

STATUTES

Chapter 1. NAME AND HEADQUARTERS

Article 1

An Association is established under the name “The European Civil Engineering Education and Training Association” and having the acronym EUCEET (herein after cited as Association). The Association is an international non profit making organisation governed by the Belgian law. The Association shall have its registered office in Belgium. The official address and the location of its headquarters within Belgium shall be approved by General Assembly. The registered office will be located in Brussels.

Chapter 2. OBJECTIVES

Article 2

The Association will seek to:

- a. promote cooperation between higher education institutions offering programmes in civil engineering;
- b. foster good practice in civil engineering education and training;
- c. contribute to the establishment of educational criteria in civil engineering, based on learning outcomes and competences;
- d. encourage the development of programmes of education and training in civil engineering, especially those concerning innovative approaches;
- e. operate as a consultant or assessor in programmes concerning education and training in civil engineering;
- f. establish permanent links with the construction industry of Europe, ensuring that the point of views and needs of the industry concerning the educational programmes become known by the academia;
- g. promote the mobility of students and teaching staff of the higher education institutions offering programmes in civil engineering;
- h. cooperate with established professional or other associations in the furtherance of the objectives;
- i. promote continuing education as an indispensable mean for the professional development of civil engineers;
- j. participate to programmes of the European Commission in the field of education;
- k. foster the cooperation of its members in the field of research;
- l. cooperate with other international organisation with related interests from Europe and outside Europe.

Chapter 3. ACTIVITIES

Article 3

The Association shall pursue its objectives by appropriate activities which will include the following:

- a. participating to programmes of the European Commission;
- b. organising Conferences, Symposia and Workshops and publishing proceedings as necessary;
- c. establishing and maintaining a data bank on degree courses within higher education institutions in Europe in the field of civil engineering;
- d. publishing a regular newsletter to be circulated to the membership;
- e. collaborating with other international organisations with related interests.

Chapter 4. MEMBERS

Article 4

Institutional members shall be legal entities legally constituted according to the laws and customs of their country of origin.

Individual members are also possible

Each member, a Higher Education Institution, a company or an association of any sort, or an individual member shall have contributed or shall contribute to the activities of the Association.

Article 5

The status of member shall be accorded for an unlimited period of time, or until such time as the Association is dissolved, subject to the terms of article 6.

The form and the procedure of candidature shall be stated in the bylaws.

The Administrative Council, in accordance with the conditions laid down by them, shall accord the status of member. Each Institutional member shall be represented by an individual nominated by that member. The list of members and representatives will be available yearly to the General Assembly.

All members of the Association have equal rights, may participate in the various working groups and Standing Committees, may attend the meetings of the Administrative Council, may participate in all activities of the Association, are invited to the General Assemblies, may propose items for the General Assembly's agenda provided that they are submitted in writing to the Administrative Council at least three weeks before the meeting and may be candidates for election as members of the Administrative Council.

The exercise of these rights is subject to the complete fulfilment of all financial obligations to the Association.

Article 6

The conditions to be decided by the Administrative Council regarding the admission of members shall be based on:

- a. the objectives, statutes and activities in the field of assessment, education and training,
- b. the qualifications, functions, responsibilities and activities in the field of assessment, education, consulting and training and
- c. the effect the admission would have on broadening and expanding the existing coverage of the Association and the candidate's willingness to cooperate with the other members.

Article 7

Membership status shall be terminated:

- a. at the request of the member or
 - b. if subscriptions are unpaid one year after the date due or
 - c. if contributions to the activities of the association have not been made or
 - d. by decision of the General Assembly on the recommendation of the Administrative Council.
- All members for which exclusion is envisaged have the right to defend themselves at a General Assembly.

Article 8

The Association shall not take any responsibility incurred by one of its members nor shall the members bear any personal or company financial liability due to their participation in the Association.

Chapter 5. GENERAL ASSEMBLY

Article 9

The General Assembly shall have full powers in allowing the aims of the Association to be fulfilled. Its particular exclusive competences include:

- a. amendment of the statutes,
- b. approval of bylaws,
- c. termination of membership, according to article 6,
- d. nomination, discharge and dismissal of members of the Administrative Council,
- e. election of the President;
- f. election of the Vice President;
- g. approval of the accounts and preliminary budget,
- h. approval of Working groups and standing committees.
- i. approval of the annual report;
- j. approval of the appointments of the Secretary General and Treasurer;
- k. dissolution of the Association.

Article 10

The General Assembly shall meet once annually at a location in Europe which shall be specified in the notice duly signed by the President of the Administrative Council or in his name and posted at least six weeks before the date set for the meeting. The Assembly shall also be convened in extraordinary meetings by the President of the Administrative Council following a decision of the Council to that effect or at the request of at least one fifth of the members and with a specific agenda.

Members must submit proposals for the agenda of the General Assembly, to the Administrative Council, at least three weeks before the date set for the meeting. The agenda must be posted by the President of the Administrative Council or in his name at least two weeks before the date set for the meeting.

The General Assembly can proceed only if at least fifty per cent (50%) of the members of the Association are present or represented.

Members may be represented by proxy. However, members may only represent up to three other members. Representation by proxy shall require the completion and signing, by the member to be represented by proxy, of a form drawn up by the Administrative Council.

Article 11

Except in those cases stipulated in the statutes, decisions shall be passed by the majority of members present or represented, shall be made known to all members of the Association and shall be duly recorded.

No resolution may be passed by the General Assembly if it concerns any point which has not been specified in the agenda or if it is opposed by at least one half of the votes of the members present or represented.

Article 12

The General Assembly may decide to establish or dismantle any Working Groups or Standing Committees. The General Assembly shall approve the aims and objectives of these Working Groups and Standing Committees.

Chapter 6. ADMINISTRATIVE COUNCIL

Article 13

The body responsible for the general policy and the management of the Association shall be the Administrative Council. It shall be composed of the President, one Vice president and three (3) elected members, if the Association is composed of less than twenty (20) members, or five (5) elected members, if the Association is composed of twenty (20) or more members. Officials take or demit office immediately after the General Assembly at which they are elected or superseded. One of the members of the Administrative Council should have the Belgian nationality and will hold also the role of treasurer. A maximum of two (2) individual members out of five or one (1) out of three may be elected in the Administrative Council

The Administrative Council will be elected for a term of three (3) years. The three or five elected members, excluding the treasurer, can only stay in office as elected members for up to two (2) consecutive full terms. The President can act as president only for a maximum of two (2) full terms. The Vice-president can act as vice-president only for a maximum of two (2) full terms. Nominations for membership of the Administrative Council can be lodged until the day of the General Assembly by the members. President and vice-president have to be selected among the candidates proposed by institutional members or representing them.

If one out of three or up to two out of five ordinary members of the Administrative Council leave their mandate before the end of term, a new member may be elected for the rest of the term by the remaining members of the Administrative Council. If the president leaves his mandate before the end of the term, the vice-president steps in automatically and the remaining members of the Administrative Council elect an ordinary member until the end of the Council's term. If the vice-president leaves his mandate before the end of the term, the remaining members of the Administrative Council elect an ordinary member and then the Council elects a vice president until the end of the Council's term.

The Secretary General attends the Administrative Council meetings but he or she has no voting right.

Article 14

The Administrative Council shall meet as it deems necessary and not less than once a year. The notification shall be sent by mail or e-mail at least fourteen days before the date of the Council.

Members may be represented by proxy or by alternate members delegated *ad hoc* by the members. However, a member may only represent one other member.

Irrespective of the number of members of the Administrative Council, at least three of its members must be present for decisions passed to be valid.

Decisions shall be passed by the majority of members present or represented provided that at least three votes in favour of a decision are cast.

These decisions must be officially recorded in a register that will be maintained by the Association.

Article 15

The Administrative Council has all administrative powers, without prejudice to the General Assembly's exclusive powers, including:

- general policy and management of the Association, including approval of the policy of the Working Groups,
- supervision of the Association's activities,
- supporting the Working groups and ensuring that their activities match the interest of the Association,
- collection of funds,
- preparation of the annual report, budget and accounts to be presented to the General Assembly,
- nomination of the Secretary General and the Treasurer,

- amendment of the annual budget of the association in case of unforeseen circumstances or opportunities
- creation or dissolution of the Ad Hoc Committees.

Article 16

Judicial actions, whether they be in the form of claims or defence, are pursued by the Administrative Council represented by its President or by a Council Member who shall be named in this capacity by the Administrative Council.

Article 17

The Administrative Council has the power to set up a sub-committee, among its members and officers, for effecting specific tasks within the general scope of the decisions passed by the Council, and can delegate powers.

All agreements committing the Association are, except in the case of special delegation, signed by the President (or a delegate on his/her behalf) and one other member of the Administrative Council who do not need to justify their powers to third parties. The Administrative Council may decide that the Secretary General is authorised to incur expenses on behalf of the Association up to a specific limit.

The members of the Administrative Council are only liable for their acts or omissions within their mandate or in the administration of the Association's finance.

Chapter 7. OFFICES

Article 18

The President of the Association shall preside over the Administrative Council and the General Assembly and shall represent the Association. The two (2) full term mandate of the President, as well as that of the vice-president, is established in chapter 6.

Article 19

The Administrative Council may establish a permanent secretariat to be directed by a Secretary General who shall be appointed by the Administrative Council. The Secretary General and the members of the permanent secretariat may be remunerated. They shall carry out the decisions of the Administrative Council and contribute in formulating the policy of the Association under the supervision of the Council. The Secretary General shall also be responsible for the daily administration of the Association, for engaging staff and for their working conditions, subject to the approval of the Administrative Council.

The Administrative Council may also appoint a Treasurer to administer the finances of the Association in accordance with the Administrative Council's instructions.

The appointments of Secretary General and Treasurer shall be subject to the approval of the General Assembly.

Chapter 8. FINANCES

Article 20

The financial resources of the Association will be, among others, the following:

1. The annual subscription fees,
2. Donations, allowances, subsidies and inheritances approved by the Association's Administrative Council,
3. Funding from national or international organisations approved by the Association's Administrative Council,
4. Income from services provided, publications, conferences, symposia etc. and
5. Interest on the Association's capital.

Article 21

The annual subscription to be paid by the members of the Association shall be determined yearly in advance by the General Assembly, on the recommendation of the Administrative Council. Different subscriptions will be paid by Institutional and individual members.

Article 22

The Administrative Council shall submit annually the accounts for the preceding year and the budget for the following year for the approval of the General Assembly. The financial year shall correspond to the calendar year.

Article 23

The Administrative Council shall appoint from those who are not members of the Council, one or more auditors who shall report to the Administrative Council and to the General Assembly.

Chapter 9. AMENDMENT OF STATUTES AND DISSOLUTION

Article 24

The Administrative Council shall inform the members of the Association at least three weeks in advance, of any proposal for amendment of the statutes or dissolution of the Association and shall, in addition, make known the date of the General Assembly, which shall render a decision on the said proposal. No decision shall be valid unless it is supported by at least two thirds of the votes cast.

If this General Assembly does not convene at least 50% of the Association's members, present or represented, a new General Assembly shall be convened under the same conditions as stated above, which shall render a definitive and valid decision on the motion based on a two thirds majority of the members present or represented.

The General Assembly shall determine the mode of dissolution and liquidation of the Association.

On dissolution of the Association, any assets of the Association shall be transferred to non-profit associations or to charities to be decided by the General Assembly.

Chapter 10. GENERAL AND TRANSITIONAL PROVISIONS

Article 25

All points not specified in the present statutes, and notably concerning notices to be made to the "Moniteur Belge" shall be regulated in accordance with the provisions of the law.