

CONSTITUTION OF EUROCIETT

The European Confederation of Private Employment Agencies

*As ratified by Eurociett General Assembly on February 25th, 2005
and amended on March and September 2008 and December 2010*

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CONSTITUTION OF EUROCIETT

Having regard to the Belgian Act of 27 June 1921, altered by the Act of 2 May 2002, granting legal personality to non-profit associations and foundations (“the Law”);

Having regard to Article 26, paragraph 2 of said Act;

The undersigned:

1. FEDERGON, the Belgian Agency Work Employers' Federation, located at avenue de l'Héliport 21, Brussels, Belgium, represented by Herwig Muyltermans, born in Ixelles on 10 October 1955;
2. ABU, the Dutch Agency Work Employers' Federation, registered in Amsterdam, located at Singaporelaan 74, Lijnden, the Netherlands, represented by Aart van der Gaag, born in Schiedam on 10 January 1949;
3. Vedior Nederland, registered in Amsterdam, located at Burgerweeshuispad 201, Amsterdam, Netherlands, represented by Annemarie Muntz, born in Rotterdam on 29 May 1960;
4. SETT, the French Agency Work Employers' Federation, located in 56 rue Lafitte, 75320 Paris Cedex 09, France, represented by Philippe Marcel, born in Saint Jean de Maurienne on 23 November 1953;
5. Randstad Holding, Diemermere 25, Diemen, 1100 AP Amsterdam z.o., the Netherlands, represented by Fred van Haasteren, born in Leiden on 28 November 1949;

declare that they agree to form a non-profit association (Association Sans But Lucratif or ASBL), whose Constitution is approved as follows:

Paragraph I Legal type, head office, sphere of action

Article 1: Name

The Confederation's name is "European Confederation of Private Employment Agencies", known in French as "Confédération européenne des agences d'emploi privées". It is referred to hereunder by the name Eurociett.

Article 2: Legal type

1. The European Confederation of Private Employment Agencies is a non-profit association formed in Belgium (Association Sans But Lucratif or ASBL).
2. Eurociett's head office is located in the Brussels legal district.
3. The current address is Avenue du Port 86c, PO Box 302, 1000 Brussels, Belgium. If decided by the Board of Directors, the head office may be transferred to another address at a later date.

Article 3: Official language

1. The official language of Eurociett shall be English.
2. Whenever legally required, documents shall also be drawn up in French.
3. If an official document or official minutes of Eurociett are also published in another language and if there appears to be any difference in meaning between the texts, the English-language version shall be authoritative.

Article 4: Regional member of CIETT

Eurociett is a regional federation of Ciett, the International Confederation of Private Employment Agencies, in accordance with the terms and conditions set out in the Ciett Constitution.

Article 5: Neutrality and non-profit nature

1. Eurociett is politically and religiously neutral. Eurociett does not engage in any discrimination based on gender, age, religion or ethnic origin.
2. Eurociett does not aim to make a profit.

Article 6: Representation of the industry

Eurociett is the European representative body of the private employment agencies industry in particular and job market intermediaries in general. As such, Eurociett is the natural contact for European-wide industry consultation, i.e. on the territory as defined below in the sphere of action.

Article 7: Sphere of action

Eurociett's sphere of action is defined as follows:

- a. All matters relating to the activities of private employment agencies, in particular, agency work, with a triangular employment relationship in which the agency is the employer of the agency worker, who works under the supervision of the user company, as well as with respect to all matters concerning the other activities of the members in the area of job market intermediary services;
- b. And this within the EU, the EEA and the EFTA areas and other countries located on the territory of geographic Europe and considered by Eurociett's General Assembly as being logically part of Eurociett's area of action.

Article 8: Minimum number of members

Eurociett shall have at least ten members.

Article 9: Modification of the Constitution

The General Assembly may only duly decide to alter this constitution if the following conditions are in place:

- a. this point was explicitly indicated in the meeting notice and/or the agenda of the General Assembly meeting; it may either be a proposal from the Board of Directors or a proposal made by at least five members;
- b. at least two-third of the members are present or represented;
- c. the decision is taken based on a two-third majority of these members present or represented.

