

Statutes

On the 20th February 1993, the undersigned agreed to constitute, in accordance with the Belgian law, between themselves and subsequent members, a non-profit making international association whose statutes are as follows:

HEADING 1 - NAME, HEAD OFFICE, OBJECTIVES, DURATION

Article 1:

The “Comenius Association – Association Comenius” is an international network of European University Colleges and Universities (Teacher training and Social education) to promote internationalization in education within the different partner institutions.

Article 2:

The head office is hereby fixed at:

Haute Ecole Léonard de Vinci
Place de l’Alma, 2
B-1200 Bruxelles

and may upon the decision of the General Assembly be transferred elsewhere in Europe

Article 3: The purpose of the Association is to promote European citizenship and the intercultural dimension of education through international cooperation, through projects and common training, to enhance research and knowledge exchange ,

Article 4

Concerning the lifespan of the Comenius Association, this can only be brought to an end by the general assembly of the Association via the rules found in articles 16 & 18 of the Association. In this event, outstanding business may be concluded & passed onto a similar association designated by the general assembly.

HEADING 2 - MEMBERSHIP

Article 5

There is no limit to the number of members of the Association with a minimum number of three members from three different European countries.

Article 6

The Board of Management will present new members to the General Assembly, which will accept them or not.

Article 7

Full members are the legal entities of the institutions. Becoming an actual member they accept the statutes of the Association.

Only the full members enjoy the full rights of membership.

Associate members are the individual persons or legal entities admitted by the General Assembly.

They are committed to the objectives of the Association.

Associative members enjoy the rights and duties granted to them by the General Assembly (see internal rules).

Article 8

The members are obliged to pay an annual subscription which may not exceed 1000 Euro. The methods of payment of the fee are set out in the by-laws below. The Comenius Association may accept gifts and legacies and receive public and private grants.

Article 9

Only the full members are considered full partners with full rights in accordance with the Belgian law . They alone have the right to vote at General Assembly.

Article 10

To gain recognition as a full member, institutions will apply to the General Assembly.

Article 11

Members are free to leave the Association by writing a registered letter to the Board of Management.

Article 12

Expulsion of a member can only be brought about by a two-thirds majority vote of those present at the General Assembly. It must be justified by the break of the statutes or the internal rules.

Article 13

Members who leave, or members expelled from the Association have no rights to social funds & may not claim repayment of subscriptions which have been already paid.

Article 14

All members renounce any legal action against the Association that may result from material, physical or moral damage caused to a participant or a third party during any activity organised by the Association.

HEADING 3 - STRUCTURE OF THE ASSOCIATION

The General Assembly is responsible for the making of decisions (1 vote per institution) and the Board of Management is responsible for the preparation of the meetings and the decisions and for their implementation.

Article 15

The General Assembly consists of full members only.

Depending on the importance of the decisions to be made the Board of Management will suggest to the General Assembly to make an open or a secret ballot. Any member of the General Assembly can always call for a secret ballot. Whether asked for by the Board of Management or by a single member, the secret ballot will be granted.

The General Assembly is presided over by the President of the Board of Management or by another member designated by the President.

Article 16

The General Assembly is the ruling power of the Association.

Its competences are as follows

- Changes to the statutes or rules;
- Nomination & dismissal of members of the Board of Management;
- Approval of budgets & accounts;
- Disbanding of the Association;
- Admission & exclusion of members.

Article 17

All full members have equal voting rights, with one vote per institution.

Proxy votes are possible, but no member (institution) can have more than two proxy votes

Article 18

Modifications to the statutes can only occur in the presence of two thirds of the members.

The closing down of the Association can only occur in the presence of two thirds of the members and with a majority of four fifths of the votes.

Article 19

A General Assembly must be called at least every year. The invitation to a General Assembly is sent at least fifteen (15) days notice in advance of the date of that General Assembly. An agenda must be enclosed.

Article 20

A General Assembly can be called by the Board of Management or must be called when a third of the members request it.

Any proposal signed by a third of the full members must be placed on the agenda for discussion.

