



**REQUEST BY A NON-GOVERNMENTAL ORGANIZATION TO BE
ACCREDITED TO ACT IN AN ADVISORY CAPACITY TO THE COMMITTEE**

Deadline: 30 April 2023
**for examination by the Committee in 2023 and accreditation by the
General Assembly in 2024**

File may be downloaded at:
<https://ich.unesco.org/en/forms>

*Please provide only the information and supporting documentation requested below.
Annexes cannot be accepted.*

A. Identification of the organization

A.1. Name of the organization submitting this request

A.1.a. *Provide the full official name of the organization in its original language, as it appears in the supporting documentation establishing its legal personality (section D.2. below).*

ORGANISATION INTERNATIONALE DE LA DENTELLE AU FUSEAU ET A L'AIGUILLE OIDFA

A.1.b. *Name of the organization in English and/or French.*

OIDFA
The International Bobbin and Needle Lace Organisation
Organisation Internationale de la Dentelle au Fuseau et a l'Aiguille

A.2. Address of the organization

Provide the complete postal address of the organization, as well as additional contact information such as its telephone number, email address, website, etc. This should be the postal address where the organization carries out its business, regardless of where it may be legally domiciled. In the case of internationally active organizations, provide the address of the headquarters.

Organization: [OIDFA](#)
Address: [5 Rue Emile Guillaumin, 03100 Montluçon](#)
Telephone number: /
Email address: President@oidfa.com

Website: www.oidfa.com

Other relevant information: Facebook: [OIDFA - The International Bobbin and Needle Lace Organisation | Facebook](#)

Instagram: <https://www.instagram.com/oidfa/>

A.3. Contact person for the correspondence

Provide the complete name, address and other contact information of the person responsible for correspondence concerning this request.

Title (Ms/Mr, etc.): Ms

Family name: LEPLAT

Given name: Caroline

Institution/position: OIDFA President

Address: Daverlostraat 239, B-8310 Assebroek

Telephone number: +32 486 42 33 69

Email address: oidfa.caroline@gmail.com

Other relevant information:

A.4. Country or countries in which the organization is active (Paragraph 91(b) of the Operational Directives)

Identify the country or countries in which your organization actively operates. If it operates entirely within one country, indicate which country. If its activities are international, indicate whether it operates globally or in one or more regions, and list the primary countries in which it carries out its activities.

local

national

international (please specify)

worldwide

Africa

Arab States

Asia and the Pacific

Europe and North America

Latin America and the Caribbean

Please list the primary country(ies) in which it is active:

[Australia](#); [Belarus](#); [Belgium](#); [Canada](#); [Denmark](#); [Estonia](#); [Finland](#); [France](#); [Germany](#); [Greece](#); [Ireland](#); [Japan](#); [Malta](#); [New Zealand](#); [Poland](#); [Russia](#); [Slovenia](#); [South Africa](#); [Spain](#); [Sweden](#); [Switzerland](#); [United Kingdom](#); [USA](#)

B. Organization's competence, expertise, and experience in the field of safeguarding intangible cultural heritage (Article 9 of the Convention and paragraphs 91(a) and (c) of the Operational Directives)

B.1. Objectives of the organization

Describe the objectives for which your organization was established, which should be in conformity with the spirit of the Convention. If the organization's primary objectives are other than safeguarding intangible cultural heritage, explain how its safeguarding objectives relate to those larger objectives.

Not to exceed 300 words

The aims of the association are to:

- promote, coordinate and increase efforts for the study, practice and the quality of bobbin and needle lace in traditional techniques as well as modern interpretations and use.
- facilitate, stimulate and coordinate national and international lace exhibitions.
- encourage study and research of historical and technical information.
- facilitate meetings of lace makers.
- send out a news bulletin to all the members, the frequency of which will be specified in the Bylaws.
- develop a sense of friendship and of unity between the lace makers of all countries.

B.2. Domain(s) in which the organization is active

Tick one or more boxes to indicate the primary domains in which the organization is most active. If its activities involve domains other than those listed, tick 'other domains' and indicate which domains are concerned.

- oral traditions and expressions
- performing arts
- social practices, rituals and festive events
- knowledge and practices concerning nature and the universe
- traditional craftsmanship
- other domains - please specify:

Briefly describe below your organization's work in relation to the domains chosen (if your organization cuts all domains, explain how).

Not to exceed 250 words

OIDFA has biennial International congresses in different countries including lectures and workshops. We also have a quarterly Bulletin which includes information focusing on the history and preservation of lace, techniques and patterns.

Our website and social media channels are used to inform members about the current activities and to attract new members.

B.3. Primary safeguarding activities in which the organization is involved

Tick one or more boxes to indicate the organization's primary safeguarding activities. If its activities involve safeguarding measures not listed here, tick 'other safeguarding measures' and specify which ones are concerned.

- identification, documentation, research (including inventory-making)
- preservation, protection
- promotion, enhancement
- transmission, formal or non-formal education

revitalization

other safeguarding measures – please specify:

B.4. Description of the organization's activities

Briefly describe the organization's recent activities and relevant experience in safeguarding intangible cultural heritage, including those demonstrating the capacities of the organization to provide advisory services to the Committee. Relevant documentation may be submitted, if necessary, under section D.3. below.

Not to exceed 550 words

identification, documentation, research

We have workgroups which are researching topics about local laces. The results of these studies have been published by OIDFA. .

preservation, protection

We have a quarterly Bulletin where we have articles about the history and preservation of lace.

promotion, enhancement

In the same quarterly Bulletin we promote lace and also have articles about specific techniques or new publications. Every two years we have an international congress where the lace community comes together to showcase lace.

transmission, formal or non-formal education

During the biennial international congress we have not only expositions to showcase the lace but also, workshops to learn specific laces or techniques and lectures about specific topics, local laces, techniques, ...

revitalization

We have created an online congress to make lace more accessible for younger generations as well as our members.

B.5. Description of the organization's competence and expertise

Provide information on the personnel and members of the organization, describe their competence and expertise in the domain of intangible cultural heritage, in particular those that demonstrate the capacities of the organization to provide advisory services to the Committee, and explain how they acquired such competence. Documentation of such competences may be submitted, if necessary, under section D.3. below.

Not to exceed 200 words

OIDFA, as an organisation consists of 1440 lacemakers, collectors and historians who are passionate and have knowledge about their own specialities.

Many members are teachers or specialists in their domain. So we have a very large and international base of knowledge to fall back upon if a specific expertise is required.

C. Organization's experiences in cooperating with communities, groups and intangible cultural heritage practitioners (Paragraph 91(d) of the Operational Directives)

Briefly describe below how your organization collaborates with communities, groups and, where appropriate, individuals that create, practise and transmit intangible cultural heritage.

Not to exceed 350 words

As an international organisation, we have links with many lace communities. In many countries we have Administrative Council members who meet once a year to share information and experiences with each other. To disseminate information Administrative Council members write and produce newsletters, websites, and videos. They also organize contact days, workshops, and lectures.

In preparation and during the international congress there is interaction with the local lace communities.

Lace communities continually provide articles for publication in the Bulletin.

D. Documentation of the operational capacities of the organization (Paragraph 91(e) of the Operational Directives)

D.1. Members and personnel

Provide proof of the participation of the members of your organization. It may take diverse forms such as a list of directors, a list of personnel and statistical information on the quantity and categories of the members; a comprehensive membership roster usually need not be submitted.

Please attach supporting documents, labelled 'Section D.1.'

D.2. Recognized legal personality

If your organization has a charter, articles of incorporation, by-laws or similar establishing documents, a copy should be attached. If, under the applicable domestic law, your organization has a legal personality recognized through some means other than an establishing document (for instance, through a published notice in an official gazette or journal), please provide documentation showing how that legal personality was established.

Please attach supporting documents, labelled 'Section D.2.'

D.3. Duration of existence and activities

State your organization's date of founding as it appears in the supporting documentation establishing its legal personality (section D.2. above).

The International Bobbin and Needle Lace Organisation was established in 1982 and is registered in France as an association as of 02 June 1988. It is governed by the French law of 1 July 1901, and its modifications.

If it is not already clearly indicated in the documentation provided under section D.2., submit documentation proving that the organization has existed for at least four years at the time it requests accreditation. Provide documentation showing that it has carried out appropriate safeguarding activities during that time, including those described above in section B.4. Supplementary materials such as books, CDs, DVDs or similar publications cannot be taken into consideration and should not be submitted.

Please attach supporting documents, labelled 'Section D.3.'

E. Membership in the ICH NGO Forum

Indicate below whether your organization wishes to join the ICH NGO Forum. Please note that membership is contingent upon the accreditation of your organization by the General Assembly of the States Parties to the 2003 Convention.

For more information on the ICH NGO Forum and its activities, please see <https://ich.unesco.org/en/ngo-forums-00422>.

Yes

No

F. Signature

The request must include the name and signature of the person empowered to sign it on behalf of the organization requesting accreditation. Requests without a signature cannot be considered.

Name: [Caroline Leplat](#)

Title: [President](#)

Date: [28/04/2023](#)

Signature:



28/04/2023



OIDFA Executive Committee members

President	Caroline Leplat	Vice President	Katherine Dunlevey
Treasurer	Evelyne Juvet	Secretary	Marketta Palo
Editor	Katherine Gentelli		

OIDFA Administrative Country Members

Country	AC member
Australia/Australie	Katherine Gentelli EC
Australia/Australie	Barbara Stokes
Australia/Australie	Marie Misiurak*
Australia/Australie	Beverley Blackwell**
Belarus/Bielorussie	Olga Starostsina
Belgium / Belgique	Caroline Leplat EC
Belgium / Belgique	Michèle David
Bulgaria/Bulgarie	Bistra Pisancheva*
Canada	Lise Bergeron
Estonia / Estonie	Penelope Piip
Finland / Finlande	Tanja Aarnio*
Finland / Finlande	Marketta Palo
France	Evelyne Juvet EC
Germany/Allemagne	Irmgard Köhler-Uhl*
Greece / Grèce	Sofia Tsampara *
Ireland / Irlande	Ann Keller
Ireland / Irlande	Geraldine Sheehy McEvoy*
Japan / Japon	Sumi Kono
Japan / Japon	Keiko Takekawa
Japan / Japon	Mika Nakabayashi
Malta / Malte	Anna- Maria Gatt
New Zealand / Nouvelle-Zelande	Tania Waghorn
Poland / Pologne	Ewa Szpila
Poland / Pologne	Anna Sznajder
Russia / Russie	Elena Gorbunova
Slovenia / Slovénie	Mojca Ferle

Slovenia / Slovénie	Simona Strgulc Krajsek*
South Africa / Afrique Du Sud	Aletta Penning
Spain / L'Espagne	M Merce Rovira Regas *
Spain/L'Espagne	M Teresa (Maite) Yanútolo Vives*
Sweden / Suede	Iris Löw
Sweden / Suede	Kerstin Eriksson
Switzerland / Suisse	Patricia Branciard-Houriet
Switzerland / Suisse	Beatrice Senn-Hartl
United Kingdom / Royaume Uni	Evelyn Smith
United Kingdom / Royaume Uni	Anne Drew*
USA / Etats Unis	Katherine Dunlevey EC
USA / Etats Unis	Linda Kay Benning
USA / Etats Unis	Sally Olsen
USA / Etats Unis	Sumiko Tray**

Déclaration à la préfecture de police. **Association médico-sportive « Caïman »**. *Objet* : regrouper tous les chirurgiens orthopédistes et golfeurs, et organiser des réunions médico-sportives. *Siège social* : 21, rue de Prony, 75017 Paris. *Date* : 2 juin 1988.

Déclaration à la préfecture de police. **Karukera Madinina (A.K.M.)**. *Objet* : prendre contact avec d'autres associations afin de mieux faire connaître la Karukera Madinina ; si possible apporter une aide financière aux plus défavorisés et renforcer les liens entre métropolitains et originaires d'outre-mer. *Siège social* : 38, boulevard Brune, 75014 Paris. *Date* : 2 juin 1988.

Déclaration à la préfecture de police. **Association sportive et culturelle de l'amicale Club Martinique Guadeloupe**. *Objet* : promouvoir des manifestations sportives et culturelles. *Siège social* : 14, rue Frédéric-Lemaître, 75020 Paris. *Date* : 2 juin 1988.

Déclaration à la préfecture de police. **Organisation internationale de la dentelle au fuseau et à l'aiguille (O.I.D.F.A.)**. *Objet* : promouvoir la dentelle ; favoriser les expositions et les rencontres de dentellières ; diffuser un bulletin d'information ; développer le sens de l'amitié, de l'unité entre les dentellières de tous pays. *Siège social* : fédération des dentelles, 7, rue Louis-le-Grand, 75002 Paris. *Date* : 2 juin 1988.

Déclaration à la préfecture de police. **Groupe folklorique « Les Gentianes »**. *Objet* : conserver et promouvoir les traditions populaires du Massif central. *Siège social* : brasserie Les Gentianes, 90, rue Balard, 75015 Paris. *Date* : 2 juin 1988.

Déclaration à la préfecture de police. **Association des amis d'Angkor**. *Objet* : faire connaître la civilisation khmère et contribuer à la sauvegarde, à la restauration et à la mise en valeur du patrimoine monumental, notamment du site d'Angkor. *Siège social* : musée Guimet, 6, place d'Iéna, 75118 Paris. *Date* : 2 juin 1988.

Déclaration à la préfecture de police. **Association des boulangers sportifs de Paris (A.B.S.P.)**. *Objet* : organisation de rencontres sportives et réunions corporatives dans un seul but de loisir ou de sport. *Siège social* : 73, boulevard Auguste-Blanqui, 75013 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Progrès en gastro-entérologie (P.E.G.)**. *Objet* : promotion, enseignement et recherche en gastro-entérologie, hépatologie et endoscopie digestive. *Siège social* : hôpital des Diaconesses, 18, rue du Sergent-Bauchat, 75012 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Alexis Troïski**. *Objet* : favoriser l'entraide entre les artistes, encourager et promouvoir l'art plastique contemporain. *Siège social* : 8, rue des Messageries, 75010 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Collège des Irlandais, Paris**. *Objet* : encourager et promouvoir toutes les activités d'ordre culturel, social et éducatif qui permettent de développer les relations franco-irlandaises ; assurer la sauvegarde, la conservation et la mise en valeur du collège des Irlandais, sis 5, rue des Irlandais, 75005 Paris, lieu de ces échanges. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Association pour le regroupement des potentialités de chacun (Arpoc)**. *Objet* : offrir un ensemble de services et de conseils à ses adhérents en leur proposant des échanges d'informations, d'idées et des activités de loisirs pour favoriser le développement des potentialités de chacun. *Siège social* : 69, rue Charlot, 75003 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Un rein pour sauver Edouard Bokobza**. *Objet* : aide, démarchage et collecte auprès du public pour aider une personne ayant besoin d'une intervention chirurgicale. *Siège social* : 27, rue d'Artois, 75008 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Association des chômeurs « Paris Bastille 11 »**. *Objet* : accueillir, aider, orienter, réinsérer les chômeurs, et notamment ceux de longue durée. *Siège social* : 93 bis, rue de l'Amiral-Mouchez, 75013 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Association des chômeurs « Paris Centre »**. *Objet* : accueillir, aider, orienter, réinsérer les chômeurs, et notamment ceux de longue durée. *Siège social* : 93 bis, rue de l'Amiral-Mouchez, 75013 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Les Amis de La Marie**. *Objet* : mise en œuvre de toutes les actions concourant à la valorisation de l'ancien cotre de pêche dénommé à ce jour *La Marie* immatriculé à Saint-Nazaire. *Siège social* : 123, rue de Grenelle, 75007 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Rétro Rail**. *Objet* : encourager la sauvegarde et l'entretien de matériel de chemin de fer, et l'organisation de voyages touristiques. *Siège social* : 88, boulevard Malesherbes, 75008 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Association Nord-Sud pour la promotion des transferts technologiques (A.N.S.P.T.T.)**. *Objet* : développer la coopération scientifique et technique entre le Nord et le Sud. *Siège social* : chez M. Adescat, 10, rue Rochechouart, 75009 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Association L'Enfant d'eau**. *Objet* : familiarisation et adaptation du jeune enfant au milieu aquatique, activités pré et postnatales. *Siège social* : 96, rue de Richelieu, 75002 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Les Lumières du regard**. *Objet* : création et diffusion d'œuvres cinématographiques, audiovisuelles et théâtrales. *Siège social* : 89, rue Pascal, 75013 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Restaurant inter-entreprises Louis-David (R.I.E. Louis-David)**. *Objet* : pourvoir à l'utilisation, à la gestion et à l'exploitation du restaurant inter-entreprises et, généralement, faire toutes opérations permettant la réalisation de l'objet qu'elle poursuit dans les limites qu'il comporte, et ce, à l'exclusion du partage du bénéfice entre ses membres. *Siège social* : 2-4, rue Louis-David, 75016 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Amicale 7 Grenoble**. *Objet* : regrouper les locataires, les résidents et les copropriétaires occupant leur logement, en vue de défendre leurs intérêts matériels et moraux. *Siège social* : 17, rue du Javelot, tour Grenoble, escalier 7, appartement 328, 75645 PARIS CEDEX 13. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Laissez-Passer**. *Objet* : pratique de techniques d'épanouissement de la personnalité. *Siège social* : 48, rue des Vinaigriers, 75010 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Association télématique de l'école des travaux publics (A.T.E.T.P.)**. *Objet* : promouvoir la télématique et la téléinformatique au sein de l'école spéciale des travaux publics, du bâtiment et de l'industrie. *Siège social* : 10 bis, rue du Sommerard, 75005 Paris. *Date* : 3 juin 1988.

Déclaration à la préfecture de police. **Comité de liaison des associations agréées de chirurgiens-dentistes**. *Objet* : promouvoir la constitution d'associations agréées de chirurgiens-dentistes ; développer et favoriser le fonctionnement des associations existantes ; diffuser l'information par tous moyens ; être l'intermédiaire et le représentant des associations adhérentes auprès des pouvoirs publics et des administrations centrales. *Siège social* : 22, avenue de Villiers, 75017 Paris. *Date* : 11 mai 1987.

(Cette insertion annule et remplace celle parue au *Journal officiel* du 3 juin 1987, numéro 22, page 1259, 1^{re} colonne, 7^e insertion.)

Modifications

Déclaration à la préfecture de police. **Ancien titre** : Espérance et vie mouvement chrétien de veuves. **Nouveau titre** : Espérance et vie mouvement chrétien de femmes pour les premiers temps du veuvage. **Nouvel objet** : apporter un réconfort moral et spirituel à toutes les femmes qui ont perdu récemment leur mari. *Siège social* : 49, rue de la Glacière, 75013 Paris. *Date* : 16 mai 1988.

Déclaration à la préfecture de police. **Ancien titre** : Fédération internationale des industries des produits diététiques incluant tous les aliments de l'enfance, I.S.D.I (International Society of Dietetic Including all Infant and Young Children Food Industries). **Nouveau titre** : Fédération internationale des industries des aliments diététiques, I.S.D.I. (International Special Dietary foods Industries). *Siège social* : 194, rue de Rivoli, 75001 Paris. *Date* : 16 mai 1988.

Déclaration à la préfecture de police. **Ancien titre** : Service immobilier de la région parisienne. **Nouveau titre** : Service immobilier de la région parisienne (S.I.R.P.). *Siège social* : 19, rue de Penthièvre, 75008 Paris. *Date* : 16 mai 1988.

Déclaration à la préfecture de police. **Ancien titre** : Association marocaine des artisans et chauffeurs de taxis d'Ile-de-France. **Nouveau titre** : Association marocaine des artisans et chauffeurs de taxis d'Ile-de-France (A.M.A.C.T.I.F.). *Siège social* : 41, rue de Nantes, 75019 Paris, **transféré** ; **nouvelle adresse** : 54, rue Marcadet, 75018 Paris. *Date* : 17 mai 1988.

Déclaration à la préfecture de police. **Ancien titre** : Eglise presbytérienne camerounaise de France (E.P.C.F.). **Nouveau titre** : Eglise presbytérienne camerounaise de France (E.P.C.F.), paroisse de Paris. *Siège social* : 7, allée Gaston-Bachelard, 75014 Paris, **transféré** ; **nouvelle adresse** : 115, rue des Moines, 75017 Paris. *Date* : 17 mai 1988.

Déclaration à la préfecture de police. **Société des amis du père Bruckberger**. *Siège social* : 26, avenue Joffre, 92380 Garches, **transféré** ; **nouvelle adresse** : 8, rue Duphot, 75001 Paris. *Date* : 18 mai 1988.

Déclaration à la préfecture de police. **Association des amis de la fondation Séfer**. *Siège social* : 17, rue Saint-Georges, 75009 Paris, **transféré** ; **nouvelle adresse** : 13, rue Charles-Lecocq, 75015 Paris. *Date* : 18 mai 1988.

Déclaration à la préfecture de police. **Ancien titre** : Centre national des technologies du code à barres et d'identification automatique Cobatech. **Nouveau titre** : A.I.M. France - Centre national des technologies du code à barres et d'identification automatique. *Siège social* : 5, rue du Helder, 75009 Paris. *Date* : 18 mai 1988.

Déclaration à la préfecture de police. **Ancien titre** : Océan noir. **Nouveau titre** : Art Scène. **Nouvel objet** : création, production, distribution de spectacles visant en particulier la défense et la promotion de créateurs et d'artistes ainsi que toutes activités connexes

OIDFA

ORGANISATION INTERNATIONALE DE LA DENTELLE AU FUSEAU ET A L'AIGUILLE INTERNATIONAL BOBBIN AND NEEDLE LACE ORGANISATION



STATUTES / CONSTITUTION

ARTICLE 1 – NAME

The International Bobbin and Needle Lace Organisation was established in 1982 and is registered in France as an association as of 02 June 1988. It is governed by the French law of 1 July 1901, and its modifications.

ARTICLE 2 AIMS

The aims of the association are to:

- promote, coordinate and increase efforts for the study, practice and the quality of bobbin and needle lace in traditional techniques as well as modern interpretations and use.
- facilitate, stimulate and coordinate national and international lace exhibitions.
- encourage study and research of historical and technical information.
- facilitate meetings of lace makers.
- send out a news bulletin to all the members, the frequency of which will be specified in the Bylaws.
- develop a sense of friendship and of unity between the lace makers of all countries.

ARTICLE 3 – OFFICIAL ADDRESS

The registered office is located at, *5 rue Emile Guillaumin, 03100 Montlucon, France*. It may be relocated by a simple decision of the Administrative Council and ratification by the General Assembly.

ARTICLE 4 – FINANCIAL YEAR

The financial year of the association is the calendar year.

ARTICLE 5 – MEMBERS

The association is composed of:

- honorary members - who are recognized as having given exceptional service to the association.
- benefactor members - who are recognized as making a notable gift or donation to the association.
- regular members - who pay a required annual fee to hold membership rights. The member may be an individual or one collective group of individuals.
- All members are entitled to receive the news bulletin for the current membership year.
- All members have voting and any other rights as conferred by membership.

ARTICLE 6 - TERMINATION OF MEMBERSHIP

Membership may be terminated by:

- resignation or failure to pay the annual membership fee.

- disciplinary action for serious grounds. Prior to termination, the person concerned will be invited by registered letter to appear before the Executive Committee to give an explanation.

ARTICLE 7 – RESOURCES

The resources of the association include:

- membership fees.
- income from exhibits, publications and other fund-raising activities.
- sponsorships, gifts, or donations which comply with French law.
- grants from countries, regions, districts or other governmental bodies.

ARTICLE 8- COMPONENTS OF ASSOCIATION

The components of the association are the:

- General Assembly
- Administrative Council
- Executive Committee

ARTICLE 9 - GENERAL ASSEMBLY

The General Assembly is composed of all members of the association.

- The General Assembly convenes at least every two years.
- The Secretary notifies all members of the date, venue, and agenda at least two months in advance of the designated date.
- The notification may be included in the news bulletin or may be sent by regular postal mail or by other generally accepted notification methods.
- Decisions are taken by a simple majority of the votes cast by the members present or represented, unless otherwise stated.
- Those members considered as represented are those who have sent a postal vote, or those who have presented a signed letter of authorisation to the Secretary before the meeting, designating the member's representative.
- The President presides over the Assembly and assisted by the other members of the Executive Committee, gives a report on the state of the association.
- The Treasurer gives the treasurer's report for the previous financial periods and submits the audited accounts to the Assembly for approval.
- The President announces the Administrative Council members for the new term.

