

# **BY-LAWS**

## **European Trade Union Committee for Education** **(ETUCE)**

### **EI REGIONAL STRUCTURE IN EUROPE**

#### **1. NAME**

The regional structure of the Education International in Europe shall be the **European Trade Union Committee for Education (ETUCE)**.

#### **2. MEMBERSHIP**

The ETUCE shall be composed of all EI member organisations in the EI European Region, as defined by the EI Executive Board in accordance with EI By-Law 20. The European Region of Education International is divided politically into those organisations based in the existing and former EU and EFTA countries and those organisations based in other countries than those previously mentioned. It is recognized that the existence within the European region of the European Union creates special circumstances affecting the operations of the European Regional Structure.

#### **3. AUTONOMY**

The Regional Structure in Europe shall be autonomous in the determination and implementation of regional policies and programs, the representation of the EI European membership with EU and other European institutions, and the establishment of a budget and supplementary membership fees. The exercise of such autonomy shall be conducted in a manner consistent with the EI Constitution and By-Laws.

#### **4. RELATIONSHIP WITH ETUC**

ETUCE shall be the European Trade Union Federation for the education sector of the European Trade Union Confederation (ETUC). The member organisations of ETUCE in the countries of the European Union and the European Free Trade Association shall have autonomy in relation to deciding matters pertaining wholly to the European Union and its agencies.

#### **5. AIMS AND OBJECTIVES**

- (a) To promote and implement the Aims of Education International (EI) in the European region:
- (b) To advise the EI Executive Board on policies and activities to be undertaken by EI in the European Region, including the development of responses to proposals and policies which emanate from other international bodies such as OECD or UNESCO.
- (c) To develop and maintain positive relationships with organizations in Europe which have similar aims and objectives, including ETUC and PERC/ITUC.
- (d) To determine and promote policies in relation to the Council of Europe, and any such other European inter-governmental body, which addresses issues of concern to education unions.

- (e) To promote the development of strong independent and democratic education unions throughout the European Region.
- (f) To determine and promote policies in relation to European Union (EU) and EFTA matters.
- (g) To represent member organizations in EU consultative structures and at EU meetings.
- (h) To respond to proposals, policies and decisions of the EU affecting the members of education unions in Europe.
- (i) To develop and implement projects and programs designed to further the interests of education unions in the European Region and, especially, in the EU/EFTA countries.
- (j) To be the sectoral social partner for education workers in the EU Social Dialogue process.
- (k) To be the Trade Union Federation representing the education unions in the ETUC structures.

## **6. STRUCTURE**

**The structure of the ETUCE shall be:**

### **6.1 Governing Bodies**

- (a) The ETUCE Conference as defined in By-Law 7.
- (b) ETUCE Special Conferences as defined in By-Law 10.
- (c) The ETUCE Committee as defined in By-Law 8.
- (d) The ETUCE Bureau as defined in By-Law 9.

### **6.2 Advisory Bodies**

- (a) ETUCE Advisory Committees
- (b) Standing Committees
- (c) Panels and Networks
- (d) Working Groups

### **6.3 Secretariat:**

The Secretariat shall comprise the EI chief regional coordinator for Europe, who shall be known as the European Director of ETUCE, and such professional and technical staff as are appointed specifically to assist the Director in the ETUCE Office.

### **6.4. Members of the EI Executive Board from Europe**

The members of the EI Executive Board from Europe shall be ex-officio members of the Governing Bodies. They shall be entitled to attend and to speak but not to vote at meetings of the Governing Bodies. Their membership of the Governing Bodies shall not affect any of the entitlements of member organisations to have representatives elected to the Governing Bodies as provided for elsewhere in these By-Laws.

## **7. THE ETUCE REGIONAL CONFERENCE**

### **7.1 Notice**

- (a) Preliminary notice of the ETUCE Regional Conference shall be issued by the Bureau at least six months prior to the opening day of the Conference.

- (b) The final notice of the ETUCE Regional Conference, including the agenda and provisional notification of entitlement to delegates and votes, shall be issued by the Bureau at least three months prior to the opening day of the ETUCE Regional Conference.
- (c) These documents, and all other official documents sent by the ETUCE Secretariat pertaining to the business of the ETUCE Regional Conference, shall be issued in all the official languages of the ETUCE.

## **7.2 Functions**

An ordinary session of the ETUCE Regional Conference, hereafter referred to as the Conference, shall:

- (a) elect the President, Vice-Presidents and other members of the ETUCE Committee;
- (b) determine the policies, principles of action and programme of ETUCE;
- (c) deal with any resolutions or amendments submitted as provided for in the Standing Orders;
- (d) approve the activity report, the financial report and the proposed budget;
- (e) determine the supplementary membership fees;
- (f) appoint two persons who shall act as internal auditors;
- (g) appoint the external auditors.

## **7.3 Delegates and Observers**

- (a) The Conference shall be composed of delegates representing member organisations and by the members of the outgoing ETUCE Committee.
- (b) Each member organisation shall be entitled to one delegate and one additional delegate for every 20,000 members or a part thereof, for which it pays supplementary membership dues, up to a maximum of 25 delegates.
- (c) Travelling and subsistence expenses of delegates attending the Conference shall normally be the responsibility of the nominating member organisation. Assistance may only be provided for one delegate from each member organisation except as provided hereunder. Member organisations will be invited to nominate additional women delegates from amongst the quota of delegates to which they are entitled, where they have not filled that quota. The ETUCE Committee will select four of these additional women delegates to receive assistance, on the basis of the agreed criteria. Travelling and subsistence expenses of the members of the ETUCE Committee will be paid from ETUCE funds.
- (d) Member organisations may send observers to the Conference who shall not have the right to vote. The number of observers from any one organization may be limited by decision of the Bureau but may not, in any event, exceed the number of accredited delegates of the organization.
- (e) Travelling and subsistence expenses of observers shall be the responsibility of their nominating organization.
- (f) Member organisations shall notify the Bureau of the names of their delegates and observers at least one month prior to the opening day of the Conference.
- (g) Member organisations may appoint substitute delegates. The names of such substitute delegates shall be notified to the Secretariat at least three days prior to the opening of the Conference by the official correspondent of the member organization concerned.

#### **7.4 Voting entitlements**

- (a) Votes shall be allocated to each member organisation whose membership fees have been paid in full at least one week prior to the Conference in accordance with the following scale:
  - up to 1,000 members: 1 vote;
  - more than 1,000 members, 1 additional vote for every 1,000 members or a part thereof.
- (b) Only member organisations from EU and EFTA Member States shall be entitled to vote on decisions which, on the ruling of the Chair, pertain solely to the EU. The ruling of the Chair on such matters may be challenged in accordance with the provisions of the Standing Orders;
- (c) At least three months prior to the opening day of the Conference member organisations shall receive provisional notification by the Bureau of the number of delegates and votes to be allocated to them.
- (d) A Credentials Committee will be appointed by the Bureau prior to the opening of the Conference to verify and determine the allocation of delegate credentials and voting rights for each member organisation. The report of this committee shall be presented for adoption to the opening session of the Conference.

#### **7.5 Voting Procedures**

- (a) Voting shall normally be by show of voting/credential cards.
- (b) Decisions shall normally be made by simple majority of those present and voting for and against the proposition for decision.
- (c) Representatives of at least twenty member organisations may call for a roll call vote on any matter for decision. Such a vote requires that the votes of each organisation must be counted on the same basis as for the conduct of elections. The call for a roll call vote must be made before the matter is put to a vote. In a roll call vote at least fifty percent of the total voting entitlements of organisations registered for the Conference must be used for the outcome to be valid.
- (d) No roll-call voting shall take place until the Conference has adopted the report of the Credentials Committee.
- (e) A member organisation may give its votes by proxy to be exercised by another member organisation. Notice of this intention must be given in writing to the President by the organisation giving the proxy, prior to the opening of the Conference. No member organisation shall exercise a proxy vote on behalf of more than two organisations.

#### **7.6 Frequency of Conference**

- (a) The ETUCE Conference shall meet in ordinary session at least once every four years.
- (b) The venue, date and provisional agenda of the Conference shall be determined by the ETUCE Committee. Notification of the convening of the Conference shall be given at least six (6) months prior to the scheduled date.
- (c) An Extraordinary ETUCE Conference shall be convened either by the ETUCE Committee decision on a two-thirds majority vote or at the formal and properly substantiated request of at least ten (10) member organisations, together representing at least one quarter of the paid membership. The request must set out the proposed business for the Extraordinary Conference which must come within the scope of the aims and objectives of ETUCE. Notification of the convening of an Extraordinary Conference shall be given at

least two (2) months prior to the scheduled date, unless the ETUCE Committee determines that the extreme urgency of the business requires a shorter period of notice.

