

RULES OF PROCEDURE

Article I General

I.1

These Rules of Procedure of FERPA are an elaboration of the rulings in the FERPA Constitution and cannot contradict in any way the text and intentions laid down in the articles of the Constitution.

I.2

Appointments to and/or replacements of delegates of a member organization must be notified in writing to the FERPA Secretariat which will inform the Executive Committee of FERPA.

I.3

All meetings of FERPA institutions shall be convened by written invitations originating from the FERPA General Secretary as a rule sent by electronic mail.

Article II Membership

II.1

Applications for membership to FERPA shall be addressed to the FERPA General Secretary. The General Secretary shall examine the application for membership by verifying its compliance with the Constitution and consult the FERPA affiliates in the country of origin of the applicant about the request.

Within eight months after receipt of the application for membership the General Secretary of FERPA shall submit the proposal for application for membership to the Executive Committee of FERPA for its decision.

II.2

Member organizations shall report each year at the end of January the actual number of their members as of December 31 of the previous year.

The membership fee for the following year shall be set by each year's 2nd Executive Committee meeting on a proposal of the Steering Committee of FERPA, to be paid in two instalments.

Member organizations are obliged to pay the membership fees upon request of the General Secretary of FERPA.

II.3

A member organization shall give one year's notice of withdrawal from its membership. The financial obligations of the withdrawing organization shall not cease before the final day of membership.

II.4

The Executive Committee may declare that membership of an affiliated organization has lapsed if the organization has failed, despite due warning, to pay its membership fees for two consecutive years.

II.5

After examination by the General Secretary, having heard the member organization involved and after consultation of the Steering Committee, the Executive Committee shall have the authority to suspend membership of an organization which violates the Constitution of FERPA, which neglects its

obligations, which acts against the interests of FERPA, or which for any other valid reason has ceased to come within the terms of eligibility for FERPA membership.

A member organization shall be informed immediately why it has been suspended and shall have the right to appeal to the Congress against the proposed suspension.

Congress has the right to expel membership of an organization.

II.6

Applications for observer status shall be addressed to the FERPA General Secretary.

The General Secretary shall examine the application for observer status by verifying its compliance with the Constitution and consult the FERPA affiliates in the country of origin of the applicant about the request.

Within eight months after receipt of the application for observer status the General Secretary shall submit the proposal for application to the Executive Committee for its decision.

II.7

After examination by the General Secretary, having heard the observer status organization involved and after consultation of the Steering Committee, the Executive Committee shall have the authority to suspend or expel observer status of an organization which violates the Constitution of FERPA, which acts against the interests of FERPA, or which for any other valid reason has ceased to come within the terms of observer status to the FERPA organization.

II.8

If an organization that has seen its membership or its observer status suspended or expelled wants to apply for renewed membership or renewed observer status, it has to follow the application procedure mentioned in II.1 or II.6 again.

Article III Congress

III.1

Congress shall be convened by the General Secretary of FERPA according to the rulings in the FERPA Constitution.

III.2

On a proposal of the Executive Committee a Congress Procedures Committee will be elected at the first session of Congress, consisting of four delegates, which shall be responsible for the proper functioning of the Congress and decide on procedural issues and interpretations.

III.3

The draft agenda, reports and draft resolutions shall be sent to Congress delegates no later than two months before the date on which Congress opens its session.

III.4

Proposals, resolutions or motions from member organizations to be discussed at the Congress shall be presented to the Secretariat in writing at least three months before the date set for the Congress. The proposals of member organizations shall be submitted to Congress with a written comment by the Executive Committee. Emergency resolutions may be submitted on matters on which developments have arisen subsequent to the deadline for submitting proposals. The Congress Procedures Committee shall examine whether such resolutions are appropriate before being admitted for discussion and vote by Congress.

Article IV Executive Committee

IV.1

The Executive Committee shall be convened by the General Secretary and chaired by the President. As a rule the agenda and the relevant documents to be examined shall be sent to the participants six weeks ahead of the date of the meeting, except in the event of emergencies arisen from developments unforeseen. Recipients shall then be able to put forward any proposals and additions within 30 days preceding the date of the meeting.

IV.2

In its first meeting immediately after the closure of an ordinary Congress the Executive Committee will elect the FERPA President, the FERPA Deputy General Secretary, the FERPA Treasurer and the remaining members of the Steering Committee.

IV.3

To update and elaborate on decisions made at Ordinary Congresses a Mid-term Assembly will be organized halfway in-between the period of two Ordinary Congresses with the authority of the Executive Committee.

Article V Steering Committee

V.1

The Steering Committee shall be convened by the General Secretary and chaired by the President. It shall meet to work on the agenda proposed by the General Secretary. The invitation, agenda and documents to be examined shall as a rule be sent to the members one month before the date of the meeting, except in the event of emergencies arising from unforeseen developments.

V.2

For each Steering Committee member a substitute will be nominated from the same organization. This substitute can replace the firstly nominated member in case of absence, with the full authority of the member s(he) had replaced.

V.3

Given the proposals presented by the member organizations, the General Secretary will construct a full draft balanced composition of the Steering Committee to-be-elected to the first Executive Committee meeting immediately after Congress.

V.4

Each Steering Committee member may enlist expertise or request that a working group be assembled. The Steering Committee shall be informed by the General Secretary of the financial conditions and working methods of such consultative arrangement before any such decision is taken.

Article VI Women's Committee

VI.1

The meetings of the Women's Committee shall be convened on behalf of the Chair of the Women's Committee. The Women's Committee shall as a rule meet on the occasion of every Executive Committee meeting and convene at least one FERPA Women's Assembly meeting in-between two Ordinary Congresses. The Women's Committee can organize additional meetings when needed.

VI.2

Elections for membership of the Coordinating Committee of the Women's Committee shall take place during the session of the Women's Committee at the first meeting of the Executive Committee immediately after the session of an Ordinary Congress. Member organizations are invited to propose candidates for the Coordinating Committee.

The Coordinating Committee shall have a regionally balanced composition.

VI.3

The Coordinating Committee shall at least meet before every session of the Women's Committee.

VI.4

The Coordinating Committee may elect a Vice-Chair of the Women's Committee who can replace the Chair in her absence. It will also arrange procedures for the replacement of members of the Coordination Committee.

Article VII General Secretary

VII.1

The General Secretary shall be elected by each Ordinary Congress for a period of four years. The General Secretary shall be eligible for re-election once only.

VII.2

To avoid discontinuity if the General Secretary is not able to accomplish the activities of the function, temporarily or permanently, and to enhance FERPA's representation as a whole, the Executive Committee shall appoint a Deputy General Secretary out of the members of the Steering Committee of a different gender than the general Secretary, who only shall serve during the absence of the General Secretary and until a new General Secretary is elected at the next following Executive Committee. When starting taking up responsibilities the Deputy General Secretary shall have the authority, responsibilities and duties of the General Secretary as prescribed by the Constitution.

VII.3

The General Secretary is responsible for the organizational activities of FERPA. The General Secretary shall be a permanent official. She/he shall be the spokesperson of FERPA and promote and co-ordinate its activities in liaison with the Steering Committee.

VII.4

Staff members and any work experience trainees in the secretariat shall be hired on the terms and conditions of collective agreements and shall work under the supervision of the General Secretary.

Article VIII Treasurer

VIII.1

On the basis of the information supplied to her/him by the ETUC financial department the Treasurer shall present the yearly budget of the respective year before the start of that year to the Executive Committee.

At the second annual meeting of the Executive Committee the Treasurer shall present the accounts of the previous year to the Executive Committee.

Article IX Amendments to the Rules of Procedure

IX.1

Amendments to the Rules of Procedure can only be approved by the Executive Committee with a two thirds majority vote.