



EAFP EUROPEAN ASSOCIATION OF
FACULTIES OF PHARMACY

EAFP Secretarial Office

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Minutes of the General Assembly held in Helsinki on 18 May, 2017 at 13:30

Agenda

1. Approval of the Agenda
2. Minutes General Assembly held on 13 May 2016, Paris, during the 2016 Annual Conference
3. President's Report on the Overview of the Association 2016-2017
4. Development of Grant opportunities
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7. Upcoming EAFP Activities
 - 7.1. Development of Competency-based Pharmacy Education Summer School
 - 7.2. ACPE-AACP-EAFP workshop on Curriculum Design and Updating for Clinical Pharmacy Teaching
 - 7.3. Next Chapter in Patient Care, 30 November-2 December, Estonia
 - 7.4. Next Annual Conferences
8. Any Other Business

1. Approval of the Agenda

The Agenda was approved as proposed

2. Minutes General Assembly held on 13 May 2016, Paris, during the 2016 Annual Conference

The minutes were approved as proposed

3. President's Report on the Overview of the Association 2016-2017

The President, Professor Lilian M. Azzopardi highlighted activities pursued by EAFP Executive Committee to foster the objective of the Association to serve as a platform to member institutions to be part of the changes, plan the future and address challenges in pharmacy education. Networking between members was supported through an improved News communication tool incorporated in the website that allows the Secretarial office to share news to members and stakeholders as an electronic newsletter. Members are urged to send news and information about activities to be disseminated through this portal. EAFP is taking a proactive role as the representative organisation in pharmacy education in Europe at the International Pharmaceutical Federation, participating at the AIM Deans Forum and collaborating with ACPE. Discussions and collaboration with PGEU, EAHP, AESGP, EIPG and EPSA have been held continuously.

The strategy for the future direction of the Executive Committee is

- 1) to strengthen member services- a new initiative to allocate funds for grants is being proposed,
- 2) to support innovative models and collaborations for undergraduate, post-graduate education and in research- in this regard a number of activities are being presented for members to follow such as the joint workshop with ACPE and AACP and the Summer School in Utrecht
- 3) to co-ordinate and lead a coalition of stakeholders in Europe to address pharmacy education and practice developments necessary to meet contemporary challenges- active dialogue is maintained

4. Development of Grant opportunities

President L. Azzopardi proposes to the members of the assembly a Partnership for Faculty Education and Research Grant (PFER)

The EAFP Partnership for Faculty Education and Research Grant is a year-long faculty development program designed to support early career academics and researchers to the next level in their education, research and leadership potential

A PFER-grant is intended to facilitate network forming between European member institutions, to identify new opportunities for education and research, and to develop educational models which lead to innovative tools and skills

The grant is primarily intended to ease the start-up of new projects and to assist in the development of an effective collaboration. Funded project activities must take place within one year after the grant allocation.

A Maximum of 2000 Euro and support for presentation of the project at the EAFP Annual Conference and 2 grants/year.

The call for Applications is to be issued with a deadline for 30 June 2017.

The Adjudicating panel would be constituted by Margarida Caramona (Chair), Andries Koster and Patrizia Santi.

Principal applicants should satisfy the criteria:

- Any faculty academic rank in a higher education institution
- Affiliated in an institutional member of EAFP or is an individual member of EAFP for the past two years
- Demonstrate status of an emerging scholar- no more than 6 years since the first faculty academic position

The application should include at least one other partner and the partner may be an institution or a faculty member from an institutional member of EAFP or an individual member of EAFP.

The application process would be done as follows:

- Proposal: Summary sheet identifying principal applicant and partners indicating consent of all parties involved. Objectives of the partnership are to be specified. Description indicating plan of the project and deliverables at the end of the project is required- maximum of two pages
- CV of principal applicant
- Time plan: Specifying activities within the partnership and identifying a timeline
- Budget: limit is 2000 Euro, projected expenses and justification (1 page)
- Within the budget, requests to support travel between partner institutions needs to indicate teaching and research activities undertaken at the partner hosting the applicant

5. Financial Matters and Membership List

The Annual Account and Balance 2016 was presented by the Treasurer Andries Koster and. Maria Teresa Garrigues Pelufo and Jose Morais have acted as auditors.