Article 10: Rules of procedure

1. Eurociett will specify the rules of the Constitution in a document entitled "Rules of Procedure".
2. The Rules of Procedure will be put forward by the Board of Directors and must be approved by the General Assembly by a majority of three-fourth of the members present or represented, who must represent at least half of all of the members.
3. Any modification made to these Rules of Procedure will require the same majority and the same quorum.
4. The introduction of these Rules of Procedure and any subsequent alterations must be specifically indicated in the meeting notice.

Paragraph II Object, purposes and functions

Article 1: Object

1. The object of the Confederation is to protect and promote the interests of private employment agencies in Europe with a view to increasing their prosperity, promoting their long-term growth and seeing to it that they are able to continue to contribute to the growth of the economies and societies in which they operate. The activities will primarily be focused on triangular employment relationships.
2. Eurociett shall attempt to promote general recognition of the principle whereby agencies are the employers of workers who work at user companies under the supervision of these user companies. In addition, Eurociett shall be active in promoting and protecting the interests of its members who operate in a growing range of services in the area of human resources and other activities in the area of personnel management.
3. Eurociett, as a regional federation of CIETT international organisation, attempts to represent the predominant countries and companies of the European zone.
4. Eurociett sets highly demanding quality goals for its members and for the industry overall.

Article 2: Main goals

1. Eurociett ensures that future European policies and regulations will enable the Agency Work industry to grow, and sees to it that the allocation on the labour market is positively influenced by regulations, so as to make the job market more flexible and to promote stronger growth of the economy.
2. Accordingly, Eurociett does everything in its power to avoid new restrictions being imposed on the industry and for existing restrictions to be lifted at the European level and at the national level, while guaranteeing an appropriate level of security for agency workers.
3. Given its commitment to setting highly demanding quality standards, Eurociett will draw up an appropriate Code of Conduct, to which all of the members must adhere.

Article 3: Main functions

Eurociett is involved in all issues that relate to the activities of private employment agencies at the European level. As such, its main functions are as follows:

- represent its members with all of the institutions concerned. Its main activity consists of ensuring that European laws and regulations that affect the members' interests are as compatible as possible with the members' growth and prosperity;
- promote the industry's activities, in particular, triangular employment relationships, and attempt to eliminate any discrimination in the industry;
- negotiate with European institutions and organisations (for example, in the form of social dialogues) and, if expressly requested by a national member federation, with the government or official organisations of this member's country;

- organise the collection of appropriate information, documentation and data and the dissemination thereof to the members, official bodies, employer and employee representatives, the media, the general public, and other relevant publics. Accordingly, Eurociett shall carry out or have others carry out studies and surveys if this task cannot be performed by the federation;
- disseminate information on Eurociett's activities and organise courses and conferences;
- support, whenever this is possible, the efforts of the members in any action aimed at defending the interests of their agency workers, improving the Agency Work system and promoting co-operation with user companies. Accordingly, Eurociett shall draw up an appropriate Code of Conduct;
- promote the setting up of national federations in those countries in which such bodies still do not exist;
- promote unity among the member federations in matters having an impact on the industry's growth and prosperity, and see to it that Eurociett is an active member of CIETT, while communicating with this organisation in a fully transparent manner.

Paragraph III-A Membership

Article 1: *Categories of members*

The Confederation offers the following membership options:

a. National Federation Members

These are (multi)national federations which:

1. are representative of the private employment agency industry at large in the country that they are from and are established according to national law and practice.
2. whose centre of activities is situated in a country recognised by the United Nations as an independent state and that is a member of the EU, EEA or the EFTA.

