

European Federation of National Institutions for Language**ORGANISATIONAL PROCEDURES AND REGULATIONS, October 2022****CHAPTER 1****Article 1. Constitutional basis**

This document contains the organisational regulations, principles, and procedures as they are to be applied within the European Federation of National Institutions for Language. The regulations, principles and procedures in this document are based on the Constitution of the Federation. If stipulations in this document prove to be contradictory to stipulations in the Constitution, then the Constitution prevails and the text of this document should be modified by the General Assembly in its first meeting after the contradiction had been noticed, to make it comply with the Constitution.

Article 2. Use of languages within the Federation

Being a European organisation, which promotes multilingualism of institutions and services and plurilingualism of citizens, the Federation will use as many European languages as possible consistent with a responsible use of its financial and other resources.

Article 3. Financial and Work Year

The Financial and Work Year of the Federation starts on 1 July of each calendar year and ends on 30 June of the following calendar year. The Executive Committee is obliged to submit a financial report each financial year and an activity report for the same period at the annual regular meeting of the General Assembly, which has to be organised according to the criteria described in Article 8 § 1 of this document. At the same meeting the Executive Committee has to submit a work plan and financial budget for the year in progress.

CHAPTER 2**Article 4. Federation Members**

Article 4. § 1

Institutions which wish to become Federation Members must submit an application in which they explain their reasons for seeking membership. The application letter shall include the constitution of the institution, or a summary of the most important aspects contained in it.

Article 4. § 2

As soon as the Secretariat of the Federation has received the application of an institution it will confirm receipt of the application in writing. The applicant will receive all information sent out by EFNIL, but participation in activities will be guaranteed only after acceptance by the General Assembly.

Article 4. § 3

A Candidate Federation Member becomes a Member after acceptance by the General Assembly.

Article 4. § 4

The General Assembly can only refuse applying institutions in the following cases:

- a. If the applying institution does not fulfil the general conditions, e.g. if it is not an institution as defined in Article 1 and 5 of the Constitution.

a. If there is already another institution from the same member state which is a Federation Member and this Member objects to the membership of the applying institution

a. If there are already two member institutions from the same country

a. If it does not accept the general objectives as described in the Constitution of the Federation.

Article 4. § 5

Federation Members who wish to resign must communicate their resignation in writing to the Secretariat of the Federation. Resigning Federation Members lose their rights and are free of obligations as soon as the Executive Committee has acknowledged their resignation.

Article 4. § 6

The General Assembly may decide to expel a Federation Member in the following cases:

a. If the Federation Member does not pay its membership fee or does not fulfil its normal obligations towards the Federation, despite having been urged to comply with its duties

a. If the Federation Member expresses opinions which are considered to be detrimental to EFNIL or which deliberately offend Federation Members and/or Delegates

a. If the Federation Member becomes bankrupt, is dissolved or loses the specific language competence and tasks for which it had been accepted.

Article 4. § 7

In extreme cases the Executive Committee can submit a written proposal for immediate expulsion of a Federation Member, without having to call a meeting of the General Assembly. The proposal is considered to be approved if a majority of delegates expresses its agreement with the proposal in writing to the Secretariat.

Article 5. Associated Members

Article 5. § 1

Institutions which wish to become Associated Members of the Federation must submit an official application in which they explain their reasons for seeking associated membership. The application letter shall include the constitution of the institution or a summary of the most important aspects contained in it.

Article 5. § 2

The General Assembly accepts or rejects applications for associated membership. It communicates its decision to the applying institution, giving reasons for any rejection. The applicant will receive all information sent out by EFNIL, but participation in activities will be guaranteed only after acceptance by the General Assembly.

Article 5. § 3

The General Assembly can only refuse applying institutions in the following cases:

a. If the applying institution does not fulfil the general conditions, e.g. if it is not an institution as defined in Article 1 and 5 of the Constitution

a. If there is already another institution from the same state which is an Associated Federation Member.

a. If the applying institution does not accept the general objectives as described in the Constitution of the Federation.

Article 5. § 4

Articles 4. § 5, 4. § 6, and 4. § 7 also apply to Associated Members.

CHAPTER 3

Article 6. The General Assembly – Membership fee and composition

Article 6. § 1

The annual membership fee is decided by the General Assembly according to the Constitution art. 11.

If a member institution has difficulties paying the fee due to a crisis in their state or government the EC may decide to reduce or waive the fee for a period of up to 3 years.

Article 6. § 2

Members and Associated Members appoint their own delegates and can decide to substitute delegates, within the limits of the rules and principles described in the Constitution and in this document. They must inform the Secretariat of the composition of their delegation. The appointment of a delegate is not limited in time, unless decided otherwise by the Federation or Associated Member itself. Federation Members and Associated Members must inform the Secretariat immediately in writing of all changes in its delegation.

Article 6. § 3

The General Assembly may co-opt a person of special importance for the organisation as Honorary Member with the title of Honorary President. The Honorary President has the same rights and obligations as Honorary Members, but the co-optation has no time limit.

Article 7. General Assembly – Voting procedures

Article 7. § 1

Countable votes are votes in favour or against a certain proposal. Abstentions are considered as non-countable votes. This means that they are considered as a non-vote with the single proviso that – as far as voting procedures are concerned, abstentions will be taken into consideration in determining the quorum of delegates that are counted as being present.