Article 21

Decisions at the General Assembly are made by a simple majority of those present, except articles 12 and 18.

For the nomination of the members of the Board of Management, an announcement must be made at least 15 days before the decision is made.

Article 22

If there is a tie vote, a second voting round must take place. If the vote remains tied, then the casting vote is taken by the Association chairperson or his/her designated representative.

Article 23

Decisions made by the General Assembly are recorded in the official minutes. The minutes are sent to the members and are available on the website. A printed version of the minutes is available at the head office.

HEADING 4 – ADMINISTRATION AND DAILY MANAGEMENT**Article 24**

The Association is administered by a Board of Management consisting of four (4) people chosen among the full members of the Association and nominated by the General Assembly. All outgoing members of the Board of Management are eligible for re-election.

Article 25

The Board of Management consists of a president, a vice-president, one secretary and a treasurer. When acting as members of the Board of Management, they represent the Association.

The Board of Management can co-opt other members to the Board when it is necessary.

The members of the Board of Management receive a four-year mandate.

In the case a mandate is interrupted, a new election will be held for the function and the new mandate will last for another four years.

Article 26

In case of impeachment of the president, his/her functions will be taken over by the vice-president.

Article 27

The Board of Management meets when called to by the president or two members of the Board, & when the needs of the Association require it.

Article 28

Activities related to the Association other than those of ordinary daily management, must be covered by two signatures, those of the president and another member of the Board.

Activities related to the administration of the Association (ordinary daily management or emergency) must be covered by at least the president and another member of the Board.

Article 29

Internal rules are presented by the Board of Management and the General Assembly must approve them. Any change to these rules must be made by following the same procedure.

Article 30

The financial year is from 1st October to the 30th September. Accounts are closed and budgets prepared by the Board of Management, who presents them to the General Assembly for approval. The accounts are audited by two members of the General Assembly before being presented.

HEADING 5 - ADDITIONAL CLAUSES

Article 31

There is no compensation in any form for work carried out voluntarily for the Association.
For any related issues that have not been covered here in these statutes, these will be covered by Belgian law.

The current Board of Management is made up of the following:

President: **Philip O'Neill**

Vice-President : **Raquel Blave**

Secretary : **Monika Becker**

Treasurer: **George Camacho**

Brussels, April 2021

INTERNAL RULES

I. Full membership admission criteria

1. To adhere to the Association statutes and philosophy.
2. To take part, at least once a year, in one of the existing programmes involving members of the Association (short exchanges, Erasmus +, or any other kind of cooperation), which means, at least welcoming teachers and students.
3. To be present at least at one of the Association yearly meetings.
4. To generate, at least once every three years, one new action or project, for example, to organise something within the Erasmus + framework (key action 2), make the "Journal", to organise one of the Association meetings, to organise short exchanges for students and / or teachers.
5. To provide information concerning the Institution, i.e. description of educational units (ECTS), international programmes, main features (special areas), and update it every year.
6. To disseminate within one's own institution and through any other contacts all information related to the Association activities and philosophy.
7. To have in each institution one contact person for the Comenius Association.
8. To pay the Association subscriptions.

II. Applications for full membership

Cf. statutes art.6

Applications are sent to the Board of Management. They must be supported by two full members of the Association. In the case a country is already represented in the Association, and another application from this country is presented, the Board of Management will consult the other members of this country to avoid the over-representation of some countries. All European countries should be accepted.

III. Associate members criteria

- It can be offered to persons and associations, other than university colleges or universities involved in teacher training or social education.
- They must adhere to the Association statutes and philosophy.
- They have the right to propose and discuss new issues but they don't have the right to vote and decide. They are not part of the General Assembly.
- They can take part in the autumn meetings.
- They will receive copies of the Journal.
- They will pay a reduced membership subscription (50%).

The renewal of the statutes (changes to the statutes and rules) was approved by the General Assembly, the 2d October 2015 in Valencia during the Autumn meeting of the Comenius Association.

Last changings were done after the last elections in March 2021 for the updating of the Comenius Board