



HOUSE RULES EFLE-Association

Article 1 – General provisions

1. The name of the association is EFLE-Association, hereafter referred to as “the association”. The association was established by notarial deed on April 9, 2021 and has its registered office in Nijmegen.
2. The internal regulations apply in inseparable connection with the articles of association of the association, as last established by notarial deed on April 9, 2021.

Article 2 – Goals and activities

The association aims to enhance international awareness and knowledge sharing amongst teachers, researchers, administration and students of educational institutions in the field of Logistics, Transport and Supply Chain Management.

The association enables the sharing of best practices in teaching; including learning environment development, teaching material, pedagogical and didactical solutions. The network offers the possibility to establish international cooperation projects for joint in-class but also on-line learning between international learning groups of different institutions.

The association aims to support curriculum development at member institutions within the European framework of learning.

The association provides a platform for collaborative research in the field of Logistics, Transport, Digital Science and Supply Chain Management. The member institutions are encouraged to engage in joint research funding proposals with the European Union and other possible funding organisations.

The association enhances the international awareness of students. The member institutions provide international learning ventures as part of their curriculum. The students have the opportunity to strengthen their intercultural communication, problem solving, team working and collaborative research skills within international teams in-class and on-line.

Article 3 – Members

1. The association consists of members who subscribe to the objectives, Statutes and House Rules of the association. Members can be:
 - Legal entities (educational institutions)
 - Natural persons (private persons)
 - Members of merit

Article 4 – Members of merit

1. Members of merit are natural persons who have been appointed as such by the board of the association on account of special merits towards the association. Members of merit have the same rights as natural persons but do not pay contribution.

Article 5 – Donors

1. In addition to members, the association also has donors.
2. Donors are those natural or legal persons who are admitted by the board and who commit themselves towards the association to make an annual contribution determined by the board.
3. Donors have no rights and obligations other than those granted or imposed on them in or pursuant of the Statutes and/or articles.



4. The rights or obligations of donors can be mutually terminated at any time by giving notice, except that the annual contribution for the current financial year remains due in full.
5. Termination on behalf of the association is effected by the board.

Article 6 – Membership

1. Registration is effected by completing, dating and signing an application form, provided by the secretary, on which the following information are entered: name institution, contact person on behalf of institution, first name and last name (in full), address, telephone number, email address.
2. The board ensures that this information is handled with care and will only be used for administrative purposes.

Article 7 – Admitting members

1. Membership is obtained by a decision for admission taken by the secretary on behalf of the board. The secretary cannot refuse membership on his own initiative, in which case the board will decide on admission.
2. Admission will be announced in the association's means of communication. Within 14 days of this announcement, any member entitled to vote may, when stating reasons, object to the admission to the association to the board. Should this lead to a rejection by the board, the applicant will be notified about this in writing, stating the appeal procedure. If the non-admitted member requests so, the rejection decision will be submitted to the general meeting of members.
3. Upon definitive admission, this will be reported on the association's website.

Article 8 – End of membership and payment of contribution

The provisions, regulated in Articles 4 to 6 of the Statutes, apply to termination of membership by law and by the board.

1. Members can only terminate their membership at the end of a calendar year by giving written notice to the board respecting a notice period of at least four weeks. In the event of late termination, the membership and thus the payment obligation will continue until the following calendar year.
2. The members are obliged to pay the contribution determined by the general meeting of members in the first month of the new calendar year after having received a payment request from the treasurer. In the event of late payment, the board may charge a surcharge for administrative actions.

Article 9 – Members' rights and obligations

Apart from the obligations laid down in Articles 5 and 7 of the Statutes, all members have the rights and obligations referred to below.

1. Upon joining as a member, they have the right to receive a copy of the Statutes and House Rules.
2. They have the right to participate in the EFLE conferences.
3. They have the right to participate in debates and votes in the general meetings of members, at which both legal persons and natural persons have a vote.
4. Both representatives of legal entities and natural persons have the right to be elected as board member.
5. They have the right to submit proposals, complaints and wishes to the board. The board is obliged to deal with or investigate these as soon as possible, or to have them examined or investigated, and to inform the member who submitted the proposal, complaint or wish about the result.
6. They have the obligation to inform the board of a change of their address or contact person.
7. They have the obligation to pay the contribution on time.
8. They have the obligation to comply with the House Rules and the Statutes of the association.



Article 10 – Board

1. The board consists of a chairman, a secretary, a treasurer and a maximum of two members, all of whom must be of age.
2. Without prejudice to the relevant provisions in the Statutes, elsewhere in the House Rules or in other regulations, management includes:
 - a. the general management of affairs;
 - b. the implementation of the decisions taken by the general meeting;
 - c. supervising compliance with the Statutes and regulations;
 - d. appointment, dismissal and suspension of persons working for the association.
3. The board meets at least once every two months in accordance with a predetermined schedule, with the exception of the months of July and August. In addition, the board meets as often as wished by the chairman or at least two members of the board.
4. A notice for a meeting must be in the possession of the board members at least 48 hours before the start of the meeting, while a meeting requested by the board members must be convened within a maximum of one week.
5. A board meeting is authorized to make decisions if the majority of the board members is present. Voting on persons is done in writing, while voting on matters can be done orally. Decisions are taken by a majority of valid votes. If the votes are tied in a vote on matters, the proposal shall be deemed to have been rejected. If, in a vote on persons, no one has obtained a majority of the valid votes cast in the first ballot, a second vote will be held on the persons who have gathered the most or, if necessary, the most votes except one. In the case of a second ballot, the largest number of votes decides. If the votes are tied in the second ballot, a lottery will immediately decide.

