

Constitution of the **“European Association of Career Guidance”**



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CHAPTER I **GENERAL PROVISIONS**

- § 1 The name of the Association is **European Association of Career Guidance (EACG)**.
- § 2 The name of the Association is legally reserved.
- § 3 The seat of the Association will be in Cyprus in an address chosen by the Management Board. In the beginning the address chosen is University of Cyprus, University House, P.O.Box 20537, CY1678, Nicosia, Cyprus.
- § 4 The area of activity of the Association is the territory of the European Union. The Association can also conduct its activity outside the borders of the European Union.
- § 5 The Association has the status of a legal entity.
- § 6 The Association acts in virtue of the Cyprus Law on Actions of Associations and the hereby Statute.
- § 7 The Association can use its stamp with the [logos shown above](#).
- § 8 The Association can associate with other organizations within a framework of unions of associations and form various co-operation agreements with private persons, legal persons and organizational units which do not have legal personality on the territory of the European Union and outside its borders.
- § 9 The period of existence of the Association is unlimited.

CHAPTER II PURPOSE, SCOPE AND PRINCIPLES OF ACTIVITY

§ 10 The purposes of the Association are as follows:

1. to enable an information and experience exchange by the Career Guidance Counselors.
2. to circulate provisions of the Lisbon Strategy and its updates in academic and professional circles;
3. to support the process of raising education and professional standards and quality in the territory of the European Union;
4. to support and contribute to the European policy of Career Guidance and Employment;
5. to organize training courses for the promotion of Lifelong Learning (LLL) of the Career Guidance Counselors;
6. to organize seminars and conferences, which will enable direct communication among the Association members and beyond and for the definition of new areas of the Association activities;
7. to prepare proposals within the framework of the European Commission's funds;
8. to cooperate as a coordinator or partner in European projects;
9. to produce publications of interest to the members.

§ 11 The Association can conduct an economic activity according to general rules defined in separate regulations. The whole income acquired from that activity shall be allotted to cover costs connected with a realisation of the purpose defined in the hereby statute and cannot be divided among members of the Association. The Association will hold a bank account in Cyprus.

§ 12 For the promotion and visibility of the association and its activities and purposes, at least every year a Conference will be organized.

CHAPTER III MEMBERSHIP, RIGHTS AND RESPONSIBILITIES OF MEMBERS

§ 13 Members of the Association can include institutions/organizations or individuals, dealing with or having an interest in career guidance counseling. Institutions/organizations can be represented by only one official representative. Any organization or individual, European or non-European, who satisfies the conditions above can become a member of the Association.

§ 14 Members of the Association are divided into regular members and honorary members, as well as supporting members.

§ 15 An individual member with the full capacity to legal transactions and not deprived of legal rights can be a regular member.

An individual of special importance or an individual, who rendered great service for the Association by making a contribution into development of the idea and realization of the statutory purpose of the Association, can become an Honorary Member.

A legal entity that declares its financial contribution or any other input can be a Supporting Member of the Association. Supporting members may act in the Association through their representatives.

Regular members and supporting members are admitted through the resolution by Management Board of the Association on the ground of a written declaration.

An honorary membership is granted by a General Assembly of Members of the Association on the ground of a motion of the Association Management Board.

- § 16** A regular member of the Association has the right:
1. for active and passive voting capacity for all authorities of the Association ;
 2. to participate in a General Assembly of Members of the Association;
 3. to express his/her own opinions on all matters concerning the Association activities;
 4. to participate in all forms of activity serving the realization of the statutory purposes of the Association;
 5. to participate in the creation and realization of the Association programme;
 6. to benefit from all privileges related to the Association membership.

An ordinary member of the Association is obligated to:

1. respect the statute, regulations and resolutions of the Association authorities;
2. pay membership fees and other charges for the benefit of the Association.

- § 17** An honorary member of the Association enjoys all rights entitled to regular members, except active and passive voting rights. An honorary member is obligated to respect the statute, regulations and resolutions of the Association authorities. An honorary member is exempted from obligation to pay membership fee.

- § 18** Supporting members of the Association have the right to participate in General Assemblies and to express their opinion concerning any activity of the Association except the active and passive voting rights. Supporting members are obligated to respect the statute, regulations and resolutions of the Association. Supporting members are obligated to honour their declared financial contribution or any other input.

- § 19** The Association membership ceases as a result of:
1. voluntary resignation addressed to the Association Management Board in writing, following a prior settlement of all commitments towards the Association;
 2. death of an individual member or deprivation of his/her legal rights or the loss of the institutions/organization's legal entity status;
 3. non-justified payment of membership fees and other charges for two consecutive periods.

CHAPTER IV GOVERNING BODIES OF THE ASSOCIATION

- § 20** Governing bodies of the Association are:

1. General Assembly of Members;
2. Management Board;
3. Audit Committee.

- § 21** The Management Board and Audit Committee are elected during a General Assembly. Election and dismissal from the governing bodies of the Association stated in § 20 item 2 and 3, take place from all the members of the Association through voting by a secret ballot during a General Assembly. Simultaneous running for the Management Board and Audit Committee of the Association is not permitted.

