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EURAG

European Federation of Older Persons

S T A T U T E S

and

RULES OF PROCEDURE

Revised in June 2002

STATUTES

AND

RULES OF PROCEDURE

Approved by the General Assembly of EURAG in May 1985

Revised in June 1988, in March 1993, in June 1996 and in June 2002

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STATUTES

Revised by the General Assembly in Turin,

on 1 June, 2002

Art.1 Designation and Seat

The Association is called „EURAG – European Federation of Older Persons“ and has its seat in Luxembourg. The seat of the Association can be changed upon decision of the General Assembly.

Art.2 Purpose and Aims

EURAG is a non-profit and non-religious European organisation and is independent of political parties. Its purpose is to promote elderly people's quality of life on societal, social and political levels, advocating in particular for

- The maintenance of an independent life**
- Strengthening participation in decision-making and supporting democratic development in the countries**
- The development of potentials**
- The promotion of self-help**
- Improving elderly people's situation and intergration in society"**
- The safeguard of financial security**
- The representation of interests in society**

- **The prevention of any kind of discrimination on grounds of age**

EURAG especially promotes co-ordination , collaboration and exchange of opinions with expert and service organisations, self-help groups as well as individuals.

Art.3 Activities

EURAG organises meetings of elderly people and organisations representing elderly people’s interests from European countries to support the Exchange of opinions and information and to promote solidarity between and within the generations as well as the integration of older people.

EURAG sets up working groups and committees on topical issues concerning the older generation and launches proposals and motions to the European Parliament, the European Commission, the Council of Europe, the United Nations Organization, World Health Organization and the International Labour Organization, as well as other organizations concerning the older generation.

EURAG organises international congresses to promote the discussion to strengthen the role and the possibilities of elderly people in Europe and to contribute to improve their situation.

Art.4 Finance

The financial means of EURAG derive from membership fees, proceed from services and products sold, donations, legacies, sponsoring as well as from public subsidies. The liability of EURAG as legal entity is limited to its own assets and does not engage those of its members.

Art.5 Bodies

The bodies of EURAG are the General Assembly, the General Council, the Board, and the Auditors.

Art.6 The General Assembly

1. Composition:

the General Assembly is composed of all members of EURAG according to Art.3.1, §1 of the Rules of Procedure.

2. Convocation:

the ordinary General Assembly is called every three years by the President of EURAG. Extraordinary General Assemblies may be called by the President at any time. The President must call an extra-ordinary General Assembly if at least two thirds of the members, who at least represent one third of the total number of votes ask for it in writing (votes see Art.3.1.§2 of the Rules of Procedure)

3. Tasks:

The General Assembly is the supreme decision-making body of EURAG and has the following tasks:

- a) **It confirms and discharges the General Council**
- b) **It elects the Secretary General and the Treasurer and appoints two auditors and two substitutes**
- c) **It approves the activity reports of the President, the Secretary General, the Treasurer and the Auditors**
- d) **It decides upon the seat of the Association**
- e) **Upon proposal of the General Council the General Assembly may designate a former President as Honorary President or a personality of particular merits as Honorary Member**
- f) **It fixes the membership fees**
- g) **It votes on the Statutes and the Rules of Procedure and can modify them**
- h) **It decides upon the dissolution of EURAG**

4. Publication of decisions:

Decisions made by the General Assembly are published in the official journal of EURAG – „EURAG INFORMATION“.

Art.7 General Council

1. Composition:

The General Council is composed of the national delegates, the Secretary General, and the Treasurer. Each European country is entitled to send one representative and one substitute to the General Council. Countries of more than 10 member organisations are entitled to send a second representative, who is entitled to vote, and a substitute.

The Honorary President and Honorary Members are allowed to participate in the meetings of the General Council.

2. Convocation:

The General Council is convoked at least once a year by the Board. If at least two thirds of General Council members asks for it, the President must call a General Council meeting within six weeks. The convocation is made at least four weeks before the meeting.

3. Tasks:

The General Council elects from its own ranks:

- a) **The President, on proposal of the Board**
- b) **Up to seven Vice-Presidents who if possible represent all regions of Europe. Each country can only nominate one Vice-President. It works out the agenda for the General Assembly.**

It determines the guidelines of EURAG activities and makes proposals which have to be submitted to the General Assembly for decision.

It approves the foundation of national sections according to Art.10.1 of the Rules of Procedure.

4. General Clause

The General Council decides in the last instance in any cases that are not explicitly fixed in the present Statutes and Rules of Procedure.

5. Vote

Only one vote can be cast for each country. This does not apply to the Honorary President, the Secretary General, and the Treasurer, who have a vote in addition to that of the representative of the respective country. Honorary Members are not entitled to vote.