Article 8 (General Assembly – Convocation)

Article 8. § 1

There will be at least one meeting of the General Assembly during each work year.

This meeting will normally take place in the period between 1st of October and the 30th of November of each year and will normally be combined with a working conference. This regular meeting of the General Assembly will decide on the financial budget and work programme for the forthcoming year and on the financial and activity reports regarding the last working year, admit new Federation Members and Associated Members, admit observers to the General Assembly and elect the members of the Executive Committee.

Article 8. § 2

The date and place of the regular meetings of the General Assembly are established by the Executive Committee, which will inform the delegates at least three months before the proposed date of the meeting. The agenda of the meeting and the necessary financial and administrative

documents should be in the possession of the delegates at least two weeks before the date of the meeting. Calls to meetings, agenda and documentation will normally be sent by e-mail.

Article 8. § 3

Absent delegates can mandate colleague delegates or appoint substitutes from their institution to represent them and to take part in voting procedures on their behalf. Mandates to other delegates or substitutes should be given in writing. The mandated persons must submit a letter of mandate from the absent delegate to the General Secretary before the beginning of the meeting.

Article 8. § 4

A meeting of the General Assembly has to be called if a request for such a meeting is supported by at least 25% of the delegates. Reasons should be given for such a request. The Executive Committee is obliged to organise the requested meeting at the latest 30 days after having received the written request from the delegates.

Article 8. § 5 The travel costs of attending meetings of the General Assembly will be borne by Member institutions with regard to their own delegate or delegates. The costs of honorary members are borne by the Federation including travel and accommodation as against the costs for ordinary delegates where only the conference and accommodation costs are borne by EFNIL. Other organisational costs will be met by the Federation or by the Federation Member by whom an event is organised.

Article 9. Executive Committee – Composition and duration of mandate.

Article 9. § 1

In electing the President, Deputy President and ordinary members of the Executive Committee the General Assembly must take note of the fact that the Committee should be representative for the language situation within Europe. It should therefore consider at least the following criteria:

- a. An appropriate distribution between language families, regions and larger and smaller languages;
- a. An appropriate distribution between male and female members.

The Executive Committee can submit proposals for the substitution of Committee members or for the election/nomination of a completely new Executive Committee, especially in those cases in which there are no (or not enough) candidates.

Article 9. § 2 If in the course of his or her mandate the President, Deputy President or ordinary member of the Executive Committee loses his or her status as appointed delegate of a Federation Member, he or she may continue until the end of the election period provided the consent of the Executive Committee and the institution he or she represents is given. Otherwise, he or she must resign immediately as member of the Executive Committee and must be replaced by another delegate within the General Assembly, at the latest at the next meeting of the General Assembly.

Article 10. Executive Committee meetings– Voting and other procedures

Article 10. § 1

All Committee decisions shall be taken by a simple majority of present Committee members. If the number of votes for and against is the same, the President has a second (casting) vote. If less than half of the Committee members are present, the Committee cannot take binding

decisions and must postpone the decision to the next meeting or submit the decision to an online or e-mail vote.

Article 10. § 2

The Executive Committee meets as required, normally with a minimum of two face-to-face meetings a year, one in spring and one in autumn. The Committee should limit its face-to-face meetings as much as possible within the limitations mentioned in this Article and should consider the possibility of replacing additional face-to-face meetings with telephone or video conferences.

Article 10.§3

The EC has the mandate to exercise flexibility plus or minus 15% across budget categories with the possible effect of exceeding the budget, if necessary, by 15%.

Article 11.General Secretary and Secretariat

Article 11. § 1

The Federation Member to which the General Secretary belongs will be mandated by the General Assembly to administer and account for all the resources of the Federation (contributions or subsidies of the Federation Members, subsidies of the member states of the European Union and the institutions of the European Union and private donations) on behalf of the Executive Committee, which will submit budgets and financial reports for approval to the General Assembly.

Article 11. § 2

In the absence of a Secretariat and a secretarial staff of its own, the Federation will ask the Federation Member to which the General Secretary belongs to perform the secretarial work on behalf of the Federation. If this member indicates that it is not able to comply with this request, the Executive Committee is entitled to seek whatever solution is considered feasible.

Article 11. 3.

If necessary or preferable, the Secretariat can delegate administrative and/or financial tasks to other member institutions that will act under the supervision of the General Secretary and under the co-ordination of the Secretariat. If the delegation concerns the financial administration and payments, the Executive Committee may appoint a representative of the delegated institution as treasurer of EFNIL, even if this person has not been elected as a member of the Executive Committee. In the latter case the treasurer will attend the meetings of the Executive Committee and have an advisory function, without the right to vote.

As adopted by the General Assembly of the European Federation of National Institutions for Language, during its meeting at Paris, Tuesday 9 November 2004. With the amendments of Article 5.1 and Articles 11.3. as adopted by the General Assembly at Budapest, Friday 26 October 2012 and with changes approved by the General Assembly at Vilnius, Tuesday 11 October 2022.

For the European Federation of National Institutions for Language,
Dr. Sabine Kirchmeier, President
Dr. Tamás Váradi, General Secretary