



European Network for Accreditation of
Engineering Education

European Network for Accreditation of Engineering Education
Not-for-Profit Association
(abbreviated name: ENAE)

STATUTES

Adopted by the General Assembly
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Note: In these Statutes the term "he" shall be understood as he or she.

SECTION 1 GENERAL

Article S1 – NAME AND FORM

The association is an International Association called: ENAEE (European Network for Accreditation of Engineering Education). The association is governed by the measures of Title III of the Belgian Law of 27 June 1921 on non-profit making associations, non-profit making foundations and international associations.

Article S2 – REGISTERED OFFICE

Its registered office is established in Brussels and is currently located at the office of the Secretariat General of FEANI, 18 Avenue Roger Vandendriessche, 1150 Brussels.

It can be transferred to any other location in the Brussels area by decision of the Administrative Council, to be published in the Annexes to the Moniteur Belge (Belgian Official Journal).

Article S3 – DURATION

Its duration is unlimited. However, it can be brought to an end at any time by decision of the General Assembly, to be published within one month in the Annexes of the Moniteur Belge.

Article S4 – LANGUAGE

The working language of ENAEE is English.

Article S5 – PURPOSES

The association pursues scientific and pedagogical goals. It intends to build confidence in systems of accreditation of engineering degree programmes within Europe and to promote the implementation of accreditation practice for engineering education systems in Europe.

In particular, it deals with:

- facilitating the free exchange of information and providing an effective communication channel for those bodies and individuals concerned with educational and professional standards in Engineering throughout the European Higher Education Area. Such bodies may include government agencies, professional organisations, higher education institutions, employers and their associations, representatives of engineering students bodies and their associations.

- providing such information as already exists within each country on topics and issues connected with educational and professional engineering standards
- participating in the creation and ultimately the administration of a European accreditation framework for engineering education programmes.

Article S6 – ACTIVITIES

The association does not intend to make any profit, but is allowed to seek public and private fundings, donations, allocations, fees and financial contributions through its own activities.

To achieve these purposes, ENAEE implements at least the following activities:

- S6.1** It establishes and maintains agreed Standards for the accreditation of engineering programmes, and assumes responsibility for the protection of a corresponding European accreditation label.
- S6.2** It participates in the establishment and operation of a European Accreditation framework for engineering education programmes.
- S6.3** It provides information exchanged by regular communication of the membership's accreditation criteria, systems, procedures, manuals, publications, lists of accredited programmes and any other detail considered appropriate.
- S6.4** It provides for the exchange of information between accreditation bodies at European and also world-wide level.
- S6.5** It promotes the establishment of local (and possibly national) accreditation agencies.
- S6.6** It organises meetings, seminars and workshops on accreditation practice.

SECTION 2
MEMBERSHIP – ADMISSION – RESIGNATION –
MEMBERSHIP FEES –EXPULSION

Article S7 –MEMBERSHIP

There are two membership categories, namely:

S7.1 Full Members

- a) Accreditation organizations for engineering programmes within the European Higher Education Area;
- b) All other organisations having the development of engineering education accreditation procedures among their main objectives as well as organisations whose mission is to foster the interests of the profession of engineers .

S7.2. Associate Members

- a) Educational and training institutions and their associations.
- b) Organisations representing engineering students

Article S8 – ADMISSION

Participation in the ENAEE is on a "voluntary" basis. Applications for membership must be submitted in writing to the Administrative Council which will examine and submit the application to the General Assembly for approval or otherwise.

Acceptance of membership implies acceptance by the applicant of all ENAEE statutes, bye-laws and rules.

Article S9 – RESIGNATION – MEMBERSHIP FEES - EXPULSION

Resignation

A Full or Associate member of ENAEE may resign at any time by letter to the President.

Membership fees

Each Full or Associate member undertakes to pay annually and not later than by 1st September the fee whose amount is determined each year by the General Assembly.

Suspension of voting rights

The voting rights of a Member whose due subscription fees have not been credited on the ENAEE account four weeks prior to the date of the General Assembly are suspended for the duration of that General Assembly. The voting rights will be reinstated, for purposes of the next General Assembly, following payment in full of the outstanding amount as determined by the Treasurer.

Expulsion

The General Assembly can decide to expel, upon a recommendation presented to it by the Administrative Council, a Member

- (i) whose financial obligations to ENAEE are two years overdue as confirmed in a Resolution presented to the General Assembly by the Administrative Council, or
- (ii) who by its actions or behaviour is in serious breach of ENAEE's Statutes and By-laws, or
- (iii) who brings the reputation of ENAEE into disrepute, or
- (iv) who repeatedly violates the Statutes or By-laws of ENAEE, or
- (v) who no longer has the qualifications required by Articles S5 and S8 of the Statutes but does not resign.

Concerning point (iv), the Administrative Council may however, in urgent cases, immediately suspend a Member until final decision of the General Assembly.

No Member shall be expelled until it has been invited to present its defence in writing or at the General Assembly.

Consequences of resignation / expulsion

If a Member resigns or is expelled before 1st of September in any year it shall be required to pay all debts and the subscription for that year. If a Member resigns or is expelled after the 1st of September in any year it shall be required to pay all debts and the subscriptions for that year and the following year.

The Members who resign, who have been suspended or expelled, for any reason, lose their right as Member. They cannot claim or require neither to raise or render account nor to affix assets or inventory.

SECTION 3 ORGANISATION

Article S10 - STRUCTURE

ENAEE is organised according to the following structure :

- the General Assembly,
- the Administrative Council,
- the President
- the Treasurer
- the Permanent Secretariat

The members of the Administrative Council and the President are not paid.

Article S11 – FUNCTIONS OF THE GENERAL ASSEMBLY (GA)

The General Assembly is the highest decision making body of ENAEE.

The tasks of the General Assembly are:

- a. To elect the members of the Administrative Council;
- b. To elect the President from among the candidates nominated by the Full Members of ENAEE;
- c. To discuss and decide on recommendations for new members, proposed by the Administrative Council;
- d. To discuss and decide on recommendations from the Administrative Council for the expulsion of members;
- e. To discuss and ratify the programme of activity, prepared by the Administrative Council;
- f. To discuss and approve the financial statements of the past fiscal year, the budget of the next year and the membership fees prepared by the Administrative Council;
- g. To delegate the day-to-day operation of the association to the Administrative Council;
- h. To discuss and approve procedures for the conduct of internal audits;
- i. To elect Internal Auditors who operate according to procedures approved by the General Assembly.

Article S12 – SCOPE AND MEMBERSHIP OF THE GENERAL ASSEMBLY

The "General Assembly" of ENAEE is formed by nominated delegates of all members:

- a. Each full member will nominate, in accordance with their own rules, one voting delegate. Delegates will serve for a period of up to three years before renomination is sought. They must normally be staff or members of relevant boards of the associations concerned.

- b. Each Associate Member will nominate one non-voting delegate.

Article S13 – MEETINGS OF THE GENERAL ASSEMBLY

The General Assembly (GA) meets at least once every calendar year, and at any time when at least 25% of the nominated delegates file a written request to the Administrative Council. The invitation to attend a General Assembly shall be sent by the President to all members with at least two months notice together with the agenda. 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

Article S14 – QUORUM AND VOTING AT THE GENERAL ASSEMBLY

The Assembly is quorate if 2/3 delegates of the full members participate, either directly or by proxy. Only Full members have a voting right.

Any delegate at the Assembly can on written request be represented by another delegate. A delegate cannot represent more than two other delegates.

ENAE DECISION MAKING METHODS

Decisions	Notice Time	Necessary Majority	Effective
Statutes + Amendments	4 month	2/3 majority of the votes present in person or by proxy	Immediately after decision by GA
Dissolution of ENAE			To be decided by Full Members
Admission of new Members Expulsion of a Member			Immediately after decision by GA
Bylaws + their Amendments Membership fees Budgets + Amendments, Annual Balance	2 month	Simple majority of votes present in person or by proxy	Immediately after decision by GA
Election of Officers (Administrative Council Members, President)	1 month	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 voting

If a General Assembly meeting fails for want of a quorum to reach either type of decision, the meeting shall be called anew and held on a date at least one month later. The decisions made at such second meeting shall be valid regardless of the number of

members covered by Article S7.1 of the Statutes and Article S7.2 of the Statutes present in person or by proxy, provided that they relate only to the business on the previous meeting's agenda.

Article S15 – ADMINISTRATIVE COUNCIL

The Administrative Council (AC) will consist of the President, plus 9 AC members elected by the GA for a period of 3 years among candidates proposed by the members of the ENAEE.

One third of AC members retire each year and are substituted by newly elected members. The regular term lasts for three years. However, in case of an election pursuant to Article **S18**, the term is shortened accordingly. AC members may not serve continuously for more than six years.

AC is responsible for the administration of the affairs of ENAEE and the promotion of its purposes. It holds all the powers of representation not specifically reserved for the General Assembly by law or these current Statutes.

The main tasks of the AC are:

- a. Maintain the agreed Standards for the accreditation of engineering programmes, and assumes responsibility for the protection of a corresponding European accreditation label;
- b. Prepare the programme and manage the activities of ENAEE;
- c. Prepare the budgets of ENAEE;
- d. Authorise, control and monitor expenditure in accordance with the approved budget, and keep accounts for presentation to the General Assembly,
- e. Provisionally approve annual accounts
- f. Propose the Membership Fees;
- g. Consider applications for membership and make recommendations on them to the General Assembly;
- h. Discuss proposals for expulsion of members and make recommendations on them to the General Assembly;
- i. Appoint the Secretary General;
- j. Instruct and evaluate the work of the Secretary General in charge of the Secretariat;
- k. Manage the ENAEE website, according to the general rules set in the Agreement.

The Administrative Council may, as part of its exclusive responsibilities, delegate part of its powers to one or several of its Members, Secretary General, and one or more members of the Permanent Secretariat of ENAEE. In particular, the AC may delegate the daily administration and management of ENAEE. The AC may also delegate the authority to authorise and incur expenditure up to a defined limit to the Treasurer, and over that limit to the President and a Vice President or, in the absence of the President, to two Vice Presidents or one Vice President and the Treasurer.

The Administrative Council is quorate when 50% + 1 of the members are present. The decisions will be taken by simple majority vote. In case of parity, the vote of the President prevails.

Temporaray Clause to Article 15

In the first election after approval of this Article S15, 1/3 of the AC members (except for the President) will be elected for 4 years, 1/3 for 3 years, 1/3 for 2 years, according to the number of votes received. Successive elections to replace the outgoing members will be held each year in the ordinary GA.

Article S16 – THE PRESIDENT

The President is elected for a two year term by the GA from among the candidates proposed by the Full Members of the ENAEE, and can be re-elected once.

The President is the legal representative of ENAEE in all civil affairs and in all judicial action either as plaintive or defendant. In a lawsuit, he may be replaced by an agent acting by virtue of a special power-of-attorney. He executes the decisions of the General Assembly, chairs meetings of the Administrative Council and of the General Assembly.

Article S17 – VICE PRESIDENT

To support the activities of the President, except in legal affairs, the Administrative Council may appoint, upon proposal by the President, up to two of its Members as Vice-Presidents. They keep this title as long as their mandate as Administrative Council Member.

Article S18 – PREMATURE TERMINATION OF SERVICE

In the case of resignation, retirement, dismissal or death of an AC member, the next General Assembly elects a new AC member for the remaining time of the original term of the retired member.

In the case of resignation, retirement, dismissal, or death of the President, the AC shall fill the vacancy and appoint an AC member as Acting President until the next General Assembly.

Article S19 – CREATION OF COMMITTEES AND WORKING GROUPS

In order to deal expeditiously with issues of common interest, the Administrative Council may establish Committees and ad hoc Working Groups. The Administrative Council will supervise and co-ordinate the activities of the established Committees and Working Groups.

