



IFLA EUROPE

THE EUROPEAN REGION OF THE INTERNATIONAL FEDERATION OF LANDSCAPE ARCHITECTS
LA REGION EUROPEENNE DE LA FEDERATION INTERNATIONALE DES ARCHITECTES PAYSAGISTES

STATUTE

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I. – GENERAL

Article 1. - NAME

1.1 – This Statute refer to an international organisation with scientific, educational, professional, learning and artistic aims that is hereby named as

IFLA EUROPE – THE EUROPEAN REGION OF THE INTERNATIONAL FEDERATION OF LANDSCAPE ARCHITECTS

also named

IFLA EUROPE – LA REGION EUROPEENNE DE LA FEDERATION INTERNATIONALE DES ARCHITECTES PAYSAGISTES

hereafter referred to as “IFLA EUROPE”.

1.2 - IFLA EUROPE is registered under the Belgian Law of the 25th October 1919 (modified by the laws of 6th December 1954, 30th June 2000, 2nd May 2002 and 1st May 2019).

II. CONSTITUTION

Article 2. - MEMBERSHIP

2.1 - IFLA EUROPE shall comprise, conditional upon their formal membership application, national or multi-national associations of landscape architects of:

- a) member countries of the [European Union](#), the [European Economic Area](#) or signatories to bilateral accords recognising the European Union's Directives concerning the free movement of labour;
- b) member countries of the [Council of Europe](#);
- c) countries, not forcibly located in the European Region, empowered to participate in regional activities of IFLA EUROPE because of the importance of their representative character.

2.2 - IFLA EUROPE shall recognise only one national association as Effective member and exclusive representative per country.

2.3 - National associations - National associations must be appropriately constituted legal bodies in their own countries.

2.4 – Multi-national associations - Multi-national associations may comprise a collective number of individuals or groups of landscape architects from countries where no national association of landscape architects exists or representing European Regions with common strategic professional programmes.

2.5 - National and multi-national associations, by attaining membership of IFLA EUROPE, shall be required to become members of the *International Federation of Landscape Architects* (IFLA).

Article 3. – CATEGORIES OF MEMBERSHIP

3.1 – Admission - Admission as members in any of the membership categories of IFLA EUROPE shall require an application to and the prior approval of the General Assembly, with the exception of Honorary membership only.

3.2 – Effective Members – Effective members shall be national or multi-national associations of landscape architects complying with the requirements of Article 2 and defined by country, whose Constitution and By-laws have been approved by the General Assembly. Effective members shall be recognised by IFLA Europe, to all intents and purposes, as the only representative organisations of their own countries.

Effective members shall be recognised by IFLA EUROPE, to all intents and purposes, as the only representative organisations of their own countries.

3.3 – Interim Members - National or multi-national associations of landscape architects that are unable to satisfy the requirements for admission to Effective membership may be accepted as Interim members, conditional upon their formal interim membership application.

Interim members shall have the same rights as other member associations to participate in the proceedings of IFLA EUROPE except that they shall have no voting rights and their representatives will not be eligible to stand for or be elected to the Executive Council.

3.4 – Individual Members - Individual members shall be landscape architects or partnerships or companies of landscape architects from countries where no national or multi-national association of landscape architects exists or representing European Regions with common strategic professional programmes, whose qualification and status are determined by the General Assembly to be acceptable.

Individual members shall have the same rights as other member associations to participate in the proceedings of IFLA EUROPE except that they shall have no voting rights and will not be eligible to stand for or be elected to the Executive Council.



3.5 – Honorary Members – Honorary members shall be those individuals, groups, organisations, companies or bodies whom IFLA EUROPE wish to honour for their support and engagement with the profession on a regional or national level, and their exceptional loyalty, assistance and dedication to the promotion of IFLA EUROPE, its aims, aspirations and strategic goals. Potential candidates for Honorary membership shall be determined from time to time by the elected Executive Council members, proposed to the candidates for acceptance and thereafter to the General Assembly for approval.

Honorary members shall have no rights to participate in the proceedings of IFLA EUROPE (other than to attend promotional events, seminars, and lectures and partake as observers in the General Assembly), shall have no voting rights and will not be eligible to stand for or to be elected to the Executive Council.

3.6 – Observers - Observers shall be national or multi-national associations of landscape architects as well scientific, educational and professional institutions, associations or corporations connected with landscape architecture, and/or professional, commercial or industrial organisations wishing to promote or support the objectives of IFLA EUROPE.

Observers can attend, at their own expense, all promotional events, seminars, lectures and open parts of General Assemblies. Observers cannot be admitted as Effective or Interim members, shall not have the status of members of IFLA EUROPE and will not be allowed to ask for any membership certification, shall have no rights to participate in its proceedings shall have no voting rights and will not be eligible to stand for or be elected to the Executive Council.

Article 4. – ORGANISATION AND BODIES

IFLA EUROPE shall comprise the following official bodies:

- a) the **Membership** as defined in Articles 2 and 3;
- b) a **General Assembly** comprising officers of the Executive Council, the eligible voting representatives of Effective members and the representatives or individuals of the other membership categories;
- c) an **Executive Council** comprising the following officers:
 - ♦ an elected **President**
 - ♦ an elected **Treasurer**
 - ♦ an elected **Vice-president ‘Education’**
 - ♦ an elected **Vice-president ‘Professional Practice’**
 - ♦ an elected **Vice-president ‘Communications’**
 - ♦ an elected **Secretary General**;
- d) a **Board of Auditors**;
- e) a **Board of Trustees**;
- f) a **School Recognition Panel**.

Article 5. – GENERAL PROVISIONS

5.1 – Fees, Salaries, Payments - IFLA EUROPE is a not-for-profit organisation. Members, elected officers to the Executive Council of IFLA EUROPE, to the Executive Committee of IFLA or to any other their Committees or Working Groups, as well as delegates and other volunteers, shall receive no fees, salaries or payment for the duties they perform on behalf of IFLA EUROPE or IFLA. They may only be reimbursed for the amount of any reasonable expenses they may incur in connection with those duties carried out on behalf of IFLA EUROPE and IFLA and previously approved by the Executive Council.

5.2 - Professional Title

- a) IFLA EUROPE encourages the use of the professional title of landscape architect in order to help determine a clearer understanding and the establishment of the unique and stand-alone profession of landscape architecture in all its diverse and specific forms.
- b) IFLA EUROPE encourages all members to promote and lobby on behalf of the landscape architecture profession for recognition among the governmental, bureaucratic and administrative authorities of all countries of the European Union, European Economic Area and Council of Europe;
- c) Membership of IFLA EUROPE does not constitute any legal professional recognition or status for the individuals; this can only be done, where and if laid down by the regional, national and local laws, as constituted in agreement with the professional member associations of IFLA EUROPE membership countries.

III. REGISTERED OFFICE

Article 6. – HEADQUARTERS

The headquarters of IFLA EUROPE is established in the administrative Region of Brussels Capital, Belgium.



It may be moved within the administrative Region of Brussels Capital by agreement of the General Assembly on the recommendation of the Executive Council. Any such decision to move the headquarters must be published in the Appendices of the “*Belgian Official Gazette*” within one calendar month of the decision being made.

IV. AIMS AND OBJECTIVES

Article 7. – PURPOSES AND ACTIONS

7.1 - IFLA EUROPE has the following objectives:

- a) to promote educational study and research and the exchange of knowledge and technical information in relation to landscape and landscape architecture;
- b) to encourage the development of landscape architecture study courses and professional practice in the European Union, the European Economic Area and the Council of Europe, and to monitor and review their compatibility with the aims and objectives of IFLA EUROPE;
- c) to represent all IFLA EUROPE members within the European Union, the European Economic Area and the Council of Europe in all matters relating to the landscape;
- d) to consult and collaborate with the European Union, the Council of Europe and other appropriate organisations in the planning, preparation, promotion, instigation, monitoring and assessment of all programmes, directives and accords relating to the natural, semi-natural and man-made landscape and environment;
- e) to stimulate and promote educational exchanges among member countries of the European Union, the European Economic Area and the Council of Europe and all IFLA EUROPE members;
- f) to promote and coordinate professional best-practice operations and exchanges among the member countries of the European Union, the European Economic Area and the Council of Europe and all IFLA EUROPE members;
- g) to promote landscape architecture and the recognition of the professional title of landscape architect as an acknowledged independent profession throughout the European Union, the European Economic Area and the Council of Europe;
- h) to maintain an appropriate governance structure necessarily efficient and effective to properly fulfil its aims and objectives;
- i) to function as the *European Region of the International Federation of Landscape Architects (IFLA)*;
- j) to represent and defend the interest of all IFLA EUROPE members without prejudice to the principals of the scientific, educational, professional, learning and artistic aims and nature of IFLA EUROPE.

7.2 - In order to achieve its aims and objectives, IFLA EUROPE may carry out any appropriate and necessary actions and make any legally appropriate and necessary arrangements or agreements relating directly or indirectly to its purposes, including specifically the legal acquisition and disposal of any or all of its own property.

Article 8. - IFLA/IFLA EUROPE RELATIONSHIP

8.1 - IFLA EUROPE and its constituent parts shall observe the Constitution and By-laws of the International Federation of Landscape Architects (IFLA) and all relevant resolutions implemented by its constituent bodies.

8.2 - Any resolution made by the General Assembly that may be questioned in relation to its compliance with the Constitution and By-laws of IFLA must be referred to the World Council of IFLA for clarification and determination.

V. LANGUAGE

Article 9. – OFFICIAL AND WORKING LANGUAGES

9.1 - The official language of IFLA EUROPE is *English*.

9.2 - The working languages are *English* and *French*, each used to serve the needs and interests of effective and efficient communication. All official documents of IFLA EUROPE will be reproduced in English only, unless otherwise demanded by specific reference to Belgian Law in relation to the filing of official IFLA EUROPE documents etc.

Where there is any discrepancy between the two languages in the written text the English language version shall prevail.

VI. TERM

Article 10. - CONSTITUTION AND DISSOLUTION

IFLA EUROPE is constituted for an indeterminate duration and may be dissolved at any time.



VII. RESOURCES

Article 11. – SUBSIDIES AND CONTRIBUTIONS

The resources of IFLA EUROPE shall be constituted by the following incomes:

- a) subsidies or grants from the public authorities of the member countries of the European Union, the European Economic Area and the Council of Europe;
- b) subsidies or grants from the public authorities of the countries that are not members of the European Union, the European Economic Area and the Council of Europe;
- c) financial contributions from private individuals and corporate bodies or organisations, notably by sponsorship, patronage or collaboration;
- d) gifts, donations, bequests and legacies;
- e) fees and incomes from projects and/or researches involving either or all of the bodies of IFLA, IFLA EUROPE and member associations;
- f) contributions from IFLA EUROPE member associations and all other classes of membership, the amounts and methods of payment being fixed annually by the General Assembly on the recommendation of the Executive Council.

VIII. GENERAL ASSEMBLY (GA)

Article 12. – CONSTITUTION, REPRESENTATIVES AND VOTING RIGHTS

12.1 – The *General Assembly* of IFLA EUROPE shall comprise the Executive Council, the eligible voting representatives of Effective members, and the representatives or individuals of the other membership categories.

12.2 - The *President of each Effective member* shall have the right to attend, participate and vote at the GA held annually. The *President of any other member association* shall have the right to attend and participate at the GA but will not have the right to vote.

12.3 - *Each member association* shall nominate one further Delegate to represent its interests who will have the right to attend the GA. Delegates that represent the Effective members at the GA will have the right to vote. Delegates that represent any other member association at the GA will not have the right to vote.

12.4 – *Interim members, Individual members, Honorary members* and *Observers* will have the right to attend the GA but will not have the right to vote.

12.5 - Each voting member is allowed one vote each. In the event of a GA electing a President, a Secretary General or a Treasurer who is not at the time of the election a representative of a voting member, that officer will have no voting rights.

Article 13. – MEETINGS OF THE GENERAL ASSEMBLY

13.1 - The GA shall meet at least once a year, preferably during the *second or third weekend of October, in Brussels (Belgium)*, residence of the headquarters of IFLA EUROPE or, in alternate years in accordance with the decisions of the General Assembly, any other place as detailed on the notice of the meeting.

13.2 - An Extraordinary General Meeting of the GA may be called by the Executive Council or at the request of not less than half of the eligible voting members of IFLA EUROPE. Notice must be given of the intention to call an Extraordinary GA not less than three months prior to the date of the meeting.

13.3 - Except in the case where the Belgian Law of 27th June 1921 determines otherwise, the GA shall be validly constituted and quorate when fifty per cent or more of the eligible voting members are present or represented. If the GA is deemed not quorate, the Chair, having adjourned the meeting, may specifically convene a new GA that will be viable regardless of the numbers of elected officers present or represented.

13.4 - In case of emergency, particularly when the local or global conditions of natural, healthcare or due to human activities could prevent a GA from being regularly carried out in a previously agreed meeting site, or if the personal safety and health of its participants could be jeopardized by worrying geopolitical or healthcare situations in the host country, the ExCo shall, based on feedback provided by the Delegates as main decision-making body, be entitled to:

- a) cancel the current convening and, taking into account the Articles 13.1 and 14 of the Statute, postpone and move it in Brussels or in any other suitable European country/site;
and/or (as an alternative)
- b) call, in accordance with the Article 13.2 of the Statute, an online meeting of the GA to be carried out by means of any suitable electronic technology, previously selected by the Executive Council and approved by the GA, capable of assuring fair discussions and appropriate decision taking/voting processes.



Article 14. – CONVOCATIONS

- 14.1** - The official notice of the date of the GA meeting will be circulated electronically by email not less than thirty days before the day of that meeting. The official invitation will state the place, the date, the time and the agenda of the meeting.
- 14.2** - No later than fourteen days before any such meeting, each Effective member, through its eligible voting representatives and by means of a written electronic request to the Secretary General, is allowed to ask for additional items to be included on the agenda. The GA, according to the article 14.3, may agree the additions at the meeting.
- 14.3** - No additional items may be raised on the agenda unless agreed by formal vote of the eligible voting members present and represented at the GA.

IX. AUTHORITY OF THE GENERAL ASSEMBLY

Article 15. – POWERS AND RESPONSIBILITIES

The GA has full powers to act to realise the aims and objectives of IFLA EUROPE. The following powers are exclusively reserved to the GA:

- a) agreement and approval of budgets, accounts and all financial matters relating to the appropriate governance and operations of IFLA EUROPE;
- b) admission and exclusion of members of IFLA EUROPE to/from any of the membership categories;
- c) modification to the membership status of members of IFLA EUROPE among the membership categories;
- d) any other matters concerning the members of IFLA EUROPE brought to the attention of the GA;
- e) admission and exclusion of Delegates to/from the eligible voting members;
- f) election and dismissal of members of the Executive Council;
- g) acceptance of additional items to be included on the agenda of GAs;
- h) determination of its financial and operational requirements;
- i) determination of the value of contributions and methods of payment by each IFLA EUROPE member to the funds of the organisation;
- j) establishment of a financial reserve fund appropriate to the financial, operational and budgetary demands of IFLA EUROPE;
- k) removals of IFLA EUROPE headquarters from within the administrative Region of Brussels Capital, Belgium;
- l) modifications to the IFLA EUROPE Statute and Regulations;
- m) dissolution of IFLA EUROPE and the transfer of any associated property.

X. FUNCTIONING OF THE GENERAL ASSEMBLY

Article 16. – MANAGEMENT

Each IFLA EUROPE GA shall be organised following the detailed directions of the *IFLA EUROPE Regional Congresses and General Assemblies Guidelines* (available from the Secretariat).

Article 17. – CHAIR

The GA shall be chaired by the President of the Executive Council or by a nominated voting member appointed by the GA at the beginning of the meeting.

Article 18. – VOTING PROCEDURES

18.1 - The GA will make decisions based upon the single voting procedures of a simple majority of votes of the eligible voting members present and represented, unless it is agreed to be by a qualified majority according to Articles 18.2, 52.4 and 54.1.

18.2 – In case of proposals to modify the Statutes or the Regulations, or to dissolve IFLA EUROPE, a qualified majority of two thirds of the votes of the eligible voting members present and represented shall be required.

18.3 - Voting shall be conducted by a show of hands, except in the case of the admission or exclusion of an eligible voting member or a member of the Executive Council, which shall be carried out by secret ballot. The votes of the secret ballot will be counted by a minimum of two eligible voting members present at the meeting.

18.4 – *Online Referendum* - Voting concerning the elections to and the exclusions from the Executive Council, Board of Auditors, Board of Trustees, Panels of Experts, Committees and Working Groups, or any other decisions deemed appropriate by the Executive Council may be taken also by an online referendum.



Any such referendum shall be carried out by means of any suitable electronic technology previously selected by the Executive Council, approved by the GA and capable of assuring total secrecy, unambiguous voting process and impartial evaluation of results. In such cases, with regard to the responsibilities of the concerned bodies:

- a) the *Executive Council* shall...
 - ♦ identify some electronic technologies suitable for the online voting process, point out the most reliable companies able to do the job, ask for their estimates and select the most appropriate tender;
 - ♦ draw up the contract with the selected company and allocate the appropriate budget;
 - ♦ define the opening and closing date of the online voting process.
- b) the *General Assembly* shall...
 - ♦ approve the actions of the Executive Council about the matter and agree with the proposed electronic technology and voting timing;
 - ♦ assess and ratify both the contract with the selected company and the allocated budget.

Article 19. – PROXY VOTES

19.1 - A *President of any IFLA EUROPE member association* can be represented in the GA by a member of the Executive Council or by another representative, personally designated, of the association in question.

19.2 - A *Delegate of any IFLA EUROPE member association* can be represented in the GA by another member of the association in question or by any other voting member attending the GA.

19.3 – In the above cases, written instruments of proxy, signed by the President or an authorized representative of the member associations in question, are to be received either before or at the start of the meeting.

19.4 - Each representative can hold only a single instrument of proxy. Any instrument of proxy is valid only for a single meeting.

Article 20. – PROCEEDINGS

The decisions of the GA will be recorded in the form of draft written minutes taken at the time of the meeting and circulated electronically no later than two months following the meeting to all IFLA EUROPE members for review and comments.

The draft minutes will be available at the commencement of the subsequent GA for approval (and/or amendment) by those IFLA EUROPE members present and represented, thereafter to be signed by the President and the Secretary General as a true record of the meeting. The minutes will be posted onto the website of IFLA EUROPE and available to all IFLA EUROPE members.

XI. THE EXECUTIVE COUNCIL (ExCo)

Article 21. – ELECTIONS AND TERMS OF OFFICE

21.1 - IFLA EUROPE shall be administered by an *Executive Council* that shall be elected by the GA. The members of the ExCo shall be elected from the nominated IFLA EUROPE eligible voting members that comprise the GA.

21.2 - The ExCo shall comprise a minimum of six officers whose term of office shall last a minimum period of two years, effective, except that one of the Treasurer, from the GA where they have been elected.

The term of office of the Treasurer shall last a minimum period of two years, effective from the 1st January of the year immediately following the GA.

21.3 - ExCo officers are not required to be voting representatives in office of IFLA EUROPE members solely in the circumstance of having previously been eligible voting representatives of a member association.

21.4 - All voting relating to the election of ExCo officers or other individuals will be conducted via secret ballot.

21.5 - Terms of office of the President and the Secretary General shall be arranged in order to ensure that the two sets of elections do not coincide.

Where exceptional or extraordinary circumstances dictate, the election of the President or the Secretary General may be extended, prior to the end of their particular term and with the approval of the GA, to a maximum further period of twelve months.

21.6 - Members of the ExCo shall be eligible for re-election to the same mandate for a maximum of one further two-year term of office.

21.7 – Members of the ExCo no longer in force in accordance with Article 21.6 shall be eligible for election to any other office on the ExCo.

Article 22. – MEMBERSHIP

22.1 - The ExCo shall comprise as a minimum the following elected officers:

- a) a *President*;



- b) a *Secretary General*;
- c) a *Treasurer*, to be Chair of the 'Financial, Administrative and Sponsorship' Committee and/or Working Group;
- d) a *Vice-president 'Education'*, to be Chair of the 'School Recognition Panel' and of the 'Education' Committee and/or Working Group;
- e) a *Vice-president 'Professional Practice'*, to be Chair of the 'Professional Practice' Committee and/or Working Group;
- f) a *Vice-president 'Communications'*, to be Chair of the 'Communications' Committee and/or Working Group.

22.2 - The role and function of any officer of the ExCo is incompatible with that of Delegate of member associations. Where exceptional or extraordinary circumstances dictate, the GA may allow any ExCo officer to hold the role of Delegate of its member association.

22.3 - The roles and functions of all elected officers shall be detailed in a separate document dealing with the procedural Regulations of IFLA EUROPE.

22.4 - When deemed necessary and appropriate, the GA may elect from the eligible voting members one or more additional members to serve on the ExCo for a specific purpose. These additional members shall have the same rights and obligations as all other members of the ExCo.

22.5 - The *immediate Past-president* will serve on the ExCo and attend the GA meetings as an *ex officio* member for a minimum of one year following the final year in office. The immediate Past-president will have no voting rights under sections VIII, IX, X, XI, XII, XIII and XVIII, nor hold any powers granted under Articles 24.8 and 24.9 of the Statute.

Article 23. – MEETINGS OF THE EXECUTIVE COUNCIL

23.1 - The ExCo will meet on a minimum of two occasions each year. The President may call additional meetings where these are deemed appropriate or necessary. Additional meetings may be called via a written electronic request agreed to by a minimum of four of the officers of the ExCo.

23.2 – Where deemed appropriate or necessary, the President may also call additional virtual meetings of the ExCo to be carried out by means of any suitable online technology. Additional virtual meetings may be also called via a written electronic request agreed to by a minimum of four of the ExCo officers.

23.3 – Meetings shall be arranged by the issuing of invitations via written electronic communications to arrive a minimum of thirty days before the date fixed for the meeting, and fifteen days for the virtual ones. The communication will state the place of the meeting, the date, the time and the agenda.

23.4 - The ExCo will not be deemed quorate and thus able to progress, unless four of the six elected officers are present or represented. If the ExCo is deemed not quorate, the Chair, having adjourned the meeting, may specifically convene a new meeting that will be viable regardless of the numbers of elected officers present or represented.

XII. AUTHORITY OF THE EXECUTIVE COUNCIL

Article 24. – POWERS AND RESPONSIBILITIES

24.1 - The ExCo shall have full powers to manage and administer IFLA EUROPE on a daily basis. All powers that by Belgian Law or by the present Statute are not reserved for the GA shall come within the competence, authority and determination of the ExCo.

24.2 - The ExCo may delegate powers to one or more of its officers where it is deemed necessary and appropriate. It may also commission individual bodies or agencies outside the Council to carry out work on its behalf. It may form further committees or working groups, as necessary and appropriate, to assist in the work of IFLA EUROPE.

24.3 - The ExCo may appoint a Secretariat to be responsible for the everyday management of the affairs of IFLA EUROPE. The Secretariat will be directly responsible to the ExCo and operate under the guidance and advice of the President and the Secretary General. The Secretariat shall be responsible only for actions that they are authorised to perform under the terms of their engagement.

24.4 - Legal actions, either as claimant or defendant, such as may need to be executed, are conducted in the name of IFLA EUROPE by the ExCo, by the President or by an officer designated by the ExCo for that purpose. They shall be responsible only in respect of the duties they are authorised to perform in respect of their office.

24.5 - Elected officers of the ExCo shall not contract any personal liability on themselves relative to the actions of IFLA EUROPE. They shall be responsible only in respect of the duties they are authorised to perform in respect of their elected office.



24.6 - The ExCo is responsible for establishing a financial management system including an appropriate accounting structure and budgets subject to the approval of the GA.

24.7 - The ExCo shall be responsible for making the necessary arrangements for invitations to and agendas for meetings of the GA.

24.8 - Authority for the day-to-day management of IFLA EUROPE shall be given by the signature of the President or another elected officer of the ExCo deputised to do so.

24.9 - Authority for agreeing financial commitments in excess of one thousand euros shall be given only by signatories of two elected officers of the ExCo as detailed in a separate document dealing with the Procedural Regulations of IFLA EUROPE.

Article 25. – CESSATION OF AUTHORITY AND VACANCIES OF POSTS

25.1 - The authority of the elected officers shall cease under the following circumstances:

- a) at the termination of their term of office, unless it is renewed in accordance with Articles 21.6 and 21.7;
- b) by resignation, notified by the elected officer in writing to the President; the President may, for the good of IFLA EUROPE and with the agreement of the resigning officer, postpone the date of the resignation;
- c) by the dismissal of the elected officer for serious misconduct: this can only be executed by an ordinary or extraordinary meeting of the GA, on the recommendation of the ExCo, the officer having been invited to be heard by the meeting;
- d) following the death of the elected officer.