5.1. Full Annual Account, 2016

Budget approved by General Assembly (Athens 17.5.2015, modified Paris 12.5.2016)

Income	Code	Budget (€)	Actual (€)
Membership fees (65 institutions)	A	32500	30485
Surplus, EAFP annual meetings	B	0	3409
Financial income: interest	C	100	225
Phar-QA 2013-2016	P	3500	0
Operating revenues		36100	34119

Expenses	Code	Budget (€)	Actual (€)
FIP membership	Q	3000	3200
External meetings	D	2500	684
General assembly and ExCo meeting	E	13500	9413
On site visit, annual meeting 20117 (Helsinki)	F	2000	1437
ExCo meeting	G	4500	639
ExCo officers meetings (Malta, Helsinki)	H	3500	3013
Website	I	1500	500
Pharmacy education projects: Phar-IN	J	4500	0
Bank charges, management	K	400	140

Promotion, public relations	L	600	20
Operating cost		3600	19046
Operating result (net)		100	15073

Balance	Actual (€)
Incoming balance, 1.1.2016	54666
Operating result	15073
Outgoing balance, 31.12.2016	69739

The new EAFP corporate account was used for most transactions, but incidentally some annual fees were deposited to the temporary account or to the conference account (BOV bank, Malta). The temporary account with the BOV-bank is not used anymore; the conference account was opened to facilitate administration of the annual conference and/or other events.

5.2. Budget 2017 proposal

Modified budget 2017 to be approved by General Assembly (Helsinki, 18.5.2017)

Income	Code	Budget (€) (proposed, Paris)	Budget (€) (modified, Helsinki)
Membership fees (70 to 65 schools/faculties)	A	35000	32500
Suplus, EAFP annual meetings	B	2000	2000
Financial income	C	100	100
Other income: Phar-QA	P	--	--
Operating revenues		37100	34600

Expenses	Code	Budget (€) (proposed, Paris)	Budget (€) (modified, Helsinki)
FIP membership	K	3000	3200
External meetings	L	2500	2500
General assembly and ExCo meeting (spring)	M	14000	14000
ExCo meeting (fall)	N	4500	0
On site visit, annual meeting 2017	O	2000	3500
ExCo officers meetings (spring)	P	3500	2000
Website EAFP, EEC-PET	Q	1500	1500
Pharmacy education projects	R	5000	6000
Bank charges, management	S	400	1000
Promotion, public relations	T	600	800
Operating cost		37000	34500

Operating result (net) 100 100

Balance	Budget (€) (proposed, Paris)	Budget (€) (modified, Helsinki)
Incoming balance, 1.1.2017	54766	69739
Operating result	100	100
Outgoing balance, 31.12.2017	54866	69839

5.3. Budget 2018 proposal

Modified budget 2018 to be approved by General Assembly (Helsinki, 18.5.2017)

Income	Code	Budget (€) (proposed, Helsinki)	Budget (€) (modified)
Membership fees (65 schools/faculties)	A	32500	
Suplus, EAFP annual meetings	B	2000	
Financial income	C	100	
Other income: Phar-QA	D	--	
Operating revenues		34600	

Expenses	Code	Budget (€) (proposed, Helsinki)	Budget (€) (modified)
FIP membership	K	3200	
External meetings	L	2500	
General assembly and ExCo meeting (spring)	M	14000	
ExCo meeting (fall)	N	0	
On site visit, and officers meeting (fall)	O	3500	
ExCo officers meetings (spring)	P	2000	
Website EAFP, EEC-PET	Q	1500	
Pharmacy education projects	R	6800	
Bank charges, management	S	400	
Promotion, public relations	T	600	
Operating cost		34500	

Operating result (net) 100

Balance	Budget (€) (proposed, Helsinki)	
Incoming balance, 1.1.2017	69839	
Operating result	1000	
Outgoing balance, 31.12.2017	70839	

