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FEDERATION INTERNATIONALE DES CORPS ET ASSOCIATIONS CONSULAIRES AISBL

FICAC MEMBER CORPS/ASSOCIATIONS

Application and membership procedures

Summarized below are the procedures that a Consular Corps or Association or a Regional Association is asked to follow to become a Member of the FICAC, and the general procedures for remaining a Member Corps/Association or Regional Association of FICAC.

1. Applications

The application procedure shows directly from art. 4 of the 2003 FICAC Amended Constitution.

| Art. 4d |
|---|
| Applications for membership should be submitted to the Executive Committee, which may grant provisional membership subject to confirmation, by the General Assembly. Applications should be accompanied by a copy of the Association's or Regional Association's Constitution, address of its secretariat and further administrative details and a description of its structure and its membership list or lists. |
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PRESIDENT: Hon. Arnold Foote - Jamaica • **VICE-PRESIDENT:** Hon. Amarkal Amarteftio - Africa • **SECRETARY:** Hon. Christos Sikolas - Greece • **TREASURER:** Hon. Aykut Eken - Turkey
Directors: Hon. Costas Lefkaritis - Cyprus • Hon. Kanahiya Ganju - India • Hon. Marco A. Cachel - Brazil • Hon. James L. J. Van Raay - Netherlands • Hon. Marcel Meyer - Suriname
Hon. Lamartine Hollanda Junior - Brazil • Hon. Jacques Deschamps - Haiti

2. Application dossier

To apply to join FICAC as a member Corps/Association or Regional Association, the Organization is asked to send to:

- a. FICAC aisbl – Permanent Secretariat (original)
Avenue de Tervuren 246
B-1150 Brussels, BELGIUM

- b. The Secretary of FICAC aisbl (copy)
Hon. Christos Sikolas
82 Skoufa Str.
146 71 Nea Erithrea
Athens, GREECE

The following documents:

- A letter requesting membership in FICAC (see model letter)
- A copy of the Corps'/Association's or Regional Association's Constitution, By-Laws and other Regulations
- A copy of the Corps'/Associations or Regional Association's Membership lists (with details of all members). Specification of the Executive Board is necessary.
- A letter from a Government Ministry on an official of the country in which the organization is based, confirming that the (Corps/Association of Regional Association) is representative for the consular grouping in the territory as stated in the Statutes.

3. Application procedure

The application documents are forwarded to the members of FICAC's Executive Committee, responsible for membership for their review and subsequent recommendation to the Executive Committee. After approval by the Executive Committee, the Executive Committee may grant provisional membership to the new member, subject to confirmation by the General Assembly.

The Executive Committee reviews the recommendation and submits the application with all recommendation to the FICAC General Assembly Meeting, which is usually held every 3 years in conjunction with the World Congress of Consuls.

A yes vote means that the Corps/Association of Regional Association's can become a Member of FICAC, once membership fees for the current year have been paid.

4. Information about the application

The Secretary of FICAC would normally acknowledge receipt of an application and subsequently informs the applying Organization about the decision of the Executive Committee for provisional membership and also about the decision of the General Assembly Meeting.

5. Membership fees

Annual fees are calculated on the basis of the number of members each Corps/Association or Regional Association has.

In accordance with the resolution of the 2003-General Assembly Meeting of Athens (Greece) the fees have been established as follows:

- a) Per member : 15.- US\$
- b) Maximum for each Corps/Association : 750.- US\$
- c) Minimum for each Corps/Association : 300.- US\$

A "Regional Association" will be dealt with on a "case by case" base.

Bank charges US\$ 25.- for each remittance.

6. Remittance

After a written notification by the Secretary of FICAC a Remittance for Membership Fees shall be sent to the Treasurer at the following Address:

Honorary Consul Aykut Eken of Turkey
FICAC aisbl Permanent Secretariat
Avenue de Tervuren 246
1150 Brussels, Belgium
Tel. : +32 2 762 51 46
Fax : +32 2 762 86 67
Email : ficac@skynet.be

The details of the Bank account of FICAC are:

Account Holder

F.I.C.A.C. aisbl
246 avenue de Tervuren
BE - 1150 Brussels / Belgium
Tel: +32 - 2 762 51 46
Fax: +32 - 2 762 86 67
Email: ficac@skynet.be

Bank References

CBC Banque s.a.
Grand'Place 5
BE - 1000 Bruxelles / Belgium

Account n° 732 - 0137819 - 33
IBAN: BE79 7320 1378 1933
BIC (Swift address): CREGBEBB

A copy of the notification of the remittance to be sent by fax or email to:

- The Secretary of FICAC aisbl
Hon. Christos Sikolas
82 Skoufa Str.
146 71 Nea Erithrea
Athens, GREECE
Tel: +30 210 800 37 54 – Fax: +30 212 121 93 80 – Email: ficac.secretary@gmail.com
- The Permanent Secretariat of FICAC aisbl
Avenue de Tervuren 246
1150 Brussels, Belgium
Tel.: +32 2 762 51 46 - Fax: +32 2 762 86 67 –
Email: ficac@skynet.be & patrickdebus@ficacworld.org
- The Treasurer of FICAC aisbl
Hon. Aykut Eken
Avenue de Tervuren 246
1150 Brussels, Belgium
Tel.: +32 2 762 51 46 - Fax: +32 2 762 86 67 - Email: aeken@skynet.be

The FICAC Executive Committee
for 2006 – 2009

Annex: Model letter for Application

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FEDERATION INTERNATIONALE DES CORPS ET ASSOCIATIONS CONSULAIRES AISBL

APPLICATION FOR MEMBERSHIP

Our General Assembly Meeting/Executive Committee Meeting of
in.....

Having studied and accepted the 2003 Amended CONSTITUTION of the Federation Internationale Des Corps Et Associations Consulaires, resolved that an application for membership to F.I.C.A.C. be and is hereby submitted

Name of Consulat Body : _____
Address (Street) : _____
Address (Postal) : _____
Telephone : _____
Telefax : _____
Email : _____
Name of President : _____
Name of Secretary General : _____
Names of other Members of the
Executive Committee : _____
▪ _____
▪ _____
▪ _____
Number of Members of the Committee : _____
Signed by : _____

Place

Date: