

Article 1  
(The Federation)

- a) The Federation of European Industrial Editors Associations was founded in 1955 in Copenhagen, and is now known as FEIEA. It is a European organisation serving the interests of those who work primarily in internal communications and allied vocational training.
- b) FEIEA is politically neutral and has an unlimited life. The liability of its Executive Committee, Council, members, associations, institutions etc is limited.
- c) FEIEA has its registered office at a location decided by majority vote of the Council.
- d) The administrative and fiscal year runs from 1 January to 31 December.

Article 2  
(Objectives)

The objectives of FEIEA are:

- a) To raise awareness of the importance of internal communications and the role of members in foresting good human relations and efficient business performance in organisations. FEIEA will, for example, do this in the following ways:
  - i) by developing the qualifications and professional standing of those involved in the management, editing and production of internal communications media;
  - ii) by promoting professional vocational training and educational conferences and seminars for those involved primarily in internal communications.
- b) To promote contact and co-operation between national member associations, in particular through communications events and a regular news bulletin.
- c) To establish and maintain relations with other national and international organisations.
- d) To raise funds for carrying out these objectives by means of subscriptions, contributions and donations from member associations and from other sources, and to administer such funds.

Article 3  
(Membership)

FEIEA members comprise national associations in Europe serving the professional interest of those working in any aspects of primarily internal communications, including relevant vocational training. Only one national association from each country may join FEIEA.

Article 4  
(Applicants)

- a) An application for membership must be addressed to the Secretary General of FEIEA. Such an application must be accompanied by relevant information concerning structure, statutes or articles, policies, objectives, activities, number of members, etc. which gives a full picture of the applicant. The Secretary General will forward such an application to all members of the Council of FEIEA who, in their next meeting, will discuss the application and may accept it by a two-thirds majority vote. If not, the application is rejected.
- b) The applicant will be invited to present the case for joining to the Council meeting, but any further discussions and the voting by written ballot will be undertaken in the absence of the applicant.

Article 5  
(Termination of Membership)

- a) Any member may withdraw from FEIEA by sending a letter of resignation to the Secretary General, who will in turn inform Council members. Resignations will however only become effective at the end of the financial year after the annual Council meeting. Notice of resignation will not exempt the member from fulfilling its obligations (including financial) until the end of that period.
- b) If any member fails to pay the subscription for two consecutive years, that member may be considered to have resigned.
- c) Any member seriously failing in its duties towards FEIEA, or acting in contravention of the FEIEA Statutes, will be asked to resign by the unanimous decision of the other members of Council.
- d) Any member who has resigned from FEIEA or has its membership withdrawn by Council, immediately loses all membership rights.

Article 6  
(Subscriptions)

- a) Each member is required to pay an annual subscription.
- b) The amount of this is either based on the number of individual members a country has, or is a fixed fee related to the number of company members, the amount being determined by Council.
- c) The country organising the next Congress will pay a sum equal to 25% of any profit, instead of the subscription for the year in which the Congress is held.

Article 7  
(Associate membership)

In special cases, member countries may temporarily be elected to become associate members, to be reviewed annually by the Executive. Associate membership allows for a fixed subscription of 25% of the normal subscription.

Associate members will receive all paperwork and can attend Council meetings, but have no voting rights.

Article 8  
(The Council)

- a) The Council is the highest authority of FEIEA, composed of the Executive Committee and representative/s of each member country. Each member country may appoint one or two representatives to a Council Meeting. Council also has the right to co-opt individuals where necessary, for special purposes without voting rights.
- b) Council decides the policy, financing and administration of FEIEA.
- c) Council elects an Executive Committee from among members every three years.
- d) Council receives reports from the Executive Committee, determines the rate of annual subscriptions, decides the venue of the triennial Congress, and plans the annual FEIEA programme.
- e) Council deals with all resolutions submitted by national members.

Article 9  
(Meeting)

- a) The FEIEA Council meets once a year, hosted by one of the members and chaired by the President.
- b) The agenda for the Council meeting must include: minutes of the last meeting; reports from the Secretary General and Treasurer; dates and venues of future meetings.
- c) The agenda documents must be sent to all members at least one month before the Council meeting.
- d) Each country represented on Council will have one vote. Executive members should not vote, unless they hold the proxy to represent their member country. The President of Council has the casting vote, but cannot vote on behalf of his/her country in the absence of a national member being in attendance.
- e) Council decisions will be taken by a simple majority vote except in situations mentioned in article 4 (Applicants) and article 15 (Amendment to Statutes /Dissolution). Absent members can vote by proxy providing the Secretary General is informed in writing before the beginning of the Council meeting who will vote by proxy on whose behalf.
- f) Council can decide on a simple majority vote to hold a written ballot on any issue.
- g) The minutes of a Council meeting must be taken by the Secretary General, circulated to Council members within a month, and approved by Council and signed by the President at the subsequent meeting.