Annual accounts were approved as proposed

5.4. Membership list

Institution	Country
Univ. Vitebsk	Belarus
VU. Brussel Univ. Antwerp	Belgium
Univ. Tuzla	Bosnia-Herzegovina
Univ. Sofia Univ. Plovdiv	Bulgaria
Univ. Zagreb Univ. Split	Croatia
Univ. Prague Univ. Brno	Czech Republic
Univ. Tartu	Estonia
Univ. Helsinki Univ. Kuopio	Finland
Univ. Paris-Sud Univ. Paris Descartes Univ. Lille Univ. Lyon	France
Univ. Skopje	FYR Macedonia
Univ. Frankfurt	Germany
Univ. Reykjavik	Iceland
Univ. Parma Univ. Calabria (2015 fee) Univ. Calabria Univ. Catania (2015 fee) Univ. Catania	Italy
Univ. Kazakhstan	Kazakhstan
Univ. Riga	Latvia
Univ. Kaunas	Lithuania
Univ. Malta	Malta
Univ. Utrecht Univ. Groningen	Netherlands
Univ. Oslo Univ. Tromsø Univ. Bergen	Norway
Univ. Krakow	Poland

Institution	Country
Univ. Lisbon Univ. Moniz. Lisbon Univ. Algarve. Faro Univ. Coimbra	Portugal
Univ. Cluj. Napoca Univ. Bucharest Carol Davila	Romania
Univ. Bratislava Univ. Kosice	Slovakia
Univ. Ljubljana	Slovenia
Univ. Granada (2015 fee) Univ. Miguel Hernandez Univ. Sevilla Univ. Valencia Univ. Alcalá Henares. Madrid Univ. San Pablo CEU. Madrid Univ. Salamanca Univ. Navarra. Pamplona Univ. Complutense. Madrid Univ. Granada	Spain
Univ. Uppsala	Sweden
Univ. Genova	Switzerland
Univ. Aberdeen Aston Univ. Bermingham Univ. Nottingham Univ. Stathclyde. Glasgow	UK
Univ. Kharkov	Ukraine

6. Statute update approval

The new amendment EAFP Statutes, Article 6.1 from the Statutes (Lisbon 2011), to reflect the new Membership structure approved in the General Assembly of 2016 was presented to the Assembly and confirmed.

Modified articles are as follows:

Article 2: Seat

EAFP statutory seat is located in 1080 MSIDA, Malta. EAFP's registered office may be transferred to any other place within Europe by a simple decision of the Executive Committee. The Executive Committee may decide to open operation centres or offices of the association in other countries, with prior consent of the General Assembly.

Article 6.1: Membership

Four different membership categories are distinguished. All members are supposed to support the goals of EAFP, as described in article 4.

- *Institutional membership*: Open to all institutions of higher education (universities, faculties, schools, departments or institutes) offering courses that confer upon graduates the qualifications required for the recognition as a professional pharmacist as outlined by EC regulations. Each institution is represented by one person with voting rights at the General Assembly.
- *Associate institutional membership*: Open to all institutions in Europe or elsewhere who do not confer a EU-recognized professional pharmacy degree (i.e. having no access to a regular membership). Non-EU institutions, which confer locally recognized pharmacy degrees, can apply for an associate membership.
- *Individual membership*: Open to individuals (faculty and other teaching staff), who are employed by a European institution, which confers a EU-recognized professional pharmacy degree. Individual membership is possible as an alternative for the Institutional membership, if the institution of the applicant chooses not to be a member.
- *Associate individual membership*: Open to individuals (faculty and other teaching staff), who are employed in Europe or elsewhere by an institution who chooses not to apply for an Associate institutional membership.

Article 6.2: Access to Membership

Institutions or individuals may apply for membership by submitting a Membership Application form (available on the EAFP website) to the Secretarial Office. Decisions about admission or non-admission are made by or on behalf of the Executive Committee. Negative decisions can be discussed.

The term of membership is one year and is subject to an annual membership fee.

Associate institutional members and (regular and associate) individual members have no passive or active voting rights. Membership includes access to regular updates on the association's activities on higher

pharmacy education and research related information and to use EAFP as a platform for contacts and source of information.

