



# Official Call for the 2015 WFTO-Europe's Annual General Meeting

Brussels, 20 April 2015

Dear WFTO-Europe members,

The Board of Directors has the pleasure to call you for the 2015 ordinary Annual General Meeting (AGM) of the **World Fair Trade Organization – Europe** ASBL<sup>1</sup>. The AGM will take place on **26<sup>th</sup> of May 2015**, starting at 14.30, at the Klima hotel, in Milan, Italy, during the 2015 WFTO Global Conference (check WFTO Global Conference Program at [www.wfto.com](http://www.wfto.com)). Due to the short time available, the AGM will be mainly focused on fulfilling legal requirements. A specific session will be however dedicated to the discussion of Global documents.

The **Agenda** will include the following points:

1. Welcome and introductory words by the President and other Board members;
2. Election/Appointment of the Chair and Secretary;
3. Election/Appointment of the Voting Committee;
4. Approval of the Minutes from the 2014 AGM, in Elspeet, the Netherlands (*Doc.2*);
5. Presentation of 2014 Accounts and Balance (*Doc.5a*);
6. Approval of 2014 Accounts and Balance; Discharge of the Board of Directors,
7. Presentation of the 2016 Provisional Budget (incl. fees for 2016 – *Doc. 6, 14*);
8. Presentation of the Annual Report 2014/15 and of the Work Plan 2015/16 (*Doc. 3,7*);
9. Discussion of the Annual Report 2014/15 and of the Work Plan 2015/16;
10. Presentation of the Communication strategy (*Doc.8*);
11. Presentation of the revision of the Bylaws - to fully align WFTO-E policy to Global (*Doc. 11a*);
12. Presentation of Bertil Högberg, Board member co-opted in October 2014, and the new candidates to the Board of Directors;
13. Presentation of the European candidate to WFTO Global Board of Directors;
14. Presentation and discussion of WFTO-Europe positions and comments (incl. possible proposed amendments) on Global documents and issues to be discussed in WFTO Global AGM (May 27);
15. Important decisions/votes:
  - a) Approval of the 2016 Provisional Budget (inc. fees 2016);
  - b) Approval of the Work Plan 2015/16
  - c) Approval revision of the Bylaws;
  - d) Confirmation of Bertil Högberg as Board member and Nomination of the new Director of the Board;
  - e) Approval of the European candidate as WFTO Global Board member;
  - f) Approval of WFTO-Europe positions and comments on Global documents and issues
16. Any Other Business (AOB).

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<sup>1</sup> Association Sans But Lucratif / Non-Profit Organisation.



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The submission of motions and proposals for amendments under the above agenda points should be received by the WFTO-Europe Board no later than one week before the AGM (i.e. before 19<sup>th</sup> of May, 16:30CET). **Only amendments being submitted to the Board on time will be considered for discussion and decision during the 2015 AGM.** The proposal of amendments needs to be sent to the Board on paper BEFORE the AGM in order to discuss them, looking for solutions.

We recall you that **only registered members of WFTO-Europe** (that is, those with **no due fee and a valid SAR<sup>2</sup>**) have **the right to vote**. Each WFTO-Europe member should authorize a representative person to exercise the voting right on its behalf. On entrance into the AGM, each organization has to fill in a form which designates voting right to one person only per organization. Each registered member has one vote.

If you cannot be present, it will be **possible to vote by appointing another registered WFTO-Europe member as your proxy<sup>3</sup>**. You must do that in advance, by writing to the WFTO-Europe Board, and no later than at the start of the WFTO-Europe AGM on 26<sup>th</sup> of May, at the registration desk (see format for proxy votes attached). Each registered member may not hold more than three (3) proxy votes.

You will also find in attachment the following documents:

- Minutes from the 2014 WFTO-Europe AGM;
- Annual Report for 2014/2015;
- Supporting Documents for AGM;
- 2014 Accounts and Auditor's opinion on 2014 accounts;
- Provisional budget for 2016;
- Work Plan 2015/16;
- Invitation for candidates and Rules for applying to the Board of Directors;
- Proxy voting (rules+form);
- Communication strategy
- WFTO-Europe Constitution and Bylaws

On behalf of the WFTO-Europe's Board of Directors,  
*Giorgio Dal Fiume, President*

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<sup>2</sup> Article 4 of the WFTO-Europe Constitution states that "[...] Registered members shall fully enjoy the rights granted to partners by law and by this Constitution. [...] To become a registered member of WFTO Europe, it is therefore essential to be member of WFTO (Global)."

According to the WFTO (Global) Constitution and bylaws each member is required to pay their annual fees and submit a SAR every 2 years.

<sup>3</sup> Article 11 of the Constitution states that «Each registered member may attend the General Meeting. Any registered member can choose to be represented by another registered member by written proxy. No registered member may represent more than 3 other registered members.»