



European Network for Accreditation of  
Engineering Education

EUROPEAN NETWORK FOR ACCREDITATION  
OF ENGINEERING EDUCATION  
Not-for-Profit International Association  
(Abbreviated name: ENAE)

## **BY-LAWS**

Adopted by the General Assembly  
on 4 December 2013

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Note: In these By-laws the term “he” shall be understood as he or she.

## **SECTION 1 ORGANISATION**

### **THE GENERAL ASSEMBLY**

#### **Article B1 - MEETINGS**

The meetings of the General Assembly are held at least once a year either in the ENAEE registered office in Brussels or upon invitation of a Member in his country. The host Member is responsible for the physical arrangements and the provision of the facilities required by ENAEE. Travel and accommodation expenses are taken over by each participating Member. If the General Assembly takes place in another location than Brussels, ENAEE will reimburse travel and accommodation expenses for the secretary of the Permanent Secretariat.

The Permanent Secretariat on behalf of the President shall send to the Members the invitation to the General Assembly together with the draft agenda, with two months' notice. All material for decision-making at the General Assembly will be prepared by the Permanent Secretariat and mailed to the Members normally one month in advance.

The agenda shall include the items specified by the Administrative Council and/or requested by a Full Member. The meetings of the General Assembly are presided over by the President. If the President is unable to attend, the GA shall elect a chairman for the session. Whenever possible, the annual GA will be held in conjunction with a public "Workshop" open to discussion and presentations.

The minutes of the General Assembly are recorded by the secretary (see Article B9) and kept at the Permanent Secretariat.

#### **Article B2 - PRESENCE AND REPRESENTATION**

Each Member appoints/sends at least one nominated delegate to the General Assembly. A Full Member sends at least his Voting Delegate (see Article S12). An update of the list of the GA Voting Delegate list is done annually by the Permanent Secretariat.

If a Full Member wants or is obliged to change his Voting Delegate, he may do so by informing in writing the Permanent Secretariat before the General Assembly.

ENAEE Officers such as the President, Treasurer and the other Members of the Administrative Council are not and do not count as delegates of the Member, unless they have been expressly so identified.

A Member may give a proxy to another Member. However, a Member is limited in the number of proxies at any General Assembly (see Article S14). Voting by proxy is limited to decisions listed on the agenda of the General Assembly. Confirmation of proxies has to be received in writing at the Permanent Secretariat of ENAEE at least 10 days prior to the General.

If needed, the President has a casting vote, except for his re-election (as President or Member of the Administrative Council) and for the election of his successor as President.

In general, the secretary is in charge of counting the votes cast and overseeing the conduct of the voting.

The President has the possibility to invite non-Members as observers.

### **ENAEE DECISION MAKING METHODS**

<b><u>Decisions</u></b>	<b><u>Notice Time</u></b>	<b><u>Necessary Majority (Full Members) See Art S14 in the Statutes</u></b>	<b><u>Effective</u></b>
Dissolution of ENAEE Expulsion of a Member	16 weeks	2/3 majority of the votes present in person (or by proxy)	Immediately after decision by GA
Statutes + Amendments Bylaws + Amendments Admission of new Members	8 weeks		
Membership fees Budgets + Amendments, Annual Balance	4 weeks	Simple majority of votes present in person or by proxy	Immediately after decision by GA
Election of Officers (Administrative Council Members, President)	4 weeks	Simple majority of votes present in person or by proxy	Immediately after the expiry date of the mandate of the previous Members and the President
All other decisions	None	Simple majority of votes present in person or by proxy	Immediately after decision by GA

### **Article B3 - MINUTES**

The minutes of the General Assembly are prepared by the secretary. They are signed by the President and one appointed delegate, and distributed to the Members within two months.

Once signed, the minutes shall be deemed final and binding, unless decided otherwise by the next General Assembly, on the agenda of which final approval of such minutes shall have been put in accordance with these By-laws.

The minutes of the decisions of the General Assembly are kept in a register in the registered office of ENAEE, and put on the ENAEE website.

### **ADMINISTRATIVE COUNCIL**

#### **Article B4 - MEETINGS**

The Administrative Council is convened by the President whenever necessary or upon request of 1/3 of the Members. The notice for meetings is served by means of an invitation sent out by the Permanent Secretariat by e-mail not less than one month in advance. The agenda of the meeting is prepared by the Permanent Secretariat, in consultation with the President, and circulated to Administrative Council Members preferably not less than two weeks before the meeting.

If not otherwise specified, meetings of the Administrative Council take place at the ENAEE office in Brussels. A meeting of the Administrative Council may also be organised on line.

