

# Foundation Document



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European Council  
of Engineers  
Chambers

The undersigned States herewith establish the  
European Council of Engineers Chambers  
based on the approved Statutes of 26th September 2003 in VIENNA



## **Statutes**

### **of the European Council of Engineers Chambers (ECEC)**

**adopted by the ECEC-Foundation-Meeting at Vienna on Sept. 26<sup>th</sup> 2003**

**and modified by the 1<sup>st</sup> ECEC-GAM at Brussels on Nov. 24<sup>th</sup> 2004,**

**by the 2<sup>nd</sup> ECEC-GAM in Warsaw on Nov. 23<sup>rd</sup> 2005,**

**by the 3<sup>rd</sup> ECEC-GAM in Rome on Nov. 17<sup>th</sup> 2006,**

**by the 6<sup>th</sup> ECEC-GAM in Sofia on Nov. 14<sup>th</sup> 2009,**

**by the 7<sup>th</sup> ECEC-GAM in Ljubljana on Nov. 20<sup>th</sup> 2010 and**

**by the 10<sup>th</sup> ECEC-GAM in Athens on Oct. 12<sup>th</sup> 2013**

The ECEC is the base for establishing the European Chamber of Engineers as the umbrella organisation of all national Engineers Chambers and associations that have the public authority.

#### **1. Name, legal form, duration and office**

1.1 The name of the organisation is European Council of Engineers Chambers. The abbreviation ECEC will be used with all forms of the name.

1.2 The ECEC is a non-profit making, non-commercial and non-governmental cooperation of national Engineers Chambers and associations that have public authority.

1.3 ECEC is established for an indefinite duration.

1.4 The address of ECEC is that place in Europe where the general secretariat is situated.

#### **2. Objectives**

The ECEC shall have the following objectives:

2.1 To represent professional interests of academic engineers, who are members of national Engineers chambers effectively on the level of the association in front of the bodies of the European Commission and the European Parliament.

2.2 To encourage, propose and monitor the process of passing common European regulations and harmonising national legislation systems in the field of transferring public authority to the chambers of engineers all around Europe.

2.3 To encourage active participation of national Engineers Chambers in the process of harmonisation national construction regulations according to the common European regulations, especially in the field of:

- laws, regulations, directives and standards,
- education of engineers and continuous professional development,
- professional recognition and working mobility of chartered engineers.

2.4 To define professional qualification standards and association rules as well as to support the system of freelance engineering professions.

2.5 To create common principles of engineering ethics as the basis of understanding and self-confidence among European chartered engineers.

2.6 To create positive atmosphere for actual and future cooperation and coordination in common and particular, activities with other European engineers organisations.

### **3. Membership, admission and resignation**

3.1 Members of the ECEC are the Chambers of Engineers or representative public bodies of the profession of engineers, who are professionally recognised according to national law in their country or national liaison associations of these.

3.2 They must be established in the EU or in states applying for membership in the EU or in potential candidate countries for the EU accession.

3.3 Only one full membership per country is permitted and each member is represented by the head of delegation.

3.4 Every new member shall be appointed by the General Assembly with a two thirds (2/3) majority. Applications to join ECEC as member must be drawn up in writing to the Secretary General. The applicant has to make evident that he fulfils the criteria of 3.1. If the applicant fulfils the criteria for a membership the Executive Board will propose the application to the General Assembly to vote on it.

3.5 Membership of ECEC ends by withdrawal, exclusion or dissolution of the member. Withdrawal must be presented to the Secretary General in written form from any authorised representative of the national adhering body and is only possible by the end of the calendar year. Withdrawal or exclusion of a member shall not release such member from the obligation to pay dues for the financial year in which resignation or exclusion is effective. All outstanding membership fees must be paid in full. The General Assembly may exclude a member for failing to honour the obligations or for violation of the aims of ECEC. Exclusion of a member must be adopted by the General Assembly with a vote of a two thirds (2/3) majority.

3.6 Each member has the right to take part and vote at the General Assembly meeting. Each member is obliged to pay the subscriptions.

3.7 If a member has failed to pay the subscription it can not use its active and passive voting right at the General Assembly meeting.

3.8 Applicants who do not fulfil the criteria of 3.1 can apply for Associated Membership if they

agree with the objectives Art. 2 of the Statutes and pay associated membership fee. Each associated member has the right to take part in the General Assembly but has no active or passive voting rights. The admission procedure of 3.4 - without the requirement of 3.1 - is applicable for associated membership as well. The procedure in case of withdrawal, exclusion or dissolution in 3.5 is applicable for associated members as well.

#### **4. Structure of ECEC**

4.1 The ECEC is composed of the following bodies:

4.1.1 The General Assembly of members

4.1.2 The Executive Board

4.1.3 The President

4.1.4 The Treasurer

4.1.5 The Secretary General

4.1.6 The Auditors

4.2 The General Assembly

The General Assembly has the following powers of exclusive competence:

- Approval and amendment of policies and strategies
- Approval and amendment of the statutes
- Approval and amendment of the Internal Rules of Procedure
- Admission and exclusion of members and associated members
- Approval of the annual accounts and budgets
- Approval of subscriptions
- Election of President, three Vicepresidents, Treasurer, Secretary General and two Auditors
- Dissolution and liquidation of ECEC

It delegates the operation of the ECEC to the Executive Board.

4.3 The Executive Board

Members of the Executive Board are the President, three Vicepresidents, the Treasurer and the Secretary General. The Executive Board shall ascertain and execute the policy of ECEC as formulated by the General Assembly and shall make suggestions for ECEC policy decisions in accordance with the ECEC objectives. For this purpose the Executive Board can establish informal working groups for the accomplishment of specific tasks.

The Executive Board makes proposals for the admission of new members to the GAM.

4.4 The President

The President formally represents the ECEC. He shall not serve as a delegate of a member.

He is responsible for the promotion of the objectives of ECEC, for the administration of the ECEC and with support of the Secretary General for the preparation of meetings. He is the chairperson in the meetings of the Executive Board and the General Assembly.

In case of temporary absence the President has to nominate the executive Vicepresident.

4.5 The Vicepresidents

The three Vicepresidents have duties of the President in his absence and in cases of

delegation by the President

In case of death/permanent withdrawal of the President before the end of term of office the Executive Board nominates one of the Vice Presidents to overtake the duties of the President until the next General Assembly.

#### 4.6 The Treasurer

The Treasurer is responsible for all financial matters. He proposes the annual accounts and budgets for decision in the Executive Board which presents them to the General Assembly for approval. He is responsible for the calculation of subscriptions and for the levy of subscriptions.

He also has to provide the Auditors with the necessary information to enable them to control the accounts. This has to take place 6 weeks before the General Assembly at the latest, so that the Auditors are able to prepare their report for the General Assembly on time. He has to answer all questions of the Auditors concerning the accounts.

#### 4.7 The Secretary General

The Secretary General is responsible for the management of the general secretariat. He has to support the bodies of the ECEC and the working groups. He shall report to the President and to the Executive Board on relevant questions relating to the management of the ECEC and on the state of play of important questions arising from the policies and actions of the European Union that are of interest for the ECEC.

#### 4.8 The Auditors

The Auditors shall independently audit the ECEC accounts annually. Their report shall be presented to the General Assembly for adoption.

The Auditors may not be members of the Executive Board. A person can not be Auditor in the year following a period in which he was a member of the Executive Board.

### **5. Elections**

5.1 The term of office of the elected bodies of ECEC starts with 1<sup>st</sup> January of the year following the elections.

5.2 The President and the Vicepresidents are elected by the General Assembly with a simple majority for a period of three years with the possibility of re-election for a second term of office.

5.3 The Secretary General and Treasurer are elected by the General Assembly with a simple majority for a period of three years and may be re-elected.

5.4 The two Auditors are elected by the General Assembly with a simple majority for a period of one year and may be re-elected. They may not be members of the Executive Board. A person can not be Auditor in the year following a period in which he was a member of the Executive Board.

5.5 If a member of the Executive Board is not able to finish his term of office (withdrawal, death etc) the position is vacant until the following General Assembly. The following General Assembly elects with a simple majority a new member of the Executive Board for the rest of term of office of the Executive Board.

In case of withdrawal/death of the President only a member of the existing Executive Board can be elected for the vacant position of President. The General Assembly additionally elects

a new member of the Executive Board for the vacant position of the new President.

