



EuRAAP Internal Rules v1.0

April 4, 2009

The following EurAAP Internal Rules complement the “European Association of the Antennas and Propagation” statute. The internal rules purpose is to implement in details the Articles of the Statute and provide the guidelines for the management of the *EurAAP Association*.

1 Working Languages

The working language is English. Other languages can be used for specific legal documents, if provided by *Members*, *Affiliates* and *Associated Institutions*, whenever found appropriate by the *Delegate Assembly* (DA). An English translation of the above document shall be submitted to DA.

2 Membership

The present article specifies the admission and exclusion criteria for *Members*, *Affiliates* and *Associated Institutions*

i. Admission criteria

The admission to the *Association* is open to all researchers and Institutions whose reputation is compliant with Article 4 of the EurAAP statute.

- *Members* admission requires the payment of the registration fee and the approval of *Delegate Assembly* (DA).
- *Affiliate* admission is proposed to the DA by one *Member* and approved by qualified majority. Affiliation should be reserved to recognized scientific or technical personalities in the antenna and propagation community. Affiliates do not pay any association fee and do not have voting rights.
- *Associated Institutions* admission is open to institutions that support the *Association* with financial contribution and shall undergo the approval of the DA. Different levels of sponsorships (Platinum, Gold, and Silver, and Bronze) are foreseen depending on the amount of the financial contribution. Associated institutions have no voting right.

ii. Suspension and exclusion criteria

Suspension or exclusion from the *Association* is a decision of the *Delegate Assembly* (DA) made by a qualified majority. Suspended or excluded persons shall have the opportunity to defend themselves, producing oral or written explanations to be submitted to the *Delegates Assembly* for the final decision. Resigning (art.12 of the statute), excluded or suspended members shall have no rights over the *Association's* funds. They shall not be in a position to claim or request records, account rendering, affixing of seals nor inventories.

iii. Membership benefits

Benefits for *Members* and *Affiliates* are:

- EuCAP registration fee discount;

- Access to the VCE and its contents;
- Access to EuCAP papers, by the VCE
- Free invitation or discount to EurAAP events and other events organized by other associations under the framework of specific agreements

Benefits for *Associated Institutions* may comprise:

- Discounts in the prices of the EuCAP exhibition
- Access to EurAAP website with different levels of priority for different sponsor levels;
- Higher visibility in the VCE and in the EuCAP conference;
- Discount for the European School of Antennas (ESoA) participation.
- Reduced prices for Software products and Measurement facilities, purchased by the VCE

Other specific benefits should be established by each working group (WG) and be subject to the approval of DA. The associated institution may provide indication to which WG the association financial contribution should be reserved.

3 Fees and other financial supports

i. Membership fees and financial contributions of associated institutions

Association fees is established by the *Delegates Assembly*. Particular reduced fee can be established for student members. The specific amounts shall be found in *Delegate Assembly* minutes of meetings.

Associated Institutions have a fee between ten and twenty times larger than that of the members. Additional financial contributions shall provide to the Associated Institution a sponsorship label of *Platinum Sponsor: Gold Sponsors, Silver Sponsors, Bronze sponsors* ordered with decreasing values of additional financial contributions. Platinum sponsorship shall imply an amount of additional financial contribution that is at least twice the financial contribution of Gold Sponsors.

ii. Payment process

The EurAAP membership shall be offered at the moment of EuCAP registration and shall expire at the following EuCAP, one year later. On line payment independent on EurAAP registration shall be possible through VCE. Should the fee payment occur *after* EuCAP, the membership shall end on the first day of the subsequent EuCAP.

After the end of each EuCAP, on line reminders will be automatically sent by VCE to *Members* that have not renewed the registration. The membership shall be suspended till online payment is made.

iii. Other Financial supports

In addition to the *Member* and *Associated Institution* fees, the *Association* may fix registration charges at meetings, symposia, conferences, and conventions. The registration fee for non-members of the Association may be higher than that for *Members* and *Affiliates*. The Society may raise revenues by other means, such as advertising, exhibits, requests for contributions, and charges for sending out notices to non-members.

