

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

RULES OF PROCEDURE

THE BOARD OF MANAGEMENT LAYS DOWN THAT:

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

Article 1

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

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

Article 2

1. Each Branch shall be responsible for managing the data of those who have joined the Association through them.
2. Each Branch shall be responsible for disseminating formal communications from AIACE International to its members and within a reasonable period of time.
3. Each Branch 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 Branches shall forward to AIACE International a list of its 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.

Article 3

In exceptional cases and on the basis of a properly-reasoned decision by the Board of Management, based on a report from the governing body of the Branch concerned, a member can be expelled on serious grounds.

This sanction can only be imposed after the Board of Management has interviewed the person concerned.

CHAPTER II – REPRESENTATION AND DELEGATIONS

Article 4

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

This proxy must be in writing.

CHAPTER III – WRITTEN PROCEDURES

Article 5

When the Board of Management 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 in accordance with Article 24 of the Articles of Association. 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 Board of Management of the result of the vote and the resultant decision.

CHAPTER IV – ELECTION OF THE PRESIDENT AND VICE-PRESIDENT

I. – VOTING PROCEDURE

Article 6

1. The board of Management 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 an absolute majority in accordance with Article 8 below.

Article 7

1. The President enquires about candidatures for each of these two offices, other than those received in accordance with Article 22 of the Articles of Association.
2. If there is only one candidate, this candidature shall be put to the vote. The candidate shall be elected if he/she achieves an absolute 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 an absolute majority.
4. If none of the candidatures submitted to the vote gains an absolute 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 an absolute majority is elected.

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

II. – MAJORITIES REQUIRED

Article 8

Definitions:

Absolute majority: the majority of the members of the Board of Management (if necessary rounded up to the next whole number).

Abstentions shall be counted as votes cast; blank or spoilt ballots shall not be counted as votes cast.

CHAPTER V – NATIONAL BRANCHES

Article 9

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

Article 10

1. A new Branch may be created in a Member State where no other Branch already exists, provided the minimum number of members residing in that Member State and wishing to create a Branch 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 Branch 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 Branch and taking into account the initial costs of starting up a Branch and as an exceptional measure, the new Branch 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 Branch.

I – THE GENERAL ASSEMBLY

Article 11

The General Assembly of the branch shall be open to all members of the Association registered with the branch.

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

The General Assembly shall be responsible for:

- 1) drafting and amending the articles of association of the national branch 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 branch;
- 4) approval of the annual report;
- 5) proposal for the nomination of two members of the branch as full members of the Board of Management of AIACE International as well as two alternates, to be confirmed by the AIACE General Assembly;
- 6) a reasoned proposal for the removal of a member of the Board of Management who had been nominated by the branch;
- 7) any decision concerning the branch and exceeding the powers conferred upon the governing body of the branch by law or by the articles of the branch.

II – THE GOVERNING BODY OF THE BRANCH

Article 12

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

Article 13

The governing body of each branch shall liaise regularly with the AIACE Board of Management. 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 Branch.

It shall submit draft articles of the branch and any proposals for amendments to these articles, to the Board of Management.

It shall notify to the Board of Management, the articles of association of the branch, approved, if necessary, by the national authorities as well as any amendments to those articles.

Article 14

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

CHAPTER VI – THE ADMINISTRATIVE BODIES

Article 15

1. The Board of Management may set up any body or working party deemed necessary in order to assist the President and the Board of Management 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 Board and of the Working parties.

CHAPTER VII – THE GENERAL SECRETARIAT

Article 16

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 17

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

CHAPTER IX – FINAL PROVISIONS

Article 18

These Rules of Procedure, adopted in implementation of Article 38 of the Articles of Association of AIACE, shall revoke and replace the Rules of Procedure of 30 September 1991, Article 9 of which was amended on 21 February 1994 and on 22 October 2014.

Article 19

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

Done at Brussels, 12 October 2020

For the Board of Management

Joaquín Díaz Pardo

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 Board of Management 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 the Board of Management.

2. COMPOSITION

Each working party shall consist of a maximum of nine members of the Association (drawn from several nationalities), nominated by the Board of Management, on a proposal from the President of AIACE. Each working party shall choose a chairman and a vice-chairman 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 chairman 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 branch 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 branch.

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