

# EUROPEAN CAMPUS CARD ASSOCIATION CONSTITUTION

VERSION 1. MAY 2004

## **Name and location**

### **Article 1:**

An international educational association is established, called the "European Campus Card Association ". It is abbreviated as: ECCA. The association shall have its administrative office in Ireland and at present at Waterford Institute of Technology. It may be relocated to any other address in Europe by a decision of the Executive Council.

This Constitution is drafted in accordance with the Irish law of 25 May 2004.

## **Mission and aims**

### **Article 2:**

The mission of the association is to assist the institutions of higher education in the Member States of the European Union and other European Countries to implement and operate campus card programmes by facilitating information exchange, by developing European standards where appropriate and by acting as a forum for interaction between the institutions and other agencies with an interest in campus card applications in Higher Education.

The aims of the association are:

- To promote transnational cooperation between the institutions.
- To provide a platform for the members to exchange information on the development of campus card programmes in higher education.
- To foster the development of transnational standards to achieve interoperability and better cost effectiveness.
- To achieve cooperation in the field of higher education by establishing close links with other organisations that have similar objectives.
- To promote the development of new technologies and applications.
- Act as a centre for education and research in the field.

## **Membership**

### **Article 3:**

There are three kinds of membership:

- Academic members representing individual institutions of Higher Education
- Corporate members representing individual agencies supplying services or goods to Campus Card programmes.
- Associate members

Membership is conferred by Plenary Council without limitation of time and may be revoked for non – compliance with this constitution. The reasons for termination of membership are to be specified in writing after consultation with the member.

Associate members and corporate members may participate in the Plenary council, but without the right to vote, and their representatives may not hold administrative office.

## Structure

### Article 4:

ECCA has the following management bodies:

- The Plenary Council
- The Executive Council
- The Presidium

### The Plenary Council

#### Article 5:

The Plenary Council has full powers in the realisation of the mission and aims of the association. In particular the tasks of the Plenary Council are:

- To determine the policy of the association.
- To elect or discharge the President and the Vice President.
- To elect the Treasurer.
- To elect the ordinary members of the Executive Council.
- To appoint the Secretary General. He or she serves for a period of 2 years. This period can be prolonged.
- To decide the level of the subscription fee for the members.
- To approve the annual budget and report of the Treasurer.
- To amend the constitution.
- To dissolve the association.
- All important issues including appointment of key people to an office within the association must be approved by the Plenary Council.

The Plenary Council meets annually.

Meetings of the Plenary Council are called by the President. Notice of a meeting must be provided at least 4 weeks in advance in writing.

If the majority of the delegates demand so, an extraordinary meeting is called by the President within 2 months from the date of the request.

The Plenary Council consists of all members who have paid their subscriptions for the current period.

The Plenary Council decides by a majority of the members present. The President has a casting vote. Each member has one vote. Members may vote by proxy, which must be based on a written document.

The Plenary Council can admit a limited number of observers to its meetings. Observers have no vote.

The President will present an annual report on behalf of the Executive Council to the Plenary Council.

The Treasurer will present an annual financial report to the Plenary Council.

### The Executive Council

#### Article 6:

The Executive Council consists of the President, the Vice President, the Treasurer and four ordinary members. The meetings of the Executive Council cannot be held unless at least four of the members are present.

The Executive Council determines the day-to-day policy of the association within the guidelines of the Plenary Council.

The Executive Council ensures that at least every other year a conference is held in a European country.

The Executive Council appoints an organising committee, which is chaired by a member of the association from the country in which the conference is to take place.

To promote transnational cooperation and the dissemination of information the Executive Council can organise seminars, workshops and other meetings.

The Executive Council determines the emoluments of the Secretary General for his or her time and expenses.

The Executive Council admits new members and terminates membership.

## **Voting Procedure**

### **Article 7:**

#### 1. Executive Council

All decisions are by majority vote of the members present unless otherwise determined by this constitution. The Chairperson of the meeting has a casting vote.

#### 2. Plenary Council

All decisions are by majority vote of the members present unless otherwise determined by this constitution. The Chairperson of the meeting has a casting vote.

## **The Presidium**

### **Article 8:**

The Presidium of ECCA consists of the President, Vice President and the Secretary General. Its task is to prepare issues, which have to be discussed and decided by the Executive and Plenary Council.

## **The President - Vice President**

### **Article 9:**

The Presidency is a non-paid position (except for normal out of pocket expenses). The tenure of the position is two years.

The President will

- preside over the Plenary Council and the Executive Council
- represent the association
- supervise the Secretary General.

At the end of the term (two years) the President cannot immediately be elected President or Vice President.

All members in good standing are eligible to be elected President.

The Vice Presidency is a non-paid position (except for normal out of pocket expenses). The Vice President shall assist the President in the execution of his or her office and shall deputise for the President.

A President or a Vice President can be discharged before the end of their term if they are deemed not to act in the best interest of the association.

If the President is unable to complete the term of office the Executive Council will have the power to appoint the Vice – President to the position of President for the remainder of the term

If the Vice - President is unable to complete the term of office the Executive Council will have the power to appoint a Vice–President for the remainder of the term.

#### **Article 10:**

ECCA has the following offices:

- A Secretary General
- A Secretariat
- A Treasurer

#### **Article 11:**

The tasks of the Secretary General are:

- To prepare the meetings of the Plenary and Executive Council.
- To draft the minutes of the meetings and to carry out the decisions made.
- To provide the members with the necessary information.
- To disseminate appropriate information among the members.
- To keep a record of the decisions and minutes of the meetings of the Executive and Plenary Council.

The Secretary General acts as secretary to the Executive Council. He or she is authorised to sign legally binding documents together with the President *or the vice-president* on behalf of the association except for all specified financial matters which are conducted by the Treasurer according to financial criteria.

The Secretary General has the support of a secretariat. He or she supervises the secretariat.

#### **The Treasurer**

#### **Article 12:**

*The Treasurer is responsible for the finances of the ECCA, specifically to:*

*collect fees and subscriptions:*

*manage all payments and incomes; and*

*submit annually audited accounts for the preceding year and the budget for the following year for the approval of the Plenary Council. The financial year corresponds to the calendar year.*

#### **Amendment of the constitution and dissolution**

#### **Article 13:**

The President shall inform the Plenary Council at least two months in advance, of any proposal for amendment of the constitution or dissolution of the association, and of the date of the meeting of the Plenary Council that shall decide on such a proposal.

#### **Finance**

#### **Article 14:**

The ECCA may set fees and levy charges for its publications and information disseminated by other means, for example, conferences and workshops.

Membership fees are set in Euro at a level decided by the Plenary council.

The ECCA may seek donations or derive income, as determined by the Plenary council.