4 Delegate Assembly (DA)

i. Composition

The DA is formed by *Delegates* belonging to three different categories

- *Founder members*
- *Regional Delegates* (RD)
- *Additional Delegates* (AD)

The *Regional Delegates* are representative of geographical European and non-European regions. The *Additional Delegates* may be representative of associated institutions, working groups, and sponsors of recognized relevance to the *Association* according to Art. 5 of the Statute. The *Additional Delegates* are proposed by the DA in charge and voted with the qualified two thirds majority.

ii. Chairperson, Vice-Chairperson, and Secretary.

The Chairperson presides both the *Delegate Assembly* and the *Board of Directors*. The *Vice-Chairperson* assumes the role of *Chairperson* for temporary or permanent unavailability or incapacity of the *Chairperson*. The Secretary is responsible for the Financial report of the Association. The *Chairperson, Vice-Chairperson, and Secretary*, are in charge for a three-year term and shall temporary prolong their activity for ordinary administration only, beyond the expiry date of their term, till the establishment of the newly appointed Delegate Assembly and Board of Directors. Other tasks and duties of the *Chairperson, Vice-Chairperson, and Secretary* are described in 5

iii. Delegate Assembly meetings, quorum and majority

Decisions during a *Delegate Assembly* meetings are taken, pursuant at *majority* or *qualified majority* according to Article 14 and Article 19 of the Statute. For legal votes it is intended a vote from a Delegate or from a Proxi attending a the meeting. All *Delegates* shall have equal vote.

Minutes of all meetings shall be placed in the VCE; *Delegates* may register disapproval of any actions taken at such meetings within 10 days after the publication of said minutes in VCE or each *Delegate* shall be deemed to have ratified the same.

iv. Proxi and other Delegate representatives

Each *Delegate*, when elected, shall indicate a *Proxi*. The *Proxi* has voting right in absence of the *Delegate* during DA meetings. Proxi has not voting right during on-line votes. If neither a *Delegate*, nor his *Proxi* can attend a DA meeting, the absent *Delegate* can be represented by a third person after preliminary advisement of the Secretary. The third person has voting right. The third person shall not be another Delegate.

v. Electronic (on-line) voting

Electronic voting, herein also indicated as on-line voting, is admitted by Statute (Art. 14). The *Chairperson* or the *Secretary* shall solicit on-line voting on VCE indicating a deadline for submitting the vote. A *majority* and *qualified majority* rule shall apply as specified in Art 14 and Art 19 of the statute. If the quorum is not reached by the fixed deadline, the decision is *not* approved.

vi. Election mechanism for *Regional Delegates*

The *Delegate Assembly* shall be elected by all *Members* from a list of *Delegates* candidates. Each

Member has the possibility to express one preference among the candidates belonging to the region of his/her country of residence. Former *Members* that have not renewed the membership for the current year have no voting right. The candidature for *Delegates* process is open every three years on the first of November. The candidatures shall be solicited among the *Members* by any current *Delegate*. The candidature shall be accepted by the candidate. The current *Secretary* shall form a candidate list, with the possible help of VCE for the election of the *Delegate Assembly*. The candidate list shall be closed on the 1st of December. The members shall express their vote through the VCE in December. The candidate that will collect more votes, and in any case not less than 5 votes, will be elected *Regional Delegate*. Should the most voted regional candidate collect less than 5 votes, the relevant region would not be represented for the current triennium. The on-line voting process will be managed by the *Secretary*, or by a person appointed by the *Board of Directors*. The Regional Delegates are appointed on the first of January, in coincidence with the expiry date of the term of the preceding DA.

A *Regional Delegate* cannot be elected consecutively for more than two terms.

