



European Network for Accreditation of  
Engineering Education

## **Constitution Act and Statutes**

On 7 October 2005, the associations here after:

FEANI Aisbl, located at 18 Avenue Roger Vandendriessche, 1150 Brussels, Belgium, and represented by Mr Heinz Müller

ENGINEERING COUNCIL UK, located at 10 Maltravers Street, London WC2R 3ER, United Kingdom, and represented by Mr Jim Birch

CTI – COMMISSION DES TITRES D'INGENIEURS, located at 21 rue Pinel, 75013 Paris, France, and represented by Mrs Michelle GELIN, Chairman, and Mr François Tailly

ASIIN – FACHAKKREDITIERUNGSAGENTUR FÜR STUDIENGÄNGE DER INGENIEURWISSENSCHAFTEN, DER INFORMATIK, DER NATURWISSENSCHAFTEN UND DER MATHEMATIK e.V, located at PO Box 10 11 39, 40002 Düsseldorf, Germany, and represented by Mr Iring Wasser

ORDEM DOS ENGENHEIROS, located at 4 Av. Sidonio Pais, 1050-212 Lisboa, Portugal, and represented by Mr Fernando Ferreira Santo

CoPI – CONFERENZA DEI PRESIDI DELLE FACOLTA' DI INGEGNERIA ITALIANE, located at Universita La Sapienza – Facolta' di Ingegneria, Via Eudossiana 18, 00184 Roma, Italy, and represented by Mr Alfredo Squarzoni

UAICR – UNIUNEA ASOCIATILOR INGINERILOR CONSTRUCTORI DIN ROMANIA, located at Bul.Lacul.Tei 124, 020396 Bucharest, Romania, and represented by Mr Iacint Manoliu

SEFI – SOCIETE EUROPEENNE POUR LA FORMATION D'INGENIEURS, located at 119 rue de Stassart, 1050 Brussels, Belgium, and represented by Mr Torbjörn Hedberg

ENGINEERS IRELAND, located at 22 Clyde Road, Ballsbridge, Dublin 4, Ireland, and represented by Mr Denis Mc Grath

RAEE – RUSSIAN ASSOCIATION FOR ENGINEERING EDUCATION, located at Office 237a, 30 Lenin avenue, TPU, Tomsk 634050, Russia, and represented by Mr Oleg Boev

EUROCADRES – CONSEIL DES CADRES EUROPEENS, located at 5 boulevard du Roi Albert II, 1210 Brussels, Belgium, and represented by Mr Pierre Compte

UNIFI – UNIVERSITA DEGLI STUDI DI FIRENZE, located at Piazza S.Marco 4, 50121 Firenze, Italy, and represented by Mr Claude Borri

IDA – THE DANISH SOCIETY OF ENGINEERS, located at 31-33 KalveAdministrative Council Brygge, 1780 Copenhagen V, Denmark, and represented by Mr Ib Oustrup

BBT - BUNDESAMT FÜR BERUFSBILDUNG UND TECHNOLOGIE, located at 27 Effingerstrasse, 3003 Bern, Switzerland, and represented by Mr Gaston WOLF

have decided to create a “Not-for-Profit International Association” according to the Belgian law on Aisbl. The statutes have been approved by the founding members, subject to ratification by the General Assembly on 8 February 2006. This association may include later on any additional Members who will be accepted.

**DRAFT**

*European Network for Accreditation of Engineering Education*  
Not-for-Profit Association  
(abbreviated name : ENAEE)

**STATUTES**

**Adopted by the General Assembly**  
Brussels, 8 February 2006

**CONTENTS**

**SECTION 1  
GENERAL**

Article S1	NAME AND FORM
Article S2	REGISTERED OFFICE
Article S3	DURATION
Article S4	LANGUAGES
Article S5	PURPOSES
Article S6	ACTIVITIES

**SECTION 2  
MEMBERSHIP – ADMISSION – RESIGNATION –  
MEMBERSHIP FEES - EXPULSION**

Article S7	MEMBERSHIP
Article S8	ADMISSION
Article S9	RESIGNATION – MEMBERSHIP FEES - EXPULSION