The minutes of the Administrative Council are produced by the secretary and revised by the President. They are circulated by the Permanent Secretariat to the Members of the Administrative Council preferably one month before the next meeting of the Administrative Council, where they need to be approved. The minutes are kept at the Permanent Secretariat and put on the ENAEE website.

#### **Article B5 - EXPENDITURE**

The travel and accommodation expenses for Administrative Council meeting of each Member of the Administrative Council are the responsibility of the Member organisation that submitted his candidature.

In case a Member retires from the organization that submitted his candidature during the period of his mandate in ENAEE, the Administrative Council will decide on a case-by-case basis if ENAEE takes over the travel and accommodation expenses for this Member. The decision will be recorded in the minutes.

If the Administrative Council meeting takes place in another location than Brussels, ENAEE will reimburse travel and accommodation expenses for the secretary of the Permanent Secretariat.

## **Article B6 - ELECTION OF THE MEMBERS OF THE ADMINISTRATIVE COUNCIL**

Each forthcoming vacancy on the Administrative Council and for the President is formally notified by letter from the President to all Members, at least 2 months before election.

Candidates to the Administrative Council and for the President are proposed by one or more Members one month before the election. The proposals are sent to the Permanent Secretariat of ENAEE.

A candidate proposed by a Member association does not need to be a staff or a Member of relevant boards of this association. Each proposal must be accompanied by a CV of the candidate and a short statement explaining his interests in becoming elected.

These documents will be circulated by the Permanent Secretariat together with the list of candidates among the Members of ENAEE.

Candidates for election to the Administrative Council and for election as the President must have the following qualifications :

- fluency in English,
- familiarity with ENAEE's modus operandi, and be active within the field of activities of ENAEE,
- should be professionally active or hold office in a professional or academic engineering organisation.

The Members of the Administrative Council and the President are elected for periods defined in Art. S15 and S16.

The elections must take place at least one month before the expiry date of the mandate of the previous Members and the President, which is the 31st of December of the appropriate year. The new Members and the new President take office on the following day (1st January). From the date of the election, the President-elect is invited to all meetings of the Administrative Council.

An Administrative Council Member who fails to attend two consecutive meetings of the Administrative Council without a valid reason having been sent in writing to the Permanent Secretariat of ENAEE within two weeks after the second absence shall be deemed to have resigned.

In case of vacancies in the Administrative Council because of resignations or other causes, they will be filled each year by elections that will proceed according to provisions of Articles S18 and B6.

#### **Article B7 - EUR-ACE Labels**

The labels referred to in Statute S6.1 shall be styled “European Accredited Engineering Bachelor Degree” and “European Accredited Engineering Master Degree”, and also as “EUR-ACE® Bachelor” and “EUR-ACE® Master”.

#### **Article B8 - COMMITTEES AND WORKING GROUPS**

A) The Administrative Council may delegate responsibility for the conduct, supervision and co-ordination of a Committee or Working Group to one or more Administrative Council Members.

The Administrative Council appoints Members or invites the ENAEE Members to delegate persons to serve as Members on Committees and Working Groups.

The Administrative Council appoints the Chairs of Committees and Working Groups or delegates their election to the Members of the Committee.

If the Chairs of Committees and Working Groups are not Members of the Administrative Council, they can be invited to the Administrative Council meeting on a non-voting right capacity.

The Chairs of Committees and Working Groups submit regular activity reports to the Administrative Council at a frequency specified by the Administrative Council.

The competencies, powers and working methods for each Committee (Terms of Reference) are set forth in separate procedural documents that must be approved by the Administrative Council. The requirements for becoming a Label Committee member are stipulated in the document “Criteria for Membership of the Label Committee”.

#### **B) The EUR-ACE Label Committee (LC)**

The LC is a permanent committee, composed of one representative of each accreditation agency authorized to award the EUR-ACE label. Each agency nominates a representative to be appointed by the Administrative Council for a period of three years renewable normally once. Each year, no more 1/3rd of the LC members shall be replaced to preserve continuity. In order to meet this requirement, the Administrative Council may extend the mandate of a LC member up to two years beyond the normal maximum of six years with the consent of the relevant agency.



The Chair of the LC is nominated by the Members of the Committee and appointed by the Administrative Council.

The competencies, powers and working methods for the LC (Terms of Reference) are set forth in separate procedural documents that must be approved by the Administrative Council.

The travel and accommodation expenses for the LC meetings of each LC Member and the LC secretary, if not covered by other sources, may be covered by the ENAEE budget following a deliberation by the Administrative Council.