If one *Regional Delegate* resigns or is suspended or excluded, he/she will be substituted by the person that classified as second among the voted candidates in the same region. The substitute shall be in charge until the end of the unexpired term or for the suspension period.

vii. Candidatures and appointments of *Additional Delegates*

The *Additional Delegates* are appointed for a three-year term and they cannot be re-appointed consecutively for more than two terms. The number of *Additional Delegates* cannot exceed the number of *Regional Delegates*. *Additional Delegate* candidatures are solicited by the *Chairperson* of the expired term, and proposed by *Delegates*. The nomination shall be motivated by the importance and the benefit to have a representative of a certain *activity* or of a certain *institution* in the *Delegate Assembly*, according to the aim of the *Association*. The candidates will be appointed as *Delegates* if they will be approved in a DA meeting or by on-line voting. The on-line voting process shall terminate after one month from the VCE submission of the candidature list. The on-line voting process shall be managed by the *Chairperson, Vice-Chairperson and Secretary* of the expired term.

viii. Number of Directors and election of the *Board of Directors*.

The number of *Directors* is fixed to seven.

After the appointments of all the *Delegates*, the *Delegate Assembly*, shall elect among the *Delegates*, the *Directors* of the *Board of Directors* through the following process.

- The *Chairperson* of the expired term, after consultation with *Delegates*, proposes at least 10 candidatures for *Directors*, and among them one or more candidatures for *Chair, Secretary* and *Vice-Chair*. The candidatures should be balanced in terms of nationality and participation of academy and industry.
- The candidature shall be accepted by the candidates
- Additional spontaneous candidature shall be allowed
- Next, each *Delegate* expresses their vote by providing a maximum of 7 *Director* names, and a vote for *Chair, Secretary* and *Vice-Chair*. An indication for *Chair, Secretary* and *Vice* automatically imply a vote as a *Director*.
- The resulting 7 top ranked names are elected *Directors*. In case of equal number of votes, a ballot will be done.

- If, during the election, a *Delegate* renounces to his/her candidature, his/her name will be dropped from the scoring list.

The voting can be conducted on line or in a DA meeting. At the end of the voting a possible ballot, the *Directors* will be elected, with appointment among them of *Chairperson*, *Vice-Chairperson* and *Secretary* of the DA.

The *Board of Directors* remain in charge till the end of December of the third year counting as the first the year in course. If a *Director* resign before term, the most voted former candidate will automatically become Director and will term his/her role together with the other *Directors*. *Chairperson*, *Vice-Chairperson* and *Secretary* shall be elected preferably before the beginning of the EuCAP of the current year.

5 Board of Directors (BoD)

The BoD should meet at least 2 times per year. *Quorum* and *majority* of BoD meetings are specified in the Article 24 of the Statute. Electronic exchange of e-mails are admitted to make decisions provided that they are ratified in the next available BoD meeting. The business of the BoD may be handled by correspondence, telephone, facsimile, express delivery service, or electronic means when, in the opinion of the *Chairperson*, matters requiring action can be adequately handled in this manner. A majority of the legal votes of the BoD is necessary for approval of actions handled in this manner, unless otherwise provided or if all persons participating in the meeting can hear each other at the same time, in which case normal majority voting requirements apply. Telephone acts are to be promptly confirmed in writing by electronic means.

i. Duties, powers and tasks of the *Chairperson*

The *Chairperson*, under direction of the BoD, shall have general supervision of the affairs of the *Association*. He/she shall preside at meetings of the BoD and DA, and shall have such other powers and shall perform such other duties as may be provided in these Internal Rules, or as may be delegated to him/her by vote of the BoD.

The *Chairperson*, shall supervise the affairs of the *Association*, shall organize *committees* and shall speak for the *Association* on all matters not specifically delegated to others. The *Chairperson* shall be an ex-officio member of all *committees* of the Associations with voting right. The *Chairperson* shall have the prerogative to approve technical co-sponsorship of conferences and meetings.

