



## **EFAEP Byelaws**

(Revised ~~27 April 2012~~ ~~28 May 2010~~)

### **1. Admission of Members**

- 1.1. Potential members shall apply in writing to the Executive Committee.
- 1.2. The application shall include information on the following:
  - 1.2.1. composition of the Board;
  - 1.2.2. statutes in the language of the Country;
  - 1.2.3. statutes in English if so desired by the Executive Committee;
  - 1.2.4. copy of the Registration Document;
  - 1.2.5. verifiable certificate of the number of members.
- 1.3. The Executive Committee will consider the application with regard to the following:
  - 1.3.1. whether all necessary information has been supplied;
  - 1.3.2. whether its objectives are compatible with those of EFAEP;
  - 1.3.3. whether the applicant should be a Full or Associate Member.
- 1.4. The Executive Committee may suggest amendments in the application.
- 1.5. If the above points have been satisfactorily met, the Executive Committee will recommend admission to the next General Assembly.

### **2. Election of Executive Committee Members**

- 2.1. Membership of the Executive Committee is decided by the General Assembly.
- 2.2. Elections shall be organised by the Permanent Secretariat.
- 2.3. The Executive Committee will publish any vacancies in the Executive Committee *no* less than 60 days before the General Assembly.
- 2.4. Candidates shall declare their interest in writing or by electronic mail to the Permanent Secretariat no later than 40 days before the General Assembly.
- 2.5. If, after 40 days, no candidates are put forward, the Executive Committee will nominate a candidate.
- 2.6. Candidates must be endorsed representatives of a member organisation.
- 2.7. The list of candidates with brief biographic details shall be circulated with the Agenda for the General Assembly.
- 2.8. Candidates may be asked to give a presentation at a General Assembly explaining their suitability for the post.
- 2.9. Where there is only one candidate, the election of the candidate shall be approved by the General Assembly.
- 2.10. If the candidate is not approved, a further election will be held at the following General Assembly with the same procedure.
- 2.11. Where there is more than one candidate for a post, an election shall be held. This will be conducted through ballot papers issued at the General Assembly or through a proxy

	<p>vote. The result shall be determined by the candidates who have received the most votes.</p> <p>2.12. The ballot shall be secret and the results shall be made public.</p> <p>2.13. No more than two members from the same organisation may be elected to the Executive Committee, but no organisation will have a majority representation.</p>
<b>3.</b>	<p><b><u>Activities</u></b></p> <p>3.1. All Members are encouraged to participate actively in the objectives of EFAEP.</p> <p>3.2. Members wishing to organise an activity are invited to put their proposals to the Executive Committee, preferably before the next accounting year.</p> <p>3.3. There are two types of activities, EFAEP activities and EFAEP-approved activities.</p> <p>3.4. EFAEP activities are the legal and financial responsibility of EFAEP.</p> <p>3.5. If an EFAEP activity is organised by a member on behalf, or under the auspices, of EFAEP the Treasurer shall approve a budget in advance.</p> <p>3.6. An EFAEP-approved activity is organised without involving any legal or financial liability of EFAEP. Any losses incurred by a Member in carrying out an EFAEP-approved activity shall be borne by the member unless otherwise agreed.</p> <p>3.7. A member of EFAEP organising an EFAEP-approved activity shall publish, and make available to EFAEP members, relevant information resulting from the activity as soon as possible after the activity.</p> <p>3.8. Working Groups:</p> <p>3.8.1. EFAEP may set up a working group on any environmental topic of interest.</p> <p>3.8.2. Proposals to set up a working Group and its objectives and activities shall be approved in advance by the Executive Committee.</p> <p>3.8.3. The proper functioning of a working group shall be overseen by one or more members of the Executive Committee.</p> <p>3.8.4. Such working groups shall be comprised of individuals from at least 2 different organisations of EFAEP.</p> <p>3.8.5. Any financial arrangements shall be agreed in advance by the Executive Committee.</p> <p>3.8.6. Minutes of all Working Group meetings shall be sent to the Executive Committee for information.</p> <p>3.8.7. Relevant information from Working Groups shall be published on the EFAEP website and elsewhere as appropriate.</p> <p>3.8.8. Working groups may be disbanded by the Executive Committee if they fail to meet the above criteria.</p>
<b>4.</b>	<p><b><u>Financial Matters</u></b></p> <p>4.1. EFAEP is allowed to receive subsidies, grants, gifts, etc. as approved by the Executive Committee. The Executive Committee shall report such matters to the General Assembly.</p> <p>4.2. EFAEP may undertake the following financial activities within the budget approved by the General Assembly:</p> <p>4.2.1. to raise funds;</p> <p>4.2.2. to acquire or hire property of any kind;</p> <p>4.2.3. to let or dispose of property of any kind;</p> <p>4.2.4. to make grants;</p> <p>4.2.5. to deposit or invest funds;</p> <p>4.2.6. to insure the property of EFAEP against any foreseeable risk and to protect EFAEP in such circumstances as the Members consider appropriate;</p> <p>4.2.7. to provide appropriate insurance cover for the appointed representatives or Members of</p>

