

# **Internal Rules**

Note: These Internal Rules refer to individuals using the masculine pronouns (i.e., he / him / his). It is understood that these terms refer to a person of any gender.

Unless set out otherwise in present Internal Rules, the definitions used in the Statutes shall apply mutatis mutandis in the Internal Rules.

## **SECTION 1 ORGANISATION**

### **THE GENERAL ASSEMBLY**

#### **Article B1 – MEETINGS**

The meetings of the General Assembly are held 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.

Whenever possible, the annual GA will be held in conjunction with a public "Workshop" open to discussion and presentations.

#### **Article B2 – PRESENCE AND REPRESENTATION**

Each Member appoints/sends at least one nominated Member Delegate to the General Assembly, it being understood that the Full Member Delegate shall act as its Voting Delegate (see Article S7) at the General Assembly meeting. An update of the GA Voting Delegate list is done annually by the Permanent Secretariat.

If a Full Member wants to change its Member Delegate and hence its Voting Delegate, it may do so by informing in writing by e-mail to the Secretary General before the General Assembly.

ENAEE Officers such as the President, Treasurer and the other Members of the Administrative Council do not attend the General Assembly as a Member Delegate and do not have the right to vote, unless they have been expressly identified and are also attending the General Assembly as a Member Delegate.

Usually, the Secretary General is in charge of organising the counting of the votes cast and overseeing the conduct of the voting.

## **ADMINISTRATIVE COUNCIL**

### **Article B3 – MEETINGS**

If not otherwise specified, meetings of the Administrative Council take place at the ENAEE office in Brussels.

The minutes of the Administrative Council are drawn up by the Secretary General and revised by the President. They are circulated by the Permanent Secretariat to the Administrative Council Members preferably one (1) week before the next meeting of the Administrative Council, where they need to be approved. After such approval, the minutes are signed by the President and the original minutes kept at the Permanent Secretariat and put on the Members part of the ENAEE website.

### **Article B4 – EXPENDITURE**

The travel and accommodation expenses for AC meetings of each AC Member are the responsibility of the Member organisation that submitted his candidature. In justified cases, the AC will decide if ENAEE takes over the travel and accommodation expenses for a member, on a cost occurring basis.

### **Article B5 – 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 two (2) months before election.

Candidates to the Administrative Council and for the President are proposed by one (1) or more Members or, in case of the President, by one (1) or more Full Members, one (1) month before the election. The proposals are sent to the Permanent Secretariat of ENAEE.

A candidate proposed by a Member does not need to be a member of 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 elections must take place at least one (1) month before the expiry date of the mandate of the previous AC Members and the President, which is the 31st of December of the appropriate year.

The new AC 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.

### **Article B6 – EUR-ACE Labels**

The labels referred to in Statute S6 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 B7 – 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 (1) or more Administrative Council Members.

The Administrative Council appoints AC 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 Administrative Council Members, 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.

B) The EUR-ACE Label Committee (LC)

The LC is a permanent committee, composed of one (1) representative of each accreditation agency authorised to award the EUR-ACE label. Each agency nominates a representative to be appointed by the Administrative Council for a period of three (3) years until the end of third year of appointment (December 31st), renewable once for another term of three (3) years. Three (3) months before the end of appointment, the Permanent Secretariat informs the relevant agency for the nomination of a representative for LC.

Candidates for election to membership of the LC must have the following qualifications:

- an engineering or engineering-related qualification,
- fluency in English,
- extensive experience as an evaluator on audit teams accrediting engineering degree programmes,
- should be professionally active within or hold office in a professional or academic engineering organisation.

As of January 1 of each year, no more than one third (1/3rd) of the LC members shall be replaced to preserve continuity. In order to meet this requirement, the Administrative Council

may in exceptional circumstances extend the mandate of a LC member up to two (2) years beyond the normal maximum of six (6) 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, for a two (2) year mandate (renewable once), compatible with his appointment as a LC member.

The competencies, powers and working methods for the LC are set forth in “EUR-ACE Label Authorisation Process”, approved by the Administrative Council.

The specific role of the LC is to make recommendations to the Administrative Council in relation to accreditation and quality assurance agencies, which accredit engineering programmes, the authorisation to award the EUR-ACE® label to engineering degree programmes accredited by those agencies.

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 for a maximum of two (2) days per meeting and for maximum two (2) meetings per year following respective approval by the Administrative Council.

The travel and accommodation expenses incurred by the members of the review teams formed by the LC are covered by the applicant agency concerned.

#### **Article B8 – PERMANENT SECRETARIAT – SECRETARY GENERAL**

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

Within the framework of their duties as set out in a document approved by the Administrative Council, the Secretary General and respectively the Permanent Secretariat are in charge of preparing and assuring the follow-up of the meetings of the General Assembly, the Administrative Council and the Label Committee.

Furthermore, the Permanent Secretariat is in charge of managing the ENAEE website and the EUR-ACE label database.

The Secretary General supports the Treasurer with the day-to-day management of financial matters and prepares the annual accounts of the past financial years and a draft budget for the forthcoming year.

The duties of the Secretary General are set out in a document approved by the Administrative Council.

The Secretary General and the Permanent Secretariat are contracted and remunerated functions.

#### **Article B9 – CONVENTIONS AND SEMINARS**

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

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

## **SECTION 2 INFORMATION**

### **Article B10 – 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 B11 – ADMISSION OF NEW MEMBERS**

Application for membership should contain:

- Complete information about the applicant organisation:
  - objectives
  - country
  - legal status and proof of being a recognized legal entity in the country of origin,
  - president, treasurer
  - address
  - incorporation date
- If applicable, number and type of members the applicant organisation represents,
- Financing of the applicant organisation, i.e. the accounts of the previous year of the date application showing that the organisation is in good financial health ;
- Activities of the applicant organisation during the last year,
- A confirmation that the applicant organisation accepts the ENAEE Statutes, Internal Rules and General Policies and other governing rules,
- A confirmation that the applicant organisation agrees to pay its annual membership fee to ENAEE;
- A confirmation from potential other applicant(s) and Members originating from the same country as the country of the applicant, that they do not have any substantial and reasonable objection against the application.

## **Article B12 – AUTHORISATION TO DELIVER THE EUR-ACE LABEL**

The authorisation to deliver the EUR-ACE Label is given by ENAEE to accreditation agencies or similar bodies that satisfy appropriate quality and operative requirements. The process and criteria for authorisation are set out in the document “EUR-ACE label authorisation process”, approved by the Administrative Council.

Any agency interested in the authorisation 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 authorisation 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 authorisation and the fee connected with the award of each label are decided by the Administrative Council.

Each authorised agency shall nominate a representative in the EUR-ACE Label Committee (see Article B7/B).

An agency that is being reviewed by the ENAEE for authorisation may be given the status candidate agency, provided that the submitted application appears to comply with the ENAEE requirements.

Authorised agencies must sign the EUR-ACE accord and the Charter of authorised agencies.

## **Article B13 – MEMBERSHIP FEES**

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

Interest accrues on payments overdue by more than six (6) months at a rate fixed by the Administrative Council during the first month of the year in which they fall due.

## **Article B14 – 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, B4 and B7.

## **Article B15 – GENERAL POLICIES**

The General Policy documents in accordance with Article S34 are additional governing rules to be followed in order to realise the Purpose and object of the Association. The EUR-ACE Authorisation Label Process, the Standards and Guidelines for Accreditation, the Transnational Accreditation are examples of such General Policies.