

Constitution of the European Association of Erasmus Coordinators

E.A.E.C



EAEC

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CHAPTER I

GENERAL TERMS

1. The name of the Association is “European Association of Erasmus Coordinators (EAEC)”/“Ευρωπαϊκός Σύνδεσμος Συντονιστών Erasmus.”
2. The name of the Association enjoys legal exclusivity.
3. The seat of the Association may be situated in Cyprus or in another European country, at an address to be chosen by the Founding Members and thereafter by the General Meeting. Its seat is at: Stasinou 36, Strovolos 2003, Off. 104, Nicosia.
4. The area of activity of the Association is the territory of the European Union. The Association may also carry on its activities outside the borders of the European Union.
5. The Association will be duly registered pursuant to the Associations and Foundations and Other Related Issues Law N.104(I)2017.
6. The Association acts on the basis of the Associations and Foundations and Other Related Issues Law N.104(I)2017 and of this statute.
7. The Association may use its seal with the logos as shown above.



8. The Association may cooperate with other organizations in the context of unions of associations and conclude various cooperation agreements with private persons, legal entities and organized units having no legal personality within and outside the borders of Cyprus.
9. The Association will continue in existence, subject to the required criteria according to the provisions of the Associations and Foundations and Other Related Issues Law N104(I)/2017, as this may be amended or replaced.

CHAPTER II

AIM, PERSPECTIVE AND PRINCIPLES OF ACTIVITY

10. The purposes of the Association are the following:
 1. To enable the provision of information and experience exchange between the Coordinators of the European Programmes Socrates/Erasmus;
 2. to promote the mobility of students and research personnel in the territory of the European Union;
 3. to circulate the requirements of the Bologna Process as well as new changes among academic circles;
 4. to promote principles and participation in the European Union Programme “Socrates” and other similar programmes;
 5. to support the improvement procedure of education standards and quality in the territory of the European Union.
 6. to organize seminars and conferences in order to make possible the direct communication between the members of the Association, and define new activity issues for the Association;
 7. to prepare proposals for using European Union reserves;
 8. to work as partner in European programmes;
 9. to present publications of interest to the members.
11. The Association may carry on certain economic activity (e.g. conferences, seminars, lectures, publications, etc.) in accordance with the general rules defined by special regulations. Any income from this activity shall be used to cover expenses related to the achievement of the aims defined in this statute and may not be distributed among the members of the Association. The Association shall maintain a bank account in Euros, in Cyprus or another European country.
12. A Congress will be held at least every two years in order to develop the aims of the Association.



CHAPTER III SUBSCRIPTION, RIGHTS AND OBLIGATIONS OF MEMBERS

13. Membership of the Association is open to natural and legal persons who are entitled to participate in the “Erasmus” Programme with one official representative, as well as to other natural persons associated with the “Erasmus” Programme. Any European or third country person meeting the above criteria may also become a member of the Association.
14. The members of the Association are divided into regular members and honorary members, as well as supporting members of the Association.
15. A regular member may become a legal person with a representative or natural person fully aware of of legal acts and without being deprived of its legal rights.

An honorary member may become a natural person of special importance or a natural person who has rendered great services to the Association by contributing to the development of its concept and to the realization of the statutory object of the Association.

A supporting member enhancing the functioning of the Association may be a legal entity that declares a monetary contribution or any other offering.

The regular and supporting members are admitted following an application to the Management Board of the Association.

One may become an honorary member at a General Meeting of the Members of the Association acting on a recommendation by the Management Board of the Association.

16. A Regular Member of the Association has the right to:
 1. vote for and be elected to all the authorities of the Association;
 2. participate in the General Meeting of the Members of the Association;
 3. express his/her opinion on all issues concerning the activities of the Association;
 4. participate in all forms of activities that serve the realisation of the statutory aims of the Association;
 5. participate in drawing up and implementing the programme of the Association;
 6. benefit from all the privileges related to being a member of the Association.

A regular member of the Association has the obligation to:



1. observe the statute, regulations and resolutions of the authorities of the Association;
 2. settle the regular subscriptions and other charges to the benefit of the Association;
 3. attend the General and Extraordinary Meetings
17. An honorary member of the Association enjoys all the rights held by regular members - save the active and passive voting right. An honorary member is bound to observe the statute, regulations and resolutions of the authorities of the Association and is exempt from the obligation to pay a subscription.
18. Supporting members of the Association have the right to attend the General Meetings and express their opinion concerning the activity of the Association, but they do not have the right to vote or stand for election. A Supporting member is bound to respect the statute, regulations and resolutions of the authorities of the Association. The Supporting members are obliged to be consistent with their declared financial or other contribution.
19. The capacity of member cannot be delegated, transferred, ceded or inherited.
20. One ceases to be a member of the Association as a result of:
1. voluntary resignation by a notice in writing to the Management Board of the Association, having first settled all outstanding obligations towards the Association;
 2. passing away or losing his/her contractual capacity;.
 3. being struck off the Register due to unjustified delay in paying the member's subscription and other charges for two consecutive periods;
 4. conviction for an offence involving dishonesty or moral turpitude.

CHAPTER IV THE GOVERNING BODIES OF THE ASSOCIATION

21. The governing bodies of the Association are the following:
1. The General Meeting of the Members,
 2. The Management Board,



3. The Audit Committee

22. Election to and resignation from the governing bodies of the Association as stated in paragraph 21, sections 2 and 3, take place among an unlimited number of candidates-members of the Association, in the form of a secret ballot during the Electoral General Meeting. A simultaneous nomination for the Management Board and the Audit Committee is not permitted.
23. The administrative bodies of the Association as set out in par. 21, sections 2 and 3, shall consist of the candidates who secured each the greater number of valid votes. In the case where two or more candidates have secured an equal number of votes, a new voting takes place between those who won an equal number of votes in order to determine the winner of the elections.
24. In order to count the required majority of votes in the elections for the administrative bodies of the Association as mentioned in par. 21, sections 2 and 3, and also to adopt resolutions by the administrative bodies of the Association, only votes “for” or “against” shall be taken into consideration.
25. The resolutions of the governing bodies of the Association shall be adopted in an oral/open ballot by simple majority, provided that the body has formed a quorum (at least half the number of members plus one with a voting right being present), unless a provision of the statute provides otherwise. (A vote concerning the members, which is different from those defined in paragraphs 24 and 31, shall be carried out by secret ballot).
26. The duration of the term of the elected administrative bodies of the Association, which are stated in paragraph 21, sections 2 and 3, shall be 2 years. Each member of the Association may be reelected for an unlimited number of terms, provided they qualify to become regular members. The officials in the administrative organs of the Association, who are citizens of the same country, may not exceed 2, in accordance with the provision in paragraph 40. An elected member of an administrative body may not hold at the same time one of the executive positions, such as those of the Executive Vice-President, Executive Secretary and Executive Treasurer.

1. GENERAL MEETING

27. The General Meeting is the highest authority of the Association and has residual jurisdiction over any issue of the Association not falling within the jurisdiction of another body. The regular members participate in the General Meeting with deciding votes while the honorary and supporting members, as well as selected



experts and guests, participate without a right to vote. Each regular member has one vote.

28. The powers of the General Meeting consist of the following:

1. approving the action plan of the Association and the budget;
2. approving the budget and the amendments thereof;
3. electing and dismissing the members of the governing bodies of the Association
4. examining the reports by the governing bodies of the Association and casting vote of approval;
5. approving resolutions on the dissolution of the Association;
6. repealing resolutions of the Management Board or the Audit Committee not in conformity with the law or the statute;
7. taking a stand on important questions of the Association;
8. making decisions concerning the dissolution of the Association;
9. setting up sub-committees and assigning special duties to them.

