

**ICPFSB**

**INTERNATIONAL COMMISSION**  
**FOR POSTAL FINANCIAL**  
**SERVICES & BUSINESS**

**CONSTITUTIONAL CHARTER**

## PREAMBLE

The present Charter cancels and replaces the Constitutional Charter 2000, its internal regulations and subsequent amendments.

### **I. Name and headquarters of the ICPFSB**

#### **Article 1. – Name and duration**

An international body, with the name „International Commission for Postal Financial Services and Business” (from now on ICPFSB) is to be formed.

The ICPFSB is created for an undetermined period.

#### **Article 2. – Headquarters**

The ICPFSB's headquarters is situated in the country where its President and Secretariat have their headquarters.

### **II. Purpose, Objectives and Form of the ICPFSB**

#### **Article 3. – Purpose and objectives**

According to the provisions from the UPU C 47/2004 Resolution regarding the development of the financial services which recommends:

- linking the postal financial and the banking worlds
- prioritizing effective cooperation and coordination with stakeholders such as the World Savings Banks Institute, the World Bank and regional development banks in the field of postal financial services

The ICPFSB has the following objectives:

- to contribute to the realisation of the strategy of the UPU in the business field;
- to collaborate with the UPU to rejoin the common objectives and to improve the relations between the member countries and between them, the UPU and the other international organizations;
- to represent and support at the UPU and other international organizations the demands of the different members to establish collaboration relations and development on the business basis;
- to facilitate the exchange of experience and the best practice among members;
- to take into account needs of the customers and of the markets from the business and marketing field;

#### **Article 4 - Status of member**

Postal administrations or enterprises, postal banks, commercial banks – offering postal financial services and other businesses on the territory of a member state of the UPU – can be members of this ICPFSB.

#### **Article 5 – Relations with international institutions and other organizations**

In order to reach its own objectives, the ICPFSB shall maintain relations with other international institutions and associations of which it may become a member.

The ICPFSB exercises its activities on the basis of this Charter and takes into account the provisions of the regulations of the Universal Postal Union (UPU) of which it is a Restricted Union and the European Union (EU).

#### **Article 6 – Form of the ICPFSB**

The ICPFSB is an international, non-profit making body.

#### **Article 7 – Representation of the Members**

The ICPFSB is authorized to present to third parties, on behalf of its Members, the common positions adopted on matters where the interests of its Members are involved.

However, membership of the ICPFSB does not prevent Members from participating in any other organization.

### **III. Admission, expulsion and resignation of members**

#### **Article 8 – Admission of Members**

New membership is admitted when the present Charter is signed by institution and the annual contribution is paid.

The application for membership must be addresses to the Secretariat, which submit it to General Assembly for approval.

#### **Article 9 – Termination of membership**

A Member is entitled to resign from the ICPFSB at the end of a calendar year by informing the Secretariat in writing giving six months notice .

Membership is automatically terminated when a Member legally ceases to exist.

The expulsion of a Member is decided by the General Assembly in cases where that Member:

- is in liquidation or bankruptcy;
- non longer fulfils the conditions under article 8;

#### **Article 10 – Financial liability of the former Member**

Should Members cease to be a part of the ICPFSB, whatever the reason, they remain liable to pay to the ICPFSB any sum owed before membership ceased, including the contribution for the year during which membership asked to stop.

### **IV. Operation of the ICPFSB**

#### **Article 11 – Bodies**

The bodies of the ICPFSB are the yearly General Assembly, the President, the Expert, the Secretariat, the Internal Auditor.

#### **Article 12 – Organisation of the General Assembly and Forums**

All the Members are entitled to attend the General Assembly. A Member can be represented by another Member. A member shall not hold proxy for more than two other Member, sent to the Secretariat.

Each General Assembly shall be convened by the Secretariat, in co-operation with the host country appointed at the preceding General Assembly.

The General Assembly shall be organized by a representative of the host country and presided by the President of the ICPFSB.

The date and venue of the Annual General Assembly shall be established during the previous General Assembly and communicated by the Secretariat.

For any cases necessary to obtain approval by the General Assembly, by call of the President, motivated convocation for Extraordinary General Assembly with 30 days before.

Periodic Forums may be organized based on matters of common interest.

#### **Article 13 – Responsibilities of the General Assembly**

The General Assembly can exercise any powers in order to achieve the objectives of the ICPFSB.

The main competences of the General Assembly are:

- to define the general policy;

- to approve and elect president;
- to approve the Strategy and Annual Action Plan;
- to admit or expel a Member;
- to amend the Charter ;
- to approve the annual report and execution of the budget for the next year and to set the annual contribution;
- to approve the report of the Auditors regarding the budgetary performance on the expired year;
- to modify or dissolve the ICPFSB.