In principle, only one national federation in each country is eligible for membership. However, the General Assembly will grant membership status to more than one national federation per country, if the candidate member (which fulfils all other applicable criteria) covers a larger market share than the cumulative market share of the then current National Federation Members in said country.

b. Multinational Corporate Members

These are multinational private employment agency companies

1. that have offices operating in at least three countries recognised by the United Nations as independent States and located in the EU, EEA or EFTA and

2. that are members of at least three national federations affiliated with Eurociett, in three different countries in the EU, EEA or EFTA.

c. Associate Members

These are groups of private employment agency companies that do not satisfy the conditions required to join as a national federation member (see Paragraph III A-1-1), or private employment agency companies that do not satisfy the conditions required to join as a multinational corporate member (see Paragraph III A-1-2) and whose head office is located in a country that does not have a representative national federation member. Each year, the Board of Directors shall review the situation of the associate members and reports on this subject to the General Assembly. The associate members' membership shall end when the country in which its head office is located and/or on which its correspondent member status is based is represented within Eurociett by a (multi)national federation member.

Article 2: Eurociett observers

Eurociett's General Assembly shall grant Eurociett Observer status to multinational federations and companies if they satisfy all membership conditions, with the exception of the obligation to operate in the defined zone in Europe (EU + EEA + EFTA). In general, this only applies to companies and federations representing one or more countries or that are active in one or more countries that is/are part of Europe in the broad sense, in the general acceptance of the term, or within Europe's geographic zone. As soon as this country becomes part of the EU, EEA or EFTA, the federation or company shall be transformed from Observer membership to Federation or Corporate membership if it satisfies all of the relevant required conditions.

Article 3: General requirements for the admission as member or observer

In addition to the other conditions mentioned in this constitution, a member or an observer must satisfy at least the following conditions:

- in the case of a federation, it must be recognised as the industry's representative in its country (see Paragraph III-A-1) and have a democratic structure (for the avoidance of doubt, this means that all members of the federation have voting rights in the general assembly and that the board of directors is elected by the general assembly);
- not have violated the law;
- confirm that they will abide by the provisions of this Constitution and the Rules of Procedure.

Article 4: Application for membership or observer status

1. Applications for membership or observer status will be submitted to the Board of Directors, which shall examine if the applicant satisfies the requisite conditions for Member or Observer status. Based on this examination it shall make a favourable or unfavourable recommendation at the following meeting of the General Assembly.
2. The General Assembly, with a quorum of at least half of the members present or represented, shall come to a decision based on a majority of the votes.
3. A candidate that fulfils all requisite conditions shall be accepted as member. The General Assembly shall specify the reasons for its decision to accept or to refuse a candidate. Said decision shall be communicated in writing to the candidate.
4. A candidate having received a negative decision, can, within a period of fifteen (15) days from the date of receipt thereof, lodge an appeal with the appeal body. Two former presidents, vice-presidents or Board members of Eurociett so designated by the Board of Directors at the relevant time, together with the then current Vice-President of Eurociett, shall act as appeal body. They shall be assisted with an external legal adviser as well as a representative from the Eurociett Secretariat (but with no voting rights). The contact details of the then acting appeal body shall be included in the notification sent to the rejected candidate. The decision of the appeal body shall be taken after having heard the candidate member. The decision shall be final and communicated to the General Assembly for execution..
5. In case the Board of Directors takes a decision to refuse a candidate (instead of making a recommendation to the General Assembly), the procedure set forth in points 3 and 4 above shall apply *mutatis mutandis*.

Article 5: Obligation to be a member of CIETT

All Eurociett members and observers shall only keep this status if they are members of the CIETT global organisation.

Paragraph III-B Rights and duties of members and observers

Article 1: Rights and duties of members and observers

1. Members and observers shall be represented by a representative at the meetings of the Eurociett's General Assembly. Federations and Corporate Members shall have one vote at the General Assembly meeting.
2. Members and observers shall make timely payment of the contributions fixed by the General Assembly.

3. Members and observers shall be held liable for their financial commitments with respect to contributions vis-à-vis Eurociett.
4. A member or observer cannot be required to pay any compensation in case of a failure to perform, or due to fault or error on the part of Eurociett. It can never be held liable or be required to pay an amount exceeding its contributions.