25.2 - In the case of one of the elected officer posts becoming vacant during the course of its term of office, the ExCo may co-opt a replacement *ad interim* who may be confirmed by the next ordinary or extraordinary meeting of the GA, prior to which the post should be declared vacant and the co-opted officer can be nominated for election in the normal manner.

XIII. FUNCTIONING OF THE EXECUTIVE COUNCIL

Article 26. – CHAIR

The ExCo shall be chaired by the *President*. In the absence of the President, the meeting will be chaired by the Secretary General or in default by any other elected officer of the ExCo.

Article 27. – VOTING PROCEDURES

Decisions of the ExCo shall be made by a simple majority vote of officers present or represented. In the case of a tied vote, the Chair of the meeting shall have the deciding vote.

Article 28. – PROXY VOTES

28.1 - Elected officers of the ExCo may request another elected officer to represent them in their absence. This will be permitted only on production of a written electronic instrument of proxy signed by the elected officer in question.

28.2 - Each officer can hold only a single instrument of proxy. Any instrument of proxy will be valid only for the meeting in question.

Article 29. - PROCEEDINGS

29.1 - The proceedings of the ExCo meetings shall be recorded in the form of draft written minutes taken at the time of the meeting and circulated electronically no later than one month following the meeting to all ExCo members for review and comments.

29.2 - The draft minutes will be available at the commencement of the subsequent ExCo meeting for approval and/or amendment by those elected officers present or represented, thereafter to be signed by the President or the nominated Chair as a true record of that meeting.

29.3 - The approved minutes shall be posted onto the Member Area of the website and available for scrutiny by all IFLA EUROPE members.

XIV. BOARD OF AUDITORS (BoA)

Article 30. - MEMBERSHIP

30.1 – The Treasurer IFLA EUROPE shall be supported by a *Board of Auditors* elected by the GA among the nominated eligible voting members.

30.2 – The BoA shall comprise a minimum of three members whose term of office shall last a minimum period of two years, effective from the 1st January of the year immediately following the General Assembly.



30.3 – The term of office of the Treasurer and of the three members of the BoA shall be arranged in order to ensure that the two sets of elections do not coincide in the same year.

30.4 – Members of the BoA shall be eligible for re-election for any further two-year term of office.

30.5 – Where deemed necessary and appropriate, the GA may elect from the eligible voting members one or more additional members to serve on the BoA for a specific purpose and/or as deputy member(s). The additional member(s) shall have the same rights and obligations as all other members of the Board.

Article 31. – MEETINGS

31.1 – The members of the BoA shall arrange to meet with the Treasurer immediately after assessing the submitted final/estimate accounts and prior to the writing and submission of their report to the ExCo.

The meeting shall be convened by the Treasurer and take place at the headquarters of IFLA EUROPE, unless there are sound financial and logistic reasons or economic advantages for the meeting to be held elsewhere.

31.2 - Where deemed appropriate or necessary, the Treasurer may call, after being given approval by the President, additional meetings during the year.

31.3 - Where deemed appropriate or necessary by the Treasurer, all meetings with members of the BoA may be replaced with virtual ones, to be carried out by means of any suitable online technology.

31.4 – Meetings shall be arranged by the issuing of invitations via written electronic communications to arrive a minimum of thirty days before the date fixed for the meeting and fifteen days for the virtual ones. The communication will state the place (of the meeting), the date, the time and the agenda.

31.5 – The BoA will be not deemed quorate and thus able to progress, unless two of the three elected members are present. If the BoA is deemed not quorate, the Treasurer, having adjourned the meeting, may specifically convene a new meeting according to Article 31.1.

Article 32. – POWERS AND RESPONSIBILITIES

32.1 – The members of the BoA shall annually audit the final/estimate accounts for the previous/current financial year and present the ExCo their assessments via written electronic documents.

32.2 - The members of the BoA shall not contract any personal liability on themselves relative to the Treasurer's actions in preparing and submitting the final/estimate accounts and the annual report for the GA approval.

Article 33. – CESSATION OF AUTHORITY AND VACANCIES OF POST

33.1 - The authority of the elected members of the BoA shall cease under the following circumstances:

- a) at the termination of their term of office, unless it is renewed in accordance with Article 30.4;
- b) by resignation, notified in writing by the elected member to the President;
- c) by the dismissal of the elected member for serious misconduct: this can only be executed by an ordinary or extraordinary meeting of the GA, on the recommendation of the ExCo, the member having been invited to be heard by the meeting;
- d) following the death of the elected member.

33.2 - In case of one of the elected member posts becoming vacant, the ExCo may select a new member among the deputy members, if any, or co-opt a replacement *ad interim*. The new member shall have to be confirmed by the first subsequent ordinary or extraordinary meeting of the GA.

Article 34. – FUNCTIONING OF THE BOARD OF AUDITORS

34.1 – The members of the BoA shall examine the final/estimate accounts for the previous/current financial year, to be received from the Treasurer no later than the 31st of March in the year following the year's end.

After assessing the accounts, they shall arrange a meeting with the Treasurer to discuss their assessment, and then present the ExCo their individual/collective report(s).

34.2 - The members of the BoA shall present their individual/collective report in a timely fashion - but not later than sixty days after the meeting mentioned in the above Article 31 - for the Treasurer to properly prepare and submit the GA the annual report for discussion/approval.

34.3 - The roles and functions of all elected members of the BoA shall be detailed in a separate document dealing with procedural Regulations of IFLA EUROPE.

34.4 - Any matters of concern raised within the report of the Auditors shall be brought before the subsequent GA for resolution/directions.

Article 35. – PROXY VOTES

35.1 - Elected members of the BoA shall not be allowed to be represented by another member, unless deemed necessary and appropriate by the President. This will be permitted only on production of a written electronic instrument of proxy signed by the elected member in question.



35.2 – Any instrument of proxy will be valid only for the meeting in question.

Article 36. – PROCEEDINGS

36.1 – The assessments of the BoA shall be added as attachments to the minutes of the GA where the final/estimate accounts have been discussed and/or approved.

36.2 – All assessments of the BoA shall be posted onto the Member Area of the website and available for scrutiny by all IFLA EUROPE members.