29. The General Meeting must have a quorum in order to make decisions on amending the statute and electing or dismissing members of the Management Board or the Audit Committee. A quorum is formed when at least half of the regular members plus one are present. In the case where less than half of the regular members are present, the General Meeting is postponed for 30 minutes and then the regular members present and numbering at least 20 are deemed to form a quorum. Decision on the above issues shall be made by qualified majority.

30. The General Meeting shall deliberate according to rules of procedure approved by the same, which, however, may not be contrary to the provisions of the Associations and Foundations and Other Related Issues Law N104(I)/2017 and its possible amendments.

31. The deliberations of the General Meeting shall be managed by an Executive Committee composed of: the chairperson of the General Meeting, the deputy



chairperson, two secretaries and one member. The Executive Committee of the General Meeting shall be elected in an open vote by simple majority of the regular members present at the General Meeting, among members of the Association who are not members of the Management Board or the Audit Committee of the Association. A member of the withdrawing bodies of the Association may not be a member of the elected Executive Committee of the General Meeting.

32. The resolutions of the General Meeting shall be binding on all the members of the Association, unless the General Meeting resolution has been adopted for a specific matter, in which case it shall be binding only on the member concerned.
33. The General Meeting may be convened either on a regular or extraordinary basis.
34. The Regular General Meeting shall be convened at least once a year, during the first nine months of each year by the Management Board. Every two (2) years the Regular General Meeting shall also be a Regular Electoral Meeting, unless it is extraordinarily convened at an earlier time, whereupon it shall be an Extraordinary Electoral Meeting.
35. The Extraordinary General Meeting shall be convened by the Management Board on its own initiative or upon a request by the Audit Committee or following an application in writing by at least 1/3 of the total number of regular members of the Association, stating the object and reason for the convention. The Management Board shall be obliged to convene the Extraordinary General Meeting within 2 months from the date the application of the Audit Committee or the members' application referred to above has been received.
36. A General Meeting convened by the Management Board under extraordinary circumstances shall be seized only of issues for which it has been convened.
37. The Audit Committee shall convene the Regular General Meeting in case the Management Board fails to convene a General Meeting within the time schedule defined in paragraph 35 of the Statute, in both cases within a month since the date on which the Meeting should have been convened.

2. MANAGEMENT BOARD

38. The Management Board shall be composed of 9 members, of which 6 elected and 3 appointed by the General Meeting for the time period of two years. The Management Board shall perform its duties until the appointment of a new Management Board.



39. The Management Board shall be composed of the President of the Association, the First Executive Vice-President of the Association, three Vice-Presidents, an Executive Treasurer, an Executive Secretary and 2 members.
40. The First Executive Vice-President, the Executive Treasurer and the Executive Secretary shall be appointed among Cypriot or European regular members, by the foundations which are closely associated with the executive members and are designated by the Management Board of the Association. The Association reserves the right to have its own office in Cyprus or in another European country and be supported by executive members of the Management Board chosen by the regular members of the Association who are residents in these countries.
41. The Management Board shall convene within a day from the date of its election by the General Meeting, in order to be formed into a body as stated in paragraphs 39 and 40. The Management Board shall meet at least once a year before the General Meeting.
42. The powers of the Management Board shall specifically cover the following:
1. Representing the Association on the international plane.
 2. Acting on behalf of the Association.
 3. Managing the property assets of the Association.
 4. Carrying out the financial affairs of the Association, including the preparation of the budget of the Association.
 5. Convening the General Meeting
 6. Setting out the action plan of the Association
 7. Granting the right of membership of the Association as well as crossing out a member from the Register of Members in preparing a new list of members of the Association.
 8. Implementing resolutions of the General Meeting
 9. Determining the member's subscription fee and modes of its payment, as well as providing relief from the obligation to pay a membership fee
 10. Drawing up action regulations for the Management Board in the form of resolutions, as well as the Regulations and the agenda for the General Meeting.
 11. Other responsibilities assigned to it by the General Meeting in conformity with the statute
 12. The members of the Management Board may, when deemed necessary, meet by teleconference and thereby decide to hold a General Meeting, including a Constitutional General Meeting by teleconference when deemed necessary.