## **7.7 Resolutions and Amendments to the By-Laws**

- (a) Resolutions and policy documents for consideration at an ordinary session of the Conference or the Special Conference must be submitted to the Bureau by member organizations or by the Committee, in one of the official languages of ETUCE, at least one month prior to the opening day of the Conference or the Special Conference. Such resolutions and policy documents will be circulated to member organizations by the Bureau in the official languages at least one week prior to the opening day of the Conference or the Special Conference.
- (b) Urgent resolutions for the consideration of the Conference or the Special Conference, which must pertain to matters arising between the last date for submitting ordinary resolutions and policy documents and the opening day of the Conference or the Special Conference, may be submitted to reach the secretariat prior to the close of the opening session of the Conference or the Special Conference. The outgoing Bureau shall meet to decide whether or not such resolutions shall be presented to the Conference or the Special Conference.
- (c) Amendments to Resolutions or policy documents from member organisations must be submitted to the secretariat in the English language no later than ten days prior to the opening day of the Conference or of the Special Conference. Amendments may not be proposed orally during the conferences. The secretariat will prepare a list of the amendments which are submitted and it will be distributed to delegates at on-site conference registration.
- (d) A proposed amendment to the By-Laws shall be declared adopted if supported by no less than two-thirds of the total votes cast. In such a vote at least fifty percent of the total voting entitlements allocated to organisations registered for the Conference must be used for the outcome to be valid. The amended By-Laws shall be submitted for endorsement to the Executive Board of Education International.
- (e) Proposed amendments to the By-Laws for consideration at an ordinary session of the Conference must be submitted to the Bureau by member organizations or by the Committee, in one of the official languages of ETUCE, at least three months prior to the opening day of the Conference. Such proposed amendments to the By-Laws will be circulated to member organizations by the Bureau at least one month prior to the opening day of the Conference.

## **7.8 Standing Orders/Rules of Debate**

- (a) The Standing Orders/Rules of Debate are set out in Appendix One.
- (b) Proposals for amendment of the Standing Orders/ Rules of Debate must be submitted to the Bureau at least one month prior to the opening day of the Conference.
- (c) The Standing Orders/Rules of Debate may be amended by a simple majority vote of the accredited delegates.

# **8. THE ETUCE COMMITTEE**

## **8.1 Functions**

**The ETUCE Committee** shall direct the affairs and activities of the regional structure between the quadrennial Conferences. It shall meet at least twice a year. The Committee shall:

- (i) draft the agenda for the ETUCE Conference;
- (ii) review the implementation of the resolutions and decisions of the Conference;

- (iii) initiate policies and actions in accordance with the resolutions and decisions of the Conference ;
- (iv) review and approve financial statements and submit budgets to the Conference;
- (v) submit to the Conference a report on its decisions and activities;
- (vi) select a European Director, as required;
- (vii) establish the standing committees and appoint advisory committees and networks as required from time to time;
- (viii) appoint, from among its members, a Treasurer, at its first meeting after the ETUCE Conference.

## **8.2 Composition**

The ETUCE Committee shall be composed of

- (i) the President;
- (ii) six (6) Vice-Presidents, at least one of whom shall come from a country outside of the existing and former EU/EFTA countries;
- (iii) one (1) person from each country;
- (iv) one (1) additional person from each country with more than 250,000 dues paying members and not more than 500,000;
- (v) one (1) additional person from each country with more than 500,000 dues paying members;
- (vi) At least seventeen (17) Members of the Committee shall be women, including at least three Officers; in the event that an insufficient number of women are nominated to ordinary seats on the Committee to fill the quota then the matter shall be dealt with as provided for in by-law 8.3.3 (d).
- (vii) the European Director shall be an ex officio member of the Committee without voting rights;
- (viii) no national organisation shall have more than one (1) member of the Committee, other than as may arise from (ix) below; the European Director not being counted for this purpose;
- (ix) the members of the EI Executive Board from Europe and the Chairpersons of the two Standing Committees, who shall be ex-officio members of the Committee without voting rights. They shall not be taken into account for the purposes of determining the outcome of elections, as provided for below.