Article 2: *Conduct of Members and Observers*

The Confederation's members and observers shall have the following rights and duties:

1. They are required to adhere to this Constitution, the Rules of Procedure and the Code of Conduct, within the limits authorised by their local legislation.
2. They are required to comply with the decisions and other rules and guidelines introduced by Eurociett's bodies to attain the objectives set out in paragraph II, with the exception of issues where, in the opinion of a member, a decision harms the national interests or the interests of this member's company, in which case the latter will immediately notify the President of the reasons for its position.
3. They shall continue to have full freedom to act in full independence vis-à-vis Eurociett on those issues that concern national legislation, the industry's local practices or other interests at the national level.
4. They shall respect the principles of fairness and integrity, in accordance with the principles of sound business practices.
5. They shall integrate these principles in their own Constitution or Status, as well as a provision stipulating that their members also comply with these principles, the Code of Conduct and the other rules and guidelines laid down by Eurociett.

Paragraph III-C Resignation and end of affiliation, exclusion, suspension, or dissolution of a member or an observer

Article 1: Resignation

A member or an observer is free to withdraw from the Federation at the end of Eurociett's fiscal year, subject to notice of at least six months, notified by registered mail to the Board of Directors.

Article 2: Dissolution

If a member or an observer is dissolved, its membership in Eurociett shall end immediately.

Article 3: Exclusion

1. A member or an observer may be excluded from Eurociett if it has:
 - a. not honoured its financial commitments vis-à-vis Eurociett;
 - b. committed a serious violation of one of the rule(s) stipulated in this Constitution or in the Rules of Procedure, or a regulation or decision taken pursuant to these texts.
2. The exclusion of a member or an observer is decided by the General Assembly, based on a proposal by the Board of Directors. Exclusion must be approved by a three-fourth majority of the General Assembly, during a meeting in which at least half of the members are present or represented.
3. The General Assembly shall specify the reasons for its decision to exclude a member or an observer. Said decision shall be communicated in writing to the member or observer concerned.
4. A candidate having received a negative decision, can, within a period of fifteen (15) days from the date of receipt thereof, lodge an appeal with the appeal body. Two recent former presidents or vice-presidents of Eurociett so designated by the Board of Directors at the relevant time, together with the then current Vice-President of Eurociett, shall act as appeal body. The contact details of the then acting appeal body shall be included in the notification sent to the excluded member or observer. The decision of the appeal body shall be taken after having heard the candidate member. The decision shall be final.
5. In case the Board of Directors takes a decision to exclude a member or observer (instead of making a proposal to the General Assembly), the procedure set forth in points 3 and 4 above shall apply *mutatis mutandis*.

Article 4: Loss of Member or Observer status

A member shall automatically lose its member status and an observer shall automatically lose its observer status

1. in case of death, incapacity, liquidation or bankruptcy;
2. if it has not satisfied the conditions required to be a member or observer (see Paragraph III-A 1 and 2).

Article 5: Suspension

1. If, in the opinion of the Board of Directors, a member or observer has committed a serious violation of this Constitution or the rules and decisions taken pursuant to this Constitution, the Board of Directors is entitled to suspend membership with immediate effect.
2. Any suspension is submitted to the following General Assembly, which must decide if the member or observer should be excluded, or if the suspension should be lifted, or maintained, until a subsequent date to be determined by the General Assembly. The suspension shall end if the General Assembly does not examine the case.
3. The appeal procedure set forth in Paragraph III-C-3 above shall also apply to suspension decisions taken by the Board of Directors or the General Assembly.

Article 6: Annual contribution in case of Member or Observer status

In all cases of resignation, loss of Member or Observer status, exclusion, dissolution and/or suspension, the contribution for the year in progress must always be paid in full.

Paragraph IV The General Assembly

Article 1: Composition

1. All of the members and observers together shall form the General Assembly.
2. The General Assembly shall choose its President based on a recommendation of a Nominating Committee.
3. The Nominating Committee shall be comprised of at least three representatives of members and shall be elected by the General Assembly.
4. The President shall be elected for a term of three years. He shall be renewed in this position for a second three-year term, based on a decision taken by a three-fourth majority by the General Assembly, during a meeting at which at least half of the members are present or represented. Thereafter, one-year renewals are possible, subject to election with the same majority and quorum.