	EFAEP;
4.2.8.	to reimburse Members or individuals for expenses;
4.2.9.	to employ paid or unpaid agents, staff or advisers;
4.2.10.	to enter into contracts to provide services to or on behalf of other bodies;
<u>4.3.</u>	<u>The Executive Committee is authorised between General Assemblies to agree variations to the approved budget up to an overall limit of 10% of the agreed annual expenditure. Such variations shall be reported to the General Assembly.</u>
<del>4.43.</del>	The Executive Committee reserves the right to ask for verification of the numbers of individual members within a member organisation.
<del>4.54.</del>	The Treasurer and Executive Committee will undertake such measures as necessary to ensure proper financial management.
<b>5.</b>	<b><u>Expenses</u></b>
5.1.	Travel and subsistence to meetings of the General Assembly and the Executive Committee are not payable unless special permission has been given by the Treasurer in advance of the meeting.
5.2.	Travel and subsistence may be payable for extra meetings and activities of EFAEP as agreed in advance by the Executive Committee.
5.3.	Members of EFAEP shall exercise restraint in making claims and the Treasurer reserves the right to refuse or reduce payment if he/she considers the claim to be excessive.
5.4.	Receipts are necessary for all claims.
5.5.	The Executive Committee will agree, in advance, a budget for each General Assembly.
5.6.	Expenses for General Assemblies shall be approved in advance by the Treasurer and are payable to the host organisation only as follows:
5.6.1.	hire of rooms, equipment and purchase of materials for the meetings;
5.6.2.	catering costs incurred for the meetings;
5.6.3.	payment for extra staff travel and subsistence essential to support the meeting;
5.6.4.	the cost of any social activities attached to the General Assembly are expected to be borne by the host organisation unless prior agreement to vary this has been obtained from the Treasurer;
5.6.5.	no other expenses will be paid by EFAEP unless agreed in advance by the Treasurer.
<b>6.</b>	<b><u>Subscriptions</u></b>
6.1.	Each Member and Associate member shall pay an annual membership fee, the amount being determined by the General Assembly. <u>Payment is due two months after being notified. The membership year shall commence on 1<sup>st</sup> January, when membership fees are due.</u>
6.2.	In case of late payment interest charges can be levied for payments which are delayed by more than one month. In this case, interest charge will be levied monthly at the rate of the European Central Bank base rate plus five percentage points.
<u>6.3.</u>	<u>A termination of membership, which will take immediate effect, needs to be announced in writing to the President at least three months in advance of the start of the next budget year.</u>
<del>6.4.6.3</del>	The current subscription rates are as follows:
	-
<del>6.43.1.</del>	organisations <250 members – 250 Euros;
<del>6.43.2.</del>	organisations 250-7000 members – 1 Euro per fee paying member, as assessed on 1 December of the previous year;
<del>6.43.3.</del>	organisations >7000 members – 7000 Euros.
<b>7.</b>	<b><u>Secretariats</u></b>

7.1. EFAEP shall make such arrangements as it sees fit to provide Secretariat support including employing or hiring the services of individuals or organisations.