## **8.3 Election of the Officers and Committee**

Elections of Officers and other members of the Committee shall take place at the ETUCE Conference.

### **8.3.1 Nomination Procedures**

- (a) Candidates for election as President or Vice-Presidents shall be nominated by a member organisation in a written notification to the Bureau at least one month prior to the opening day of the Conference. Candidates for the post of President who are not elected to that position will be automatically considered to have been also nominated for election to a post of Vice-President unless the candidate indicates otherwise in a written notification to the Chair prior to the election for Vice-Presidents.
- (b) Candidates for election to country seats on the Committee must be nominated by a member organisation from the country concerned, in a

written notification to the Bureau, prior to a deadline after the election for Vice-Presidents has been conducted, which will be set by the Bureau during the Conference.

- (c) The elections of Members of the ETUCE Committee shall not be carried out until a minimum number of candidates has been nominated which satisfy the requirements of this Statute.
- (d) Where the number of candidates is greater than the number to be elected, each member Organisation shall receive a ballot paper on which shall be indicated the number of votes allocated to that organisation.

### **8.3.2 Balloting procedures**

- (a) An Elections Committee will be elected at the beginning of the Conference to supervise the conduct of the elections. The Committee will be composed of five delegates from five member organizations which do not have candidates for election as officers and which are broadly representative of the whole European region. The Bureau will submit a proposal for membership of the Committee to the Conference for approval.
- (b) At registration for the Conference delegates from each member organization will be asked to indicate which delegate is authorized to act as the Principal Delegate for the organization. The role of the Principal Delegate will be to collect ballot papers and cast votes for the organization.
- (c) For each election the Principal Delegate will be given a ballot paper on which will be indicated the name of the organization and the number of votes to which it is entitled. This information will be written on the ballot paper and/or enshrined in a bar code on the ballot paper.
- (d) The Principal Delegate will be required to vote, on behalf of the organization, for the number of candidates for which there are vacancies in the particular election, as indicated on the ballot paper, by placing a mark beside the name(s) of the candidate(s) of choice. The Principal Delegate must vote for a number of candidates equal to the number of vacancies in the particular election.
- (e) The completed ballot papers will be returned to the Election Committee which will supervise the counting of the votes.
- (f) When the count is completed the Elections Committee will determine the election of candidates in accordance with the provisions outlined above for each election, and announce the results to the Conference.

### **8.3.3 Order of Elections**

The elections shall be carried out in the following order:

- (a) The first election shall be for the office of **ETUCE President**. If there is not more than one candidate, this candidate shall be declared elected. If there is more than one (1) candidate, Member Organisations, which choose to vote, shall vote for one (1) candidate. The candidate who first receives at least a half plus one of the total votes cast shall be declared elected. In the event that no candidate receives such majority in the first ballot, a run-off ballot shall be held between the two candidates receiving the most votes in the first ballot.
- (b) The second election shall be for the offices of **Vice-Presidents**. If there are not more than six (6) candidates and they satisfy the requirements of By-Law 8.2 (ii), they shall be declared elected. If there are more than six (6) candidates, Member Organizations shall vote for six (6) candidates only. To meet the requirements of By-Law 8.2 (ii) the candidate from a non-EU/EFTA country with the highest number of votes shall be declared

elected. To meet the requirements of By-Law 8.2 (vi), the two women candidates (*or three women candidates in the event that the President is a man*) with the highest number of votes shall be declared elected first. The remaining places shall be filled by the election of candidates with the highest number of votes.

- (c) The third election shall be for one or more **members from each country** in accordance with By-Law 8.2 (iii), (iv) and (v) above. If the number of candidates from a country satisfies the requirements of By-Law 8.2 (iii), (iv) and (v), he/she or they shall be declared elected. If there is more than the required number of candidates from a country, the number necessary to satisfy the requirements of By-Law 8.2 (iii), (iv), and (v) shall be elected next. Member Organizations shall vote for the number of candidates equal to the number of vacancies. The number of women candidates required to meet the terms of By-Law 8.2 (vi) shall be elected first.
- (d) Should the result of the elections not satisfy the requirements of the Statutes, the next ordinary meeting of the Committee shall co-opt the number of persons necessary, having invited nominations from member organizations.