Article 11 – The executive board

1. The chairman, the secretary and the treasurer form the executive board. The executive board takes all decisions that cannot be postponed to an ordinary board meeting. The executive board announces its decisions, for ratification, at the next board meeting.
2. Duties of the chairman:
 - a. directs and oversees all association life;
 - b. is the spokesperson for all official representations, unless he has delegated this task to another board member.
3. Duties of the secretary:
 - a. carries out the correspondence on behalf of, and in consultation with, the board, signs all documents issued by him, is obliged to keep copies of them and to keep these as well as the documents received;
 - b. manages the archive and is liable for goods entrusted to him by association;
 - c. arranges the convening of meetings;
 - d. ensures announcements of changes or additions to the Statutes and regulations;
 - e. maintains a list accessible to members, which includes the names and addresses of all members of merit.
4. Duties of the treasurer:
 - a. manages the funds of the association;
 - b. ensures the collection of the funds accruing to the association and is responsible for all expenses approved by the board and the general meeting;
 - c. keeps a record of all receipts and expenditures;
 - d. conducts the correspondence, insofar as it relates to the execution of the tasks referred to in the preceding paragraphs of this article, signs all documents emanating from him, is obliged to keep copies of these, as well as to keep the documents received relating to the execution of the aforementioned tasks;



- e. reports to the general meeting on the financial situation, including the balance sheet and the statement of income and expenditures, with an explanation of the past association year and a budget for the coming association year.

Article 12 – Board election

1. Each board member resigns no later than three years after his election. The first time this will be done according to the schedule below.
First year: chair
Second year: secretary
Third year: treasurer.
2. The names of the retired board members, as well as of the candidates nominated by the board, must be published in the agenda of the annual general members' meeting in which the board election is being discussed.
In this agenda, the possibility of nomination by voting members of the association should also be opened, stating the associated procedure.
3. A nomination by voting members must be notified in writing to the secretary, to be signed by at least three voting members and must be accompanied by a signed declaration of willingness from the candidate concerned, possibly stating the position he aspires within the board.

Article 13 – Audit committee

1. In accordance with article 14 of the Statutes, the members of the audit committee are appointed by the general meeting of members.
2. The audit committee consists of two members and two reserve members.
3. The audit committee supervises the management of the treasurer. It is obliged to check the cash register, the balances, the books and records of the treasurer at least once a year. The outcome of this investigation is reported to the board.
4. If the audit committee deems it necessary to discharge the treasurer, it will make a proposal to the general meeting of members. The audit committee is authorized to make proposals to the board with regard to financial management.

Article 14 – Other committees

1. The board can set up committees. The appointment and dismissal of its members and the working methods of those committees are determined by the board.
2. The appointment as a member of a committee takes place for one year or until the assignment has been completed or withdrawn, unless there is an interim thank-you.
3. In the decision to set up a committee, the composition, task, authority and working method of the committee are laid down in an instruction. This instruction is considered an inseparable part of the House Rules.

Article 15 – Contribution

1. The members are obliged to pay an contribution, which will be determined annually by the general meeting. To this end, contribution can be divided into categories associated with different fee levels.
2. Merit members are exempt from paying contribution.
3. If the membership ends in the course of an association year, the contribution for the entire year will nevertheless remain due.



Article 16 – Website

The association has its own website. This website is maintained by the board. The content and scope of the information and articles included may not harm the interest of the association in general. A board member appointed for that purpose will take a seat in the editorial board. The members give permission to post images on this website. If they do not agree with the images posted, a reasoned objection can be submitted to the board.

Article 17 – Sponsoring

The board can draw up guidelines for entering into sponsorship contracts.

Article 18 – Changes in the House Rules

1. The House Rules can only be amended by a resolution of the general meeting of members, which was convened with the announcement that amendments to the House Rules will be proposed there. The advanced notice for convening such a meeting must be at least seven days.
2. At least five days before the meeting is held, a copy of the proposal, in which the proposed amendment is included verbatim, must be sent to all members.
3. A resolution to amend the House Rules requires at least 2/3 of the valid votes cast, in a meeting in which at least 2/3 of the members are present. If this quorum is not present, a second meeting shall be convened and held within four weeks thereafter, at which a decision shall be taken on that proposal, irrespective of the number of members present, to amend the House Rules, subject to a majority vote of 2/3 of the valid votes cast.

Article 19 – Final provisions

1. Every member has to comply with the provisions of these regulations.
2. After adoption of the regulations, the text will be made known to the members as soon as possible.
3. These House Rules and all subsequent amendments to these rules enter into force fourteen days after the minutes of the general members' meeting have been published.
4. The House Rules may not contradict the Statutes. If this is the case, the association Statutes take precedence over the House Rules.
5. The Dutch version of the House Rules take precedence over the English version.

Adopted at the general meeting of the association on 7 October 2021.

On behalf of the board of the association,

The chair:

The secretary: