



## EAAP - EUROPEAN FEDERATION OF ANIMAL SCIENCE

### BY-LAWS

#### I. RULES OF PROCEDURE OF THE GENERAL ASSEMBLY

1. The General Assembly shall be convened as provided for in Article 9e and conduct business as provided for in Article 10 of the Constitution.

#### Agenda

2. A provisional agenda for each ordinary session of the General Assembly shall be drawn up by the President, approved by the Council and dispatched by the Secretary General to Members.
3. The provisional agenda for an ordinary session shall include:
  - a) all items the inclusion of which may have been decided by the General Assembly at a previous session;
  - b) items approved by the Council;
  - c) any item the inclusion of which has been agreed upon by the Council upon the request of a Member;
  - d) the President's report on the state of EAAP;
  - e) statement of accounts;
  - f) approval of the minutes of the previous General Assembly;
  - g) the election of the Council and appointment of Auditors;
  - h) applications for membership;
  - i) making of Distinguished Service, A.M. Leroy Fellowship and other awards;
  - j) approval of the budget.
  - k) Date and place of the next EAAP Annual Meeting and the date and place of the next ordinary session of the General Assembly.
4. Any Member Organization can submit to the Secretariat observations on the provisional agenda enclosed in the letter of invitation, not later than one month before the General Assembly. The Secretary General will transmit these observations to the Council which will decide on the action to be taken.
5. The agenda becomes definitive when it has been approved by the General Assembly.
6. The first item of any ordinary session shall be approval of the agenda.
7. Requests for the inclusion of additional items submitted by Members during the approval of the agenda shall be forwarded to the Council for decision. The Council may decide to include the requested item in the agenda of the current or the next session or defer the matter for further consultations.

### **Secretariat**

8. The Secretary General shall provide and direct such Secretariat and other staff and facilities as may be required by the General Assembly.
9. In addition to duties described in Article 11e of the Constitution, it shall be the duty of the Secretariat to receive, translate and circulate documents, reports and resolutions of the General Assembly, as required; to prepare records of the proceedings; and to perform such other work as the General Assembly may require.

### **Attendance at the sessions of the General Assembly**

10. Representatives whose names have been communicated by Member Organizations to the Secretariat before the opening of the General Assembly may participate in it. (Maximum of three representatives per Member)
11. Members of Commissions, representatives of invited international organizations and non-member countries, or any other person interested in the work of the Association may attend as observers.

### **Powers and duties of Chairperson and Vice-Chairperson of the General Assembly**

12. The President of the Association is the Chair of the General Assembly and if absent one of the Vice-Presidents or the member with the longest period of service in the Council. In case of equal Council seniority it is the elder member who will exercise these functions.
13. The Chair opens and closes the General Assembly, directs the discussions, accords the right to speak, puts proposals to the vote and announces decisions. The Chair can propose to the General Assembly limitations on the duration of and the number of interventions by each delegation, suspend and adjourn the General Assembly and close a debate on the item under discussion.

### **Voting**

14. The President or a Vice President or a Council member acting as a Chairperson, shall not vote.
15. The Chair decides whether in the course of the General Assembly voting is to be by show of hands or by roll call. In the latter case the Secretary General calls the name of each Member Organization entitled to vote in alphabetical order in English. Delegates designated by Member Organizations as their official representatives shall reply "yes", "no" or "abstention."

### **Election of the President**

16. The outgoing President, the EAAP Council or a Member Organization seconded by another Member can nominate a candidate for the post of President.

17. The Nomination of the candidates by the outgoing President or by a Member Organization seconded by another Member should be communicated to the Secretary General five days before the date of the General Assembly.
18. The President shall be elected by a simple majority of delegations present and voting.
19. The four year term of office of the newly elected President starts on the beginning of the next regular General Assembly.