#### **8.4 Terms of Office**

- (a) The term of office of each member of the Committee shall be **four years** and shall expire :
  - at the end of the Conference; or
  - at such time as an organisation to which the member belongs is no longer a member of the Education International: or
  - at such time as the member resigns from the Committee.
- (b) A member of the Committee, who retires shall be eligible for re-election:
- (c) Article 10 (e), (f), (g) of the Constitution of Education International shall be applicable to members of the Committees. In the event of removal the member concerned shall have the right of appeal to the Conference:
- (d) In the event of a vacancy, the ETUCE Committee may appoint replacements. If the vacancy occurs:
  - (i) in the position of President, a Vice-President shall be appointed as President until the next Conference;
  - (ii) in the position of Vice-President, a member of the Committee shall be appointed until the next Conference;
  - (iii) in the position of Treasurer, a member of the Committee shall be appointed;
  - (iv) for other vacancies, the Committee shall seek a nomination, to which it shall give strong consideration, from the national organisation of the member being replaced.

#### **8.5 Decisions at the Committee**

- (a) Decisions of the Committee will be made by consensus or by simple majority vote of the members of the Committee who vote for or against in a division.
- (b) For the purpose of deciding matters which, on the ruling of the Chair, pertain solely to the EU, only the representatives of organisations from EU/EFTA countries may vote. The ruling of the Chair on such matters may be challenged in accordance with the provisions of the Standing Orders.

## **9. THE ETUCE BUREAU**

### **9.1 Composition**

- (a) The Bureau shall be composed of:
- (i) The President,
  - (ii) The Vice-Presidents
  - (iii) The Treasurer
  - (iv) The European Director
  - (v) The members of the EI Executive Board from Europe shall be ex-officio members of the Bureau without voting rights.
  - (vi) The chairpersons of the Standing Committees for Higher Education and Research and for Equality shall be ex-officio members of the Bureau without voting rights.
- (b) For the purposes of deciding matters which, on the ruling of the Chair, pertain solely to the EU, only the officers from organisations in EU and EFTA countries may vote on such matters. The ruling of the Chair on such matters may be challenged in accordance with the provisions of the Standing Orders.

### **9.2 Function and meetings**

The Bureau shall:

- (i) Direct the affairs and activities of ETUCE between the Committee meetings in conformity with the decisions and policies adopted by the Committee.
- (ii) Prepare Committee meetings and agendas;
- (iii) Consider for approval financial statements and submit budgets and proposals for supplementary dues to the Conference
- (iv) Have the responsibility for establishing Standing Committees, Advisory Panels, Networks and other advisory bodies in accordance with the decisions of the Committee.
- (v) Meet at least four times a year, including meetings held in conjunction with the Conference and the Committee.

## **10. ETUCE SPECIAL CONFERENCE**

### **10.1 Function**

The ETUCE shall hold a Special Conference two years after each ordinary Conference to consider and decide on matters related to ETUCE policies on education and employment. The Special Conference will neither deal with constitutional changes, nor with financial issues. The secretariat will not normally submit a mid-term activity report, a revised work programme or a revised budget for the remaining period of the quadrennium, until the next ETUCE Regional Conference. The Special Conference may adopt the report of the previous ETUCE Regional Conference.

## **10.2 Composition**

The Special Conference shall be composed of the ETUCE Committee and a maximum of two representatives from each member organisation.

## **10.3 Procedures**

The procedures for the presentation and processing of resolutions at Special Conferences shall be the same as those applying to the quadrennial Conference. The Standing Orders set out in Appendix One shall also apply to Special Conferences.

## **10.4 Voting**

For the purposes of deciding matters at the Special Conference, which, on the ruling of the Chair, pertain solely to the EU, the representatives from organisations in EU and EFTA countries only may vote on such matters. The ruling of the Chair on such matters may be challenged in accordance with the provisions of the Standing Orders.

# **11. ADVISORY AND STANDING COMMITTEES, NETWORKS, PANELS and WORKING GROUPS**

## **11.1 Establishment**

The Committee may establish such advisory committees, networks, panels and working groups as it deems necessary to advise it on specific issues or sectors from time to time. The Committee will determine the composition and remit of such bodies and the duration of their operation.