**SECTION 3  
ORGANISATION**

Article S10	STRUCTURE
Article S11	FUNCTIONS OF THE GENERAL ASSEMBLY
Article S12	SCOPE AND MEMBERSHIP OF THE GENERAL ASSEMBLY
Article S13	MEETINGS OF THE GENERAL ASSEMBLY
Article S14	QUORUM AND VOTING AT THE GENERAL ASSEMBLY
Article S15	ADMINISTRATIVE COUNCIL
Article S16	THE CHAIRMAN OF THE ADMINISTRATIVE COUNCIL

- Article S17 CREATION OF COMMITTEES AND WORKING GROUPS
- Article S18 THE TREASURER
- Article S19 PERMANENT SECRETARIAT
- Article S20 INTERNAL AUDITORS

**SECTION 4  
FINANCE**

- Article S21 RESOURCES
- Article S22 FISCAL YEAR

**SECTION 5  
AMENDMENTS**

- Article S23 AMENDMENTS OF THESE STATUTES

**SECTION 6  
ADDITIONAL INTERNAL RULES**

- Article S24 BY-LAWS
- Article S25 GENERAL POLICIES

**SECTION 7  
MISCELLANEOUS**

- Article S26 ARBITRATION
- Article S27 DISSOLUTION/LIQUIDATION

Note: In these Statutes the term “he” shall be understood as he or she.

**SECTION 1  
GENERAL**

### **Article S1 – NAME AND FORM**

The association is an International Association called: ENAEE (European Network for Accreditation of Engineering Education). The association is governed by the measures of Title III of the Belgian Law of 27 June 1921 on non-profit making associations, non-profit making foundations and international associations.

### **Article S2 – REGISTERED OFFICE**

Its registered office is established in Brussels and is currently located at the office of the Secretariat General of FEANI, 18 Avenue Roger Vandendriessche, 1150 Brussels.

It can be transferred to any other location in the Brussels area by decision of the Administrative Council, to be published in the Annexes to the Moniteur Belge (Belgian Official Journal).

### **Article S3 – DURATION**

Its duration is unlimited. However, it can be brought to an end at any time by decision of the General Assembly, to be published within one month in the Annexes of the Moniteur Belge.

### **Article S4 – LANGUAGE**

The working language of ENAEE is English.

### **Article S5 – PURPOSES**

The association pursues scientific and pedagogical goals. It intends to build confidence in systems of accreditation of engineering degree programmes within Europe and to promote the implementation of accreditation practice for engineering education systems in Europe.

In particular, it deals with:

- facilitating the free exchange of information and providing an effective communication channel for those bodies and individuals concerned with educational and professional standards in Engineering throughout the European Higher Education Area. Such bodies may include government agencies, professional organisations, higher education institutions, employers and their associations, representatives of engineering students bodies and their associations.

- providing such information as already exists within each country on topics and issues connected with educational and professional engineering standards
- participating in the creation and ultimately the administration of a European accreditation framework for engineering education programmes.

## **Article S6 – ACTIVITIES**

The association does not intend to make any profit, but is allowed to seek public and private fundings, donations, allocations, fees and financial contributions through its own activities.

To achieve these purposes, ENAEE implements at least the following activities:

- S6.1** It establishes and maintains agreed Standards for the accreditation of engineering programmes, and assumes responsibility for the protection of a corresponding European accreditation label.
- S6.2** It participates in the establishment and operation of a European Accreditation framework for engineering education programmes.
- S6.3** It provides information exchanged by regular communication of the membership's accreditation criteria, systems, procedures, manuals, publications, lists of accredited programmes and any other detail considered appropriate.
- S6.4** It provides for the exchange of information between accreditation bodies at European and also world-wide level.
- S6.5** It promotes the establishment of local (and possibly national) accreditation agencies.
- S6.6** It organises meetings, seminars and workshops on accreditation practice.