Art.8 Executive Board

1. Composition:

The Board consists of the President, up to seven Vice-Presidents, the Treasurer, the Secretary General

2. Tasks:

it carries out the current activities of EURAG including in particular:

- Approval of the annual balance of accounts and budget**
- Approval of the staff plat**
- Decision, on proposal of the General Secretariat, on the exclusion of members, with the possibility of their appealing to the General Council**
- Control and supervision of the General Secretariat**

It is concerned with questions of old-age of international character.

3. Representation of EURAG

EURAG is represented by the President, or, if he should be prevented, by one of the Vice-Presidents. The Secretary General can represent EURAG only on the express wish of the President.

Art.9 General Secretariat

The General Secretariat is headed by the Secretary General. Tasks of the Secretary General and the General Secretariat are defined in Art.6 of the Rules of Procedure

Art.10 Auditors

The Auditors are elected for a period of three years by the General Assembly. They are not necessarily members of EURAG, but cannot be Members of the General Council at the same time. They submit a written audit report to the General Assembly before the General Council is discharged.

Art.11 Representation of EURAG by Commissions, Work Groups, Delegations, Committees, Advisory Bodies and Individuals

The Executive Board and the General Council are entitled to charge individuals with the representation of EURAG with international organisations and to approve Commissions, Work Groups, Delegations, Committees, or Advisory Bodies to assist the Executive Board, the General Council, the Secretary General of the Treasurer, or to appoint them for advisory functions on topical problems of gerontology, geriatrics, and social work with regard to the elderly. Task and period of such an assignment are to be fixed for each particular case.

Art.12 Membership

1. Forms of Membership

Members of EURAG can be organisations, public and private institutions or individuals, who

- Are active in the field of work for the elderly people or are interested in their problems, and**
- Who accept the present Statutes and the Rules of Procedure**
- Supporting Members**

2. Honorary Members

On proposal of the General Council the General Assembly may appoint as Honorary Members the Personalities of particular merits in the field of work for the elderly or in the framework of EURAG activities.

3. Admission and Exclusion

To become a member of EURAG the applicant has to submit a written application with pertinent information on his organisation or person, respectively, and engage to recognize the Statutes of EURAG and the decisions of its General Assembly.

Membership ends with dissolution of the member organisation, voluntary withdrawal, death of an individual member, or by exclusion.

The General Secretariat proposes the exclusion of a member to the Executive Board. The member has the possibility to appeal to the General Council, by which it must be heard on request before a final decision is made.

A member can be excluded:

- a) In case of twice non-payment of membership fees**
- b) In case of activities contradicting the present Statutes**
- c) In case of activities which should cause considerable disadvantage to EURAG**

Art.13 Modification of the Statutes or dissolution of EURAG

In case of modification of the Statutes or dissolution of EURAG, The General Assembly must decide by a two thirds majority of the total number of votes of present members on modification or dissolution, respectively the subsequent use, resp.repartition of the EURAG assets.

Art.14 Implementation

The present Statutes replace all former versions and come into force upon approval by the General Assembly on 1 June 2002

RULES OF PROCEDURE

**Revised by the General Assembly of EURAG
on 1 June 2002, in Turin**

1. PURPOSE AND ACTIVITIES

Art.1 Purpose

In agreement with the pertinent recommendations of the United Nations EURAG pursues the goals fixed in the Statute also by:

- a) Co-operation with self-help organisations of the older generation and with associations concerned with the assistance to the aged in all European countries**
- b) Co-operation with specialized institutes with regard to research in specific gerontological problems**

- c) **Informing about and publishing new findings in the field of gerontology and concerning exemplary social and care services in ambulant, semi-institutional, and institutional assistance to the aged**
- d) **Influencing public opinion with the objective to make people aware of gerontological questions and especially of questions concerning practical assistance to the elderly**
- e) **Organising international EURAG congresses at least every three years, as well as other meetings and colloquies where the problem situation of the elderly is dealt with on an interdisciplinary basis**
- f) **Attending to the rights of the older persons before international organisations and bodies together with the older persons**
- g) **Promoting initiatives and co-operating in programmes targeted at an adequate offer of appropriate housing for older persons**
- h) **Representing the interests of older workers particularly through the promotion of programmes and co-operation in initiatives targeted at the protection of older workers' rights**

These tasks offer EURAG members manifold opportunities of exchanging experiences and of practical co-operation

Art.2 Activities

EURAG acts in full accordance with the general Declaration of Human Rights, established and adopted the 12th December, 1948 by the United Nations, and especially with regard to the proclamation of the rights of the older persons approved in Luxembourg on October 3, 1965. Its activities cover all fields which are related to the mental, spiritual, and physical well-being of older persons.