If necessary the General Assembly can also approve the organization of specific Forums attended by experts who will speak about subjects proposed by the members in advance.

The ICPFSB can be assisted by external councillors. The corresponding expenses, approved by the General Assembly, are covered from the ICPFSB budget.

**Article 14 – Leadership and responsibilities of the President and the Expert**

The ICPFSB is lead by a President, elected for 3 years.

The President has the following responsibilities:

- to guarantee the respect of Charter provisions
- to lead and directs the activities of the ICPFSB
- to promote and represents the ICPFSB’s interests;
- to maintain relations with outside organisations, for example the European Union (EU), the Universal Postal Union (UPU), EUROGIRO, POSTEUROP, WSBI, World Bank, IFC, EBRD and so on.
- to report to the Members on the actions taken to represent the interests of the ICPFSB;
- to represent the ICPFSB or, in case of impediment owing to Force Majeure, appoints another Member to represent it.
- to sign all acts concerning the ICPFSB (the President only);
- to direct the activities of the Secretariat;

### **Article 15 – The Secretariat and its responsibilities**

The Secretariat consists of two persons who must be experienced for the work to be done. The Secretariat is recruited by the President.

The Secretariat acts under the direct coordination of the President:

- Ensures the proper administration of the ICPFSB in accordance with the Internal Regulations;
- Ensures effective communication among the Members;
- Draws up the documents of the General Assembly and of the Forums and distributes them to the Members;
- Acts as the secretary of the General Assembly or other meetings;
- Draws up in English language the minutes of the General Assembly and of the meetings to which the eventual presentations by Members are enclosed
- Keeps in touch with all the members of the ICPFSB;
- Manages the accounting records of ICPFSB's fund;

### **Article 16 – The Internal Auditor and his responsibilities**

The Internal Auditor:

- have to control the budget and the balance regarding the activity planning under the responsibility of the Secretariat and the Presidency
- to prepare the annual report to present for approval of the General Assembly

### **Article 17 – Observers**

The President can invite observers at the meeting.

The invitations shall be made by the Secretariat.

The observer status can be extended to all the other partners which are interested in ICPFSB's activity. The request to be admitted as an observer must be submitted to the Secretariat.

## **V. ICPFSB Finances**

### **Article 18 – Budget and accounts**

The financial year of the ICPFSB is the calendar year.

The membership contribution has to be paid by each Member, up to the ending of the first quarter, on the basis of the invoice sent by the Secretariat.

The Secretariat is responsible for submitting the audited accounts for the previous financial year and the draft budget for the following financial year to the General Assembly for approval.

The funds have to be deposited into a current account opened in a bank in the Presidency's country.

The temporary available amounts can be deposited at different terms. The Secretariat will periodically inform the members about the deposits amounts, the terms and the interests.

### **Article 19 – Financial contribution**

The budget of the ICPFSB is discussed and approved by the General Assembly.

The contribution of each member is to be established in the General Assembly in equal shares and represents income resources to be used as following:

- the expenses corresponding to the meetings of the ICPFSB (logistics, interpretation, meeting hall, actions of the Secretariat between the meetings, etc.)
- indemnity for the Secretariat
- other expenses established by the General Assembly.

Each member, including the President and the Internal Auditor, must bare the transport and lodge expenses of its representatives.

## **VI. Amendments to the Charter – Dissolution of the ICPFSB**

### **Article 20 – Miscellaneous**

Any proposal aiming to amend the Charter or to wind up the ICPFSB must be approved by at least two thirds of the Members.

The ICPFSB must ensure that the Members have at least three months to consider such a proposal, prior to its consideration by the General Assembly.

Amendments to the Charter will be effective at the date decided by the General Assembly.

## **VII. General provisions**

### **Article 21 – Decisions of the General Assembly**

The General Assembly can:

- take decisions concerning the functioning of the ICPFSB which are binding for all members;
- to contribute to standards for a product or a service which will be binding for all members which use this product or service.

### **Article 22 – Voting procedure in the meetings**

The quorum of presence which is required at the General Assembly is determined by a simple majority of the members of the ICPFSB, whether they are represented by a duly authorized mandatory or by the holder of a duly delivered mandate, except in the cases of the dissolution of the ICPFSB or the modification of the founding Charter.

In these cases, a qualified majority is required; the decision is taken by two thirds of the members having voting right.

The quorum of presence required within the ICPFSB is fixed at the half plus one of the present or represented members.

In case the votes of the members present or represented are equal, whether in the General Assembly or the ICPFSB, the vote of the President is decisive.

The vote procedure may take place by a show of hands.

### **Article 23 – Language**

The language of deliberation for the General Assembly and for other meetings is English.

The ICPFSB choose the language in which they wish to hold their deliberations, taking into account the possibilities of their members.

All documents of the ICPFSB are elaborated in English by the author.