XV. BOARD OF TRUSTEES (BoT)

Article 37. - MEMBERSHIP

37.1 – The Board of Trustees of IFLA EUROPE shall be constituted by a minimum of three members elected by the GA among the eligible voting members esteemed as unbiased, trustworthy and expert persons.

The term of office of the members of the BoT shall last a minimum period of two years, effective from the GA where they have been elected.

37.2 - Members of the BoT shall be eligible for re-election for any further two-year term of office.

37.3 - Where deemed necessary and appropriate, the GA may elect from the eligible voting members one or more additional members to serve on the BoT for a specific purpose and/or as deputy member(s). The additional member(s) shall have the same rights and obligations as all other members of the Board.

Article 38. - INTERVENTIONS

38.1 – The members of the BoT shall give their judgments with regard to:

- a) the strict observance of the Statute and the Regulations by all IFLA EUROPE members;
- b) the correspondence of all IFLA EUROPE members' behaviour to the Code of Ethics and Professional Conduct;
- c) the appeals against the countermeasures or disciplinary actions enforced by the ExCo and/or the loss of the status as member of IFLA EUROPE due to reasons different from those of defaulting behaviour.

38.2 – Interventions of the BoT shall occur only:

- a) at the request of the GA;
- b) at the request of the ExCo;
- c) following submission of a definitive proven report by any IFLA EUROPE member.

Article 39. – MEETINGS, POWERS AND RESPONSIBILITIES

39.1 – The members of the BoT shall send the ExCo their individual/collective report(s), via written electronic documents, no later than thirty days after the receipt of the request of intervention or any definitive proven report regarding possible or considered misdemeanour(s).

39.2 – Where deemed necessary and appropriate, the ExCo may call virtual meetings with the members of the BoT for a thorough consideration of the situation in order to decide the appropriate countermeasures or disciplinary actions.

Meetings shall be arranged by the issuing of invitations via written electronic communications to arrive in a timely manner in accordance with the seriousness of the matter at issue. The communication will state the date, the time and the agenda.

39.3 - Members of the BoT shall not contract any personal liability on themselves relative to the countermeasures or disciplinary actions stated by the GA or the ExCo.

Article 40. - CESSATION OF AUTHORITY AND VACANCIES OF POST

40.1 - The authority of the elected members of the BoT shall cease under the following circumstances:

- a) at the termination of their term of office, unless it is renewed in accordance with Article 37.2;
- b) by resignation, notified by the elected member in writing to the President;
- c) by the dismissal of the elected member for serious misconduct: this can only be executed by an ordinary or extraordinary meeting of the GA, on the recommendation of the ExCo, the member having been invited to be heard by the meeting;
- d) following the death of the elected member.

40.2 - In case of one of the elected member posts becoming vacant, the ExCo may select a new member among the deputy members, if any, or co-opt a replacement *ad interim*. The new member shall have to be confirmed by the first subsequent ordinary or extraordinary meeting of the GA.

Article 41. - FUNCTIONING OF THE BOARD OF TRUSTEES



41.1 – In accordance with Article 38.2, the members of the BoT shall examine individually any reported, definitive proven case of serious inappropriate behaviour or disregard of the Statute, Regulations and/or Code of Ethics and Professional Conduct.

41.2 - The BoT members' findings and conclusions are to be sent electronically, as a matter of urgency, to the ExCo for determination and possible appropriate disciplinary actions.

41.3 – The ExCo shall determine and enforce the appropriate countermeasures or disciplinary actions, as advised by the members of the BoT, no later than thirty days after the receipt of their report(s). Countermeasures or disciplinary actions agreed by the ExCo shall require final approval and ratification by the GA.

41.4 - The roles and functions of all elected members of the BoA shall be detailed in a separate document dealing with pre procedural Regulations of IFLA EUROPE.

41.5 - Members of the BoT shall not contract any personal liability on themselves relative to the countermeasures/disciplinary actions enforced by the ExCo.

41.6 – Appeals against any enforced measures will be reviewed by the BoT in conjunction with the ExCo, following the procedure stated in Articles 38 and 39.

Article 42. - PROXY VOTES

42.1 - Elected members of the BoT shall not be allowed to be represented by another member, unless deemed necessary and appropriate by the President. This will be permitted only on production of a written or electronic instrument of proxy signed by the elected member in question.

42.2 - Any instrument of proxy will be valid only for the single circumstance in question.

Article 43. - PROCEEDINGS

43.1 - The electronic report(s) of the BoT shall be added as attachments to the minutes of the GA where the countermeasures or disciplinary actions determined by the ExCo have been discussed and/or approved.

43.2 - All report(s) of the BoT shall be posted onto the Member Area of the website and available for scrutiny by all IFLA EUROPE members.

XVI. SCHOOL RECOGNITION PANEL (SRP)

Article 44. - MEMBERSHIP

44.1 – The Vice-president 'Education' of IFLA EUROPE shall be supported by a [School Recognition Panel](#), which will function as part of the 'Education' Committee.

44.2 - Membership of the SRP shall be continually reviewed in terms of composition to strive to reflect the member associations' diversity, and shall not be subjected to any specific term of office.

44.3 – The SRP shall consist of the following membership:

- a) the [Vice-president 'Education'](#);
- b) the [past Vice-presidents 'Education'](#), particularly the immediate Vice-president;
- c) [Delegates](#) chosen by consensus of the IFLA Europe 'Education' Committee, conditional upon their prior agreement;
- d) [other co-opted members of member associations](#);
- e) [observers of associated Institutions](#), in particular the *European Council of Landscape Architecture Schools* (ECLAS) which shall be represented by two members, if possible, to be nominated by ECLAS and accepted by the IFLA Europe 'Education' Committee; observers of associated institutions shall not have voting rights.

Article 45. - MEETINGS

45.1 - SRP members shall meet a minimum of once a year on the occasion of the GA. Where deemed appropriate or necessary, the Vice-president 'Education' may also call additional virtual meetings to be carried out by means of any suitable online technology. Additional virtual meetings may be also called by the simple majority of the voting SRP members.

45.2 - Meetings shall be arranged by the issuing of invitations via written electronic communications to arrive a minimum of thirty days before the date fixed for the meeting, and fifteen days for the virtual ones. The communication will state the place (of the meeting), the date, the time and the agenda.

