



Proposal for Change of EARLALL Regulations

DRAFT

At the coming General Assembly, proposals on changes to selected articles of the regulations will be considered:

Art. 1 – “Headquarters”

New text:

“Headquarters”

The statute has been established in Brussels. The Headquarters of the Association is located at the premises of the Association’s President’s representation in Brussels.

The President’s representation in Brussels puts at its disposal office space, including a work place, access to a conference room, printer, photocopying machine and other necessary support.

Art.1.1.

According to the Statutes (art.14.9) a Business Manager organises the meetings of the Association and ensure that the daily work is carried out.

The Business Manager will be responsible for the co-ordination of the Association and will carry out the tasks of a technical co-ordinator as well as political advisory services and daily contacts to external bodies. The Business Manager works in close collaboration with the President and his staff, according to the annual work plan of EARLALL and his/her agreed annual work programme.

Art. 2 - Membership

- 1) Regional and local authorities who would like to take part in the Association can present their official request to the President of EARLALL
- 2) The applicant region or local authority must agree to accept and adhere to the EARLALL Statute and Regulations
- 3) The Association shall have four categories of membership:
 - **Full Members:** All regional and local authorities, that are the second elected government level, with policy responsibility for Lifelong Learning provision can be accepted as full members. Their countries should be members of the EU or the European Free Trade Agreement membership. Full members have the right to vote and can become members of the Board.
 - **Associate Members:** Other regional and local authorities can be accepted as associate members and have the right to vote. Associate members pay the basic membership fee and no additional quota.

- **Observers:** Organisations such as universities and research institutions can have observer status within EARLALL. Observers do not pay membership fees and do not have the right to vote.
- **Honorary members:** Honorary Members, appointed by the article 6 of the Statute do not pay membership fee and do not have the right to vote.

Observers and honorary members participate in the work of the Association only by official invitation by the President of EARLALL.

Overview of membership categories, rights and obligations

Full members All regional and local authorities at the second elected government level with policy responsibility for Lifelong Learning provision	Right of vote Can become members of the Board	Basic membership fee + additional quota
Associate members: Other regional and local authorities	Right of vote	Basic membership fee
Observers: Organisations, universities and research institutions	No right of vote	No membership fee
Honorary members	No right of vote	No membership fee

Art. 3. "Exclusion"

The President informs the Board and the General Assembly about members having not paid their annual membership fee. The President of EARLALL contacts the politicians from the member region to reiterate the benefits of being members of EARLALL. If membership fees have not been paid for two consecutive years, the region is excluded from EARLALL membership as outlined in the Statutes (art. 6.8).

Art. 4 – "Work and activities of the Association"

The core of the Association's work is the General Assembly where the work and activities are decided and launched.

The Association offers introductory courses for new members or for newly elected members and new staff. The courses will introduce members to the work and activities of the association, including political issues, themes and projects. Courses can take place at the headquarters in Brussels or in member regions.

The Association can establish thematic working groups to address selected lifelong learning policy fields of interest. The working groups shall be set up to involve members as much as possible in the work of the Association and set up a framework for exchange of experience and innovation across the Association.

The Association can promote and manage a project and/ or can participate in a project with its own funds or by co-financing. The Association can also set up common projects on the initiative of the members. Projects to be financed or co-financed by the Association must be approved by the Board.

Art. 5. "Work procedures"

5.1. Agenda

The President asks the members of the Board about their contribution to the agenda before sending the convocation to meetings of the Board or the General Assembly. The Board can also suggest items to be included in the agenda. The agenda is sent to members of the Board or the General Assembly at least one week before the meeting.

5.2. Minutes of the meetings

The minutes of the General Assembly and of the Board are drafted in English under the responsibility of the Business Manager. The draft minutes are sent to members at latest 14 days after the General Assembly or the Board meeting and approved at the subsequent Board meeting. The minutes are filed at the headquarters and by the Treasurer to be at the disposal of the members.

The documents required by Belgian administrative authorities are written in French.

Art. 6. Income and expenditure management

The available funds of the Association are in a proper account registered in the name of the Association.

The Treasurer informs the Board and the General Assembly of the current financial situation of the Association at their meetings.

The Budget must be approved by 31st December each year.

The Balance must be approved by 31st March each year.

The Business Manager informs the President and the Treasurer every quarter about the account situation indicating:

- 1) the cash statement
- 2) the income with an indication of the origin
- 3) the expenditure with an indication of its nature and beneficiary

Income

The full members pay a basic membership fees and an additional quota calculated on the basis of the number of inhabitants and the GDP of the region. The General Assembly decides upon a maximum for the additional quota.

Full members from Eastern European countries (outside EU 15/ new member states) only pay the basic membership fee.

Associate members only pay the basic membership fee.

The membership fee and the additional quota are paid within the first quarter after the budget approval.

The regional or local authorities accepted as members in the second part of the year only pay the basic membership fee and no additional quota.

Expenditure

The expenditure of the Association is paid by credit card, cheque, bank transfer and other usual bank operations from the account.

The expenditure concerning the Association's activities is disposed by the Business Manager solely if the amount is below 1,500 €. Expenditure beyond 1,500 € is co-signed by the Treasurer by means of netbanking.

The present document is approved, modifying the previous Regulations of 6th March 2007, by the General Assembly held in Gothenburg, Västra Götaland, Sweden, on 1st October 2009.