### **Election of the Council**

20. The General Assembly shall make provisions to ensure that the terms of office of Council members are reasonably evenly spread over the years.
21. In electing members of the Council the General Assembly should give due consideration to
  - a) Personal experience and qualifications of candidates;
  - b) A balanced geographic representation of members;
  - c) Ensuring the participation in the Council of such Member organizations as contribute in a large measure towards the success of EAAP; and
  - d) Giving the greatest possible number of Members an opportunity, by rotation of membership, to serve in the Council
22. The General Assembly shall, at any ordinary or extraordinary session, fill all vacancies in the Council, as provided for in Article 10.6 and 10.9 of the Constitution.
23. The membership in the Council shall terminate, in addition to provisions of Article 12d of the Constitution, after
  - a) Resignation from the Council;
  - b) Resignation of the EAAP Member organization from the EAAP;
24. The President shall inform Member organizations prior to the date set for the General Assembly of vacancies on the Council.
25. The General Assembly on proposal of the Council may elect up to five Honorary Members of the Association

## **II. RULES OF PROCEDURE OF THE EAAP COUNCIL**

### **Membership of the Council**

26. Membership of the Council shall be in accordance with Article 12a and 12d of the Constitution.

### **Powers of the Council**

27. In addition to powers provided for in Articles 12c and 13 of the Constitution, the Council shall have the following powers:
  - a) To establish terms of reference for the offices of Vice-President.

- b) to set up Special Committees or Working Groups and to establish terms of reference of such;
- c) to establish a Board composed of the President, the two Vice Presidents and the Secretary General;
- d) to delegate to the Board the power to provisionally decide on matters provided for in points 1, 4, 6, 7, 8 and 9 of Article 13 of the Constitution. Such and any decision of the Board shall be submitted to the Council for approval;
- e) to decide on the use of the Reserve;
- f) to suggest topics for discussion by the Commissions
- g) to hold joint sessions with Presidents and Secretaries of Commissions;
- h) To propose Presidents of the Commissions to the General Assembly for election
- i) To appoint officers other than the President of the Commissions upon nomination of the Scientific Committee.
- j) To propose to the ordinary session of the General Assembly the date and place of the next EAAP Annual Meeting and the date and place of the next ordinary session of the General Assembly.

### **Sessions of the Council**

- 28. The sessions of the Council shall be held at least once annually.
- 29. The sessions of the Council should, as far as possible, coincide with some other meeting of EAAP. During an Annual Meeting, supplementary sessions can be decided at the end of a regular session with their provisional agendas.
- 30. At its first session following a General Assembly the Council shall fill any vacancy in the offices of Vice President and determine their terms of reference.
- 31. The President shall convene ordinary sessions of the Council.
- 32. The invitations and the provisional agenda shall be dispatched not later than one month before the date of the session.
- 33. If the session is convened by three members of the Council, conveners shall ensure that the notice of convening the Council is distributed to all members of the Council through the Secretary General.
- 34. The notice of convening the meeting shall include the agenda of the meeting and supporting documents for all agenda items requiring decision by the Council.
- 35. The President or a nominee of the President shall chair the sessions.
- 36. Sessions of the Council shall be held in private. No stranger is admitted to the sessions.
- 37. The President may invite Past Presidents, honorary members of the Association, representatives of international organisations, guests or experts to participate in a Council session. Such participants can act only in a consultative capacity. Their attendance may be for the whole of the Council session or be limited to specific agenda items.
- 38. The Board of Auditors must be invited to attend any ordinary Council session

## **Language**

39. The English language will be used as the working language at all Sessions of the Council. All reports and documents will be produced in English only, if not otherwise decided by the Council

## **Agenda**

40. The provisional agenda for an ordinary meeting of the Council shall include
- a) All items the inclusion of which may have been decided upon by the Council at a previous meeting;
  - b) items decided upon by the President or conveners of the meeting;
  - c) any item the inclusion of which has been requested by a Vice-President or by the Secretary General;
  - d) President's report on the state of EAAP.
41. The first item of any ordinary session shall be approval of the agenda.

## **Secretariat**

42. The Secretary General shall provide and direct such Secretariat and other staff and facilities as may be required by the Council.
43. It shall be the duty of the Secretariat to receive, translate and circulate documents, reports and resolutions of the Council, as required; to prepare records of the proceedings; and to perform such other work as the Council may require.
44. The Secretary General shall insure that any major decision of the Council is brought to the attention of the Member Organizations.

## **Rapporteur**

45. The Council shall nominate a Rapporteur for each meeting. Rapporteur shall prepare minutes and summary notes on decisions approved by the meeting of the Council. In co-operation with the Secretary General he/she shall prepare summary notes for distribution to Member organizations and, if required, prepare a press release.

