

# STATUTES OF EUROPEAN YOUNG ENGINEERS



**EYE - European Young Engineers**

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## **1. NAME OF THE ASSOCIATION**

- 1.1. The name of the association is 'European Young Engineers'.
- 1.2. The acronym 'EYE' may be used to describe the organisation in writing and in speech (pronounced as the English word 'eye' - aɪ).

## **2. OBJECTIVES**

- 2.1. The objectives of EYE are to:
  - 2.1.1. Improve mutual understanding between European engineers and engineering education systems
  - 2.1.2. Create a trans-European network of professionals to develop personal skills
  - 2.1.3. Foster mobility of young engineers in Europe
  - 2.1.4. Create a forum for the exchange of experiences on the personal and professional level
  - 2.1.5. Implement the values of EYE throughout the member organisations
- 2.2. EYE is politically neutral and independent.

## **3. SEAT**

- 3.1. The seat of EYE is placed at the seat of the EYE Office.

## **4. LANGUAGE**

- 4.1. The official language of EYE is English.
- 4.2. All documents, conference proceedings, meetings, invitations, etc. shall be in English.
- 4.3. If for any reason another language must be used e.g. a conference speaker cannot deliver their material in English, a simultaneous translation shall be provided.

## **5. MEMBERSHIP**

- 5.1. Engineering associations based within the European Higher Education Area (EHEA) with engineering students and/or young engineers may apply to be a member of EYE.
- 5.2. The application of prospective member organisations shall be considered at the council meeting which will decide on acceptance in line with Clause 5.1.
- 5.3. An authorised representative of new members will sign the statutes to declare acceptance of the statutes and the by-laws by their organisation.
- 5.4. Member organisations may discontinue their membership with immediate effect by informing the EYE Office of their wish to do so.
- 5.5. The EYE Office shall acknowledge receipt and acceptance of the resignation and will inform the council members.
- 5.6. Member organisations may be considered 'inactive' by their representative being absent from four consecutive Council meetings.
  - 5.6.1. 'Inactive' status may be conferred upon a member organisation on the fourth missed Council meeting.

- 5.6.2. 'Inactive' organisations shall be informed of their status in writing from the Secretary General or Deputy Secretary General.
- 5.7. Member organisations considered 'inactive' may be dismissed from EYE in line with Clause 16.7 by a majority vote of the Council members present at the meeting.
  - 5.7.1. Organisations to be dismissed must be already considered inactive before the beginning of the meeting during which the vote to dismiss takes place.
- 5.8. No membership fee is charged, but member organisations and individuals are encouraged to support EYE in any practical or financial way.
- 5.9. Member organisations dismissed from EYE are not entitled to any refund of contributions made to EYE or any proportion of EYE's assets.

## **6. RIGHTS AND DUTIES OF THE MEMBERS**

- 6.1. Member organisations shall comply with the statutes of EYE.
- 6.2. Member organisations should be present at EYE conferences and Council meetings.
- 6.3. The member organisations are encouraged to promote EYE in their associations and abroad to spread the network of EYE. Any member or prospective member of EYE is committed to spread the information among its members at appropriate times.
- 6.4. Member organisations are encouraged to develop any activity like interest groups or other communities to foster this. Support can be requested from the EYE Task Force in support of these aims.
- 6.5. The members are expected to organise EYE conferences as often as possible.
  - 6.5.1. EYE conferences are usually organised twice a year.
  - 6.5.2. Organisation of EYE conferences are entirely under the responsibility and risk of the hosting member organisation.
  - 6.5.3. Being unable to or refusal to host a conference makes no bearing on an organisation's 'inactive' status.
- 6.6. To support the organisation of the EYE conferences a 'guidebook' containing experience gained and best practices shall be provided by EYE.
  - 6.6.1. The organisers of the EYE conferences are expected to update and revise this guidebook with the knowledge and experience gained.

## **7. STRUCTURE**

- 7.1. EYE is organised according to the following structure:
  - 7.1.1. The EYE Council (see Section 8)
  - 7.1.2. The Secretary General (see Section 9)
  - 7.1.3. The Deputy Secretary General (see Section 10)
  - 7.1.4. The President (see Section 11)
  - 7.1.5. The EYE Office (see Section 12)
  - 7.1.6. The EYE Task Force (see Section 13)
  - 7.1.7. (When appropriate) Various working groups (see Section 14)
  - 7.1.8. The individual members (see Section 15)

## **8. COUNCIL**

- 8.1. The role of the EYE Council is to make decisions on the future of EYE.
- 8.2. Each member organisation shall name a representative to the Council. Ideally two representatives should be named; one Council Member and one Deputy Council Member.
- 8.3. Member organisations shall aim to send at least one of their named representatives to each Council Meeting.
- 8.4. The Task Force shall ensure complete financial transparency; the EYE Council will approve and audit the financial operations of EYE.