The Chairperson has the responsibility to convene the BoD:

ii. Duties, powers and tasks of the *Directors*

The tasks of the *Vice-Chairperson* is to assume the role of *Chairperson* for temporary or permanent unavailability or incapacity of the *Chairperson*.

The tasks of the *Secretary* is to provide the link between the BoD, the DA and the *Members*. He/she is responsible for the Financial report of the association. He/she shall provide information to the *Members* through the VCE newsletters (who writes them?). The *Secretary* shall prepare minutes of any remotely conducted business including records of *Member's* votes.

The BoD shall appoint among the Directors, the responsible for the following activities:

- link with the technical (vertical) activity Working Groups (WG's)
- link with the horizontal-activity WG's
- external liaisons activity
- VCE activity.

At the end of the three-year term, the BoD shall express a written evaluation of the activity of each WG. This evaluation shall be set up on-line through VCE and rendered visible to the DA.

iii. Annual budget

Every year, the BoD shall prepare a financial management status and present it to the DA for its approval. The financial management is the following:

- 1) BoD annually presents to the DA the EurAAP financial status, by:
 - Detailing the status of the EurAAP current finances at the end of the previous year
 - Proposing the list of the planned expenses for the next 1 or 2 years
 - proposing the budget in the next year for the WG activities and for the “new-initiative activities” (the WG Activities Budget), to be accessed by “activities proposals”
- 2) The DA discusses, eventually modifies and accepts these expenses, giving to the BoD the responsibility of the management of the WG Activities Budget for the next year
- 3) At the end of each year, the BoD will report to the DA about the use of the “*WG Activity Budget*”.

The WG activity proposals will be received by the BoD, that accepts or reject the proposal. In exceptional cases, the BoD can ask to the DA the acceptance of a WG activity.

iv. Ordinary and extraordinary administration

The day-to-day expenses, reported in the list of the expected costs approved by the DA, can be signed and managed directly by the *Chairperson* or by *Secretary* signature (Article 26 of the Statute).

In case of extraordinary expenses (not listed in the approved expenses) the BoD will be able to provide the financial coverage and allow the payment by using the reserved amount. In this case the expenses can be signed by the *Chairperson* or by the *Secretary*. The DA shall also be informed.

6 Working Groups (WGs)

The implementation of the *Association* activities is organised by *Working Groups*, focused on the specific aspects of the *Association* aims, as stated in Article 5 of the Statute. The established working groups are presented in Annex 2. Other WGs can be admitted to the *Association* following the procedure described in 6-ii.

i. Structure of a Working Group.

The aggregation of a WG should be motivated by common scientific or educational interests. A Working Group shall possess its own management board, its own rules, before its admission to the *Association*. The WG is led by a *WG Responsible* nominated internally to the WG, that guarantees the correct management of the WG activities. The following items shall be respected

- The rules of the WG shall be compliant with the aim of the associations as from Article 5 of the *Statute*.
- Each WG works in full autonomy, according to an annual financial plan, and is free to make

decisions according to its internal management structure and rules.

- The WG shall have an internal account . The amount available on the internal account will be managed autonomously by the board of the working groups
- The *WG Responsible* shall maintain the contact directly with the BoD and inform the BoD about the decisions made by the WG.
- The rules adopted in the WGs for the implementation of their activities are left to the WGs provided that a compliance with the overall mission and Statute of the *Association* is guaranteed.
- WGs have the autonomy to organize research or educational projects and to collect funds from external sources.
- *Delegates* or *Directors* can participate to the activity of WG and can be Member of the WG board or *WG Responsible*.
- At the end of each year the *WG Responsible* shall send to the BoD a report to be submitted to DA that summarizes the activity done by the WG in the current year.

ii. Admission of a Working Group.

The admission of a new WG shall be approved by the DA. The admission of a WG in the *Association* does not give automatic access to the funds of the *Association*.