## **11.2 ETUCE Status of Women Committee:**

- (a) The ETUCE Status of Women Committee (ESWC) shall be a permanent advisory committee consisting of the women members of the ETUCE Committee.
- (b) The ESWC shall meet immediately prior to each ordinary meeting of the ETUCE Committee.
- (c) The ESWC shall advise the ETUCE Committee and Bureau on matters affecting girls and women in education
- (d) At its first meeting after the ETUCE quadrennial Conference the ESWC shall elect a Chair from among its members. In the event of a vacancy arising for the position of Chair between Conferences the position shall be filled by election at the next meeting.
- (e) The Chair shall report to the Committee any opinions or advice which the ESWC wishes to convey to the Committee.

## **11.3 Standing Committees for Higher Education and Research and for Equality**

- (a) Two Standing Committees, one for Higher Education and Research and one for Equality, shall be established.
- (b) The membership of the Standing Committee for Higher Education and Research shall consist of one representative for each organisation which represents education personnel working in the post-secondary education and/or research sectors.
- (c) The membership of the Standing Committee for Equality shall consist of one representative for each member organisation.

- (d) At the first meeting of each Standing Committee after the ETUCE Conference the Standing Committees shall elect a Chairperson and Vice-Chairpersons in accordance with the procedures specified below.
- (e) Meetings of the Standing Committees should be conducted in accordance with the Standing Orders which are set out in the Appendix to these By-Laws.

#### **11.4 Procedures for the Election of Chairperson and Vice-Chairperson(s) of Standing Committees**

- (a) The elections should take place at properly convened meetings of the Standing Committees.
- (b) The notice of meeting and agenda should refer to the elections.
- (c) The procedures for the conduct of the elections for Standing Committee chairpersons and vice-chairpersons are set out in the Appendix to these by-laws.

### **12. THE PRESIDENT, VICE-PRESIDENTS AND TREASURER**

- a) The President shall be the principal representative of the ETUCE.
- b) The President, or in his/her absence, one of the Vice-Presidents shall:
  - (i) chair ETUCE Conferences;
  - (ii) chair the meetings of the Committee and ETUCE Bureau;
  - (iii) represent ETUCE externally;
  - (iv) maintain liaison with the EI Executive Board.
- c) The ETUCE Treasurer shall be responsible to the ETUCE Committee for financial affairs, and specifically for recommendations concerning ETUCE supplementary dues and the related expenditures. He/she shall:
  - supervise the management by the European Director of income and expenditure;
  - submit financial statements to the ETUCE Committee.

### **13. SECRETARIAT**

#### **13.1 Duties and Responsibilities**

The **European Director** shall promote the aims and objectives of ETUCE as set out in By-Law 5. The European Director shall support the ETUCE structure and carry out the decisions of the Conference, ETUCE Committee and ETUCE Bureau. In this context the European Director shall:

- (a) report to the Conference, Committee and Bureau;
- (b) initiate proposals for consideration by the ETUCE bodies, in all matters related to ETUCE policies;
- (c) implement the decisions of the ETUCE bodies;
- (d) maintain liaison with member organisations,
- (e) maintain liaison with the European Trade Union Confederation and be appointed as a representative of ETUCE on that body.
- (f) maintain liaison with the institutions of the European Union and represent the ETUCE at relevant meetings with those bodies;
- (g) convene and prepare meetings of the ETUCE bodies;
- (h) keep a record of the proceedings of the ETUCE bodies;

- (i) submit activity reports to the ETUCE bodies;
- (j) manage, under the supervision of the Treasurer, the income and expenditure of the ETUCE bodies;
- (k) ensure that the appropriate financial documents and reports are available to the Auditors;
- (l) manage the ETUCE Secretariat, both in relation to the appointment and management of staff who are directly employed by ETUCE and to the management of the staff employed by EI while they are providing services to ETUCE;
- (m) cooperate with the EI General Secretary to make the best use of the human and financial resources available to the Region;
- (n) submit reports on ETUCE finances, programmes and activities to the Bureau, Committee and Conference and to the EI General Secretary, as required.

### **13.2 Appointment of European Director**

- (a) The ETUCE Committee shall select a candidate for appointment as European Director, through open, fair and transparent selection procedures, which it shall establish. The candidate, thus selected, shall be recommended to the EI General Secretary for appointment, in accordance with the provisions of the EI Constitution.
- (b) The General Secretary shall appoint the recommended candidate unless, for what the General Secretary regards as good and sufficient reasons, the General Secretary deems the recommended candidate unacceptable. In this case the recommendation shall be referred back to the Committee by the General Secretary for further consideration. The General Secretary shall also send to the Committee a statement of the reasons for rejecting the recommendation

## **14. FINANCES**

### **14.1 Financing of ETUCE**

The operations and activities of ETUCE shall be funded by

- (a) The portion of the global dues of EI allocated for the purposes of supporting EI and ETUCE programmes and activities in Europe;
- (b) Such supplementary dues as are levied in accordance with By-Law 22 of the EI By-Laws; and
- (c) Such additional funding for projects and programmes as may be received from time to time from external sponsors and donors and from member organisations.

### **14.2 Supplementary Dues**

- (a) Supplementary membership dues to be paid by the member organisations shall be determined by the Conference on a per capita basis in accordance with By-Law 22 of Education International.
- (b) Rates of supplementary dues shall be determined by the ETUCE Conference based on a percentage of the EI global dues and will be differentiated between those organisations based in the existing and former EU/EFTA countries and those organisations which are not.
- (c) All supplementary dues shall be paid to the Education International before March 31 of each year, and shall be computed on the membership reported as of September 30 of the preceding year.
- (d) Any organisation which is more than twelve (12) months in arrears of the payment of its supplementary membership dues, without the approval of the Committee, may be

reported to the EI Executive Board which may suspend the organisation in accordance with the provisions of the EI Constitution.

- (e) If a member organisation is unable to fulfil its financial obligations, owing to extraordinary circumstances, the Committee may recommend to the Executive Board of the Education International, in accordance with Article 20 (d) of the Constitution, to grant a delay, a temporary reduction or, in extreme cases, a temporary exemption from the payment of such supplementary fees.

### **14.3 Auditors**

- (a) The accounts of ETUCE shall be audited annually by a professional external auditing company, appointed by the ETUCE Conference, which shall present its annual report to the ETUCE Committee and a quadrennial report to the Conference.
- (b) The Conference shall also appoint two representatives of member organisations to act as internal lay auditors.
- (c) These representatives shall hold no other office within the ETUCE governing structures.
- (d) They shall examine and report to the Conference and Committee on the income and expenditure of ETUCE and on the implementation of the financial decisions taken by the ETUCE governing structures.
- (e) They shall report to the Committee once each year and to each ordinary Conference.

## **15. OFFICIAL LANGUAGES**

The Official Languages of ETUCE shall be English, French, Spanish, German and Russian. Translation into English and French will be provided normally at ETUCE activities. Translation into Spanish, German, Russian or another European language may be provided at conferences and meetings should all or any one of these languages be deemed appropriate in the context of the venue or audience at the meeting or conference, and, should the financial resources available for the meeting or conference, permit.

Documents will be issued normally in English and French but may also be translated into other appropriate languages should circumstances and financial resources permit.

## **16. INTERPRETATION OF THESE BY-LAWS OR STANDING ORDERS**

These By-Laws and Standing Orders will be published in the official languages of ETUCE. However, in the event of any dispute arising in relation to the interpretation of these By-Laws or Standing Orders the text in English shall prevail.