Article 10  
(Executive Committee)

- a) The Executive Committee of FEIEA is elected by the Council for a three-year term, on a written ballot. General members will automatically stand down after two consecutive terms of office, unless moving on to a more senior position.
- b) The Executive Committee meets as often as the interests of FEIEA require and at least twice a year.
- c) The Executive Committee shall consist of the following positions:
  - President, elected by the Council for a three-year term, renewable once;
  - Deputy President;

- Immediate Past President. The Past President will assume the function of Deputy President. If he/she resigns, the Executive will elect a Deputy President until the end of the President's mandate;
- Secretary General, elected by the Council for a three-year term, renewable once. The Secretary General cannot be President at the same time;
- Treasurer General, elected by the Council for a three-year term, renewable once. The Treasurer General cannot be President at the same time.

The council shall elect the next President one year before the end of the President's mandate. This President-Elect keeps the status of General Member until the beginning of his/her mandate.

- d) Nominations must be received by the Secretary General not less than three months before the date of the next Council meeting.
- e) Resolutions are passed by a simple majority vote and the President has the casting vote. Resolutions are recorded by the Secretary General.
- f) If a member of the Executive Committee should resign during the term of office, the next Council meeting may elect a replacement to serve the remaining term of office.
- g) The Executive Committee is responsible for preparing and implementing the decisions of Council.
- h) The Executive Committee manages FEIEA in accordance with the Statutes.

#### Article 11 (Allocation of tasks)

- a) The President chairs the meetings of the Executive Committee and the Council.
- b) The Secretary General is responsible for the administration, maintaining records of resolutions and for arranging and organising meetings of the Executive Committee and the Council.
- c) The Treasurer is responsible for the sound financial management of FEIEA and makes appropriate proposals to each Executive Committee meeting, including the up-to-date budget and the annual report of accounts for each statutory meeting.
- d) The General Members will take on specific responsibilities to develop FEIEA activities.

Article 12  
(Auditors)

An audit of FEIEA's finances should be effected immediately prior to each Council meeting by two honorary auditors chosen from the national association representatives (to be selected in alphabetic rotation by the Secretary General). These representatives shall not come from the national association of the Treasurer General. The auditors report their findings to the Council meeting.

Article 13  
(Congress)

- a) Every three years a European Congress should be held in and organised by one of the member countries under the auspices of FEIEA.
- b) Other member countries will be asked to assist.

Article 13b  
(Commitment)

In order to commit FEIEA to any action, contract or agreement adopted in the first instance by FEIEA's Executive, the relevant documentation must be signed by members of the Executive belonging to three different national associations. If such a commitment concerns a meeting or a congress organised by a national association on FEIEA's behalf, none of the three signatories may belong to the national association hosting the event.

Article 14  
(Diploma of Honour)

- a) A Diploma of Honour shall be awarded to recognise an outstanding contribution primarily to internal communications.
- b) The Secretary General will invite each national member country to make one nomination for a Diploma three months prior to each Council meeting, with accompanying CV and reasons for selection.
- c) Ratification of these nominations will be by Council.
- d) In addition, the Executive Committee is entitled to award two Diplomas of Honour per annum at its own discretion.

Article 15  
(Amendments to Statutes/Dissolution)

- a) Any proposal designed to amend the Statutes or dissolve FEIEA must emanate from a national association or from the Executive Committee, and such a proposal should be circulated to all Council members at least three months prior to the next Council meeting.
- b) No such proposals will be adopted until receiving at least a two-thirds vote at a Council meeting.
- c) Should FEIEA be dissolved, any remaining funds will be allocated, by decision of the Council, to an international organisation with objectives or activities close to those of the Federation, and/or re-distributed to member countries proportionately.

Article 16  
(Summary)

FEIEA is registered in Brussels, in accordance with the Belgian Law of 25 October 1919.

Anything not covered by these Statutes will be dealt with in accordance with legal provisions and/or decisions of the Council.