They will distribute the results arrived at, in the form of reports, questionnaires, or enquiries, to the Member Associations and Individual Members. They will set the ultimate date for answers to reach the Secretary General.
- c. The results and/or action to be taken will be on the agenda of the next meeting of the General Assembly.

14. Resolution Committee

- a. A permanent Resolutions Committee shall be appointed by the President and the Executive Council.
 - I. The Committee shall consist of no less than three (3) and not more than six (6) members in good standing.
 - II. The Committee shall meet, either in person or electronically twice a year, with a mandatory meeting at least sixty (60) days before a General Assembly, to consider resolutions submitted by the membership.
 - III. The Committee shall annually review all existing resolutions and determine whether or not they remain relevant to the mission of IFSMA. If there are no changes to the existing resolutions the chairman of the committee shall report such to the AGA. Should there be existing resolutions that are no longer relevant or have been resolved, the chairman shall report the committee's recommendation to archive said resolution.
 - IV. The Committee shall determine the validity of proposed resolutions and may take the following three (3) options:
 - a) Pass the resolution on to the body with no changes
 - b) Pass on with do not pass recommendation
 - c) Revise the resolution, with the consent of the presenter, to conform with IFSMA ideals and standards.
 - V. In its considerations, the Committee will review all existing resolutions to see if the presented resolution cannot be combined into an existing resolution, or is already covered by an existing resolution.
- b. Resolutions from the membership shall be accepted by the Secretariat up to ninety days before a Biennial and or Special Meeting of the General Assembly and shall be forwarded to the Resolutions Committee at that time.
 - I. Resolutions shall be presented in English and shall be relevant to realm of seafaring and Shipmasters.
 - II. The presenter of the resolution acknowledges that the committee shall review the proposed resolution and with the presenter's permission, may substantially change the wording, but not the meaning of the proposed resolution.
- c. Emergency Resolutions, may be received up to or at the beginning of the General Assembly for consideration ONLY if the following criteria are met:
 - I. The proposed resolution is truly an emergency and cannot wait for the next General Assembly.
 - II. If the proposed resolution requires action by the Secretary General and/or the Executive Council before their next scheduled meeting
- d. After agreement by the General Assembly a resolution will become a Final Resolution.

15. Maintenance of Records

- a. There shall be maintained a record of Federation Policy and each Member Association shall be supplied with one copy thereof.
- b. This record shall be kept up to date as necessary by the issue of amendments after each Biennial and or Special Meeting of the General Assembly.
- c. The form shall be as agreed from time to time by Principal Officers, but must be such that Members may have full record of all Federation Policies.
- d. In addition, there shall be maintained a copy of each General Assembly Meeting report at Headquarters and also one copy of each Resolution (directive) as passed by the Federation, the latter to be available at any General Assembly Meeting and in such form that easy reference to any Resolution (directive) is possible.

16. Mode of Communication

- a. This shall be effected, both verbal and in writing, in the English language, this being the most International language in the maritime world. Those Member Associations, who would rather not correspond in English but prefer to use their own language, should enclose an English translation.
- b. Where an English translation is concerned Member Associations are asked to take into account that the English Language they speak might only be understood with difficulty by some Delegates (who are fluent in other International Languages), and they should therefore speak slowly in a loud voice and as clearly as possible.
- c. Those Member Associations who feel they might have difficulties taking part in discussions during General Assembly Meetings are requested to inform the Secretary General.
- d. The IFSMA Newsletter will be published at regular intervals throughout the year and will include summarised Policy Decisions taken at the General Assembly and any resultant action required by Members. Affiliated Associations are encouraged to reproduce extracts in their own newsletters.

17. Settlement of Disputes among Member Associations

In the event of differences of any kind arising between two or more Associations:

- a. In the first resort, the Associations affected shall meet under the Chairmanship of a Principal Officer of the Federation for an attempt to resolve the differences.
- b. In the event of failure to reach agreement, the Chairman shall then refer the problem to the other Principal Officers with a view to convening a committee to deal with the matter. This committee will be composed of representatives of each Association concerned and three mediators nominated by the Principal Officers of

the Federation. A majority vote of the mediators shall be sufficient to reach a decision.

- c. The mediating officers will be drawn from among the Principal Officers of the Federation and Member Associations, but no officer whose Association is a party to the difference is eligible to act.
- d. All rulings shall be subject to review by the President, who shall have power to uphold or set aside the ruling of this committee. Members shall have the right to lodge an appeal to the President within 30 days after receiving the committee's decision.

18. General

- a. Changes to the Bye-Laws may be made by the General Assembly and shall be determined by a three-quarters majority vote of that Meeting.
- b. The Federation's name shall not be used by any Individual Members other than those holding official appointments on their personal letterhead or business-card. No Member Association shall speak in the name of the Federation without prior permission of the Principal Officers of the Federation. All documents and letterheads concerning activities sponsored by the Federation should use the Federation's Seal, Vignette or Symbol.

19. Deputy or Assistant Secretaries

The Council may from time to time appoint such Deputy or Assistant Secretaries as may be required, and any person so appointed may act in place of the Secretary.

20. Copyright

Every paper presented to the Federation, and accepted for reading, or for publication in full or in abstract, and every paper read at a meeting of the General Assembly or any part thereof, and the copyright therein, shall be the property of the Federation. The right of publishing all such papers and the reports of the proceedings and discussion at meetings of the General Assembly or any part shall be reserved to the Council who may, as they think fit, give their consent to publication in approved cases. The Council in such cases as they may think fit, shall have power to release or surrender the rights of the Federation in respect of any such paper or the copyright therein provided always that the Federation is duly acknowledged in any publication. IFSMA retains the right to publish papers presented at the General Assembly or in the IFSMA Newsletter or elsewhere as the Executive Council or its officers decide. ■

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