

## STATUTES

### for LEO-Net Association

#### ***LEO-NET - Your Network to facilitate employability and sustainable careers.***

##### **Art. 1 Name, Location and Areas of Activities**

- (1) The Association is in the name as mentioned above
- (2) It is registered in Eindhoven.
- (3) Its area of activities is concentrated mainly in EU 32, CEEC and accession countries.

##### **Art. 2 Aims of the Association**

- (1) Activities of the Association will provide the co-operation of universities and enterprises on a regional, national, and transnational level, in order to
  - a) foster transnational co-operation, mobility and information exchange for students and recent graduates to achieve a higher qualification in the international labour market.
  - b) disseminate regional and/or national knowledge and specifics for a broader perspective.
  - c) enhance the interaction between policy makers and actors in vocational training related to higher education.
- (2) The Association will, through its activities, in general promote and support the contact between universities and businesses on a regional, national, and transnational level.
- (3) The Association will support and validate new technological developments within the member network.
- (4) The execution of projects with universities and enterprises will lead to a higher level of vocational training in higher education and better qualification of participants and sustainable careers in Europe.
- (5) The results and experiences will also be disseminated amongst other European partnerships. Especially young graduates / young people on the threshold of their professional lives and SMEs will benefit from the outcome of the activities.

- (6) The Association members can contribute in the transformation process of European Programmes on a national level.

##### **Art. 3 Activities to reach the Aims**

- (1) The Association is working on a not-for-profit basis. Surplus from revenues are to be used statutory. Members receive no share of the surplus.
- (2) The financial means to reach the aims of the Association are coming from membership fees, funding, donations, revenues from events and publications, execution of projects, and other sources.
- (3) The Association is managed on an orderly basis and underlies legal boundaries. An activity year runs from January 1<sup>st</sup> until December 31<sup>st</sup>.
- (4) The aims of the Association will be made possible by the following activities:
  - a) Execution of events
  - b) Workshops, presentations
  - c) Public Relations
  - d) Continuous information of members
  - e) Organisation and execution of seminars, training courses, and tutorials
  - f) In order to use all possibilities of knowledge transfer the Association takes part in vocational training projects of the EC, applies for funding and supports others with proposals.

##### **Art. 4 Becoming a Member and Types of Membership**

- (1) The Association can consist of
  - a) ordinary members
  - b) honorary members
  - c) supporting members
- (2) Ordinary members can be persons and legal entities from universities and other institutions supporting the aims of the Association.
- (3) Honorary members can be persons and legal entities who supported vocational training in an exceptional way or have contributed to reach the Association's aims.
- (4) Supporting members can be persons and legal entities, who at one time or repeatedly supported the Association with higher funding in order to reach the aims of the Association.

- (5) Applications for membership are addressed in writing to the Secretariat. The Board decides with single majority on the application, except for honorary membership. The Board is entitled to refuse membership without any further reason.

#### **Art. 5 Rights of Members**

- (1) All members are entitled to attend annual meetings and to bring points onto the agenda.
- (2) Ordinary members, in addition, are entitled to vote and can be elected to the Board.
- (3) Legal entities are represented by one delegate proposed by the legal entity.
- (4) Members are entitled to use the services of the Association on a free will basis.

#### **Art. 6 Obligations of the Members**

- (1) All members are obliged to support the interest of the Association at best and to refrain from any actions that can harm the reputation and aims of the Association. They have to respect the statutes and decisions of the Association's governing bodies.
- (2) Members are obliged to pay membership fees set up by the General Assembly on time.

#### **Art. 7 Termination of Membership**

- (1) The membership is terminated:
- a) unpaid membership fee for one year
  - b) termination of the entity of the member
  - c) written declaration to the Secretariat.
  - d) on a motion of the Board by decision of 2/3 of the General Assembly present for reasons of malfunction against the statutes or the Association.
- (2) Leaving members are not entitled to any proceeds of the Association's provisions. Reimbursement of membership fees will not be granted.