Article 46. - FUNCTIONING, POWERS AND RESPONSIBILITIES

46.1 – The SRP shall be chaired by the Vice-president 'Education', or in default by any other voting member attending the meeting. To facilitate and manage the SRP process, a projects manager shall be selected from the voting membership.



46.2 – The main function of the SRP shall be the review and the awarding of recognition status for higher Landscape Architecture educational programmes on behalf of IFLA EUROPE.

46.3 - The SRP members shall report back to the Vice-president ‘Education’ their findings and conclusions by means of individual/collective report(s) no later than thirty days after the receipt of the programmes by the applying Institution(s).

46.4 - Where deemed necessary and appropriate, the SRP shall select specific members to carry out ‘on-site’ inspections in order to verify the teaching structure and the substance, completeness and effectiveness of the concerned programmes.

46.5 - On-site inspections of the SRP shall occur:

- a) upon the specific request by an applying Institution and the prior approval of the Vice-president ‘Education’; all on-site requested inspections shall be carried out at the sole expense of the requiring Institutions;
- b) at the request of the Vice-president ‘Education’, upon specific approval by the ExCo.

46.6 - The SRP members in charge of on-site inspection(s) shall report back to the Vice-president ‘Education’ their findings and conclusions by means of individual/collective report(s) no later than thirty days after the completion of their visit(s).

46.7 - The Vice-president ‘Education’ shall determine the appropriate actions, as advised by the members of the SRP, no later than thirty days after the receipt of their report(s). The outcomes and the decisions of the SRP are to be reported back to the ExCo by the Chair for ratification.

46.8 – Member associations shall accept applications for membership from graduates of all Landscape Architecture programmes recognised by the SRP, subject to whatever additional professional practice requirements may be requested by the member association.

46.9 - Appeals against any enforced actions will be reviewed by the SRP in conjunction with the Vice-president ‘Education’, following the procedure stated above and in Articles 45 and 47.

46.10 - Members of the SRP shall not contract any personal liability on themselves relative to the final decisions taken by the ExCo.

46.11 – The roles and functions of the SRP shall be detailed in a separate document dealing with pre procedural Regulations of IFLA EUROPE.

Article 47. – VOTING PROCEDURES AND PROCEEDINGS

47.1 - The SRP will be deemed quorate and thus able to progress regardless of the number of voting members present or represented:

- a) The SRP shall strive to reach decisions by consensus of its members rather than by a voting process.
- b) Where a voting is needed, the SRP shall take its decisions by simple majority vote of the voting members present or represented. In the case of a tied vote, the Chair of the meeting shall have the deciding vote.

47.2 - Voting members of the SRP may request another voting member to represent them in their absence. This will be permitted only on production of written or electronic instruments of proxy signed by the members in question. Any instrument of proxy will be valid only for the single circumstance in question.

47.3 - The proceedings of SRP shall be recorded in the form of draft written minutes taken at the time of the meetings and circulated electronically within one month following the meetings to all members present or represented for review and comments.

XVII. COMMITTEES AND WORKING GROUPS

Article 48. – CATEGORIES AND CHAIRS

In compliance with Article 24.2, in order to achieve the IFLA EUROPE aims and objectives the ExCo avails itself of the collaboration of the following Committees and/or Working Groups:

- a) *‘Education’ Committee and/or Working Group*, to be chaired by the Vice-president ‘Education’;
- b) *‘Professional Practice’ Committee and/or Working Group*, to be chaired by the Vice-president ‘Professional Practice’;
- c) *‘Communications’ Committee and/or Working Group*, to be chaired by the Vice-president ‘Communications’;
- d) *‘Financial, Administrative and Sponsorship’ Committee and/or Working Group*, to be chaired by the Treasurer.

Article 49. – COMMITTEES

49.1 – Membership



- a) According to the Regulations, IFLA EUROPE ‘Education’, ‘Professional Practice’, ‘Communications’ and ‘Financial, Administrative and Sponsorship’ Committees shall be constituted by all eligible voting members and non-voting members - namely, the representatives of member associations of any other membership category, the individual members and the volunteers co-opted for their specific skills - attending the GA, whether they want only to be kept up-to-date with the specific actions and issues, or to co-operate with the respective Chair and accept, if needed and agreed, the responsibility for one or more approved actions, surveys and/or projects within the selected fields of interest;
- b) All voting and non-voting members shall be distributed among the Committees so as to secure the respective Chairs an adequate representation of IFLA Europe members’ interests.
In case of a remarkable difference between the number of volunteers willing to co-operate with a specific Committee and the number of available positions, elections will be carried to determine its composition.

49.2 – Meetings, Powers and Responsibilities

IFLA EUROPE Committees shall meet once a year on the occasion of the GA in order to assess the results achieved during the previous year, establish the main objectives for the future, and outline the IFLA EUROPE Strategic and Action Plan for the forthcoming year, concerning the specific fields of interest.

At the beginning of each GA the voting members, the representatives or individuals of other membership categories and the co-opted members attending the meeting shall be requested to register their name to the list of the members of the Committee they are interested to partake in.

49.3 – Functioning, Voting Procedures and Proceedings

- a) IFLA EUROPE Committees will be deemed quorate and thus able to progress regardless of the number of voting members present or represented;
- b) the Committees shall be chaired by the respective Chair, or in default by any other voting member attending the meeting;
- c) decisions of the Committees shall be made by simple majority vote of the eligible voting members present or represented; in case of a tied vote, the Chair of the concerned Committee shall have the deciding vote;
- d) voting members of the Committees may request another voting member to represent them in their absence; this will be permitted only on production of written or electronic instruments of proxy signed by the members in question; any instrument of proxy will be valid only for the single circumstance in question;
- e) outcomes and decisions of the Committees are to be reported back to the GA by the respective Chair for ratification;
- f) proceedings of Committees’ meetings shall be recorded in the form of draft written minutes taken at the time of the meetings and circulated electronically within one month following the meetings to all members present or represented for review and comments.

Article 50. –WORKING GROUPS (WGs)

50.1 – Membership – IFLA EUROPE Working Groups shall be constituted by those voting and non-voting Committee members willing to accept the responsibility, or already responsible, of one or more specific projects, surveys and/or actions within the Committees and/or Working Groups where they have been enrolled.

In case of a remarkable difference between the number of volunteers willing to co-operate with a specific WG and the number of available positions, elections will be carried to determine its composition.