7. Upcoming EAFP Activities

7.1. Development of Competency-based Pharmacy Education

- 17-21 July 2017, Utrecht Summer School

7.2. ACPE-AACP-EAFP workshop on Curriculum Design and Updating for Clinical Pharmacy Teaching

- 19-20 September 2017, Malta

7.3. Next Chapter in Patient Care, 30 November-2 December, Estonia

7.4. Next Annual Conferences

The Vice President, Professor Rekkas presented the future Annual Conferences

- Annual Conference 2018: It will be held in May 2018 at the University of Parma (Italy).
- Annual Conference 2019: It will be held in May 2019 at the University of Krakow (Poland).

8. Any Other Business

The EAFP president congratulated the organizing committee of the Helsinki Annual meeting for the excellent organization.

Statutes of the Association

Adopted by the General Assembly in Helsinki on 18 May 2017

Article 1: Name

The name of the association is: European Association of Faculties of Pharmacy, abbreviated as EAFP.

Article 2: Seat

EAFP statutory seat is located in 1080 MSIDA, Malta. EAFP's registered office may be transferred to any other place within Europe by a simple decision of the Executive Committee. The Executive Committee may decide to open operation centres or offices of the association in other countries, with prior consent of the General Assembly.

Article 3

EAFP is constituted for an unlimited period. In case of dissolution, article 12 shall apply.

Article 4: Purpose

The association makes it its purpose:

- a. to facilitate contacts and collaboration between university-level schools of pharmacy;
- b. to support member faculties in their efforts to develop resources, effective methods of learning and teaching, balanced curricula and quality assurance of education by advice concerning internal and external evaluation and accreditation;
- c. to develop harmonized European quality standards for the structure and outcomes of pharmacy education and to implement modifications arising from scientific and technological progress in the biomedical sciences and from new organizational structures in the health care system;
- d. to facilitate exchanges for both students and faculty members;
- e. to promote and support the cause of Pharmacy and pharmaceutical sciences and to collaborate with European authorities involved in the organization and the policy in the fields of Pharmacy and health care;
- f. to set up a data bank containing fields of expertise in both teaching and research of each of the pharmacy faculties, schools or institutes throughout Europe;
- g. to promote joint research projects between scientists in academic institutions and the pharmaceutical industry;
- h. to keep its members informed of developments in and around the European Union and to facilitate the establishment of a common European Area of Higher Pharmacy Education and Research;

- i. to maintain cohesion of its members by organizing regular meetings at European level and by publishing newsletters;
- j. to cooperate with other national or international organizations in relevant fields.

Article 5: Language

The working language of the association shall be English. Each member receiving publications and other documents from the association, will him/herself - in so far as necessary - have to see to the translation of these documents for its own members. The language used for the official documents and relations with national authorities shall be English. In case of dispute relating to the statutes between the members, the official published English version shall prevail. Towards third parties, the official published English version is the only relevant version.

Article 6: Membership

6.1. Members

Four different membership categories are distinguished. All members are supposed to support the goals of EAFP, as described in article 4.

- a. *Institutional membership*: Open to all institutions of higher education (universities, faculties, schools, departments or institutes) offering courses that confer upon graduates the qualifications required for the recognition as a professional pharmacist as outlined by EC regulations. Each institution is represented by one person with voting rights at the General Assembly.
- b. *Associate institutional membership*: Open to all institutions in Europe or elsewhere who do not confer a EU-recognized professional pharmacy degree (i.e. having no access to a regular membership). Non-EU institutions, which confer locally recognized pharmacy degrees, can apply for an associate membership.
- c. *Individual membership*: Open to individuals (faculty and other teaching staff), who are employed by a European institution, which confers a EU-recognized professional pharmacy degree. Individual membership is possible as an alternative for the Institutional membership, if the institution of the applicant chooses not to be a member.
- d. *Associate individual membership*: Open to individuals (faculty and other teaching staff), who are employed in Europe or elsewhere by an institution who chooses not to apply for an Associate institutional membership.

6.2. Access to membership

Institutions or individuals may apply for membership by submitting a Membership Application form (available on the EAFP website) to the Secretarial Office. Decisions about admission or non-admission are made by or on behalf of the Executive Committee. Negative decisions can be discussed.

The term of membership is one year and is subject to an annual membership fee.