#### **Art. 8 Bodies of the Association**

The bodies of the Association are as follows:

- a) the General Assembly
- b) the Board
- c) the Executive Board Member
- d) the Secretariat

#### **Art. 9 General Assembly**

- (1) The General Assembly is called in session once a year.
- (2) All members are entitled to participate. Only ordinary members are entitled to vote.
- (3) Additional general assemblies can be called in session by motion of the Board or by written proposal of at least 1/4 of the ordinary members.
- (4) The Executive Member of the Board is chairing the General Assembly. In case of absence, another Member of the Board is chairing the assembly on decision of the Board.
- (5) All members are to be invited to the General Assembly at least three weeks in advance, except in case of emergency, including a preliminary agenda from the Board. Further points on the agenda can be added by the members until one week before the General Assembly.
- (6) The General Assembly decides by vote on the following issues:
- a) Election of the Members of the Board and resource persons according to the statutes,
  - b) Approval of the financial report and budget,
  - f) Release the liability of the Board,
  - g) Termination of membership (Art. 7(1)),
  - h) Honorary membership,
  - i) Approval of membership fees, possibly by different groups of members,
  - j) Changes of the statutes,
  - k) Termination of the Association,
  - l) Consulting and approval of other issues on the agenda.
- (7) A statutory General Assembly is entitled to take decisions no matter the number of members present.
- (8) A member is entitled to nominate another member to vote in case of absence, whereas each member cannot combine more than two transferred votes.
- (9) The decisions, if not set differently in the statutes, are taken with single majority of the valid votes present.
- (10) In order to change the statutes, to terminate a membership as well as to terminate the Association as such, it is necessary to have a 2/3 majority of the posted votes.

### **Art. 10 The Board**

- (1) The Board consists of a maximum of four and a minimum of three members.
- (2) The Board is supported by resource persons which are elected by the General Assembly.
- (3) Members of the Board and resource persons are persons or representatives of the legal entity members.
- (4) The Board consists of one Executive Board Member and the other elected Board Members.
- (5) The Board elects the Executive Board Member as the legal representative. His/her term is identical with the terms of the Board.
- (6) In case of the absence of the Executive Board Member any other Member of the Board will represent the Association legally.
- (7) The Board is engaged on a pro bono basis and is not rewarded in monetary terms.
- (8) The term of each elected Board member is two years.
- (9) Board members step down on turns, preferably not more than one at the time.
- (10) Board Members can stand for re-election for maximum one additional term. In case of art. 9 or the minimum of three board members is at risk the maximum terms of re-election can be upgraded for one or more board members.
- (11) New Board members can only be elected after being a resource person for one term, which is two years, and a mutual positive evaluation about the cooperation over the past two years.
- (12) Board members at the end of their term can become an advisory resource person on a voluntary basis.
- (13) Board meetings take place as needed, but at least three times a year. They are called in by the Executive Board Member at least two weeks in advance, including an agenda. Board meetings can have different formats, e.g. face to face meetings, Skype meetings.
- (14) In case of an early termination of the term of one elected Board Member or resource person the other elected Board Members are entitled to take on another resource person of one of the legal entity members until the next General Assembly.

(15) The Board can take decisions only with more than half of the Board Members present. Decisions are taken with a single majority. In case of an even vote, the Executive Board Member has the right of decision. Decisions can also be made by written circulation.

(16) The tasks of the Board include:

- a) Continuous execution of activities to the benefit of the Association and its members
- b) Financial aspects and budgeting
- c) Preparation and invitation to the General Assembly
- d) Setting up clear profiles for new resource persons according to the needs of the network.
- e) Approval of memberships (except honorary members)
- f) Location and responsibilities of the Secretariat for the co-ordination of day-to-day administrative and organisational tasks.
- g) Execution of the decisions of the General Assembly
- h) Decisions on liabilities of the Association towards third parties
- i) Membership of the Association at other institutions or Associations

### **Art. 11 Termination of the Association**

- (1) The Association can only be terminated on a free will basis by an extra called in session General Assembly with 2/3 majority of the votes present.
- (2) Any funds available at the point of termination have to be given to a widely recognised not-for-profit European Association dealing in vocational training related to higher education.

### **Signatures board members:**