Article S20 – THE TREASURER

The Administrative Council elects one of its members to serve as the Treasurer.

The Treasurer oversees all financial matters, controls and monitors the accounting system of ENAEE, explicitly authorizes expenditures within the limits set by the AC,

prepares and presents all required accounts and budgets for AC meetings, the internal Auditor and the General Assembly.

Article S21 – PERMANENT SECRETARIAT

The Permanent Secretariat is appointed by the Administrative Council. The practical details of its operation are specified in the By-Laws. It will support the President in the day-to-day management of the association and support the Treasurer in the follow-up of incomes and expenses as well as in the preparation of the budget.

The Permanent Secretariat is in charge of preparing all documents for the General Assembly. The minutes and all documents related to the association will be kept in a register at the Permanent Secretariat.

In order to facilitate the management of ENAEE, the Administrative Council can also appoint a Secretary General. When appointed, the Secretary General is in charge of coordinating the Permanent Secretariat.

The Secretary General and the Permanent Secretariat are paid functions.

Article S22 – INTERNAL AUDITORS

The Internal Auditors are appointed by the General Assembly for a term of three years and shall each act in accordance with the guidelines agreed by the General Assembly.

Candidatures for the post of Internal Auditor are proposed by the Members or the Administrative Council and sent to the registered office of ENAEE.

SECTION 4 FINANCE

Article S23 – RESOURCES

ENAEE resources derive from:

- Its members' subscriptions,
- Gifts, grants and subsidies if any,
- Revenues from its own authorised activity if any,
- The yield of its bank accounts,
- Any other legal means that comply with the purpose and objective of ENAEE.

Article S24 – FISCAL YEAR

The association's fiscal year is the calendar year. After approval by the Treasurer, the financial statements and a draft budget are submitted promptly to the Administrative Council for consideration and presentation to the General Assembly.

SECTION 5 AMENDMENTS

Article S25 – AMENDMENT OF THESE STATUTES

These statutes may be amended only by the General Assembly as provided in Article S14 of the Statutes.

Amendments to the Statutes come into force within the association immediately after decision by the General Assembly.

However, they will not take effect until approved by Royal Decree and until they have been published in the "Annexes au Moniteur Belge" in accordance with the law of 27 June 1921.

Any proposal to amend the Statutes must be addressed in writing to the registered office of ENAEE. Such requests shall be circulated by the Permanent Secretariat to all Members not less than four months before the meeting of the General Assembly.

SECTION 6 ADDITIONAL INTERNAL RULES

Article S26 – BY-LAWS

S26.1 The By-laws of ENAEE cover subjects not covered by the Statutes. The By-laws are formulated by the Administrative Council and approved by the General Assembly according to Article S14.

S26.2 Any proposal to amend the By-laws must be addressed by writing to the Permanent Secretariat of ENAEE. The amended By-laws are submitted to the General Assembly for approval according to Article S14.

Article S27 – GENERAL POLICIES

ENAEE General Policies are prepared by the Administrative Council and submitted to the General Assembly for approval by a simple majority. They have to be adhered by all ENAEE Members, Administrative Council Members, Permanent Secretariat members, Committees and Working Groups until amended or deleted by the General Assembly.

**SECTION 7
MISCELLANEOUS**

Article S28 - ARBITRATION

In case of internal legal controversy, the dispute shall be brought before three arbiters, all educated in Belgian law and fluent in English. One arbiter shall be elected by each party and the two arbiters will elect a third independent arbiter. The proceedings shall be held in Brussels, in English. The decision of the arbiters is binding.

Article S29 – DISSOLUTION / LIQUIDATION

Without prejudice to Article 5 of the law of 27 June 1921, this association may be dissolved by the General Assembly, for any reason, as provided in Article S14 of the Statutes at a meeting of the General Assembly called for that purpose. In that case the General Assembly shall elect and decide on the powers and compensation if any of a liquidator. In the case of dissolution, the remaining assets shall be left to the Engineers for Disaster Relief (RedR).
