

**INTERNATIONAL ASSOCIATION OF FORMER STAFF
OF THE EUROPEAN UNION**

RULES OF PROCEDURE ¹

THE MANAGEMENT BODY LAYS DOWN THAT:

**CHAPTER I – ADMISSION OF NEW MEMBERS, MANAGEMENT OF PERSONAL DATA,
COMMUNICATION, EXPULSIONS**

Article 1

Subject to national sections being informed, a member of the Association can belong to two or more national sections.

Nevertheless, he/she shall have only one vote in the General Meeting.

Article 2

1. Each Section shall be responsible for managing the data of those who have joined the Association through them.
2. Each Section shall be responsible for disseminating formal communications from AIACE International to its members and within a reasonable period of time.
3. Each Section shall be responsible for disseminating general information to members, in accordance with the criteria and by whichever means they deem appropriate.
4. In January of each year, all Sections shall forward to AIACE International a list of its paid-up members, drawn up on 31 October of the previous year, by electronic means.
5. AIACE International may send general information by electronic means to any member who requests information and who provides his/her email address.

CHAPTER II – REPRESENTATION AND DELEGATIONS

Article 3

Any member of the Management Body who is not replaced by an alternate can give a proxy to another member to replace him/her at a meeting of the Management Body.

This proxy must be in writing.

¹ *NB: The French text is the only authentic text; this document is a translation and solely for the purposes of informing members.*

CHAPTER III – WRITTEN PROCEDURES

Article 4

When the Management Body is unable to vote in session for whatever reason, or when urgency dictates (meaning the decision cannot be postponed until the next meeting), the President may instruct the Secretary General to organise a vote by written procedure. The time limit for reply shall be a minimum of 10 calendar days. The result of the vote shall be recorded on the date on which the written procedure expires; the decision shall be taken by a majority of the votes cast. The Secretary General shall inform the Management Body of the result of the vote and the resultant decision.

CHAPTER IV – ELECTION OF THE PRESIDENT AND VICE-PRESIDENT

Article 5

1. The Management Body shall separately elect the President and subsequently the Vice-President by secret ballot, provided a majority of its members are present in person or by proxy.
2. In order to be elected, a candidate shall achieve a majority in accordance with Article 7 below.

Article 6

1. The President enquires about candidatures for each of these two offices, other than those received in accordance with Article 19 of the Statutes.
2. If there is only one candidate, this candidature shall be put to the vote. The candidate shall be elected if he/she achieves a majority.
3. If there are two or more candidates:
 - these candidatures shall be put to the vote
 - the candidate who gains the most votes shall be elected provided that he/she achieves a majority.
4. If none of the candidatures submitted to the vote gains a majority, the President asks if there are other candidates.
5. If there are one or more new candidates, the voting goes with all candidates in accordance with paragraph 3 above.
6. If there are no new candidates,
 - if there was only one candidate, the President shall declare that the vote has failed
 - if there were two candidates, the President shall only put to the vote the candidature with the highest number of votes
 - if there were three or more candidates, the President shall put to the vote the two candidatures with the highest number of votes; the candidate who achieves a majority is elected.

7. If two or more candidates obtain the same number of votes, further rounds are conducted until the tie is broken.

Article 7

The majority applying to articles 5 and 6 above is the majority of the members of the Management Body (if necessary rounded up to the next whole number).

CHAPTER V – NATIONAL SECTIONS

Article 8

In principle, the headquarters of a national section shall be located in the capital city of the Member State where the branch is established.

Article 9

1. A new Section may be created in a Member State where no other Section already exists, provided the minimum number of members residing in that Member State and wishing to create a Section is 20 or the minimum required, where applicable, by national law, where this is higher than 20.

2. These members must put in place the structure of the Section in accordance with the provisions of these Rules of Procedure. If necessary, the Association can be called upon to provide any kind of practical help.

3. In order to facilitate the inauguration of a new Section and taking into account the initial costs of starting up a Section and as an exceptional measure, the new Section shall be exempt from paying the annual contribution to the International Association for a period not exceeding 24 calendar months from the date of the instrument of incorporation of the new Section.

I – THE GENERAL MEETING

Article 10

The General Meeting of the section shall be open to all members of the Association registered with the section.

It shall meet at least once a year and shall be convened by the governing body of the section.

The General Meeting shall be responsible for:

- 1) drafting and amending the statutes of the national section as an association in accordance with the rules applicable in the country where it is established;
- 2) appointment and removal of members of the governing body and of the auditors;
- 3) approval of the budget and accounts of the section;
- 4) approval of the annual report;
- 5) proposal for the nomination of two members of the section as full members of the Management Body of AIACE International as well as two alternates, to be confirmed by the AIACE General Meeting;

- 6) a reasoned proposal for the removal of a member of the Management Body who had been nominated by the section;
- 7) any decision concerning the section and exceeding the powers conferred upon the governing body of the section by law or by the statutes of the section.

II – THE GOVERNING BODY OF THE SECTION

Article 11

Each national section shall appoint a president and other office holders for a term of three years, in accordance with its rules of procedure.

Article 12

The governing body of each section shall liaise regularly with the AIACE Management Body. In particular, it shall forward an annual report including the minutes of its General Meeting, an activity report for the past year and its future programme as well as the list of members of the Section.

It shall submit draft statutes of the section and any proposals for amendments to these statutes, to the Management Body.

It shall notify to the Management Body, the statutes of association of the section, approved, if necessary, by the national authorities as well as any amendments to those statutes.

Article 13

The provisions of Chapter V concerning national sections shall only apply in so far as they do not infringe the national laws of the country where the headquarters of the section are established.

CHAPTER VI – THE ADMINISTRATIVE BODIES

Article 14

1. The Management Body may set up any body or working party deemed necessary in order to assist the President and the Management Body in the performance of their duties.
2. The terms of reference, the composition and operating rules of these working parties are appended to these Rules of Procedure.
3. The Secretary General, the Deputy Secretary General and the Treasurer General may participate in an advisory capacity at meetings of the Management Body and of the Working parties.

CHAPTER VII – THE GENERAL SECRETARIAT

Article 15

Any correspondence emanating from or addressed to AIACE shall be submitted to the Secretary General who shall be responsible for the registration and dispatch of such correspondence.

CHAPTER VII – THE AUDITORS

Article 16

The General Meeting shall appoint two auditors on a proposal from the Management Body. Their term of office is three years.

CHAPTER IX – FINAL PROVISIONS

Article 17

These Rules of Procedure, adopted in implementation of Article 28 of the Statutes of AIACE, shall revoke and replace all previous versions of these Rules of procedure.

Article 18

The President shall be responsible for implementation of these Rules of Procedure.

Done at Brussels, 13 February 2024

For the Management Body

Dominique Deshayes

President

Appendix: Terms of reference, composition and operating rules of the working parties

APPENDIX

TERMS OF REFERENCE, COMPOSITION AND OPERATING RULES OF THE WORKING PARTIES

1. TERMS OF REFERENCE

The working parties are consultative bodies. At the request of and for the purpose of the Management Body or of the President of AIACE, they shall prepare documents on any general or specific matters relating to administrative, legal or welfare matters.

In agreement with the President of AIACE, the working parties may make any suggestions on these matters for submission to Management Body.

2. COMPOSITION

Each working party shall consist of members of the Association drawn from several sections, nominated by the Management Body, on a proposal from the President of AIACE. Each working party shall choose a president and a vice-president from amongst its members.

The term of office of each working party shall be three years.

3. OPERATING RULES

a) Each working party shall be convened by its president or by the President of AIACE.

b) Each working party can seek advice from any experts that they may see fit to consult. The working party must seek agreement from the President of AIACE if the consultation entails costs for the Association.

c) In cases where a national section is particularly interested in a specific topic, it may delegate one of its members when this topic is being dealt with by the working party concerned. Travel expenses shall be borne by the national section.

d) Each working party shall submit a regular progress report on its work and prepare an annual report which must be submitted to the Management Body, subject to approval by the President of AIACE.