5. The General Assembly shall request the co-operation of any person to take part in the meetings of the General Assembly, attend the sessions of the special or standing committees, or participate in actions. These persons shall not be entitled to vote.
6. The Ciett President (or the representative designated by him) shall have a permanent invitation to attend the meetings of the General Assembly and shall receive a copy of the agenda and minutes of the meetings.

Article 2: Powers

1. Eurociett's highest-ranking decision-making body shall be the General Assembly of the Representatives, referred to in this Constitution as the "General Assembly", which exercises the powers entrusted to it by the law, this Constitution or Eurociett's Rules of Procedure.
2. The General Assembly shall delegate its powers to the Board of Directors and/or to an Executive Office/Secretariat.
3. The General Assembly shall decide to set up an Executive Office/Secretariat.
4. The General Assembly shall have notably the following powers:
 - determine the Confederation's strategic objectives;
 - review progress made vis-à-vis the previously fixed strategic objectives;
 - examine the Confederation's financial position and approve the budget – including the membership fees – for the coming year, by a vote based on a three-fourth majority of the members present or represented, with the latter representing at least one-fourth of the members of Eurociett;
 - elect the members of the Board of Directors and the chairpersons of the standing committees from a list of candidates presented by the Board of Directors and candidates put forward by at least five members and/or observers;
 - decide, on each occasion in case of an election, expiry of a term of office or other significant change, if the Immediate Past President and/or the chairperson of a committee will become a member of the Board of Directors;
 - take decisions on applications for Member or Observer status, and concerning cases of exclusion or suspension, based on a reasoned proposal by the Board of Directors.
 - approve the place and date of the General Assembly's future meetings;
 - amend the Constitution, Rules of Procedure or Code of Practice when necessary;
 - decide to dissolve the Confederation and determine the allocation of the remaining assets;
 - decide to lift or maintain a suspension or the discharge of a member of the Board of Directors, a chairperson of a standing committee or a member of another body;
 - review the activities of the Board of Directors and the Committees;
 - have final responsibility for all issues concerning Eurociett.

Article 3: Meeting notice

1. The General Assembly shall meet based on the decision of the President or at the request of at least three members of the Board of Directors, and, regardless of the circumstances, at least three times a year. The meetings shall take place preferably in February, April/May and September/October. One of the meetings shall preferably be held at the same time as Ciett's annual Conference. The meetings shall be chaired by the President or, in his absence, by the Vice President.
2. The President shall send the meeting notice at least fifteen days prior to the meeting date. The meeting notice is accompanied by the agenda.
3. A member or an observer who wishes to register a point on the agenda of the Ordinary General Assembly must submit this proposal in writing to the Board of Directors. The proposal must be clearly worded and must be accompanied by a brief explanation of the reasons motivating it. The Board of Directors must receive it at least 18 days prior to the date of the Meeting.
4. The chairman must convene an extraordinary meeting of the General Assembly if so requested by one-third of the members and/or observers. The meeting notice for an Extraordinary Meeting is sent at least 30 days in advance and is accompanied by the agenda.

Article 4: Decisions

1. Each member shall have one vote at the General Assembly meetings, with the exception of Associate members, who do not have the right to vote. In addition, observers do not have the right to vote. In the case of a tie vote, the President's vote shall be casting. Those members who cannot attend the General Assembly but who vote by proxy must be counted for the purpose of determining the quorum. Decisions shall be taken based on a simple majority, unless otherwise stipulated by this Constitution or by the law.
2. Suspended or excluded members shall not have the right to vote.

