

INTERNAL REGULATIONS



*Approved by the General Assembly
Warsaw (PL), 11-13 June 2014*

0. TITLE AND SUBTITLE

EUCEN refers to the "European University Continuing Education Network". The sub-title "The European Association for University Lifelong Learning" may be used by the Steering Committee for the purposes of effective communication, liaison and marketing. The sub-title may be altered when necessary by the Steering Committee.

1. MEMBERSHIP OF THE ASSOCIATION

1.1. Applications for all categories of membership shall be addressed to the Secretariat of the Association and should be signed by the Rector of the Institution or, in the case of networks, by the legal representative. Applicants may be required to enclose with their application a copy of their statutes or articles and shall indicate in the application the name of the person who shall represent them. Admission to membership shall be initially prepared by the Secretary General then recommended by the Steering Committee for approval by the General Assembly, paying close regard to the reputation and the quality of provision of the applicant.

EUCEN adopts the list of countries established by the Council of Europe (COE)¹ under which the terms of "European" and "Europe" are defined as the geographical area covered by the Cultural Convention of the Council of Europe signed in Paris on 19 December 1954.

1.2. The Steering Committee may invite individuals who are leading actors in lifelong learning organisations, such as informal associations, to become Associate or Affiliate members. Such decisions must be reported to the General Assembly for approval.

1.3. The Steering Committee of EUCEN will inform the GA which Network it recommends for Full Membership.

The rules for a Network to become a full member of EUCEN are:

- To become Full Members, Networks must submit to EUCEN a current list of their own Full Members. This list must be signed by the nominated named representative. In the event of modification(s) to the list, the named representative is responsible for making an updated version available to the Executive Secretary of EUCEN at the Barcelona office, so records can be updated accordingly
- The Full Member Networks are free to appoint one named representative of their choice. However, this must be a member of staff of a university that is already a Full Member of EUCEN
- Full Member Networks will have one vote only at General Assemblies
- Full Member Networks will be invoiced for a Full Membership annual fee. EUCEN will apply a 100% discount to this annual fee as an acknowledgement of the network's contribution to EUCEN's aims and objectives
- Full membership will be reviewed on a yearly basis when membership fees are reviewed

¹ <http://www.coe.int/lportal/web/coe-portal>

- 1.4. The President may invite persons to General Assembly or Steering Committee meetings of the Association as non-voting observers.
- 1.5. Membership services will become available on payment of the annual subscription.
- 1.6. Members should pay the annual subscription fee by 31 March of that current year.
- 1.7. Members of EUCEN which have been expelled for non paying the annual registration fees will be allowed to re-join EUCEN in the future with the condition that the first invoice sent to them will be for the registration fee of two years, paying therefore, the subscription of the current and following year at the moment of re-joining the Association.
- 1.8. The SC will accept applications for Affiliate Membership from organisations that have a role in delivering LLL in Europe and which have shown through long term successful collaboration in EUCEN projects and other EUCEN strategic activities, a strong commitment to the goals, aims and objectives of EUCEN. This membership will be accepted for the lifetime of the EUCEN project or activities in which the applicant organisation is involved.

2. MEMBERSHIP OF THE STEERING COMMITTEE

- 2.1. The Steering Committee must have as an elected or co-opted member a representative of the institution which is the legal seat of the Association.
- 2.2. The President shall be elected for a period of two years, with the possibility of the mandate being renewed twice in succession. The term of office of other members of the Steering Committee is two years, renewable once in succession.
- 2.3. Co-options may be made to the Steering Committee (up to a maximum of two members) and shall ensure an appropriate balance of professional interest and regional and gender representation. Such co-options to the Steering Committee shall normally be for a period of one year.

3. ELECTION OF THE STEERING COMMITTEE

The broad procedure for the election is given in Article 22 and 23 of the Statutes. In addition, the following more detailed procedure should be followed:

(I). Announcement

The announcement of the election shall be circulated to members at least two months before the date of the election.

(II). Nominations

- a. Nominations can be made by the Steering Committee, or any EUCEN representative of a full member institution together with two seconders who are representatives from full member institutions in different countries (i.e. each nominee must have the support of representatives from three different countries).

- b. The person nominated does not have to be a named EUCEN representative but must belong to a full member institution. Nominations cannot be accepted from candidates whose institutional membership subscription is in arrears, or who are not in good standing with EUCEN.
- c. The nominations should state the name, address and nationality of the person nominated. It should contain a short Curriculum Vitae and should be accompanied by a statement signed by the candidate that, if elected, he or she will:
 - i. accept the position;
 - ii. be active on the Committee;
 - iii. attend at least half of the annual meetings in full (i.e. leaving a meeting half way through will be counted as not attended);
 - iv. submit a report on their actions 10 days in advance when not attending a Steering Committee meeting.
- d. Nominations should also be accompanied by a Letter of Support signed by the Head of the institution (Rector, President, Vice-Chancellor, ...) of the candidate confirming that the candidate:
 - i. will have the full institutional, financial and logistical support of the institution to enable him or her to accomplish the tasks of an active EUCEN Steering Committee member;
 - ii. has institutional **travel insurance** which covers all his/her trips to EUCEN meetings and including those conducted on EUCEN's behalf.

If the institution does not provide travel insurance cover, the candidate must take out/have personal insurance and submit a copy with his/her candidacy documentation.

- e. Candidates should have previously attended at least two recent EUCEN conferences within the last 2 years.
- f. All candidates to elections must be present at the General Assembly when they are standing for election. Some exceptions might be approved by the Steering Committee at the time (e.g. sudden death or serious illness of a close relative).
- g. The Curriculum Vitae of the candidates will be made available (displayed or distributed) at the General Assembly.
- h. Nominations should be sent to the EUCEN office for the attention of the Secretary General to arrive at least ten days before the election. They can be sent by post or fax, including the supporting documentation.

(III). Voting

- a. Voting will take place at the General Assembly. Only the named Representative of a full member institution of EUCEN (or their proxy) will be eligible to vote.
- b. Notice of appointing a proxy, signed by the representative of the member institution, must be sent to the EUCEN office for the attention of the Secretary General before the start of the General Assembly.
- c. The President will announce the number of places vacant on the Steering Committee at the start of the item at the General Assembly and each voter will vote for this number of candidates on the voting paper following the procedure shown below in Part (IV).

(IV). Organisation of the Election

- a. The President of EUCEN will ask the audience to appoint a named representative of a Full Member University as “**Election Coordinator**” (EC) and to appoint a second named representative of a Full Member University as “**Assistant to the Election Coordinator**” (AEC).
- b. Once the EC and the AEC have been clearly appointed, the EC will ask the supervisor standing by the entrance to the room to keep the door closed until the election process is finished.
- c. In case the election includes the President of EUCEN and more members of the SC, the EC will start the election process for the post of President. In both cases the process is the same.
- d. The EC will invite the candidate(s), in turn by alphabetical order, to introduce themselves to the audience. They should state their:
 - Name and Surname
 - University where they come from and country
 - Involvement in EUCEN in the past
 - Main reasons why they are standing for election

Each candidate will be given 5-10 minutes maximum to do this. The presentation will be timed.

- e. Once all the candidates have introduced themselves, the EC will explain to the audience how to fill in the Ballot Paper. The EC will also confirm the maximum number of boxes that can be ticked in each Ballot Paper. The members of EUCEN with valid vote(s) can:
 - To tick the “yes” box
 - To tick the “no” box
 - Not to tick any box

Non returned ballot papers will not be considered in the total number of votes.

- f. The EC will ask members with valid vote(s) to fill in their Ballot Papers. The EC will ask if members have finished and if the general answer is that they have finished, the EC and the AEC will start collecting all the ballot papers. Before starting to open ballot papers, the EC will ask to the audience if any ballot paper has not been collected. Once it is clear that all members with ballot paper(s) who wished to vote have done so, the counting can start. Ballot papers submitted for the voting process without the rubber stamp obtained at the entrance to the meeting room will not be accepted as valid.
- g. The Executive Secretary of EUCEN will inform the EC and AEC of the exact number of ballot papers distributed, hence number of members represented, in the meeting room. This will give the EC and AEC the maximum number of ballot papers that they should have collected.
- h. The EC and the AEC will count twice the ballot papers and write in the ‘Elections Form’ the exact number of votes that each candidate has received.
- i. The EC will call to the attention of the audience and inform them verbally of the number of votes that each candidate has received. Each candidate needs to receive a minimum of 50%+1 “yes” of valid vote(s) in order to be elected. Candidates that receive less than 50%+1 “yes” votes would be excluded of the current voting process. In the case that there are more candidates than announced places, that/those candidate(s) with more votes will be declared elected for the following two years. In case of a tied vote, a consecutive ballot will be held to choose among those candidates concerned.

- j. The EC will fill in the Elections Form with the results of the counting, sign the form, ask his/her AEC to sign it and pass the form to a member of staff of EUCEN who will stamp and sign the form as “Received”.
- k. The Executive Secretary will publish the results of the election and update EUCEN’s website accordingly within the next two working days after the election itself.
- l. The composition of the new Board (if this has changed) will be published in the *Moniteur Belge* within three months from the election itself.

4. MEETINGS AND VOTING PROCEDURE

- 4.1. The Agenda for the General Assembly meeting will be sent one month in advance of the meeting by email with a link to the web site where all papers will be located.
- 4.2. A representative of a member institution unable to attend a meeting of the General Assembly may send a proxy, who may speak and vote, provided that written notice has been given to the Secretary General prior to the meeting.
- 4.3. At the General Assembly, motions relating only to items on the agenda should normally be put in writing to the EUCEN office for the attention of the Secretary General 10 days in advance of the meeting and must include the names of proposer and seconder. Substantive motions not notified in advance may be accepted only at the discretion of the Chair.
- 4.4. If the Chair considers that an amendment to a motion substantially changes the matter covered by that motion, then the amendment may be refused.

5. WORKING GROUPS OF THE ASSOCIATION

- 5.1. Each Working Group shall be approved by the Steering Committee.
- 5.2. Each Working Group shall have a convenor approved by Steering Committee.
- 5.3. Each Working Group shall have a minimum of three members belonging to institutional member of the Association.
- 5.4. The responsibilities and authority of Working Groups shall be clearly set out in terms of reference approved by the General Assembly.

6. FINANCE

- 6.1. Accounts must be established in conformity with the Statutes and Belgian law.
- 6.2. Accounts shall be kept at such banks as the Steering Committee shall from time to time direct, in the name of the Association, into which all monies of the Association shall be paid on receipt.
- 6.3. Financial transactions are legal with the signature of both the President and Treasurer. If necessary, the Vice-President may substitute either the President or the Treasurer. The Steering Committee gives two special proxies:

- a) To the President or the Treasurer alone for any financial transaction not exceeding 5,000€ (i.e. five thousand euros)
 - b) To the Executive Secretary of EUCEN alone for financial transactions not exceeding 500€ (i.e. five hundred euros)
- 6.4. The Treasurer shall be responsible for maintaining a record of the Association’s income and expenditure and prepare a yearly statement of account that shall be audited by the auditor. For financial and all other transactions of the Association, the year end shall be 31 December.

7. ASSOCIATION BUSINESS

- 7.1. In conformity with the Statutes (Article 30), the Steering Committee has the right:
- to establish a branch office for daily operations in an European country;
 - to nominate an Executive Secretary to undertake the general management of the Association and supervise staff. The Executive Secretary reports to the Steering Committee;
 - to employ qualified staff to carry out specific functions as necessary to ensure the conduct of the business of the Association.

7.2. Decisions taken under 7.1. must be reported to the General Assembly.

8. INTERPRETATION

Except where an interpretation has been laid down in the Statutes, the interpretation of these Internal Regulations rests absolutely with the President.
