



MOTION FORM

FOR SERVAS INTERNATIONAL GENERAL ASSEMBLY (SIGA) 2025

1. Heading for the proposal in this motion (No more than 10 words)

Purpose, use and optimal size of Servas Contingency Reserves

2. Date and place for this motion.

October 2025 at SIGA 2025 - Dijon France

3. SI member group(s) or SI EXCO member(s) who is (are) responsible for this motion.

Note that only SI Member Groups or SI Executive Committee (SI EXCO, Servas International's global board) may propose motions for a SIGA.

SI Exco

Please find the names of the individuals responsible in box 10 below.

4. Exact wording of the proposal to be voted on.

The Corpus that Servas maintains always consists of two parts (1) Next Year's budget Amount, and (2) Contingency Reserve. The Contingency Reserve has been maintained at approximately CHF 250,000 for several years. Servas International is domiciled in Switzerland which does not impose any restrictions on the level of corpus that Servas should maintain.

- (1) We propose that a study team of financially qualified people with expertise in risk management be appointed by SI Exco as soon as possible during the mandate period of 2025-28, to study the adequacy of the contingency reserve that Servas needs and to propose a methodology for setting the size of the contingency reserve.

SIGA 2025 must vote YES, NO or ABSTAIN on this proposal.

There is currently no provision in our financial operating procedures for how the contingency reserve may be used. Consequently,

(2) We propose that the study team be tasked with providing a report of their study within one year of being set up to SI Exco which includes the following: (a) They should propose rules that the treasurer must consider when looking to use the contingency reserve (b) They should suggest examples of appropriate uses, including the kind of emergencies under which the reserve may be used. (c) They should also suggest rules with examples of how the contingency reserve should be replenished, if it is used at any time.

SIGA 2025 must vote YES, NO or ABSTAIN on this proposal.

(3) We propose that on receipt of the report from the study team, SI Exco should within one year of receiving the report, codify the recommendations, as appropriate, into the Servas Financial Operating Procedures, so that the rules on the proper use of the contingency reserve are considered each time SI Exco/SI Treasurer receives and considers a proposal to use or alter the level of the contingency reserve.

SIGA 2025 must vote YES, NO or ABSTAIN on this proposal.

5. Implications on SI Statutes 2024. The SI Statutes are accessible on the internet here:

<https://servas.org/administration-archive>

Will this proposal affect the SI statutes and therefore create a need for a change in the SI statutes?

No.

If the answer is yes, please:

5A) Copy the part of the SI statutes that you suggest should be amended

5B) Write the exact proposed new wording in the SI Statutes here:

5A)

• ...

5B)

• ...

6. Explanation for the motion. The motivation must contain a clear description of the benefit of this proposal for the Servas community; its member groups, individual members and Servas International as an international non-governmental organisation. It should also contain information on how it is different from current practice. It should indicate how the proposal is intended be implemented. Finally, the motion should explain the metrics that will be used to measure benefits from this proposal.

SIGA 2025 should approve this motion because (one or more motivations):

Servas International needs guiding principles on use of its Capital

Servas International (SI) has over the years set aside an amount of money (capital) in the organisation's general reserve (Corpus) to protect it in case of any distress or calamities. So, at any time the amount in the Corpus is equal to the amount needed to fund the next year's budget plus a contingency reserve.

From a practical and philosophical point of view, the submitters of this motion are convinced it is very important to keep such a reserve to ensure that Servas can survive also during dire times, for example if another pandemic similar to the crisis which unfolded during the covid 19. Also, it provides Servas the financial comfort to plan for necessary projects that may be capital intensive. This ensures that projects are done on time. As an example, because of its reserve, Servas was able to execute contracts for Version 2 of Servas. Org without any difficulty. When such a contingency reserve was not there, Servas had difficulty in launching development of Version 1 without raising special funds. This delayed Version 1 significantly.

Discussions among formal representatives of SI Member Groups and individual members during 2024 has shown that most lay members do not understand the purpose of the contingency reserve. There is a need for guiding principles and education that answers these questions:

1. What should be the fundamental guiding principles for the amount of contingency reserve we must hold?
2. How much contingency reserve should we hold?
3. Can the contingency reserve be used? If so, under what conditions and for what purpose can the contingency reserve be used?
4. For what SI contingency reserve can be used?

● The current SI FOP version 5 from October 2018 should be amended in the way that the above principle should be included in the instruction.

Definition:

What is a contingency reserve?

- It is a financial resource that SI should have available as protection against risk and calamities.
- It is not intended to be available for projects or running costs on a year-to-year basis.

Background

Servas International (SI) was after a number of financially difficult years early this century able to set aside an amount of money in our general reserve to protect the organization in case of any distress or calamities. This happened sometime after SI tried to raise money for the organisation's investment in the Version 1.0 of the website and membership administrative system of Servas.Org. SI encountered difficulties that delayed development. Eventually, an amount of 250,000 Swiss francs (CHF) was saved and set aside. This amount has been there for more than 10 years. The Servas Member Groups at the Servas International General Assemblies (SIGAs) during this time period have not made any change to it.

The current contingency reserve is kept in a savings account which gives SI some interest. SI does not use this money at all unless there is an emergency.

SI's current yearly budget is 95,000 Swiss francs (CHF). With this yearly amount the contingency reserve should add up to $3 \times 95,000 = 285,000$ Swiss francs. However, neither SI Member Groups nor SI Exco have deemed it necessary to increase this reserve, hence it is kept at its current level.

7. SI budget implications

Describe what financial resources are needed to accomplish the aims of this motion.

Use the money currency Swiss francs, which is the currency used for SI's budget:

- No budget implications.

8. Other resources needed -- time, experts with specialist competences or knowledge or other human resources.

- ...

9. Proposed timeline/timetable for accomplishing the aims of the proposal?

The proposed action should ideally:

- Start on this date: 2025-10-xx.
- Be accomplished on this date: 2026-12-31.

The person(s) or group(s) will report the results of this motion to SI Exco.

- xx xx
- xx xx

10. Which person(s) writes/write this motion and is/are responsible for the proposal?

Person 1

Name:

- Jonny Sångänger

ServasOnline registration ID (see your ServasOnline profile on servas.org):

- ...

Functions/titles in Servas:

- SI General Secretary (2022–2025)

Email address(es):

- saganger.servas@gmail.com

Mobile number(s) (Signal, WhatsApp etc) and other communication channels (if applicable):

- +46 70 620 28 43

- ...

Person 2

Name:

- Radha Radhakrishna

ServasOnline registration ID (see your ServasOnline profile on servas.org):

- ...

Functions/titles in Servas:

- SI President (2022–2025)

Email address(es):

- ...

Mobile number(s) (Signal, WhatsApp etc) and other communication channels (if applicable):

- ...

- ...

Person 3

Name:

- Richard Cabassut ...

ServasOnline registration ID (see your ServasOnline profile on servas.org):

- ...

Functions/titles in Servas:

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Email address(es):

- treasurer@servas.org ...

Mobile number(s) (Signal, WhatsApp etc) and other communication channels (if applicable):

- ...

11. Who or which group will be responsible for accomplishing the aim/aims of the proposal in this motion? (SI committee, SI Team, SI member group or Servas individual member/members.

• ...

For SI Exco Use Only:

12. SI Exco comment on this motion

Date: 2025-MONTH-DAY

Comment:

For Minute Taker Use Only:

13. Amendments (Passed or defeated)