6.3. Subscription rate

The subscription rate is determined annually by the Executive Committee and then ratified by the General Assembly at the annual General Assembly

6.4. Institutional Membership includes the following rights:

- a. to attend and to vote at the annual General Assembly
- b. to be eligible for service on the Executive Committee
- c. to be consulted in connection with the right of the Executive Committee to make statements
- d. to propose changes to the statutes
- e. to regular updates on the association's activities on higher pharmacy education and research related information
- f. to use the EAFP Executive Committee as a source of information and a platform of contact with other European Faculties of Pharmacy

Associate institutional members and (regular and associate) individual members have no passive or active voting rights. Membership includes access to regular updates on the association's activities on higher pharmacy education and research related information and to use EAFP as a platform for contacts and source of information.

6.5. Membership requires the following duties:

- a. active participation in EAFP activities through regular correspondence, by attending meetings and contributing to the EAFP's actions and initiatives
- b. be responsive to requests of information
- c. payment of the annual fee or contribution equivalent determined by the General Assembly The members cannot, in any way, be held liable for undertakings of debts of the association.

6.6. Loss of membership

The membership ends:

- a. by the member giving notice; each member has the right to withdraw from the association at any time, but subject to the obligation to pay the total fee due until the end of the financial year, by addressing a written letter of resignation to the President of the Executive Committee. Notice of termination of the membership can only be given in writing.
- b. by the Executive Committee giving notice that the member is deemed by rights having resigned with immediate effect, if the member does not pay the annual fees while the organisation has been notified and given an additional delay of three month to execute the payment. In addition to not paying the annual membership fees, termination of membership can also take place by exclusion when a member has ceased to fulfil the requirements of the articles of association. The exclusion of the involved member will be proposed by the Executive Committee, decided by the General Assembly voting to a two thirds (2/3) majority of the members present or represented and enters into effect on the same financial year.

If membership ends during the course of the association's financial year, the full membership fee for such financial year shall remain due. The member whose membership ended shall not be entitled to claim any reimbursement of its membership fees or contributions nor any compensation, unless accepted by the full Executive Committee, meeting in an extraordinary meeting.

6.7. Membership fees and contributions

Membership fees are annual. Membership fees are discussed and reviewed at the General Assembly based on proposals made by the Treasurer.

Article 7: General Assembly

7.1. The General Assembly is the supreme governing body of the association. The General Assembly is composed of the members.

7.2. The General Assembly meets at least once a year or as often as decided by the Executive Committee.

- 7.3. An extraordinary meeting of the General Assembly may be convened at sixty (60) days notice at the request of a minimum of two thirds of the members of the Executive Committee or when at least one/tenth of the members have expressed their written wish thereto.
- 7.4. The President is responsible for summoning the members to a General Assembly, by written notification of time and place to the members at least eight weeks prior to the date of the meeting. At least two weeks before the appointed date, the full agenda for the meeting shall be sent out including any reports and documents submitted by the Executive Committee to the General Assembly and related to agenda items.
- 7.5. A General Assembly shall be deemed properly constituted when at least one half of the members are present or represented at the meeting. Should this quorum not be reached, a second General Assembly may be convened in four weeks time, provided that this procedure is announced in the calling notice, and may deliberate validly irrespective of the number of present or represented.
- 7.6. Voting procedures:
 - a. Each member has one vote in the General Assembly.
 - b. Members may be represented at a General Assembly meeting by proxy; each proxy holder may hold a maximum of three (3) proxies for absent members.
- 7.7. The General Assembly is led by the President or by the Vice-President in his/her absence. The minutes of the meeting are drawn up, under the responsibility of the General Secretary and are confirmed by the following General Assembly. The final minutes shall be signed by the chairperson of the meeting and another attending member. The original minutes shall be kept in a separate register at the registered office of the association, where any member may consult them.
- 7.8. The minutes of the General Assembly annual meeting should be made available to the members no later than 90 days after the meeting end.
- 7.9. In so far as these articles of association do not stipulate otherwise, the General Assembly shall take decisions by an absolute majority of votes of the members present or represented. Abstentions do not count for obtaining the majority.
- 7.10. Voting can be done by show of hand or by secret ballot. Voting by secret ballot takes place when the vote is to nominate Executive Committee members and there is more than one candidate for a given position, and for any other purposes when requested by a minimum of one of the members present in the meeting.
- 7.11. Should an absolute majority of votes not be obtained when voting for individuals with regard to an appointment, a second ballot shall take place between the two individuals obtaining the most votes. Should more than two individuals obtain the most votes, all of them will share in the second ballot. In case of a tie of votes, or when a simple majority of votes is not obtained, the two individuals who together received the highest number of votes in both ballots shall be voted on again. Should the votes then tie again, the representative from the member with the highest number of individual members shall be appointed.
- 7.12. Role of the General Assembly:

The General Assembly shall:

 - a. appoint and dismiss members of the Executive Committee;
 - b. approve the statements proposed by the Executive Committee;
 - c. approve the strategy, priorities and targets of EAFP and the determination of its policy proposed by the Executive Committee;

- d. approve the location of the annual congress and of the next general assemblies;
- e. appoint and dismiss auditors and determine their salary if allocated;
- f. approve the financial report presented by the Treasurer and the report of the professional independent auditor who audited EAFP annual accountancy;
- g. determine the amount of the membership fee based on criteria proposed by the Executive Committee;
- h. approve the association annual reports presented by Executive Committee members;
- i. approve the annual accounts and the budget;
- j. discharge Executive Committee members and auditors;
- k. approve any decision to initiate legal proceedings
- l. modify the statutes;
- m. dissolve the association;
- n. have the residual powers not allocated to the Executive Committee by these statutes or the law.

Article 8: Executive Committee

8.1. Responsibilities of the Executive Committee

The Executive Committee is appointed by the General Assembly. The Executive Committee shall be entrusted with the fiduciary and management responsibility for the affairs of EAFP. The Executive Committee shall sustain a strong vision and strategy for the association, develop and implement policies, and assure accountability, organizational effectiveness and member value.

8.2. Power and Authority

The Executive Committee shall have all the necessary power in order to manage and to represent the association judicially and extrajudicially. All members of EAFP's Executive Committee have equal authority and responsibility for the affairs of the association. Except for a specific delegation of power, the Executive Committee members act collectively.

8.3. Number of Executive Committee members

The number of members shall be 11.

8.4. Composition of the Executive Committee:

The Executive Committee is appointed by the General Assembly and elects from its ranks and by secret ballot the following officers:

- a.a President
- b. a Vice-President
- c.a Treasurer
- d. a General Secretary

Members must have a university function. The composition of the Executive Committee should be adequately representing the European states, both in geographic and population terms. No more than two members of the Executive Committee may originate from the same country.

8.5. After his/her retirement the President may continue to assist the Executive Committee and advise/mentor new Executive Committee members for a period of one years without voting rights

8.6. There will be honorary president(s) and honorary members of the Executive committee to be approved by the Executive committee upon proposal by at least two full members

8.7. Executive Committee members terms and functions:

The members of the Executive Committee are elected in office for a period of three years and shall retire at the time of the General Assembly in the third year. Each Executive Committee member is

eligible for re-election twice. In exceptional circumstances the Executive Committee may decide by majority vote that a member may stand for re-election more than twice if it is in the interest of the association.