The admission of the WG in the Association follows the procedure described herein.

A “request of admission” of a new WG shall be provided in VCE. The “request of admission” shall contain:

- Title of the WG and main themes,
- Aim of the WG,
- Supporting Participants
- Composition of the WG board,
- Possible sources of financial support,
- Previous experience and aggregation.
- Compliance with the aim of the *Association*

The “request of admission” shall be rendered available on-line with deadlines fixed by the *BoD*. The decision about the admission shall be approved by DA on-line voting or by DA voting in a meeting. The WG admission in the *Association* does not imply *per se* a fee. However, if an income is obtained by activity supported by the *Association*, a percentage will be given to the EurAAP account, as a contribution to the EurAAP general expenses. The contribution percentage will be fixed by negotiation between the BoD and the *WG Responsible*, to be approved by the DA.

iii. Submission of Activity Proposals to access to the WG Activity Budget

The WGs can ask funds to the *Association* by submitting *Activity Proposals*. Activity proposals shall be framed in WG. Individual proposals from Members can be processed if the activity is framed in a Working Group. For those individual proposals that are interesting for the Association and that does not fit any WG, the BoD can decide the most suitable WG in which the activity shall be framed. The proposal shall be accepted by the WG. The activity proposal should be co-financed by the WG.

The on-line process to submit the *Activity Proposals* is described herein.

- Each year the DA shall fix the total budget reserved to the WGs.
- The deadline for submission is fixed generally 2 times per year, the 31st of June and 31st of

December, save different BoD disposition that will be communicated together with the declaration of the available budget.

- The proponents shall submit their proposal on VCE by 12pm (Greenwich time) each deadline. Possible extension of the deadline should be communicated at least 2 days before the deadline.

The proposal shall contain the following indications:

- Motivation of the activity
- Objectives of the activity
- Expected results and deliverable to the *Association*
- Compliance with the aim of the *Association*
- Financial request, budget, breakdown and time planning
- Cofinancial support

The Evaluation of the proposals shall be selected by the BoD on the basis of

- Relevance to *Association* aims
- Clearness and feasibility of the objectives
- Suitability of the financial request
- Verifiability of the results

After each submission deadline, the BoD has one month to complete the evaluation process.

- If the BoD rejects the proposal, the *WG Responsible* will receive as a feedback from the BoD motivations of the rejection. These feedback serves to the proponent for a possible re-submission of the proposal in one of the subsequent calls.
- If the proposal is rejected, the proponents can resubmit it on the basis of the BoD feedback.
- After 2 rejections, the proposal cannot be submitted again.



ANNEX 1- Geographical regions

Geographical EU regions	
#	Region
1	France, Monaco
2	Germany
3	Italy, San Marino, Vatican City
4	United Kingdom, Ireland, Gibraltar, Malta
5	Belgium, The Netherlands, Luxembourg
6	Iceland, Norway, Sweden
7	Denmark, Faroe Islands, Finland, Greenland
8	Bulgaria, Czech Republic, Hungary, Romania, Slovakia
9	Poland, Estonia, Latvia, Lithuania
10	Ukraine, Georgia, Moldova
11	Croatia, Cyprus, Slovenia, Serbia and Montenegro, Bosnia-Herzegovna, Albania, Greece Israel, Fyr Macedonia Turkey
12	Russia, Belarus
13	Austria, Liechtenstein, Switzerland
14	Spain, Portugal, Andorra
Geographical non-EU regions	
15	North America (USA and Canada)
16	South America
17	Middle East and Africa
18	East-Pacific



ANNEX 2: Working groups

#	Name	Acronym
WG1	European Conference on Antennas and Propagations	EuCAP
WG2	European School on Antennas and Propagations	ESoA
WG3	Virtual Center of Excellence	VCE
WG4	Software	
WG5	Measurements	
WG6	Social aspects	
WG7	Technologies	