## **9. SECRETARY GENERAL**

- 9.1. The Secretary General's role is to lead the Task Force, working to maintain and develop the EYE network under the direction of the Council, and maintaining a strategic plan for the progression of EYE.
- 9.2. The Secretary General shall be elected by the council for two years, normally following two years' service as the Deputy Secretary General.
  - 9.2.1. If the Secretary General's behavior or performance is deemed unsatisfactory, he/she may be dismissed by the EYE Council in accordance with Section 16.8.
  - 9.2.2. The Secretary General may resign their post within this two-year term.
    - 9.2.2.1. Resignation shall be in writing to the Deputy Secretary General, Task Force and Council.
    - 9.2.2.2. The Deputy Secretary General shall take over the role of Secretary General until the next EYE Council Meeting, at which point elections for both posts shall be held.
- 9.3. The Secretary General is responsible for the preparation and execution of the council meetings (agenda, chair, minutes etc.).
- 9.4. The Secretary General may delegate any of their tasks or responsibilities to the Deputy Secretary General or members of the Task Force, but shall still be held accountable for the timely delivery of all tasks.

## **10. DEPUTY SECRETARY GENERAL**

- 10.1. The Deputy Secretary's role is to support the Secretary General as the leader of the Task Force.
- 10.2. The Deputy Secretary General shall be elected by the Council for two years, normally following at least one years' service as part of the Task Force.
  - 10.2.1. If the Deputy Secretary General's behavior or performance is deemed unsatisfactory, he/she may be dismissed by the EYE Council in accordance with Section 16.8.
  - 10.2.2. The Deputy Secretary General may resign their post within this two-year term.
    - 10.2.2.1. Resignation shall be in writing to the Secretary General, Task Force and Council.
    - 10.2.2.2. A member of the Task Force may take over the role of Deputy Secretary General until the next EYE Council Meeting, at which point elections for the post shall be held.

10.3. The Deputy Secretary General is responsible for tasks assigned to them by the Secretary General, maintaining EYE's online presence, and fulfilling EYE's financial and legal obligations.

10.4. The Deputy Secretary General may delegate any of their tasks or responsibilities to members of the Task Force, but shall still be held accountable for the timely delivery of all tasks.

## **11. PRESIDENT**

11.1. The Presidency of EYE is held by the leader of the organising committee of the next EYE conference.

11.2. The President shall be the contact point to EYE members for all matters related to the EYE conference.

11.3. The EYE President is responsible for the delivery of the EYE conference in accordance with the guidelines and best practice developed by previous conference organisers. The President shall provide regular updates to the Task Force in this respect.

11.4. As the EYE President is elected from hosting organisation, they cannot be removed from their role by the EYE Council or Task Force.

## **12. EYE OFFICE**

12.1. The role of the EYE Office is to provide organisational and administrative support to the Task Force and Council.

12.2. The EYE Office is responsible for the organisational support of EYE. This includes the EYE archive, the updating of member organisation contacts and the organisation of Task Force meetings.

12.3. The EYE Office may be hosted voluntarily by another organisation. If this is not possible, the Deputy Secretary General shall assume the responsibility for the maintenance of the EYE Office.

## **13. TASK FORCE**

13.1. The role of the EYE Task Force is to support the aims and objectives of the Secretary General under the guidance of the Deputy Secretary General.

13.2. The EYE Task Force has been established to:

13.2.1. Ensure continuous progress on EYE topics independent from the EYE activities;

13.2.2. Prepare proposals for the decisions of the council meeting;

13.2.3. Carry out focused work on strategic issues and organisational development;

13.2.4. Foster communication with active EYE members;

13.2.5. Maintain communication and relationships with designated member organisations

13.3. The Task Force shall consist of:

13.3.1. The Secretary General

13.3.2. The Deputy Secretary General

13.3.3. A representative of the EYE Office

13.3.4. The EYE President (invited)

- 13.3.5. The subsequent EYE president (invited)
- 13.3.6. The previous Secretary General (invited)
- 13.3.7. Ordinary Task Force Members
- 13.4. Invited members of the Task Force are optional; the invitation and dismissal of optional members shall be at the discretion of the Secretary General.
- 13.5. The Task Force shall meet in person at least once between EYE Conferences. Further meetings may be necessary by telephone or online meeting (e.g. web or telephone conference).
- 13.6. Each member of the Task Force shall be elected by the Council for one year, with the option to be re-elected twice.
  - 13.6.1. A Task Force member may resign their post in writing to the Secretary General and Task Force.
- 13.7. If a Task Force member's behaviour or performance is deemed unacceptable, he/she may be dismissed by a majority vote of the remaining Task Force.