43. The Management Board shall submit to the General Meeting a report on its activities.
44. The Management Board shall be responsible for the activities it undertakes, which shall be considered as obligations.
45. The meetings of the Management Board shall be convened by the President of the Association in accordance with the principles stated in the Working Regulations of the Management Board.
46. Each member of the Management Board shall have one vote. In the case of a tie, the President of the Association has a casting vote.
47. The President is the official representative of the Association on the international level. A statement of intent on behalf and for the Association shall be issued jointly by the President and the First Executive Vice-President. The financial obligations of the Association may be jointly assumed by the First Executive Vice-President and the Executive Treasurer, following a written approval by the President of the Association.
48. When a member of the Association is convicted of a criminal offence involving dishonesty or moral turpitude, the provision 16(2) of Law 104(I)/2017 shall apply.

3. AUDIT COMMITTEE

49. The Audit Committee shall be composed of three members, who are members of the Association. The members of the Audit Committee may not be members of any other administrative body of the Association.
50. The members of the Audit Committee shall elect a Chairperson among their number. The Chairperson manages the work of the Audit Committee and, together with two other members of the Committee defines regulations and the programme of the Committee for the working period for which the governing bodies of the Association have been appointed.
51. The authority of the Audit Committee shall cover the following:
 1. overseeing all fields of the Association's current activity and in particular the implementation of the actions undertaken by the Association and the administrative bodies in conformity with the aims of the Association as regards its statute, the financial plans and the budget.
 2. overseeing the activities of the Management Board.



3. formulating assessments and views stemming from control procedures;
 4. applying to the General Meeting for the granting of approval for service to the outgoing Management Board.
 5. Auditing the accounts and all account books of the Association. The audit shall be carried out by an independent certified accountant appointed by the Management of the Association, who is not a member of the Association and who will audit and verify the accuracy of the account books at the close of each year. This person shall submit a written report to the Annual General Meeting on the accuracy of the account books together with his observations.
52. The independent certified accountant shall audit the account books and the accounts, which are kept in accordance with Article 49 of N.104(I)/2017.
53. The Audit Committee shall submit a report of its activities to the General Meeting. The Audit Committee shall present to the General Meeting its opinion concerning the implementation of the statutory aims by the Association.

4. PRINCIPLES FOR FILLING VACANT POSITIONS

- 54.
1. In case the number of the elected members of the Management Board of the Association is reduced, its composition shall be complemented by persons who have received the greater number of valid votes, subject to the provision of paragraph 40. Such appointment shall be valid until the expiry of the term of the Management Board.
 2. If the vacant position was held by one of the officials of the Management Board, then the Board shall elect one among its members as the new replacement based on the provisions in force.
 3. In case the number of appointed executives of the Management Board is reduced, the President shall ask the body responsible for appointments to appoint a new executive official. In the lack of response within a period of two weeks, the President may appoint executive members from the regular members of the Association..

CHAPTER V

ASSETS OF THE ASSOCIATION

55. The property assets of the Association consist of real estate, movable property and funds, other property or non-property ownership rights, and in particular:
1. members' subscriptions;
 2. gifts, bequests and inheritance for the Association



3. grants, subsidies and non-repayable assistance
 4. revenue from the statutory activities of the Association
56. The Association may carry on any business activity in general terms, specified in separate regulations. All income shall be used for expenses related to the achievement of the aims defined in the Statute and cannot be distributed among the members of the Association. The Association is entitled to buy and possess its own buildings and land property.
57. Subscription is payable by the members of the Association until 31st March of each year. The annual fee may not exceed the amount of €100 (Euros) in the first 2 years of the Association's establishment. In case the subscription has not been settled in two consecutive periods, the member concerned shall be struck off the Members' Register. The General Meeting has the right to change the annual fee as it deems fit.
58. The Association will have its own bank account in Euros. This account will, for reasons of convenience, remain with a bank in Cyprus or in another European country.
59. Upon the passing of a resolution for the dissolution of the Association as stated in paragraph 60 of the Statute, the General Meeting shall define the manner of winding up the property assets of the Association and appoint among the members of the Association a Liquidation Committee to be responsible for the winding up procedure of the property assets of the Association.
The property assets of the Association shall be used for purposes defined in the statute of the Association.