## **Powers of the President or his Nominee Chairing the Session**

46. In addition to exercising such powers as are conferred upon him/her elsewhere by these Rules, the President in his/her capacity of the Chairperson shall:
- a) Declare the opening and closing of the meeting;
  - b) direct the discussion;
  - c) ensure the observance of these Rules;
  - d) accord the right to speak; and
  - e) announce decisions.

47. He/she shall also rule on points of order and have complete control over the proceedings of the meetings.
48. He/she may propose:
  - a) the limitation of the time to be allowed to speakers;
  - b) the suspension or adjournment of the meeting; and
  - c) closure of the debate.
49. A member of Council nominated by the President to chair the meeting shall have the same powers and duties as the President.
50. In the absence of the President or a nominee of the President, the Council may nominate a Vice President or any member of the Council to chair the meeting.

### **Voting**

51. Any member of the Council may require a vote for any decision related to an item of the approved agenda of the current session.
52. Decisions of the Council shall be validly taken, provided there are present not less than six members in office, by simple majority. In the event of a tie the Chairperson shall have a casting vote.

### **Travel expenses**

53. Members of the Council shall be reimbursed their travel and stay expenses in accordance with the EAAP Rules on Travel Expenses, except for their travel and stay during the EAAP Annual Meetings.

### **Distinguished Service Award**

54. The Council has the responsibility awarding the "Distinguished Service Awards" to deserving scientists and professionals in the field of animal agriculture.

### **A. M. Leroy Fellowship**

55. The Council has the responsibility of establishing and awarding the "A.M. Leroy Fellowships" and other specific prizes and awards to deserving scientist and other professionals in the field of animal agriculture.

## **III. BOARD**

56. A Board composed of the President, Vice Presidents and the Secretary General shall assist the President and Council in:
  - a) managing the day-to-day business of the Association;
  - b) implementing the decisions of the General Assembly;
  - c) determining the publications programme;

- d) drawing up the overall programme of activities of the Association for placing before the General Assembly;
  - e) drawing up the Budget and making preparations for the following fiscal year;
  - f) drawing up the Report on the activities of the Association and the Statement of Income and Expenditure for the previous financial year.
57. The Board can meet several times a year at places chosen by the President.
58. The travel and stay expenses of the Board members can be reimbursed on the same terms as those of the members of the Council.
59. The term of office of Board members is related to the respective term of office in the Council.

#### IV. SCIENTIFIC COMMITTEE

60. There shall be a Scientific Committee composed of the Presidents of the Commissions and chaired by one of the Vice-Presidents of the Council entitled the Vice-President Scientific.
61. The Scientific Committee shall:
- a) monitor and co-ordinate scientific programmes of sessions of Commissions, Working Groups and Special Committees;
  - b) approve reports of such for submission to the Council and the General Assembly;
  - c) co-operate with the host organizations in the preparation of the EAAP Annual Meetings and any other scientific sessions, symposia and workshops held under the aegis of EAAP.
  - d) Propose persons for the award of the A.M. Leroy fellowship and other scientific awards
62. Meetings of the Scientific Committee shall normally be held at the same time and place on occasion of the Annual Meeting of EAAP.
63. The Vice President Scientific in agreement with the President may convene an extraordinary meeting of the Scientific Committee.
64. The Vice President Scientific or his/her nominee shall chair meetings of the Scientific Committee.
65. Meetings of the Scientific Committee shall be held in private. No stranger is admitted to the sessions.
66. The Vice President Scientific may invite guests or experts to participate in a Committee meeting. Such participants can act only in a consultative capacity. The attendance of guests or experts shall be limited to the specific agenda item.
67. In addition to exercising such powers as are conferred upon him/her elsewhere by these Rules, the Vice President Scientific in his/her capacity as Chairperson of the meeting of the Scientific Programme Committee shall declare the opening and closing of the meeting; direct the discussion; ensure the observance of these Rules; accord the right to speak; and announce decisions.
68. He/she shall also rule on points of order and have complete control over the proceedings of the meetings.
69. He/she may propose:
- a) the limitation of the time to be allowed to speakers;

- b) the suspension or adjournment of the meeting; and
- c) closure of the debate.