Anybody who is elected for President or Vice President – because of withdrawal/death – for less than two years can be re-elected for a full term of office twice.

## **6. Voting Procedures for Elections and other Decisions**

### **6.1 General Assembly**

6.1.1 The quorum for elections and all other decisions is fulfilled when half of the heads of delegations of the members are present.

6.1.2 Voting in elections and for any other decisions is per capita, each member organisation has one vote which is exercised by the head of delegation.

6.1.3 Elections are written and secret. If there is only one candidate for a position he is elected by acclamation.

6.1.4 For elections a simple majority of votes (more than half of the votes) of the voting members present is necessary. No proxy voting is permitted. Details of election procedures are regulated in the ECEC Internal Rules of Procedure.

6.1.5 For all other matters a two thirds (2/3) majority of votes of voting members present is required. For dissolution of ECEC a three quarters (3/4) majority is required. No proxy voting is permitted. In the event of a tied vote the President has the casting vote.

### **6.2 Executive Board**

6.2.1 Each Executive Board member shall be entitled to one vote. All decisions are taken with simple majority. In the event of a tied vote the President has the casting vote. The quorum for decisions is fulfilled when half of the members are present.

6.2.2 In case of urgency decisions can be taken via e-mail/fax. Two thirds (2/3) of the members have to participate in the voting, a majority of all members is required.

## **7. Finances**

7.1 The resources of the ECEC shall originate from the financial contributions of member-organisations.

7.2 The ECEC may receive further contributions from members, official EU organisations or any other individuals or organisations, as well as from the benefit of events or other activities.

7.3 The amount of the subscription shall be determined by the General Assembly.

7.4 The fiscal year of the ECEC is the calendar year.

7.5 The ECEC shall use its funds in pursuance of the purposes and objectives stated under Point 2 of the statutes and for regular expenses of the ECEC office. Any unbudgeted expenditure arising in reaching the stated objectives may, exceptionally, be financed by a special levy on the members.

## **8. General Assembly**

8.1 The ECEC shall organise at least one General Assembly meeting once a year. The members shall be given adequate notification of the meeting, with an agenda being enclosed with the notification no later than 30 days before the meeting. The venue of the next meeting shall be determined by the General Assembly. The location of the General Assembly meetings shall be determined by the President.

Before each meeting of the General Assembly on request of the ECEC Secretary General each member organisation has to fill in a nomination form with the name of the head of delegation who is authorized to vote for the member organisation in the following General Assembly until one week before the General Assembly. If the Secretary General does not receive the authorization, the member organisation has no vote. In cases of unforeseen circumstances that do not allow the member organisations to send the mandate on time, a written and signed authorization has to be provided at the GAM.

8.2 An extraordinary meeting must be convened by the President upon request of a third of the members within one month.

8.3 The resolutions passed at General Assemblies shall be binding on all members, including those absent or dissenting.

## **9. Executive Board**

9.1 The Executive Board shall organise at least two meetings once a year. The members of the Executive Board shall be given adequate notification of the meeting with an agenda no later than 2 weeks before the meeting.

9.2 All members of the Executive Board have to be members in their national Chambers. If a member of the Executive Board ceases to be a member of the national Chamber he is obliged to resign or can be withdrawn by his national member organisation.

9.3 A member of the Executive Board who was elected by the General Assembly can not be withdrawn by his national member organisation. The only reason for a withdrawal by the national member organisation is the fact that the Executive Board member is not an active member in his national Chamber any more.

9.4 An extraordinary meeting must be convened by the President upon request of two members of the Executive Board within two weeks.

## **10. Working Groups**

Informal working groups may be established by the Executive Board and by the General Assembly for the accomplishment of specific tasks.

Associated members can take part in a working group.

## **11. Internal rules of procedure**

The General Assembly can adopt internal rules of procedure to clarify and declare in detail the Statutes of ECEC.

## **12. Dissolution**

ECEC may be dissolved by the decision of the General Assembly by a three quarters (3/4) majority. Assets or obligations, which may remain after dissolution, shall be transferred to the members in the same proportion as their contributions during the previous two years.

## **13. Language**

The official working language of the ECEC in all meetings and in all written documents is English.