## **14. WORKING GROUPS**

- 14.1. When required the Secretary General may 'co-opt' additional members to a Working Group to assist in the delivery of specific objectives. The inclusion and dismissal of these members shall be at the pleasure of the Secretary General.
- 14.2. Following the formation of a working group, the Secretary General shall inform the EYE Council of the members of said group and introduced at the EYE Council Meeting.

## **15. MEMBERS**

- 15.1. All members of a member organisation shall be considered members of EYE and are permitted to register and participate in EYE Conferences and events.
- 15.2. No register of individual members shall be kept.
- 15.3. No distinction shall be made between members in alignment with EU policy on discrimination.

## **16. DECISION MAKING**

- 16.1. Decisions on the direction and future of EYE shall be made by the Council Members in attendance at each Council Meeting.
- 16.2. Council Meetings shall take place during EYE Conferences or when specially convened.
- 16.3. EYE Council Meetings are open to the following:
  - 16.3.1. EYE Council Members (and their Deputies)
  - 16.3.2. EYE Task Force
  - 16.3.3. Invited guests from other organisations (e.g. potential Member organisations)
  - 16.3.4. All EYE Members (subject to availability of space)
- 16.4. Each Member organisation is permitted one vote in each decision, communicated by the Council Member during the Council Meeting.

16.4.1. Council Members who cannot attend may be permitted to nominate a proxy by making a request in writing to the EYE Office before the Council Meeting commences.

16.5. Agenda items may be raised by member organisations for inclusion in the meeting prior to the Council Meeting. These shall be communicated to the EYE Office with sufficient notice to reissue the agenda to all parties.

16.6. Decisions may only be made on items included in the Agenda issued in writing prior to the Council Meeting.

16.6.1. Items raised during the course of the Council Meeting or during AOB may be put to a vote on whether to make the decision at the current meeting, or defer until the next Council Meeting. This ensures that Council Members are afforded adequate time to consult with their organisations. The decision to proceed to a vote must be unanimous.

16.7. Decisions shall be made on a simple majority of all eligible votes cast at the Council Meeting, apart from the decisions listed in Article 16.8.

16.8. Decisions on changes to the EYE Statutes, Dismissal of the Secretary General or Deputy Secretary General, and Dissolution of the EYE Network shall be made by unanimous vote of eligible Council Members.

16.9. Minutes of all Council meetings shall be prepared by the Secretary General and distributed to the Council Members in a timely fashion following the meeting.

## **17. CHANGE OF STATUTES**

17.1. Any decision on a change to the Statutes shall be taken in a Council Meeting with at least half of the total active members of the EYE Council eligible to vote.

17.2. The proposed change to the Statutes must have been circulated among the Council two months in advance of the Council Meeting.

17.3. Changes to the Statutes shall be approved by a unanimous vote by the Council Members eligible at the Council Meeting.

## **18. DISSOLUTION OF EYE**

18.1. Any decision on dissolving EYE shall be taken in an extraordinary Council meeting, convened specifically for the purpose of dissolving the network.

18.2. Any decision to dissolve EYE shall be taken with at least half of the total active members of the Council eligible to vote.

18.3. Dissolution of EYE shall be approved by a unanimous vote by the Council Members eligible at the Council Meeting.

## **19. BY-LAWS**

19.1. The Council may establish supplementary rules on membership, activities, the functioning of EYE, tasks of the committees, meetings, organisations of conferences etc. in by-laws.

19.2. By-laws shall be binding to all relevant parties for a fixed time period, after which consultation shall be made to the Council Members to renew or abolish the by-law in question.

## **20. UNFORESEEN CIRCUMSTANCES**

20.1. Mutual consultation shall be made to the Council Members to address circumstances not covered by these Statutes.



## 21. DECLARATION OF ACCEPTANCE

I, \_\_\_\_\_,

am an authorised representative of

\_\_\_\_\_

and declare that the Statutes enclosed within this document (dated May 2016) shall be adhered to by the organisation according to the best of our judgement and ability. These Statutes and any additional By-laws set in place by the EYE Council shall apply until such time as the organisation leaves EYE in accordance with these Statutes.

Date: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Signature

I, \_\_\_\_\_,

am an authorised representative of European Young Engineers and certify this declaration was made and signed before me

Date: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Signature