70. He/she may nominate a member of the Committee to chair the meeting. A person nominated to chair the meeting shall have the same powers and duties as the Vice President Scientific.

### **Language**

71. The English language will be used as the working language at all Committee meetings. All reports and documents will be produced in English only, if not otherwise decided by the Council.

### **Agenda**

72. The provisional agenda for an ordinary meeting of the Committee shall include items the inclusion of which may have been decided upon by the Council; items decided upon by the Vice President Scientific; items requested by any president of the Commissions.

73. The first item of any ordinary session shall be the approval of the agenda.

### **Voting**

74. There shall not be voting at the meetings of the Scientific Committee

75. The President of the Committee or his/her nominee chairing the meeting shall summarize discussion and formulate conclusions for submission to the Council and propose it to the meeting for unanimous approval

76. If the Chairperson's summing up is not approved by consensus, his/her submission to the Council should include all views expressed at the meeting.

## **V. WAYS AND MEANS COMMITTEE**

77. There shall be a Ways and Means Committee composed of members nominated by the Council and chaired by one of the Vice-Presidents of the Council entitled Vice-President Ways and Means.

78. The Ways and Means Committee shall:

- a) monitor the implementation of the EAAP Constitution and by-laws and prepare proposals to the Council for changes and adjustment of such;
- b) monitor the implementation of Guidelines for the Organization of Annual Meetings and prepare proposals to the Council for necessary adjustments and amendments of such;
- c) monitor the organization and functioning of Annual Meetings and other related events under the aegis of EAAP;
- d) assist host organizations in making arrangements for Annual Meetings and other related events;

- e) review any legal agreement between EAAP and other subjects;
  - f) review requests for admission of new Members and prepare proposals thereon.
79. Meetings of the Way and Means Committee shall normally be held on occasion of the Annual Meeting of EAAP.
80. The Vice President Way and Means in agreement with the President may convene an extraordinary meeting of the Ways and Means Committee.
81. The Vice President Ways and Means or his/her nominee shall chair meetings of the Ways and Means Committee.
82. In addition to exercising such powers as are conferred upon him/her elsewhere by these Rules, the Vice President for Ways and Means in his/her capacity as Chairperson of the meeting of the Ways and Means Committee shall declare the opening and closing of the meeting; direct the discussion; ensure the observance of these Rules; accord the right to speak; and announce decisions.
83. He/she shall also rule on points of order and have complete control over the proceedings of the meetings.
84. He/she may propose:
- a) the limitation of the time to be allowed to speakers;
  - b) the suspension or adjournment of the meeting; and
  - c) closure of the debate.
85. He/she may nominate a member of the Committee to chair the meeting. A person nominated to chair the meeting shall have the same powers and duties as the Vice President Ways and Means.

### **Language**

86. The English language will be used as the working language at all meetings of the Committee meetings. All reports and documents will be produced in English only, if not otherwise decided by the Council.

### **Agenda**

87. The provisional agenda for an ordinary meeting of the Committee shall include items the inclusion of which may have been decided upon by the Council; items decided upon by the Vice President Ways and Means; items requested by any member of the Ways and Means Committee.
88. The first item of any ordinary session shall be the approval of the agenda.

### **Voting**

89. There shall not be voting at the meetings of the Ways and Means Committee.
90. The President of the Committee or his/her nominee chairing the meeting shall summarize discussion and formulate conclusions for submission to the Council and propose it to the meeting for unanimous approval.
91. If the Chairperson's summing up is not approved by consensus, his/her submission to the Council should include all views expressed at the meeting.

## **VI. TERMS OF REFERENCE OF THE VICE PRESIDENT SCIENTIFIC**

92. The Vice President Scientific shall be the principal advisor of the President and the Council in matters related to the programme of activities and sessions and meetings of Commissions, Working Groups and Special Committees;
93. He/she shall in particular:
- a) assist the President as provided for in Article 14 of the Constitution;
  - b) assist the President in preparing and, when requested, chairing sessions of the General Assembly, meetings of the Council and meetings of the Board; chair meetings of the Scientific Committee;
  - c) Monitor and co-ordinate activities and programmes of Commissions, Working Groups and Special Committees and report to the Council and the General Assembly thereon;
  - d) perform such other duties as are provided for in these By-laws or the EAAP Constitution or any other rules and regulations from time to time in force.