2. THE GOVERNANING BODY OF EURAG

Art.3 The General Assembly

1. Composition and right to vote

The General Assembly is composed of one representative of each member organisation as well as of the individual members.

Member organisations have 25 votes each, individual members one vote each. Members whose membership fees have not been paid regularly at least up to the year preceding

the General Assembly, are not entitled to vote. Twice non-payment of the membership fee can be a reason for exclusion (Art.12.3.§5 of the Statutes)

2. Convocation

The Secretary General sends the invitation and the agenda drafted by the General Council at least three months before every General Assembly to all members with the request to nominate an authorized representative for the General Assembly at least six weeks before the General Assembly. Then the voting cards are sent to the voting members.

Extraordinary General Assemblies must be announced to the members at least six weeks before the date fixed for the Assembly.

3. Procedure/agenda

- 1. Verification of the quorum and of the credentials of voting members present**
- 2. Report of the President**
- 3. Report of the Secretary General**
- 4. Report of the Treasurer and the Auditors**
- 5. Discussion on items 2 to 4**
- 6. Discharge of the Secretary General**
- 7. Discharge of the General Council and the Treasurer**
- 8. Election of the future Secretary General, Treasurer and Auditors**
- 9. Announcement of the General Council members**
- 10. Motions submitted according to Art.3, §4, first paragraph of the Rules of Procedure**
- 11. Interruption of the General Assembly:**
 - Constitution of the General Council**
 - Election of the President**
 - Election of the Vice-Presidents**
- 12. Presentation of the newly elected Board**

4. Quorum and Decision-making

The General Assembly can start deliberations and constitutes a quorum irrespective of the number of votes of members present or represented. Motions or amendments can only be included in the agenda if they are submitted to the General Secretariat at least six weeks before the date of the General Assembly.

All decisions of the General Assembly are made with a simple majority of votes, except for decisions on modification of the Statutes or dissolution of EURAG, which require a two thirds majority of votes.

5. Non-appearance

If the Secretary General or one or more of the Auditors should be prevented the General Council is responsible for nominating a substitute for the period until the next General Assembly

6. Secretary General

The Secretary General must be a representative of a member organisation.

7. Verification of voting members, executions of affairs, chair

The President of EURAG opens the Assembly. The Secretary General verifies the presence of voting members of EURAG, and has the validity of credentials and authorisation of the delegates checked.

Art.4 General Council

1. Representatives of the member organisations

The Secretary General requests the General Council members in office at least three months before the end of the term of office (i.e. three months before the General Assembly) to organize a vote among the member organisations in the respective country in order to designate the representative of the country in the General Council in the three years to come. Upon the requests of the respective member organisation a substitute may also be nominated.

If a country is not in a position to nominate a delegate, the Secretary General is entitled to provisionally appoint a representative of the respective country in the General Council upon approval of the President.

In case of the death of a General Council member or his/her leaving the organisation the competent body of the respective organisation appoints a new representative of the remaining term of office.

General Council members and substitutes may alternate in participating in the General Council meetings, or, if they wish, both take part in the meetings.

2. Chair

In the General Council meetings the President shall act as Chairman or, if he is excused, this task shall be assumed by one of the Vice-Presidents. The First session of the General Council for election of the Executive Board is chaired by the newly elected Secretary General.

3. Meetings

As a rule the General Council meetings take place twice a year (in spring and in autumn), if possible every time in a different country.

Date and place of the next General Council meeting have to be agreed upon by the members present at the General Council meeting. If, for any reason, this is not possible, date and place may also be agreed upon by the members of the Board. In such a case the Secretariat shall inform the General Council members in writing.

4. Quorum

The General Council constitutes a quorum if at least half of the members are present, and votes with a simple majority on all questions.

In case of equality of votes, the President has final decisive power.

5. Transferral of votes

Votes can be transferred to a General Council member for the next respective meeting (proxy). General Council members can only be authorised to cast two votes at the most. Written notification of the Secretary General must be made at least one week before the meeting.

Art.5 The Board

1. Appointing a successor

In case of the leaving of a member of the Board the General Council is entitled to appoint a successor for the period till the next General Assembly. This successor is to be a member of the General Council and can only be appointed upon the agreement of the members in the country he/she represents.

2. Decisions

The Executive Board votes with simple majority of present members. In case of equality of votes the President has the final decisive power.

3. Rules of Procedure for the Board

Any other questions are fixed in the Rules of Procedure for the Board.