## **APPENDIX:**

### **1.STANDING ORDERS/RULES OF DEBATE FOR THE ETUCE CONFERENCE OR ETUCE COMMITTEES**

- 1) A delegate or member of the Committee shall speak only once in a debate, unless otherwise agreed by the Committee or Conference. The representative of a Committee presenting a report or a mover of a motion, resolution or amendment (not concerning a motion of procedure) shall have the right of reply at the close of debate on an item.
- 2) A request to speak shall be made to the Chair, except when related to a point of order or procedure. At the Conference such request must be made in writing. At the Conference a delegate who is invited by the Chair to speak may yield the right to speak to another member of the delegate's own union delegation.
- 3) The Chair shall decide the order in which speakers are called upon to speak in a manner designed to ensure balance in the debate on any issue or resolution.
- 4) At any time during the course of a debate the Chair may call a speaker to order if the remarks of the speaker are not relevant to the subject under discussion or if the speaker exceeds the allotted time or if the speaker is otherwise in breach of these Standing Orders/Rules of Debate.
- 5) The European Director shall have the right to speak on any subject.
- 6) Resolutions or other proposals for the consideration of the Committee from member organizations or other committees must be proposed to the Committee in writing.
- 7) Resolutions (motions/ propositions), which have been submitted to the Conference by member organizations or by the Committee in accordance with the prescribed procedures, must be proposed by accredited delegates or by members of the Committee to the Conference in order to place them for debate before the Conference.
- 8) The proposer must speak to the resolution when it has been placed before the Conference.
- 9) Amendments to the resolution, which have been submitted to the Conference by member organizations or by the Committee in accordance with the prescribed procedures, must also be proposed by accredited delegates or by members of the Committee, to place them before the Conference.
- 10) Amendments to a resolution must be taken immediately after the proposer has spoken.
- 11) Each amendment must be disposed of before the next one is taken.
- 12) Each delegate may speak only once on any resolution or amendment to it which is placed before the meeting except the proposer of the resolution who may speak once on the resolution and once on any amendment to it. The proposer may also reply to the debate on the resolution (or substantive resolution) before it is voted upon.
- 13) The proposer of a resolution may speak for a maximum of five minutes in proposing the resolution. Any subsequent contributor to the debate on the resolution or amendments, may speak for a maximum of three minutes.
- 14) In the interests of completing particular items of business, the Chair may, with the permission of the Conference or Committee, reduce the length of time speakers are permitted.
- 15) After the proposer of the resolution or amendment has spoken, the Chair will select speakers for and against the resolution or amendment, in turn. If during the course of the debate there are no further requests to speak against the resolution or amendment, the Chair may put immediately the resolution or amendment to a vote.

- 16) The debate on a question before the Conference or Committee may be interrupted at any time by a point of order or by a motion of procedure. The Chair shall give an immediate ruling in response to a point of order.

A motion challenging the ruling of the Chair shall be put immediately to a vote.

A motion of procedure shall be required in order:

- (h) to adjourn the sitting;
- (ii) to adjourn the debate;
- (iii) to close the debate and/or vote on the item under discussion;
- (iv) to proceed with the next item on the agenda.

The above or any other motion of procedure shall be put immediately to a vote, except that the delegation submitting the resolution under discussion, may exercise its right of reply.

## **2. PROCEDURES FOR THE CONDUCT OF ELECTIONS FOR CHAIRPERSON AND VICE- CHAIRPERSONS AT STANDING COMMITTEES**

- (i) The notice of the meeting should invite nominations for Chairperson from member organizations. The nominations should be submitted in writing to the secretariat by a date, to be set by the Committee, which is at least two weeks prior to the opening day of the meeting.
- (ii) At the beginning of the meeting the outgoing Chairperson, or in the absence of the outgoing Chairperson a member of the Bureau who is designated as temporary Chairperson, will read out the list of nominations for Chairperson which have been received from member organisations. In the event that no nominations have been received prior to the meeting nominations may be made orally on behalf of member organizations at the beginning of the meeting. In such circumstances when nominations cease to be presented the designated Chairperson will close the nominations.
- (iii) If necessary, a time will be fixed for the conduct of the ballot being not earlier than one hour after the close of nominations.
- (iv) Two Tellers will be appointed by the designated Chairperson to conduct the election from among the members of the Committee who are not nominated. They will be assisted by a member of the secretariat.
- (v) A ballot paper will be prepared listing all of the nominated candidates in alphabetical order of surnames (family names).
- (vi) The Tellers will give a ballot paper to each member of the Committee.
- (vii) Each member of the Committee should place an X beside the name of the candidate, or in the case of Vice-Chairpersons the candidates, for whom they wish to vote.
- (viii) The Tellers will collect the completed ballot papers from the members of the Committee.
- (ix) The Tellers will count the ballots and present the result to the designated Chairperson.
- (x) The designated Chairperson will announce the results.

- (xi) In the event of a tied vote a run-off election will take place on the same basis between the candidates with the equal highest number of votes.
- (xii) The same procedures should be applied to the election of Vice-Chairpersons.

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