## **VII. TERMS OF REFERENCE OF THE VICE PRESIDENT WAYS AND MEANS**

94. The Vice President Ways and Means is the principal adviser to the Council and the President in fields related to the internal management of EAAP;
95. He/she shall in particular:
- a) assist the President as provided for in Article 14 of the EAAP Constitution;
  - b) assist the President in preparing and, when requested, chairing sessions of the General Assembly, Council and the Board;
  - c) chair the meetings of the Ways and Means Committee;
  - d) monitor the organization and functioning of Annual Meetings and accompanying events and assist host organizations in making arrangements for such;
  - e) monitor the use of the EAAP's name and logo and initiate legal and other measures for protecting of such;
  - f) monitor the implementation of the EAAP Constitution and by-laws and consider proposals for updating and changes of such;
  - g) perform such other duties as are provided for in these By-laws or the EAAP Constitution or Internal Regulations, or any other rules and regulations from time to time in force.

## **VIII. THE SECRETARIAT**

96. There shall be an EAAP Secretariat at the main seat of the Association.
97. Under the direct supervision by the Secretary General and the general guidance of the President and the Council, the Secretariat shall be entrusted with running the current affairs of the Association.
98. The Secretariat shall have the following functions:
- a) to take care of the correspondence;
  - b) to run the treasury and accountancy and to ensure payment of the annual contributions;

- c) to prepare draft budgets;
  - d) to file all EAAP documents;
  - e) to dispatch to Member Organizations the President's letters of invitation for the General Assembly, the Council and the Board and to prepare draft agendas of their sessions;
  - f) to prepare reports on the activities of EAAP for the General Assembly and for the Council;
  - g) to prepare minutes of the General Assemblies and of the Council and the Board sessions;
  - h) to organize the Annual Meetings and other meetings of EAAP in co-operation with the respective host countries;
  - i) to carry out inquiries proposed by the Commissions and agreed upon by the Council;
  - j) to look after the technical presentation of the publications;
  - k) to carry out the decisions of the Council and of the Board;
  - l) to represent, if required, the Association at meetings of national and international organizations;
  - m) to administer the EAAP Web Site;
  - n) to provide secretarial support to other international organizations, as appropriate.
99. The Secretariat shall be composed of the Secretary General and the necessary office staff.
100. The working week shall be in accordance with legislation in the host country. Statutory holidays are those kept in the country where the Secretariat is situated.
101. In addition to statutory holidays, the members of the Secretariat are entitled to a number of working days per year as vacation in conformity with the law of the country in which the Secretariat is located.
102. Individual working contracts shall be concluded by the President with the Secretary General.
103. Members of the Secretariat shall be appointed by the President on the basis of the proposal made by the Secretary General in accordance with the laws valid in the country where the seat of EAAP is located. Similar contracts by other national and international organizations having their seat in the same town can be used as guidelines.
104. From time to time the Board may review the salaries of the personnel upon the request of the Secretary General and approve adjustments in conformity with the legislation of the host country and the financial position of the Association.
105. The travel and stay expenses of the Secretary General, of the staff and of the consultants will be reimbursed following the existing office memoranda.

## **IX. TERMS OF REFERENCE OF THE SECRETARY GENERAL**

106. The Secretary General shall be appointed by the Council to service the General Assembly, the Council and the Board and to carry out their decisions.
107. He/she shall direct the EAAP Secretariat and choose the necessary staff under the general guidance of the President and the Council and in accordance with the

EAAP Constitution, by-laws, and the laws of the country hosting the EAAP Secretariat.

108. The Secretary General shall act as a custodian of the EAAP Constitution and by-laws, reports and decisions of the General Assembly, the Council and the Board and reports of Council's Working Groups and Special Committees.
109. He/she shall in particular:
  - a) Receive applications for admission to membership;
  - b) Conduct relations of EAAP with other national and international organizations.
110. He/she shall assist the President in representing EAAP at law, in entering into all and any ordinary and extraordinary administrative transactions and in acting on behalf of the EAAP membership, as provided for in Article 14 of the EAAP Constitution.
111. In this respect, he/she shall:
  - a) Ensure that all decisions, By-laws and internal documents submitted for the approval by the General Assembly, the Council and the Board are in accordance with the EAAP Constitution.
  - b) Subject to the general guidance of the President and the Council and in co-operation with the Vice President Ways and Means, initiate and undertake legal actions to protect EAAP assets, intellectual property rights and the use of EAAP logo and name, as required;
  - c) Prepare or supervise and clear all contracts and other legal and administrative documents on all and any ordinary and extraordinary transaction for signature by the President;
  - d) Perform such other duties as are provided for in these By-laws or EAAP Internal regulations, or any other rules and regulations from time to time in force.