- § 22** Governing bodies of the Association stated in § 20 item 2 and 3, will consist of candidates, who, one by one, acquired the greatest number of valid votes. If two or more candidates acquire

an equal number of votes, another vote is carried out to determine an election winner only from among candidates, who acquired an equal number of valid votes.

- § 23** To count the required majority of votes in an election to the governing bodies of the Association referred to in § 20 item 2 and 3, and to adopt resolutions by the governing bodies of the Association only votes “for” or “against” are taken into consideration.
- § 24** Resolutions of the governing bodies of the Association shall be adopted in an open voting by a simple majority of votes provided that the body is in quorum (at least half of the members plus one authorized to vote are present), unless any further resolution of the Statute says differently. (Voting concerning the members, except those defined in § 23 and 30 is proceeded by a secret ballot.)
- § 25** Term of office of the elected governing bodies of the Association referred to in § 20 item 2 and 3, lasts 4 years. Each member of the Association can be re-elected as many times s/he wishes provided that s/he is eligible to be an regular member. Not more than two officers in the governing bodies of the Association can be held by citizens of the same country, subject to the provision of § 39. An elected member of the governing body cannot hold at the same time one of the appointed executive positions of the governing body, such as the Executive Vice- President, the Executive Secretary and the Executive Treasurer.

1. GENERAL ASSEMBLY

- § 26** General Assembly is the highest authority of the Association. Regular members take part in the General Assembly with decisive votes, while honorary members and supporting members, as well as selected experts and invited guests, take part without a vote. Each regular member has one vote.
- § 27** The exclusive powers of the General Assembly consist of the following:
1. approval of an activity plan of the Association, as well as approving a budget of the Association;
 2. approving the Statute and its changes;
 3. election and dismissal of members of the governing bodies of the Association;
 4. examination of reports of individual governing bodies of the Association and granting the vote of approval;
 5. approving the resolutions concerning a dissolution of the Association and division of its assets;
 6. repealing resolutions of the Management Board or Audit Committee contradictory to the law or the Statute;
 7. taking a stance on problems significant for the Association;
 8. deciding upon termination of existence of the Association;
 9. forming sub-committees and entrusting them with specific tasks.
- § 28** In order to change the constitution or dismiss members of the Management Board or Audit Committee the General Assembly has to be in quorum. Quorum is said to exist if at least half plus one of the regular members are present. In the case that less than half of the regular members are present then the General Assembly is postponed for 30 minutes, in which time all present regular members but not less than 20 are considered to satisfy quorum.
- § 29** General Assembly shall debate according to the rules passed by itself.
- § 30** Debates of the General Assembly shall be run by an Executive Committee consisting of the following: the chairperson, deputy chairperson, two secretaries, and one member. The

Executive Committee of the General Assembly shall be elected in an open vote, with a simple majority of votes of regular members present at the General Assembly, from among members of the Association, who will not be candidates for the Management Board or Audit Committee of the Association. A member of outgoing Governing bodies of the Association cannot be a member of the selected Executive Committee of the General Assembly. In case there is no interest by ordinary member to be elected to serve in this Executive Committee then the President may propose specific ordinary members. The term of service of the Executive Committee is until a new Management Board is elected.

- § 31 Resolution of the General Assembly shall be binding for all members of the Association, unless a resolution of the General Assembly adopted in an individual matter is binding for a member concerned.
- § 32 The General Assembly can be convened in an ordinary or extraordinary mode.
- § 33 Ordinary General Assembly shall be convened at least once every four years.
- § 34 Extraordinary General Assembly shall be convened by the Management Board on its own initiative, or on request of the Audit Committee, or on a written application of at least 1/3 of the total number of all ordinary members of the Association, giving a purpose and reason of the convening. The Management Board shall be obligated to convene the Extraordinary General Assembly within 2 months from the date of reception of the request of the Audit Committee or the application of members of the Association the preceding sentence refers to.
- § 35 The General Assembly convened by the Management Board in an extraordinary mode shall examine only the matters, it was convened for.
- § 36 The Audit Committee shall convene the Ordinary General Assembly should the Management Board fail to convene it within the time stipulated in § 33 of the Statute or the Extraordinary General Assembly.

2. MANAGEMENT BOARD

- § 37 The Management Board shall consist of 7 members, 5 elected and 2 appointed, for the period of four years. The Board shall perform its duties until the appointment of a new Management Board.
- § 38 The Management Board shall consist of the President of the Association, First Executive Vice President of the Association, two Vice Presidents, Executive Secretary, and two members.
- § 39 The First Executive Vice President and the Executive Secretary shall be appointed from Cypriot ordinary members by the institutions closely related to the Executive members and pointed out by the management board of the Association. The Association reserves the right to have its own independent office in Cyprus supported by executive members of the Management Board and chosen among the ordinary members of the Association residing in the corresponding countries. The purpose of these appointed positions is to secure the smooth operation of the Association in the country where its office is located as well as its bank accounts.

§ 40 The Management Board shall assemble within one day from the date of its election by the General Assembly in order to form the body referred in §38 and §39 . The Management Board shall meet at least once a year.