Article 5: Meeting minutes

All of the points addressed during a meeting of the General Assembly are recorded in minutes sent to the members and observers within 30 days following said meeting. The minutes are deemed to have been approved if no objection is communicated within 30 days following the sending of the minutes. In case of an objection, the minutes are placed on the agenda of the following (Ordinary) General Assembly meeting for examination. The President or the Board of Directors may also attempt to resolve the problem by contacting the members and observers and by proposing to modify the text in such a way that it can be approved.

Paragraph V: The Board of Directors

Article 1: Composition and Appointment

1. The President of the General Assembly shall also be the President of the Board of Directors.
2. The President shall chair the meeting of the Board of Directors.
3. The Board of Directors shall be comprised of an uneven number of members; it shall be comprised of at least five and no more than thirteen members, including:
 - a President,
 - a Vice President,
 - a Treasurer,
 - a Secretary to the Board.

3bis The appointment procedure and the renewals of the term of the President are described in the provisions of Paragraph IV, Article 1.4.

4. The Board of Directors shall choose from among its members a Vice President, a Treasurer and a Secretary to the Board. The Vice President of the Board of Directors shall also be Vice President of the General Assembly. The Board of Director's composition is submitted to the General Assembly for ratification.
5. Based on a decision by the General Assembly, the Immediate Past President shall be appointed as a member of the Board of Directors for a transition period. This appointment shall be valid for a non-renewable three-year term. The Immediate Past President thus appointed shall have no vote.
6. If an office is vacant, the other directors shall designate, if they wish so, a new director, who shall temporarily fill the position of the person whom he replaces, until the following General Assembly, which shall be held within two months following the vacating of the office.
7. The directors shall be elected for a term of three years. They shall be re-elected for a second three-year term if this renewal is approved by a three-fourth majority by the General Assembly, during a meeting at which at least half of the members are present or represented. Thereafter, one-year renewals are possible, subject to election with the same majority and quorum.
8. If the General Assembly has decided to appoint a chairperson of a committee as member of the Board in his capacity of chairperson of this committee, this director shall only remain in his position during the term of his office as chairperson of said committee. Thereafter, the normal rules for the election and re-election of a director shall apply.
9. The objective shall be for the Board of Directors to represent at all times both Corporate and Federation members. Accordingly, it is highly desirable for Corporate Members and Federation Members to be represented proportionally on the Board of Directors.
10. All of the directors shall hold their office and perform their functions as described in this Constitution, but only as long as the organisation they represent is a member of Eurociett. In specific circumstances, the Board of Directors shall, with the General Assembly's approval, decide, if necessary, to temporarily leave in office a director who is no longer affiliated to a Eurociett member, pending the election of a new director.

11. The President shall represent the Confederation with its members and with the outside world. He is the main link between the General Assembly, the Board of Directors and the Executive Office/Secretariat. He shall perform his other duties as stipulated in this Constitution and in the Rules of Procedure.
12. The Vice President shall assist the President in carrying out his obligations and shall carry out these obligations in the event that the President is unable to do so, and until the chairman is able to resume the exercise of his duties or until the General Assembly has elected a new President.
13. The Treasurer is responsible for monitoring the Confederation's finances. He shall see to it that the accounts are properly kept, so as to fulfil the Confederation's obligations. He shall provide guidance and advice to the Managing Director and Executive Office/Secretariat in issues concerning the Confederation's financial interests.

Article 2: Powers

1. The Board of Directors shall be responsible for the Confederation's day-to-day operations and for co-ordinating the lobbying and work of the committees.
2. The Board of Directors shall manage the Confederation. Accordingly, it has the powers granted to it by the law, this Constitution and the Rules of Procedure, as well as the powers that are not reserved for and by the General Assembly pursuant to this Constitution.
3. The Board of Directors shall, among other things, engage in any transaction, conclude any agreement or any amicable arrangement, with and vis-à-vis the personnel, banks, authorities or public institutions or any other party; take any measures to manage and dispose of movable and immovable property; accept bequests, subsidies, donations and cessions; waive rights; grant authorisations and powers of attorney; and represent the Confederation in court, whether as a plaintiff or a defendant.
4. The Board of Director's mission primarily shall include the following tasks:
 - a. It executes the action programmes needed to attain the strategic objectives fixed by the General Assembly and each year reports on the progress made to said General Assembly;
 - b. Each year it submits to the General Assembly an action plan to guide the Confederation's activities for the coming year;
 - c. It presents to the General Assembly a report on the Confederation's finances and proposes to the General Assembly for approval a budget for the coming year;
 - d. It establishes the guidelines, executes the action programmes and, in general, acts in the General Assembly's name in those instances where it is necessary to take action between meetings of the General Assembly. It reports on these actions to the following session of the General Assembly;
 - e. It prepares a list of candidates, which it submits to the General Assembly for positions on the Board of Directors, which must be determined by a vote of the General Assembly and for the offices of the chairperson of the standing committees;