## X. COMMISSIONS

112. Any Commission shall, either independently or jointly with other Commissions, deal with specific matters of a scientific or technical nature having to do with animal production as provided for in Article 17 of the EAAP Constitution.
113. Nine Study Commissions established by the General Assembly shall deal with basic disciplines (animal genetics, animal nutrition, animal management and health, animal physiology and livestock farming systems) and species (cattle, sheep and goat, pig and horse).
114. The Member Organizations keep the Secretariat currently informed about their delegates and alternates in the different Commissions.
115. Presidents, Vice-Presidents and Secretaries of the Commissions hold office for a term of three years and can be re-elected only once for an equal period. Only persons actually and actively engaged in the science and practice of animal production are eligible as Presidents, Vice-Presidents and Secretaries of the Commissions.
116. The sessions of the Commissions are held at the Annual Meeting of EAAP.
117. The duration of each session is jointly fixed by the Council, the Commission Presidents and the Organizing Committee of the host country.

118. A Commission may set up Sub-Commissions and Working Groups for the study of special questions and may do this jointly with another Commission, upon approval of the SAC and of the Council.
119. These Sub-Commissions and Working Groups can meet outside the Annual Meetings if the Commission President approves and if SAC and the Secretariat are informed.
120. The President or Secretary of a Commission shall inform the SAC, Council and General Assembly, as appropriate, on conclusions and recommendations adopted by the Study Commission concerned.
121. Each Commission establishes the programme of its future sessions if possible several years in advance in co-ordination with other Commissions to avoid overlapping. Basic discipline Commissions and species Commissions are encouraged to carry out joint sessions for the study of problems of common interest.
122. SAC, following Commissions' suggestions, decides on topics and nominates speakers for their sessions in agreement with the coordinators or the Member Organizations of the different countries. The Council has the right to suggest topics for discussion at Commission sessions.
123. Sessions of Commissions shall be organized according to the "Guidelines for Preparing and Conducting Sessions of Study Commissions at the Annual Meeting of EAAP".
124. Each Commission will be required to submit an annual report of its activities to the Chair of the SAC. The report will be presented to the Council and to the General Assembly for approval.
125. The reports on Study Commissions' activities submitted every year by the Commission President will be published in the official Journal of EAAP.
126. The Council shall hold joint sessions with Commissions Presidents and Secretaries on the occasion of the Annual Meeting to review the past experiences and the future work of Commissions.
127. Commission Presidents are requested to suggest to the Editor-in-chief of the official EAAP Journal papers presented in the sessions of their Commissions which are suitable for publication in this Journal. The Editor-in-chief decides, together with Commission Presidents, which of these papers can be published.
128. EAAP will not make any contributions towards the traveling expenses of Commission Presidents and Secretaries. In exceptional cases, and when the financial situation of EAAP permits, the Board may decide that EAAP should pay a part or the whole of the sum.
129. If the Council entrusts a member of a Commission with a special mission the travel expenses and per diem allowances shall be reimbursed by the Association on the same terms as those of the members of the Council.

## **ARTICLE XI WORKING GROUPS**

130. In pursuit of the objects of the Association, the Council may establish working groups to study specific problems not covered by Study Commissions.