The travel and accommodation expenses incurred by the Members of the Review Teams formed by the LC are normally covered by the applicant Agency concerned; in exceptional cases, they can be covered by the ENAEE budget following a deliberation by the Administrative Council.

#### **Article B9 - PERMANENT SECRETARIAT**

The Permanent Secretariat is appointed by the Administrative. It will provide appropriate personnel to support the activities of the ENAEE and indicate the relevant contact person(s).

Within the framework of its duties as set out in a document approved by the Administrative Council, the Permanent Secretariat is in charge of preparing and assuring the follow-up of the meetings of the General Assembly and the Administrative Council.

It prepares the agenda and documents to be discussed at meetings, ensures their timely distribution to all those who are to attend and prepares the minutes of such meetings in close co-operation with the President.

It is in charge of organising the ENAEE website.

It supports the Treasurer in its responsibility for day-to-day financial matters; it prepares the yearly financial statements and a draft budget for the forthcoming year.

If appointed, the duties of the Secretary General will be set out in a document approved by the Administrative Council.

The Secretary General and the Permanent Secretariat may be remunerated functions.

#### **Article B10 - CONVENTIONS AND SEMINARS**

ENAEE organises international meetings, seminars, conventions as well as training programmes, upon decision of the Administrative Council, in order to implement the EUR-ACE accreditation system.

In addition, ENAEE may organise meetings and seminars on other subjects related to Engineering Education.

## **SECTION 2 INFORMATION**

### **Article B11 - OUTSIDE INFORMATION**

It is essential for ENAEE to publish studies and documents relative to its activities as frequently as possible.

The ENAEE official documents shall include the ENAEE logo and its name in English. The format will be decided by an editorial committee, according to the type of document.

The Administrative Council develops a programme, timetable and budget for publication and update of the ENAEE documents. This programme is implemented by the Permanent Secretariat.

## **SECTION 3 NEW MEMBERS – MEMBERSHIP FEES - VOTES – BUDGET**

### **Article B12 - ADMISSION OF NEW MEMBERS**

Application for membership must be sent in writing to the Permanent Secretariat and submitted to the Administrative Council. The Administrative Council will prepare a recommendation to be submitted to the General Assembly for approval or otherwise.

The application should contain:

- Complete information about the organisation:
  - objectives
  - country
  - legal status
  - president, treasurer
  - address
  - founding date
- If applicable, number and type of Members the organisation represents,
- Financing of the organisation,
- Activities of the organisation during the last year,
- A confirmation that the organisation accepts the ENAEE Statutes, By-laws and General Policy,
- A confirmation that the organisation agrees to pay its annual fee to ENAEE.

The number of Members per country is not limited.

### **Article B13 – AUTHORIZATION TO DELIVER THE EUR-ACE LABEL**

The authorization to deliver the EUR-ACE Label is given by ENAEE to accreditation agencies or analogous bodies that satisfy appropriate quality and operative requirements. Any Agency interested in the authorization should fill in and submit the application form posted on the ENAEE website and send it to the Permanent Secretariat. Upon a request by the interested Agency, the Administrative Council can nominate “mentors” to assist the Agency in preparing the application and fulfilling the requirements.

The final decision on the authorization is taken by the Administrative Council on the basis of a report presented by the EUR-ACE Label Committee. Any “mentor” must abstain from contributing to such report and subsequent decisions.

The fee connected with the authorization and the fee connected with the award of each label are decided by the Administrative Council

Each authorized agency is entitled to nominate a representative in the EUR-ACE Label Committee (see Article B8/B).

An Agency that is being reviewed by the ENAEE for authorization may be given the status Candidate Agency, provided that the submitted application appears to comply with the ENAEE requirements. The criteria and procedures to be used for deciding Candidate Agency status are set out in a document approved by the Administrative Council.

### **Article B14 – MEMBERSHIP FEES**

The yearly Membership fee is proposed by the Administrative Council and approved by the General Assembly.

Each Member is requested to pay its yearly Membership fee until 1<sup>st</sup> of April at the latest.

In special circumstances, Members may consult the Treasurer and agree terms for the deferral of payment. Such arrangements are only valid when approved by the Administrative Council and are without prejudice to the provisions of Article S9 of the Statutes.

In such cases the Member retains its voting right.

In addition, interest accrues on payments overdue by more than six months at a rate fixed by the Administrative Council during the first month of the year in which they fall due.

**Article B15 - EXPENSE ALLOWANCES**

Travel and accommodation expenses of any person attending ENAEE meetings are under his own responsibility, except for the cases stated in Articles B1, B5 and B8.