- f. It processes applications for Member and Observer status, which includes the fixing of contributions for candidates, and makes a recommendation to the General Assembly to either approve or reject these applications;
 - g. It convenes Ordinary and Extraordinary sessions of the General Assembly when necessary.
- 5. The Board of Directors shall set up standing or special committees and it shall elect the members of these committees, with the exception of the chairpersons of the standing committees, who are elected by the General Assembly.
- 6. If the Board of Directors decides to set up an Executive Office/Secretariat, it will hire the necessary personnel, including the Managing Director of Eurociett. These personnel may either be employees hired directly by the Confederation, or professionals made available by an outside company. The Board of Directors may also dismiss these employees and take any other measures necessary with respect to personnel management.
- 7. The Board of Directors may also call on the services of outside professionals who will support the Executive Office/Permanent Secretariat, for example, for lobbying or for the organisation of activities, etc.
- 8. The Executive Office/Secretariat works under the direct supervision of the Board of Directors.
- 9. The Board of Directors manages Eurociett.

Article 3: Delegation

1. The President of the Board of Directors shall represent Eurociett as Regional Vice President on the CIETT Board, unless otherwise stipulated by the Board of Directors.
2. The Board of Directors shall delegate powers and activities to the Executive Office/Secretariat and/or to committees.

Paragraph VI The Committees

Article 1: Standing committees

1. The Board of Directors and the General Assembly shall set up standing committees.
2. The members of these committees shall be appointed by the Board of Directors. The chairpersons of these committees shall be elected by the General Assembly.
3. The standing committees shall meet at the time and place they deem appropriate to successfully perform their mission and they establish their own rules of procedure. However, these rules must be compatible with the Confederation's Constitution and they must be approved by the General Assembly.
4. The standing committees shall draft minutes of their meetings and present a regular report of their activities to the Board of Directors and to the General Assembly; they shall see to it that the members of the Board of Directors or their representatives are given a permanent invitation to attend their meetings and shall provide the Board of Directors with a copy of the agenda and minutes of the meetings. An employee belonging to the Secretariat shall contribute to the committee's activities by drawing up meeting agendas and minutes, by working on the actions to be carried out, etc., based on the committee's wishes.
5. The standing committees shall not ordinarily be entitled to take decisions and they shall refer such matters to the General Assembly for the execution of the measures they propose. They shall draw up guidelines for lobbying, etc., after consulting with the members. After approval by the General Assembly, they may undertake self-funded programmes to satisfy their own specific needs.
6. The chairpersons of the standing committees may be appointed members of the Board of Directors by the General Assembly.

Article 2: Special and advisory committees

1. The General Assembly shall set up special committees and advisory committees when it deems this necessary. The Board of Directors shall appoint the chairperson and the members of these committees.
2. Paragraphs 2-5 inclusive of Article 1 of this paragraph shall apply.