131. For this purpose, it may nominate a convenor to organise early activities of the working group.
132. The Council shall determine terms of reference of each working group and nominate its members and the president on the basis of proposals made by the convenor, EAAP Members, Study Commissions and the Secretariat.
133. Terms of reference of each working group shall include organisation of workshops, publication of books within the EAAP series, dissemination of information and publication of articles and professional papers.
134. Terms of reference may also include other items related to the pursuit of the EAAP objects, such as participation in internationally funded projects and in activities carried out by other international organisations.
135. Each working group shall be responsible for provision of information for the EAAP web site.
136. In the implementation of its programme, each working group shall co-ordinate its activities with the EAAP Study Commissions.
137. Each working group shall be composed of up to six members, president, two vice presidents and a secretary.
138. Members of the working groups are nominated from among residents of the EAAP Member Countries actually and actively engaged in the science and practice of animal production. In nominating members of working groups, the Council shall take into account the equitable geographic distribution and the turn over of members.
139. Presidents are nominated for the term of three years. They can be re-nominated for another three year term. After the expiry of their term of office they may remain members of the working group.
140. Each working group shall elect vice-presidents and secretaries for the term of three years. They may be re-elected for another three years term. After the expiry of their term of office they may remain members of the working group. Terms of office of vice-presidents and secretaries begins upon the ratification of their election by the Council. Secretaries shall be elected from among early career professionals and researchers.
141. Presidents, vice presidents and secretaries of working groups shall have the free access to the on-line EAAP journal.
142. Working groups report to the Council and present their activities at the ordinary sessions of the General Assembly.
143. If the Council finds that the working group is not adequately fulfilling its tasks, it may change officers and members of working groups.
144. The Council shall close the working group upon the completion of its tasks and programmes; in case of weakened interest for subjects covered by the group; for any other reasons decided by the Council.
145. Meetings of working groups shall be convened and chaired by presidents or their nominees. Meetings shall be held in conjunction with the EAAP Annual Meetings, other activities organised by the Association and by utilisation of long-distance meeting devices. One meeting a year is required.

146. If meetings are held in conjunction with the EAAP Annual Meeting, presidents of working groups shall co-operate with the host organisers in making arrangements for the meeting.
147. The existing working groups shall adjust their terms of reference in accordance with this by-laws one year after their approval by the General Assembly.
148. Terms of office of presidents of the existing working groups shall terminate six years after their first nomination. Working groups concerned shall nominate candidates at the latest one year after the approval of these by-laws.

## **XII. TERMS OF REFERENCE OF THE COMMITTEE OF AUDITORS**

149. The Board of Auditors shall supervise the financial management of the Association and audit the accounts for each Financial year, as provided for in Article 16 of the Constitution. In this respect, they shall in particular supervise:
  - a) implementation of good accounting practices;
  - b) transparency in financial management.
150. Auditors can not be members of the Council or representatives of a Member Organization in the General Assembly.
151. The two Auditors participate in the Council sessions without having the right of vote.
152. If one Auditor cannot participate in a Council session the alternate member will be invited to participate.
153. The travel and stay expenses of the Auditors can be reimbursed on the same terms as those of Council members. The travel and stay expenses of the invited alternate Auditor can be paid only if one of the regular members is not present.
154. The Auditors' report has to be sent to the Secretariat in sufficient time before the Annual Meeting in order to ensure its translation and pre-circulation.

## **XII. THE EAAP BY-LAWS ON THE ADMISSION OF NEW MEMBERS**

155. Any representative national body working in the field of animal production of a European or non-European Mediterranean country desiring to become a member of EAAP has to submit a written application to the President of the Association.
156. The Secretariat transmits immediately the application to members of the Council.
157. If Council favors the application, the Secretariat communicates this decision to the applicant with a copy of the Constitutional Agreement of November 7th, 1949 (or updated version) for signature.
158. By signing the copy of the Constitutional Agreement the applicant formally accepts all obligations contained in it. The signed copy has to be returned to the Secretariat not later than 30 days before the next General Assembly which has to ratify this admission.