50.2 – Terms of Office – Members of WGs shall retain their membership until the completion of tasks they are responsible and the fulfilment of their commitments. They are allowed to resign their responsibilities at any time giving due notice to the Chair of the WG. Members of any WG can also be asked by the Chair to step down from the membership if they fail to complete their assigned task(s) in a satisfactory and timely manner.

50.3 – Meetings, Powers and Responsibilities

- a) IFLA EUROPE WGs shall meet with their respective Chairs at least once a year on the occasion of the GA in order to duly assess and monitor on-going projects. Any necessary changes in strategy to achieve the proposed outcomes will be determined at this meeting.
- b) Where deemed appropriate or necessary, Chairs may also call additional virtual meetings of their WGs to be carried out by means of any suitable online technology. Additional virtual meetings may be also called by the simple majority of the concerned WGs’ members.
- c) Meetings shall be arranged via written electronic communications to arrive a minimum of thirty days before the date fixed for the meeting, and fifteen days for the virtual ones. The communication will state the place (for the meeting), the date, the time and the agenda.

50.4 – Functioning, Voting Procedures and Proceedings



- a) IFLA EUROPE WGs will be deemed quorate and thus able to progress regardless of the number of members present or represented.
- b) Each WG shall be chaired by the respective Chair, or in default by any other appointed voting member attending the meeting.
- c) Decisions of WGs shall be made by simple majority vote of the eligible voting members present or represented. In the case of a tied vote, the Chair of the concerned WG shall have the deciding vote.
- d) Members of WGs may request another member to represent them in their absence. This will be permitted only on production of written instruments of proxy signed by the members in question; any instrument of proxy will be valid only for the single circumstance in question.
- e) Proceedings of WGs shall be recorded in the form of draft written minutes taken at the time of the meetings and circulated electronically no later than one month following the meetings to all members present or represented for review and comments.
- f) Definitive minutes and outcomes of WGs are to be electronically communicated in writing to the President no later than fourteen days following their approval.

XVIII. ACCOUNTS AND BUDGETS

Article 51. – FINANCIAL YEAR AND REPORTS

51.1 - The financial year of IFLA EUROPE shall correspond to a calendar year (January to December). The Treasurer shall be responsible for closing the accounts of revenues and expenditures on the 31st December each year.

51.2 - The Treasurer shall submit his financial report to the ExCo no later than two months after the closing of the previous year's accounts, which thereafter shall be submitted to the subsequent GA for approval.

51.3 - The Treasurer shall present an accurate account of the past year's financial operations and closing balances as well as making sound budgetary assessments and recommendations for the annual budget for the following year.

51.4 - The Treasurer's report shall include the preceding financial year's accounts, the current year's closing balances and the budgetary estimates for the forthcoming year.

XIX. MODIFICATION OF THE STATUTE – DISSOLUTION

Article 52. – PROCEDURES

52.1 - Without prejudice to Article 5 of the Belgian Law 25th October 1919 (and its subsequent modifications), all propositions concerning the modifications of Statute or the dissolution of IFLA EUROPE must emanate from the ExCo or not less than 30% of the eligible voting members of IFLA EUROPE.

52.2 - In any such case, the ExCo must advise all IFLA EUROPE members a minimum of three months in advance of the date of the GA, during which the said proposal shall be determined.

52.3 - For the purpose of considering a proposal to modify the Statute or to dissolve IFLA EUROPE, the GA must have a minimum of two thirds of the eligible voting members present or represented in order for it to be considered quorate.

52.4 - For any such motion to be carried, a qualified majority of two thirds of the votes of the eligible voting member present or represented shall be required.

52.5 - In the case of the GA not being quorate, a new GA meeting will be convened in accordance with Articles 13.3 and 14.1. Any such new meeting will be deemed quorate regardless of the numbers of the eligible voting members present or represented.

52.6 - Modifications to the Statute shall only become effective following publication in the '*Belgian Official Gazette*' (or its equivalent at the time) and after the conditions of publicity, required by Article 3 of the Belgian Law 25th October 1919 (and its subsequent modifications), have been fulfilled.

52.7 - The International Federation of Landscape Architects (IFLA) will be notified of any modification to the Statute or proposals for dissolution.

Article 53. – TRANSFER OF PROPERTY

In the event of dissolution, any remaining assets or monies, after all liabilities have been met, will be transferred as determined by the GA to 'not-for-profit' associations whose aims are similar to those of IFLA EUROPE.

XX. INTERNAL RULES OF PROCEDURE (THE REGULATIONS)

Article 54. – MODIFICATIONS OF THE REGULATIONS



54.1 – Modifications to the *Internal Rules of Procedure* or *Regulations* of IFLA EUROPE shall be proposed for approval by the ExCo to the GA. These modifications may be made by a GA on a qualified majority vote of two thirds of eligible voting members present or represented.

54.2 - The *International Federation of Landscape Architects* (IFLA) will be notified of any development relating to possible modification of the Regulations.

XXI. FINAL PROVISIONS

Article 55. – LEGAL PROVISIONS

Any eventuality not anticipated by the present Statute and all publications placed on behalf of IFLA EUROPE in the Annexes of the '*Belgian Official Gazette*' will be regulated to conform to all relevant and appropriate legal requirements and provisions.

Online meeting of the General Assembly
October 17th 2020



AMENDMENTS TO THE STATUTE

- Article 27 amended by the General Assembly on the 26th October 1991, in Genoa, Italy.
- Articles 2, 4, 8, 9, 10, 11, 12, 13, 20, 21, 22, 24, 38, and 43 amended by the General Assembly on the 8th October 1994, in Brussels, Belgium.
- Articles 1, 2, 3, 4, 8, 9, 10, 11, 12, 13, 20, 21, 24, 25, 28, 29, 33, 34, 37, 39, 40, 41 and 42 amended by the General Assembly on the 27th October 2001, in Brussels, Belgium.
- Articles 2, 4, 8 amended by the General Assembly on 30th October 2005, in Brussels, Belgium.
- All Articles amended by the General Assembly on the 5th November 2011, in Tallinn, Estonia.
- All Articles amended by the General Assembly on the 19th October 2014, in Oslo, Norway.
- Articles 1, 2, 3, 12, 13, 18, 46, 52 amended by the General Assembly on the 17th October 2020 (online meeting)



21 March 2021