ARTICLE 10 - EXTRAORDINARY GENERAL ASSEMBLY

- If necessary, or by demand of more than half of the members of the Administrative Council, the President may call an Extraordinary General Assembly.
- That Assembly will follow the same rules and procedures as Article 9, unless otherwise specified.

ARTICLE 11 - ADMINISTRATIVE COUNCIL

The Administrative Council is composed of national representatives from member countries.

- Its Council members are elected by the members of their country of residence prior to the next regular General Assembly.
- The principal functions of the Administrative Council are to:
 - propose actions or changes for the benefit of the association.

- elect an Executive Committee from among its members to whom they delegate the responsibility for the business and general management of the association.
- review and approve decisions of the Executive Committee.
- Meetings of the Administrative Council are called by the President at least once every two years.
- Special meetings may be called at the request of the Executive Committee or at the request of at least one-third of the Council members.
- Decisions are taken on a simple majority vote. In case of a tie, the President will cast the deciding vote.

ARTICLE 12- THE EXECUTIVE COMMITTEE

The Executive Committee is composed of at least a:

- president
- secretary
- treasurer

ARTICLE 13 – BYLAWS / INTERNAL REGULATIONS

The Administrative Council or the Executive Committee may draft regulations to deal with the internal management of the association.

- These internal regulations expand on the principles of the statutes and deal with the various points not covered by the Constitution.
- Requests for changes may be proposed by any member and will be reviewed by the Executive Committee and the Administrative Council.
- Amendments to the Bylaws/Internal Regulations require approval by the General Assembly.

ARTICLE 14– DISSOLUTION

Dissolution of the association must be decided on by at least two thirds of the members present or represented at the General Assembly, or at an Extraordinary General Assembly called for that purpose. One or several liquidators will be appointed by that Assembly. Should there be any assets, these will be apportioned according to Article 9 of the French Law of July 1, 1901, and the Decree of August 16, 1901.

These statutes replace the previously modified statutes of 6 July 2012, were approved by the General Assembly on 18 July 2014 and signed by:

Kajsa BORG – President Anne DREW – Treasurer Gabrielle SONNTAG - Secretary

OIDFA
ORGANISATION INTERNATIONALE DE LA DENTELLE AU FUSEAU ET À 'AIGUILLE
INTERNATIONAL BOBBIN AND NEEDLE LACE ORGANISATION



PLEASE NOTE THAT THESE BYLAWS MAY CHANGE AFTER THE NEXT
GENERAL ASSEMBLY 2023

BYLAWS/INTERNAL REGULATIONS

SECTION I - STRUCTURE OF THE ORGANISATION

ARTICLE 1 – OBJECTIVE OF THE ORGANISATION

These Bylaws are established by applying Article 13 of its Constitution. Their objective is to define the way the organisation will function in the framework established by the Constitution.

ARTICLE 2 - GENERAL PRINCIPLES

- 1) The International Bobbin and Needle Lace Organisation is an international organisation registered under French law to promote the aims of the organisation as stated in its Constitution.
- 2) It is open to members throughout the world.
- 3) The two official languages of the organisation are French and English.
- 4) The organisation may also be referred to by the acronym OIDFA.

ARTICLE 3 – THE MEMBERS

The organisation is composed of three classes of members; honorary, benefactor and regular members

- 1) Honorary membership may be proposed by the Executive Committee or Council members on presentation of detailed explanations and is approved by a vote at the Administrative Council meeting. Honorary members are exempt from membership fees and are invited to the congress dinners.
- 2) Regular members are individuals, or group members such as lace associations, corporate/business organisations, museums or lace schools.
Only one individual of the group, appointed by that group, may represent the group in receiving membership rights and benefits.

ARTICLE 4 – MEMBERSHIP FEES

- 1) The amount of the annual membership fee is set by the Executive Committee in order to ensure the proper financial management of the organisation. The membership year is from Jan 1st to Dec 31st.
- 2) To facilitate the collection of membership fees the Executive Committee may approve the appointment of a national treasurer from each country with Council members. They must establish an account with a local financial institution in the name of OIDFA and should report to the General Treasurer as directed.
- 3) The annual membership fee is payable to the national treasurer or the General Treasurer no later than 31st December. National treasurers may require an earlier date if needed.
- 4) Each national treasurer is responsible for reporting all new and renewed memberships in a form, manner, and time frame as directed by the General Treasurer.
- 5) National treasurers may keep a small amount (€ 3) of the membership fees they have collected to be used for administrative costs and national OIDFA activities. The amount is set by the Executive Committee.

ARTICLE 5 - THE BULLETIN AND OIDFA WEB SITE

- (1) The organisation issues a publication, the Bulletin OIDFA, which is a link between the organisation and its members, as provided for in Article 2 of the Constitution. It is normally published four times per year.
- (2) The Executive Committee may decide to publish a supplementary issue, or may delete one for reasonable cause.
- (3) To promote the aims of the organisation, OIDFA may maintain a web site on the Internet under the direction of the Executive Committee.

SECTION II - GENERAL ASSEMBLY

ARTICLE 6 – THE GENERAL ASSEMBLY

- 1) The General Assembly is composed of all members of the organisation, as described in the Constitution. It:
 - a) convenes to report and carry on the business of the organisation.

- b) receives the reports of committees and work or study groups.
- c) decides, with the recommendation of the Executive Committee, the general agenda for the work of the organisation for the coming two years.
- d) records the results of the vote for the election of Council members.
- e) approves the financial report (Constitution Article 9)

ARTICLE 7 - THE GENERAL ASSEMBLY MEETING

- 1) The date of the General Assembly is determined by the Executive Committee
- 2) The venue of the meeting may be held in a member country as determined by the Administrative Council, and may be held in conjunction with an OI DFA approved congress or other event.
- 3) Register of attendance: A registration document will be established on the occasion of each assembly. It will show the names of all members represented whether in person or by proxy. The proxies and any postal votes which have been received are to be attached to the registration document. This will be certified as correct by the Executive Committee.
- 4) The votes may be counted by a show of hands, ballot, secret ballot or other means approved by the members present.
- 5) Voting by proxy: A member may be represented by one other member only. The authorisation for voting by proxy must be written, carry the signatures of the member and his/her representative, and be presented to the Secretary prior to the meeting. No member may hold more than two proxy votes.
- 6) Postal vote: Any member may cast his/her vote by post, using the official ballot paper provided.
- 7) Any subjects for inclusion in the agenda for the General Assembly must be sent in writing to the designated Secretary and received two months in advance of the date of the General Assembly.
- 8) Only agenda items will be considered at the General Assembly.
- 9) The deliberations of the General Assembly are recorded in official minutes signed as correct by the President and the Secretary of the General Assembly.

SECTION III - ADMINISTRATION OF THE ORGANISATION

ARTICLE 8 - COMPOSITION OF THE ADMINISTRATIVE COUNCIL

- 1) The council is composed of EC and AC members. The AC members are elected by vote by the members of their country.
 - a) To ensure democratic representation in voting rights, each country with up to 100 members (registered of June 30th) may elect a maximum of two (2) Council members. Countries with 100 or more members may elect a maximum of three (3) Council members.
 - b) To be a candidate for election to the Council, one must have been an individual member of the organisation for at least two years, be a resident of the country he/she represents and present him/herself for nomination by the date set by the Executive Committee.
 - c) Once elected, each member of the Administrative Council may serve three consecutive terms for a total of six years. Upon serving the maximum numbers of years, the member shall not be eligible for re-election for two years, subject to e)
 - d) If the total number of nominations received from any one country does exceed the maximum number of representatives allowed, that country's vote will be waived, and its nominees will be considered elected by the accord of its members.
 - e) If the nominations received from a member's country are less than the maximum number allowed, a member who has already served the maximum term of six years may make a request to the Executive Committee for an extension of one additional term (2 years).
- 2) **PROVISIONAL COUNCIL MEMBERS** are members given temporary Council member status between election terms, which would otherwise be eligible for Council member election.
 - a) Provisional Council members may attend Administrative Council meetings, but do not hold Council voting rights until elected as a Council member.
 - b) In order to become a Council member, a member must send a nomination form for the next Council election by the date set by the Executive Committee or the temporary status expires and cannot be extended.
 - c) Provisional Council members applying to represent a new member country must send a nomination form in order to be elected at the next term, but the minimum membership period is one year instead of two.
- 3) **EXECUTIVE COMMITTEE MEMBERS** retain their individual voting rights as a Council member. The role of the Executive Committee is defined under Article 11 of these Bylaws.
- 4) **EXECUTIVE COMMITTEE DEPUTY**

Members of the Executive committee may appoint a deputy from their own country

 - a) The deputy assists in the country's national matters.
 - b) The deputy's term runs concurrently with the term of the Executive Committee members who appointed them.
 - d) The deputy is entitled to attend Administrative Council meetings but does not have voting rights.

ARTICLE 9 - FUNCTIONS OF THE ADMINISTRATIVE COUNCIL MEMBERS.

- 1) The Administrative Council is a body which provides the link between the members and the Executive Committee. Its functions are defined in the Constitution.
- 2) The Council members:
 - a) represent the members of their own country in Council decisions.
 - b) propose, review and select the venue of the organisation's lace exhibitions or congresses. These are only held in countries with Council representation.
 - c) promote the aims of the organisation within their own country and encourage membership.
 - d) provide periodic reports to the Executive Committee about the activities of OIDFA within their own country.
 - e) communicate with the members of their own country about OIDFA activities.

ARTICLE 10 – ADMINISTRATIVE COUNCIL MEETINGS

- 1) Administrative Council Meetings are held annually either at the registered office of the organisation or at another place designated in the announcement of the meeting.
- 2) The notification of the meeting is sent to the Council members by postal mail, email, fax or other electronic means at least two months in advance of the date of the meeting. The Administrative Council meetings will also be announced in the bulletin at least two months before the appointed date.
- 3) A proposed agenda is sent no later than 30 days prior to the meeting.
- 4) The Administrative Council can only make decisions if at least one third of its members are present. Provisional members are not eligible to vote.
- 5) Council members may give their written and signed proxy vote to another Council member. A Council member cannot hold more than two proxy votes.
- 6) A written record of attendance will be kept, signed by the Council members attending the Council meeting, giving their own name and a record of any proxies held
- 7) The minutes of the Council meetings will be kept on record, signed by the President or her/his replacement, and at least one Council member. The minutes will be sent by one of the the secretaries to the Council members within three months after the meeting.
- 8) Copies or extracts of the minutes will be certified by the President.

ARTICLE 11 - THE EXECUTIVE COMMITTEE

- 1) The Executive Committee is the administrative and executive body of the organisation.
- 2) It is composed of a president, one or two vice-presidents, one or two secretaries, a general treasurer, and an editor. When deemed necessary and approved by the Administrative Council, it may also include additional members to fill functional positions. The total number of Executive Committee members may not exceed nine.
- 3) To be eligible for election to the Executive Committee, one must have been a full member of the current Council for at least two years. The Administrative Council may make an exception to this requirement by a simple majority vote.
- 4) The Administrative Council will hold an election to replace open Executive Committee positions as necessary.
- 5) The Executive Committee elects officer positions from within its committee members to use the specific skills and talents of its members in order to meet the best needs of the organisation.
- 6) When deemed necessary by the Council members or the Executive Committee, the Executive Committee may seek additional assistance for a specified task.
- 7) Once elected, each member of the Executive Committee may serve three consecutive terms for a total of six years.
- 8) Upon the recommendation of the Executive Committee, the Administrative Council can ensure the continuity and smooth running of the organisation by allowing an EC member to be re-elected for a further specified term.
- 9) The Executive Committee conducts the normal activities of the organisation and implements the decisions of the Administrative Council.
- 10) It will meet as often as necessary for the proper functioning of the organisation.
- 11) It will keep the Council members regularly informed of its actions and seek its approval of any emergency decisions which it has had to take to ensure the proper functioning of the organisation.
- 12) Notices of its meetings are announced at least four weeks in advance. The minutes of its meetings are sent to its members within three weeks.
- 13) A quorum is reached when a majority of its members is present.
- 14) In the absence of the President, a vice-president will preside over its meeting.
- 15) In the event the President becomes permanently unable to continue his/her post, the EC will select a new president from among its Executive Committee members.

ARTICLE 12 – COMMITTEES

- 1) In order to reach the aims as defined by Article 2 of the Constitution, the Administrative Council and the Executive Committee may appoint committees and work or study groups.
- 2) The committees are placed under the responsibility of the Executive Committee, which will appoint the committee chairs and define their duties and procedures in advance.
- 3) The work or study groups are approved by the Executive Committee and will comply with the terms of the Work Group Agreement.

ARTICLE 13 - MODIFICATIONS OF THE CONSTITUTION AND THE BYLAWS

- 1) The Executive Committee and the Administrative Council review modifications which may be necessary to the Constitution or Bylaws, which will be submitted to the next General Assembly for approval.
- 2) The agenda of the General Assembly must include the proposed changes. The text of the amendments will be published in the bulletin or otherwise made available to the members at least one month before the meeting.

SECTION IV – ACCOUNTS

ARTICLE 14

- 1) Financial records will be kept in order to produce an annual balance sheet, plus a profit and loss account.
- 2) Each national treasurer must keep a separate account for his/her own country and send a balance sheet to the General Treasurer no later than the 31st of January, the following year.
- 3) All monies collected by the national treasurers are held in trust and will be accounted for at least once per year and transferred to the organisation's general account as directed by the General Treasurer. Any national account may be subject to audit for reasonable cause.

ARTICLE 15

- 1) Accounts are kept by calendar year. Annual accounts include all operations which occur during a calendar year.
- 2) Authorized signatures on the organisation's general and savings accounts will be the General Treasurer and the President or another authorized member of the Executive Committee.

ARTICLE 16

- 1) The annual financial report will be published in the second or third bulletin of the calendar year following the year for which the accounts have been prepared.
- 2) It will be indicated if the report has been audited, or if it is still subject to audit.

ARTICLE 17

- 1) The General Treasurer will submit the financial records of the organisation annually to a qualified public accountant, approved by the Executive Committee, for audit no later than 60 days after the close of the calendar year.
- 2) The audit must be completed within 90 days by the auditor except for a reasonable cause for delay.
- 3) The audited results will be reviewed by the Executive Committee and made available to the members at each General Assembly, or upon demand for reasonable cause.

SECTION V –GENERAL RULES

ARTICLE 18 - ARCHIVES

- 1) In order to preserve the historical records and the required financial records of the organisation, the Executive Committee will archive documents and records at a central site, which is reasonably safe and readily accessible.
- 2) Documents will be preserved in printed form or other media, which may be easily reproduced for future reference.

ARTICLE 19 - INTERPRETATION OF RULES

- 1) In matters, which are not addressed in the Bylaws or those which may conflict with the Constitution of the organisation, French law and the Articles of the Constitution, will prevail.
- 2) Otherwise, the Executive Committee of the organisation will determine which reflects the best interest of the organisation and its membership as a whole.