#### **XIV THE EAAP BYLAWS ON FELLOWS OF THE ASSOCIATION**

159. Council may appoint Fellows of the Association from among scientists and professionals active in animal research and production in countries with the Ordinary Member of EAAP.
160. Nomination for Fellows shall be accompanied by a justification and a short CV of candidates.
161. Candidates for the appointment shall sign a declaration of the acceptance of duties and privileges of the Fellows of the Association.
162. EAAP Council shall appoint Fellows at its regular Session.
163. The Council shall inform the General Assembly on the nomination of Fellows. Names of Fellows shall be published in EAAP official newsletter and place on the EAAP web site.
164. 168. Fellows are expected to contribute to the pursuit of the objects of the Association, inter alia through:
  - a) participation in activities carried out by the Association;
  - b) promoting interests of the Association;
  - c) active participation in the work of the Ordinary Member concerned.
165. Fellows of the Association shall pay an annual Fellowship Fee in the amount determined by the Council.
166. The Fellowship Fee shall not exceed one per cent of the highest membership fee for Ordinary Members.
167. Retired Fellows and Fellows under 30 years of age are entitled to a 50% reduction in Fellowship Fee.
168. Fellows of the Association are entitled to:
  - a) access to the restricted site of EAAP containing summaries of the current research;
  - b) access to web site on EU calls for projects;
  - c) access to the Career Placement Centre;
  - d) access to the EAAP Scientist Directory;
  - e) special registration fees for meetings organised by sister associations, on the basis of reciprocity;
  - f) special registration fees for EAAP meetings, as agreed with local organisers.
169. A fellow of the Association ceases to be a Fellow on
  - g) voluntary withdrawal;
  - h) failure to pay any subscription due
  - i) decision of the Council.
170. The Council may withdraw admission to Fellowship in case of action against the interests of the Association.

#### **XIV. EAAP BY-LAWS ON MEMBERSHIP CONTRIBUTIONS**

171. Every Member Organization has to pay its annual contribution during the current financial year.

172. The annual contribution has to be paid to the EAAP account according to the instructions of the Secretary General.
173. If a Member Organization fails to pay its annual contribution during the current financial year, the Secretary General shall send reminders drawing attention to Article 5b of the Constitution
174. The Council may, upon the proposal by the President or the Ways and Means Committee, freeze the membership of a Member Organization that failed to pay contributions for two years. After which membership ceases subject to ratification by the General Assembly
175. Any Member Organization may be asked to keep the annual contribution at the disposal of the Association in its own country.

#### **XV. EAAP BY-LAWS ON OPERATING FUND AND ASSETS OF THE ASSOCIATION**

176. In addition to provisions of Article 19e of the EAAP Constitution, the Council shall, in submitting the budget for the forthcoming year, ensure that
  - a) the planned expenditure does not exceed planned income from annual contributions, grants and other miscellaneous income including interests from funds;
  - b) each current or newly proposed activity is covered by income;
  - c) unpaid contributions exceeding two years of arrears are written off as bad debts.
177. Unplanned miscellaneous income shall be credited to the Operating Fund.
178. A minimal reserve should be set at the level corresponding to one annual income from annual membership contributions.
179. The use of minimal reserve shall be subject of special decisions of the Council requiring a two third majority of all members of the Council.
180. In addition to duties and responsibilities set out in Article 111 of these By-laws, the Secretary General shall be delegated with the authority to perform ordinary payment operations for planned expenditures approved by the General Assembly up to the amount as set in the annual budget for the current year. The Secretary General may delegate to other members of the EAAP Secretariat such authority as he considers necessary for the effective management of funds of the Association
181. The Secretary General shall be delegated with the authority to perform payment operations up to Euro 5.000 for expenditures which are not planned in the budget approved for the current year.
182. The total amount of payments shall not exceed the level of the approved budget for the current year.
183. Should the total amount of ordinary and extraordinary payments exceed the level of the approved budget for the current year, the President shall inform the Council and propose amendments to the current budget and ways for covering the additional expenditure.

#### **XVI. LANGUAGES**

184. English, French, German and Russian are the official languages of the Association.

185. The EAAP constitution shall be published and placed on the EAAP web site.
186. All official documents shall be published in English if not otherwise decided by the Council.
187. English shall be used at sessions of the General Assembly.
188. The host country of an Annual Meeting shall prepare the programme of the meeting in English. Simultaneous interpretation of the opening of the Annual Meeting and of the General Assembly in official languages can be requested by any member of the Association with six months notice to the Secretariat. Any decision on the granting of such a request must be approved by the Council. Subsequently, the host country of the annual meeting will be informed.
189. At Annual Meetings and other EAAP events the language of the host country can also be used, in addition to the official languages, if the expenses involved are covered by the host country.

## **XVII. HEADQUARTERS**

190. The Headquarters of the Association shall be in Rome, Italy.
191. The Italian Member Organization contributes the rent and other relevant expenses of the seat of the Secretariat of the Association in Rome.