- 8.8. Major duties of Executive Committee members:
 - a. governing EAFP by the broad policies developed by the Executive Committee;
 - b. establish overall long and short term goals, objectives and priorities for the association in meeting the needs of European Faculties of Pharmacy;
 - c. recommend policy to the General Assembly;
 - d. examine applications for admission to the Association and grant admission for applicants with positive evaluations;
 - e. promote EAFP membership through community networking, and other activities;
 - f. being accountable and seeking nominations for election to the Executive Committee when appropriate;
 - g. the preparation and convening of the General Assembly; rendering accounts; filing petitions with regard to passing resolutions, concerning the specific work (business at hand);
 - h. the execution and/or coordination of the implementation of the resolutions which were determined at the General Assembly;
 - i. settle all issues, which are not otherwise regulated by acts (principles) reserved by right of the delegates assembly;
 - j. to prepare for and participate in the discussions and the deliberations of the Executive Committee .
- 8.9. Executive Committee members exercise their activities within EAFP without remuneration.
- 8.10. The Executive Committee shall meet at least once a year and are convened by the President. The Committee's quorum is six. Resolutions are passed by majority vote. In a case of a tie of votes, the President shall have a casting vote.
- 8.11. All elections to the Executive Committee are personal. If an Executive Committee member resigns during his/her term of office, a new member shall be elected at the next General Assembly.
- 8.12. Membership of the Executive Committee shall end by:
 - a. the member's resignation from the Executive Committee; any member of the Executive Committee who have been absent for three consecutive meetings without due reason can be considered as having resigned;
 - b. the removal from office by the General Assembly;
 - c. the completion of the term of office;
 - d. death of the Executive Committee member.
- 8.13. A member of the Executive Committee can be suspended or discharged by the General Assembly, with three fourth of the votes of the members present or represented at the General Assembly. The suspended member of the Executive Committee shall be granted the opportunity to account for his/her actions before the General Assembly and in doing so may have him/her self represented by counsel at his/her cost.
- 8.14. Executive Committee members may at any time present their resignation by registered letter addressed to the President, or in the case of the President's resignation to the Vice President. The resignation will be effective once the acknowledgment of receipt of the registered letter has been signed by the President or the Vice President.
- 8.15. Executive Committee vacancies. Should a position become vacant, the Executive Committee can temporarily appoint a member to fill the vacancy until the next General Assembly when the ordinary

procedure can take place. The term of office for a temporary appointment is only as long as the unexpired period for the predecessor's term of office.

Article 9: Representation of the association

Besides the Executive Committee, the President and one of the other members of the Executive Committee shall jointly represent the association. All acts involving the association in legal or extra-legal actions must be signed jointly by two Executive Committee members, including the President.

Article 10: Funds, financial year, budget and annual report and accounts

10.1. The association's funds consist of:

- a. annual subscriptions from the members and associate members;
- b. grants and subsidies from European or National organizations;
- c. subsidies or donations from local authorities or commercial enterprises;
- d. any other funding allowed by law.

The subscription rates are determined annually by the Executive Committee and the ratified by the General Assembly at the General Assembly.

10.2. The association's financial year starts on January 1st, every year.

10.3. Unless the law requires the appointment of an independent, external auditor by the General Assembly in order to audit EAFP's annual accounts, the association's accounts are audited by two of its member's representatives. Auditors are appointed every year during the general assembly, for the following year.

10.4. Every year, the Executive Committee presents for approval to the General Assembly the full annual accounts, including the balance sheet and the statement of income and expenditure over the past financial year together with a detailed annual report, and a budget for the next financial year.

10.5. After the approval of the balance sheet and statement of income and expenditure the General Assembly shall discharge the Executive Committee from its financial responsibility.

10.6. The membership fee is to be paid annually.

Article 11: Amendment to the articles of association

Amendments to the articles of the association can be proposed by the Executive Committee or by at least two members. Such a proposal can only be considered by a General Assembly. The decision to amend the articles of association must be ratified by at least two thirds of the votes of the members present or represented at the General Assembly.

Article 12: Dissolution

12.1. A proposal for dissolution can be made by the Executive Committee or by at least three members. Such a proposal can only be considered by a General Assembly. The quorum for such a meeting is one

third of the members. A decision for dissolution requires at least four fifth of the votes of the members present or represented.

- 12.2. The meeting referred to in the immediately preceding paragraph should be summoned at least six weeks (6) in advance, whereby also the literal text of the proposal for dissolution is brought to the members' notice.
- 12.3. If in the case of a General Assembly convened to consider dissolution of the association a decision cannot be taken on account of the quorum not being present, within six (6) months after that meeting a new General Assembly will be convened and held, for which the quorum no longer applies. A decision for dissolution again requires at least four fifth of the votes of the members present or represented.
- 12.4. In the resolution for dissolution of the association the General Assembly shall also determine the way in which liquidation shall take place, appoint one or more liquidators, determine their powers and indicate the allocation of the net assets of the association. Such an allocation may only benefit an organization with a similar non-profit purpose as that pursued by EAFP.

Article 13: Enforcement

The present statutes come into force upon their formal adoption by the General Assembly.