**SECTION 2**  
**MEMBERSHIP – ADMISSION – RESIGNATION –**  
**MEMBERSHIP FEES –EXPULSION**

**Article S7 –MEMBERSHIP**

There are two membership categories, namely:

**S7.1 Full Members**

- a) Accreditation organizations for engineering programmes within the European Higher Education Area;
- b) All other organisations having the development of engineering education accreditation procedures among their main objectives as well as organisations whose mission is to foster the interests of the profession of engineers .

**S7.2. Associate Members**

- a) Educational and training institutions and their associations.
- b) Organisations representing engineering students

**Article S8 – ADMISSION**

Participation in the ENAEE is on a "voluntary" basis. Applications for membership must be submitted in writing to the Administrative Council which will examine and submit the application to the General Assembly for approval or otherwise.

Acceptance of membership implies acceptance by the applicant of all ENAEE statutes, bye-laws and rules.

**Article S9 – RESIGNATION – MEMBERSHIP FEES - EXPULSION**

**Resignation**

A Full or Associate member of ENAEE may resign at any time by letter to the Chairman of the Administrative Council.

**Membership fees**

Each Full or Associate member undertakes to pay annually and not later than by 1<sup>st</sup> September the fee whose amount is determined each year by the General Assembly.

### **Suspension of voting rights**

The voting rights of a Member whose due subscription fees have not been credited on the ENAEE account four weeks prior to the date of the General Assembly are suspended for the duration of that General Assembly. The voting rights will be reinstated, for purposes of the next General Assembly, following payment in full of the outstanding amount as determined by the Treasurer.

### **Expulsion**

The General Assembly can decide to expel, upon a recommendation presented to it by the Administrative Council, a Member

- (i) whose financial obligations to ENAEE are two years overdue as confirmed in a Resolution presented to the General Assembly by the Administrative Council, or
- (ii) who by its actions or behaviour is in serious breach of ENAEE's Statutes and By-laws, or
- (iii) who brings the reputation of ENAEE into disrepute, or
- (iv) who repeatedly violates the Statutes or By-laws of ENAEE, or
- (v) who no longer has the qualifications required by Articles S5 and S8 of the Statutes but does not resign.

Concerning point (iv), the Administrative Council may however, in urgent cases, immediately suspend a Member until final decision of the General Assembly.

No Member shall be expelled until it has been invited to present its defence in writing or at the General Assembly.

### **Consequences of resignation / expulsion**

If a Member resigns or is expelled before 1<sup>st</sup> of September in any year it shall be required to pay all debts and the subscription for that year. If a Member resigns or is expelled after the 1<sup>st</sup> of September in any year it shall be required to pay all debts and the subscriptions for that year and the following year.

The Members who resign, who have been suspended or expelled, for any reason, lose their right as Member. They cannot claim or require neither to raise or render account nor to affix assets or inventory.

## **SECTION 3 ORGANISATION**

### **Article S10 - STRUCTURE**

ENAEE is organised according to the following structure :

- the General Assembly,
- the Administrative Council,
- the Chairman of the Administrative Council
- the Treasurer
- the Permanent Secretariat

The members of the Administrative Council, the Chairman of the Administrative Council and the Treasurer are not paid.

#### **Article S11 – FUNCTIONS OF THE GENERAL ASSEMBLY (GA)**

The General Assembly is the highest decision making body of ENAEE.

The tasks of the General Assembly are:

- a. To elect the members of the Administrative Council;
- b. To elect the Chairman of the Administrative Council and the Treasurer from among the members of the Administrative Council;
- c. To discuss and decide on recommendations for new members, proposed by the Administrative Council;
- d. To discuss and decide on recommendations from the Administrative Council for the expulsion of members;
- e. To discuss and ratify the programme of activity, prepared by the Administrative Council;
- f. To discuss and approve the financial statements of the past fiscal year, the budget of the next year and the membership fees prepared by the Treasurer;
- g. To delegate the day-to-day operation of the association to the Administrative Council;
- h. To discuss and approve procedures for the conduct of internal audits;
- i. To elect Internal Auditors who operate according to procedures approved by the General Assembly.

#### **Article S12 – SCOPE AND MEMBERSHIP OF THE GENERAL ASSEMBLY**

The "General Assembly" of ENAEE is formed by nominated delegates of all members:

- a. Each full member will nominate, in accordance with their own rules, one voting delegate. Delegates will serve for a period of up to three years before

renomination is sought. They must normally be staff or members of relevant boards of the associations concerned.

- b. Each Associate Member will nominate one non-voting delegate.

**Article S13 – MEETINGS OF THE GENERAL ASSEMBLY**

The General Assembly (GA) meets at least once every calendar year, and at any time when at least 25% of the nominated delegates file a written request to the Administrative Council. The invitation to attend a General Assembly shall be sent by the Chairman of the Administrative Council to all members with at least two months notice together with the agenda. The agenda shall include the items specified by the Administrative Council and/or requested by a Full member. The meetings of the General Assembly are presided over by the Chairman of the Administrative Council. If the Chairman of the Administrative Council is unable to attend, the GA shall elect a chairman for the session. Whenever possible, the annual GA will be held in conjunction with a public "Workshop" open to discussion and presentations

**Article S14 – QUORUM AND VOTING AT THE GENERAL ASSEMBLY**

The Assembly is quorate if 2/3 delegates of the full members participate, either directly or by proxy. Only Full members have a voting right.

Any delegate at the Assembly can on written request be represented by another delegate. A delegate cannot represent more than five other delegates.

**ENAE DECISION MAKING METHODS**

Decisions	Notice Time	Necessary Majority	Effective
Statutes + Amendments	4 month	2/3 majority of the votes present in person or by proxy	Immediately after decision by GA
Dissolution of ENAE			to be decided by Full Members
Admission of new Members Expulsion of a Member			Immediately after decision by GA
Bylaws + their Amendments	2 month	Simple majority of votes present in person or by proxy	Immediately after decision by GA
Election of Officers (Chairman of the Administrative Council, Treasurer)			
Membership fees			
	11		

Budgets + Amendments, Annual Balance			
All other decisions	None	Simple majority of votes present in person or by proxy	Immediately after voting

If a General Assembly meeting fails for want of a quorum to reach either type of decision, the meeting shall be called anew and held on a date at least one month later. The decisions made at such second meeting shall be valid regardless of the number of members covered by Article S7.1 of the Statutes and Article S7.2 of the Statutes present in person or by proxy, provided that they relate only to the business on the previous meeting's agenda.

### **Article S15 – ADMINISTRATIVE COUNCIL**

The Administrative Council will consist of no fewer than 5 and no more than 7 persons, nominated by the Full members and appointed by the GA for a period of three years. Its main tasks are:

- a. Maintain the agreed Standards for the accreditation of engineering programmes, and assumes responsibility for the protection of a corresponding European accreditation label;
- b. Prepare the programme and manage the activities of ENAEE;
- c. Prepare the budgets of ENAEE;
- d. Propose the Membership Fees;
- e. Consider applications for membership and make recommendations on them to the General Assembly;
- f. Discuss proposals for expulsion of members and make recommendations on them to the General Assembly;
- g. Manage the ENAEE website, according to the general rules set in the Agreement.

The Administrative Council is quorate when 50% + 1 of the members are present. The decisions will be taken by simple majority vote.

### **Article S16 – THE CHAIRMAN OF THE ADMINISTRATIVE COUNCIL**

The Chairman of the Administrative Council is appointed by the GA from among the Administrative Council members for a three-year term and may be re-appointed once.

The Chairman of the Administrative Council is the legal representative of ENAEE in all civil affairs and in all judicial action either as plaintiff or defendant. In a lawsuit, he may be replaced by an agent acting by virtue of a special power-of-attorney. He executes the decisions of the General Assembly, chairs meetings of the Administrative Council and of the General Assembly.

#### **Article S17 – CREATION OF COMMITTEES AND WORKING GROUPS**

In order to deal expeditiously with issues of common interest, the Administrative Council may establish Committees and ad hoc Working Groups. The Administrative Council will supervise and co-ordinate the activities of the established Committees and Working Groups.

#### **Article S18 – THE TREASURER**

The Treasurer is appointed by the GA from among the Administrative Council members for a three-year term and may be re-appointed once.

The Treasurer authorizes the expenditures. He is responsible for submission of ENAEE's financial statements and budget to the Administrative Council, the General Assembly and the Internal Auditors. During the second half of the financial year he shall prepare the balance sheet, the revised forecast for the current year and the budget proposal for the coming year.

#### **Article S19 – PERMANENT SECRETARIAT**

The Permanent Secretariat is appointed by the Administrative Council. The practical details of its operation are specified in the By-Laws. It will support the Chairman of the Administrative Council in the day-to-day management of the association and support the Treasurer in the follow-up of incomes and expenses as well as in the preparation of the budget.

The Permanent Secretariat is in charge of preparing all documents for the General Assembly. The minutes and all documents related to the association will be kept in a register at the Permanent Secretariat.

The Permanent Secretariat is a paid function.

#### **Article S20 – INTERNAL AUDITORS**

The Internal Auditors are appointed by the General Assembly for a term of three years and shall each act in accordance with the guidelines agreed by the General Assembly.

Candidatures for the post of Internal Auditor are proposed by the Members or the Administrative Council and sent to the registered office of ENAEE.

## **SECTION 4 FINANCE**

### **Article S21 – RESOURCES**

ENAEF resources derive from:

- Its members' subscriptions,
- Gifts, grants and subsidies if any,
- Revenues from its own authorised activity if any,
- The yield of its bank accounts,
- Any other legal means that comply with the purpose and objective of ENAEF.

### **Article S22 – FISCAL YEAR**

The association's fiscal year is the calendar year. After approval by the Treasurer, the financial statements and a draft budget are submitted promptly to the Administrative Council for consideration and presentation to the General Assembly.

## **SECTION 5 AMENDMENTS**

### **Article S23 – AMENDMENT OF THESE STATUTES**

These statutes may be amended only by the General Assembly as provided in Article S14 of the Statutes.

Amendments to the Statutes come into force within the association immediately after decision by the General Assembly.

However, they will not take effect until approved by Royal Decree and until they have been published in the "Annexes au Moniteur Belge" in accordance with the law of 27 June 1921.

Any proposal to amend the Statutes must be addressed in writing to the registered office of ENAEF. Such requests shall be circulated by the Permanent Secretariat to all Members not less than four months before the meeting of the General Assembly.

## **SECTION 6 ADDITIONAL INTERNAL RULES**

### **Article S24 – BY-LAWS**

**S24.1** The By-laws of ENAEE cover subjects not covered by the Statutes. The By-laws are formulated by the Administrative Council and approved by the General Assembly according to Article S14.

**S24.2** Any proposal to amend the By-laws must be addressed by writing to the Permanent Secretariat of ENAEE. The amended By-laws are submitted to the General Assembly for approval according to Article S14.

#### **Article S25 – GENERAL POLICIES**

ENAEE General Policies are prepared by the Administrative Council and submitted to the General Assembly for approval by a simple majority. They have to be adhered by all ENAEE Members, Administrative Council Members, Permanent Secretariat members, Committees and Working Groups until amended or deleted by the General Assembly.

### **SECTION 7 MISCELLANEOUS**

#### **Article S26 - ARBITRATION**

In case of internal legal controversy, the dispute shall be brought before three arbiters, all educated in Belgian law and fluent in English. One arbiter shall be elected by each party and the two arbiters will elect a third independent arbiter. The proceedings shall be held in Brussels, in English. The decision of the arbiters is binding.

#### **Article S27 – DISSOLUTION / LIQUIDATION**

Without prejudice to Article 5 of the law of 27 June 1921, this association may be dissolved by the General Assembly, for any reason, as provided in Article S14 of the Statutes at a meeting of the General Assembly called for that purpose. In that case the General Assembly shall elect and decide on the powers and compensation if any of a liquidator. In the case of dissolution, the remaining assets shall be left to the Engineers for Disaster Relief (RedR).

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