Paragraph VII The Secretariat/Executive Office

1. The Managing Director shall be a senior executive appointed by the Confederation to head up the Secretariat/Executive Office, if there is one.
2. The Managing Director and the other persons belonging to the secretariat shall be appointed, suspended, dismissed, etc. by the Board of Directors.
3. The Managing Director shall receive support and advice from the Board of Directors and shall be assisted by the Secretariat's personnel.
4. The Managing Director and other employees shall attend (but shall not have the right to vote at), all Eurociett meetings, unless otherwise decided by the Board of Directors.
5. The Managing Director may also call upon the resources of Members to assist the Secretariat in performing the tasks that are of special interests to them.
6. The Managing Director shall report to the Board of Directors and shall be responsible for executing Eurociett's day-to-day activities needed to implement the strategies and programmes approved by the Board of Directors and the General Assembly. In particular, these activities consist of
 - representing the Confederation with outside bodies and establishing contacts with relevant external organisations in close co-operation with the Board of Directors and the relevant committees;
 - co-ordinating the activities of the various committees and activities of the members within the framework of Eurociett;
 - assisting the Board of Directors, standing committees and ad hoc committees;
 - managing the Confederation's affairs in accordance with this Constitution and the instructions of the General Assembly;
 - preparing meeting notices and meetings of the Board of Directors and the General Assembly;
 - managing the Secretariat and its employees.

Paragraph VIII Financial issues

1. The base of Eurociett's finances shall be comprised of autonomous funding of the members and observers, in accordance with the needs defined in an annual plan.
2. The Confederation's fiscal year corresponds to the calendar year.
3. The Confederation's accounts are prepared in euros.

4. The Confederation is funded by the members' annual contributions, the amount of which is proposed by the Board of Directors and approved by the General Assembly. In addition, the Confederation can collect revenues in other appropriate forms, such as, for example, in the form of special contributions, subsidies, revenues from the sale of data and information or the organisation of paid congresses, or other revenues consistent with the organisation's object.
5. If a country is represented as a member or an observer by more than one national federation, each of these national federations shall be required to pay the entire contribution fixed for this country by the General Assembly.
6. Contributions are due on 1 January of each year and may be paid in two payments of 50% each, the first on 15 January, the second on 15 July. A member or an observer who has not paid its contribution one month after the expiry is stripped of its right to vote until payment has been made. A member or an observer who has not paid its contribution for more than one year is excluded from the Confederation, unless otherwise decided by the General Assembly.
7. The long-term objective of the financial management of the Board of Directors and General Assembly is to set up and maintain a reserve fund of an amount at least equal to the total of the annual contributions. Said reserve fund's only purpose is to cover extraordinary expenses.
8. The Confederation's funds may be allocated to the payment of the Secretariat's expenses, travel and representation expenses of the President, Managing Director, other secretariat personnel or the Vice President, when the latter acts on behalf of the President, and for the payment of other expenses expressly authorised by the General Assembly or the Board of Directors.
9. The General Assembly shall make one or more representatives of the General Assembly responsible for the financial monitoring of the Confederation and for presenting to the General Assembly a report on its/their observations. This/these representative(s) is/are appointed for a period of three years; his/their mission may be extended, but shall end as soon as it is/they are no longer affiliated as a member or observer of Eurociett. The Rules of Procedure shall specify the rules for the extension and end of this mission.
10. Financial management – which consists of preparing the accounts of the year ended, estimating the budget for the following year and preparing an asset statement for the federation, is submitted for approval each year to the General Assembly – which then decides to give discharge to the Board of Directors and the Secretariat/Executive Office for this management.

Paragraph IX Discipline

The General Assembly shall fix the rules for the handling of complaints and penalties applicable to the members, observers and officials of Eurociett (such as the members of the Board of Directors, the members of the committees, etc.). These rules shall be recorded in the Rules of Procedure.

Paragraph X Dissolution and liquidation of Eurociett

1. The Confederation is formed for an open-ended period.
2. The Confederation shall only be dissolved at an extraordinary meeting of the General Assembly expressly convened for this purpose at least sixty days in advance.
3. This General Assembly must be comprised of at least three-fourth of the members present in person or represented, and the motion to dissolve must be approved by a three-fourth majority.
4. The extraordinary session of the General Assembly at which the dissolution is voted on shall determine the arrangements for this dissolution and the liquidation of the Confederation's assets. These assets will be allocated to a non-profit purpose.