CHAPTER VI DISSOLUTION OF THE ASSOCIATION

60. The General Meeting shall approve a resolution for the dissolution of the Association by the majority of the regular members having the right to vote when present at the General Meeting.
61. (a) A motion to pass a resolution for the dissolution of the Association may be tabled by at least 15 members of the Association who have a voting right in the General Meeting.
- (b) The Association shall be dissolved when the members are reduced to below twenty. In any case, it may be dissolved on the basis of the provisions of article 24 of the Associations & Foundations and Other Related Issues Law N.104(I)/2017 and any possible amendments thereto.



(c) The decision for the dissolution of the Association shall be made by a majority resolution of the members, provided that $\frac{3}{4}$ of them are present.

(d) In the case of dissolution of the Association, its property assets shall come to the ownership of Charitable Institutions approved by the Minister of Finance in the absolute discretion of the General Meeting.

62. The provisions of the statute and any amendment thereto shall come into effect following their approval and entry into the Register by the Registrar of Associations and Foundations.

CHAPTER VII

ELECTION PROCEDURE FOR A NEW MANAGEMENT BOARD

63. The announcement of the invitation to candidates must take place at least one month before the General Meeting.

64. Candidates must submit their applications at least two weeks before the election. In the case where there are a lesser or equal number of candidates at the expiry of the time limit, the elections do not take place and the General Meeting approves the candidates, provided that they meet the minimum requirements stated above. In the case where the number of candidates exceeds the number of positions, the elections are carried out as described above.

65. The list of candidates shall be announced at least one week before the elections.

66. In case of a court or out of court procedure, the Association shall be represented by the President and in case of inconvenience or incapacity, by the Secretary of the Management Board. When the President or the Secretary are inconvenienced or incapacitated, then the Association shall be represented by another authorized person who is a member of the Management Board and be designated by a decision thereof.

67. REMUNERATIONS-INTERESTS OF OFFICIALS

(1) No remuneration of any kind shall be paid for services rendered to any member or official of the administration. Provided that the members, including members of the administration or the founders of the Association, may recover and/or claim any reasonable expenses they possibly incurred in carrying out their duties, including remuneration corresponding to research or other programmes financed or co-financed by third parties, upon presentation of the necessary documentation.



- (2) A member is not entitled to participate neither in a debate nor in a vote if the relevant decision to be reached has to do with effecting any transaction or the initiation or termination of a legal process between the Association and the said member or his/her spouse or blood relation or in-law relation up to third degree, or the undertaking of a transaction between the Association and a company, whether privately owned or as a stockholder, in which or in the administration of which the said member or his/her spouse or blood relation or in-law relation up to third degree participate.

These amendments to the statute, save the changes for adjustment to the framework of the relevant legislation as the competent authority might suggest during the examination of the amendments, are made in accordance with Article 29 of this statute.

Signature:

President

Vice-President

Date:

Receipt No: 1A 011598

Date: 25/9/2020

In accordance with the power vested in me by the Law on Registration and Regulation of the Sworn Translators services in the Republic of Cyprus, (Law 45(I)/2019), I hereby certify that this text in ENGLISH is a true and accurate translation of the attached document in the GREEK language.

Name and surname of Sworn Translator: **Philippos Stylianou** Registration No: 045

Approved language combination: ENGLISH-GREEK/GREEK –ENGLISH.

Signature: 

Stamp duty:

