

- 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. 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.
- d. The candidates receiving the highest number of votes will be declared members of the Steering Committee for the following two years. In case of a tied vote, a second ballot will be held to choose among those candidates concerned. If this second ballot remains inconclusive, a lottery will be organised.

(IV). Organisation of the Election

Before voting takes place, the Representatives of the full members eligible to vote at the General Assembly will elect a co-ordinator for the election from amongst them. The duties of the co-ordinator will be to issue the voting papers, collect and count the votes, announce the results and sign the Minutes.

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 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 a special proxy to the President or the Treasurer alone for any financial transaction not exceeding 5,000 EUR.
- 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.