Art.6 General Secretariat

1. Tasks of the Secretary General

The Secretary General is the head of the General Secretariat which he/she represents. He/she has the following rights and tasks:

- a) He/she executes the decisions of the General Assembly, the General Council and the Board.**
- b) He/she is concerned with the co-ordination of activities related to age questions of international character and makes relevant motions.**
- c) He/she is charged with the employment of the necessary qualified staff**
- d) He/she is responsible for the observance of the budget and, together with a second person, he/she signs the EURAG bank accounts. Exceeding of the budget requires the agreement of the President.**

2. Tasks of the General Secretariat

The General Secretariat is responsible for the current affairs, in particular.

- a) The edition of the current publications**
- b) The co-ordination of the Committees and Work groups**
- c) The organisation of the meetings of the General Council, of the General Assembly and of the Board and works out the agenda in collaboration with the President.**
- d) The organisation of congresses, colloquies and other events**
- e) The contact to members and corresponding organisations and persons**
- f) The coordination of the activities among member organisations and the activities between member organisations and the General Council**
- g) Upon agreement with the relevant representatives of the national sections it sends reminders that membership fees are due and keeps the membership lists.**
- h) The administration of finances and accountancy**

Art.7 Membership

1. Admission

Every organisation or institution applying for membership to EURAG shall submit, together with the application, its Statutes and a statement of its activities (e.g. annual reports)

Individuals applying to EURAG for membership shall also submit a statement of the individual's professional or other activities in favour of the elderly or of their special interest in the affairs of the older generation.

The application for membership and the documents mentioned above shall be submitted to the General Council member of the country the applicant (organisation or individual) is resident in. After discussing the application with the other member organisations of the country the General Council member concerned may speak for or object to the admission within six weeks. In case there is no reply within these six weeks it is assumed that there is no objection to the admission and admission is carried out by the General Secretariat. In case of an objection the General Council has to be informed in the next meeting and shall decide whether the applicant may become a member or not. The membership becomes valid after payment of the membership fee for the current year.

The respective General Council member is responsible for recruiting new members. The numbers of members in the various countries resp. of the various forms of membership are published annually.

2. Membership fee

The membership fee has to be paid annually within the first three months of the calendar year.

The membership fee as fixed by the General Assembly must be transferred to EURAG. IN CASE OF A POOR FINANCIAL SITUATION OF AN ORGANISATION, THE Board is entitled to reduce the fee. National sections have the right to impose a supplement for their specific activities or to keep up to 10% of the membership fees of newly admitted members to finance national activities.

Between the General Assemblies the General Council is authorized to adjust the membership fees in correspondence with the rate of inflation at the seat of the General Secretariat.

3. Increase of the membership fee

An increase of the membership fee comes into force upon demand of the General Council after approval of the General Assembly.

Art.8 Term of office for functions

The term of office for all functions within EURAG-bodies is 3 years and can be renewed.

Art.9 Permanent Committees

The General Council can decide on the creation of commissions.

Art.10 Categories of activities

1. **A section organising a meeting in sole responsibility, without collaboration of EURAG but in the name of EURAG.**
 - a) **Applies directly for subsidies to the EU through the national Ministry, no contribution being payable to EURAG, or**
 - b) **Applies for subsidies to the EU upon approval of the Board in the name of EURAG, 10% of the amount granted being payable to the General Secretariat.**
2. **A section organises a conference in collaboration with the General Secretariat; a financial agreement has to be made concerning the amount payable to EURAG in compensation for the work of the Secretariat.**
3. **EURAG organises a conference alone**

Art.11 National Sections

1. Constitution

A national section consisting of member organisations and individual members can be founded in each European country. The foundation must be given approval by the General Council. The seat of the national section is decided by its members.

2. Legal entity

The national sections may have their own legal entity, in this case, however, they have to explicitly express in their Statutes that they assume all rights and duties towards EURAG.

3. National meetings

Each General Council member should arrange, at least once a year, a national meeting of EURAG members. In such meetings problems of EURAG are to be dealt with, the members are to be informed about the current activities of EURAG, and they formulate proposals for the country reports and motions to be submitted to the General Council.

4. Mode of election

National votes in aforementioned meetings are carried out according to Art.3,§1 of the Rules of Procedure.

5. Information

The General Council member is responsible for informing the General Secretariat about national meetings held in the name of EURAG, and for submitting to the Secretariat the minutes, if taken, or reporting on such meetings.

6. National structures

National section may make their own bye-laws as to type and frequency of meetings, voting rights, etc.within the section.

Art.12 EU-Subsidies

All contracts, cost estimates, interim and final accounts for events according to Art.9b. of the Rules of Procedures in the name of EURAG are to be submitted to the General Secretariat, signed by the President and/or the Secretary General and passed on to Brussels by the General Secretariat.

Art.12 Implementation

The present Rules of Procedure come into force together with the Statutes.