§ 41 The powers of the Management Board cover in particular:

1. Representing the Association on international platform;
2. Acting on behalf of the Association;
3. Management of assets of the Association;
4. Conducting of financial and budget economy of the Association, including passage of budget of the Association;
5. Convocational of a General Assembly;
6. Determination of the planning of Association;
7. Granting membership of the Association, as well as expelling a member, drawing up a current list of members of the Association;
8. Execution of resolution of the General Assembly;
9. Determination of the amount of the membership fee and methods of its payment, exemption from obligation to pay the membership fee;
10. Formation of regulation of Works/Activity of the Management Board in the way of a resolution, as well as Regulations and agenda of the General Assembly;
11. Other powers entrusted by the General Assembly, which are in conformity with the Statute.

§ 42 The Management Board shall submit the General Assembly a report of its activity.

§ 43 The Management Board shall be responsible for its undertaken actions and assumed obligations.

§ 44 The Management Board meetings shall be convened by the President of the Association, with an observance of principles stated in the Regulations of Works of the Management Board.

§ 45 Every member of the Management Board shall have one vote. In case of voting balance, the vote of the President of the Association shall be decisive.

§ 46 The president is the official representative of the Association. Declaration of will on behalf of and for the Association shall be issued jointly by the President and First Executive Vice-President. Financial obligations for the Association shall be assumed jointly by the First Executive Vice President and the Executive Secretary after the written approval by the president of the Association.

3. AUDIT COMMITTEE

§ 47 The Audit Committee shall consist of three members from the Association who do not belong to any of the other governing bodies.

§ 48 Members of the Audit Committee shall select a Chairperson from its own members. The Chairperson shall manage works of the Audit Committee and, together with other two members of the Committee, sets Regulations and timetable of the Committee for the term of office the governing bodies of the Association are appointed for.

§ 49 The powers of the Audit Committee covers as follows:

1. control of all fields of a current activity of the Association, especially a conformity of actions undertaken by the Association and its governing bodies with targets of the Association with its statute and financial plans, as well as its budget;
2. control of activity of the Management Board;
3. issuance of appraisals and opinions created on the base of its control proceedings;
4. application to the General Assembly to grant an approval of performance of the outgoing Management Board.

§ 50 The Audit Committee shall submit the General Assembly a report of its activity. The Audit Committee shall present the General Assembly an opinion on realization of statutory objectives by the Association.

5. THE PRINCIPLES OF THE CO-OPTATION

§ 51 The principles of the co-optation are as follows:

1. In the case of decreasing the number of the Management Board members it is completed by co-optation of the people who, one by one, acquired the greatest number of valid votes, subject to the provision of § 39. Co-optation is valid till the end of the term of the office.
2. If the leaving member is a rank officer then the Board will elect between its members the new rank officer.
3. In the case of decreasing of the appointed executive officers of the Board then the president of the Association request from the appointing organization to appoint a new executive officer and if there is no response within two weeks then the president can appoint an Executive Vice president from the ordinary members of the Association.

CHAPTER V

ASSETS OF THE ASSOCIATION

§ 52 Assets of the Association consist of real estate, movables and funds, other property and non-property rights, in particular:

1. membership fees;
2. donations, bequests and legacies for the Association;
3. subsidies, subventions and non-repayable assistance;
4. income from the statutory activity of the Association;

§ 53 The Association can conduct business activity on general terms defined in separate regulations. Total income will be allotted for expenses connected with the implementation of aims defined in the Statute and cannot be divided among the members of the Association. The Association has the right to purchase and own land or premises.

§ 54 The membership fee shall be paid by a member of the Association until May 31 each year. The amount of annual fee cannot exceed the sum of 150 EUR for the first two years of existence of the association. The General Assembly has the right to change the annual fee.

§ 55 Association will have its own bank account in Euro currency. The account will reside in a bank in Cyprus.

§ 56 By adopting a resolution on dissolution of the Association referred to in § 57 of the Statute, the General Assembly defines the method of liquidation of assets of the Association, appoints, from among members of the Association, a Liquidation Commission responsible for a liquidation proceedings of the assets. The assets of the Association shall be allotted for purposes conformable with the statute of the Association.

CHAPTER VI

DISSOLUTION OF THE ASSOCIATION

§ 57 The General Assembly shall adopt a resolution on dissolution of the Association by an ordinary majority vote of members authorized to vote present at the General Assembly.

§ 58 A proposal for an adoption of a resolution on dissolution of the Association can be submitted by at least 15 members of the Association authorized to vote at the General Assembly.

§ 59 Provisions of the statute shall come into effect with the day of calling the first General Assembly.

CHAPTER VII

PROCEDURE OF ELECTIONS OF NEW MANAGEMENT BOARD

§ 60 Announcement for invitation of candidates is made at least one month before the General Assembly.

§ 61 Application for candidacy is made at least two weeks before elections. In case there is less or equal number of candidates by the deadline then no elections will be held and the General Assembly approves the candidates provided they meet minimum requirements as mentioned above. In case there are more candidates than the number of positions, elections will run as described above.

§ 62 The list of candidates will be announced at least one week before the elections.