

EurAAP Internal Rules (V3.0)

April 12 , 2016

The following EurAAP Internal Rules complement the “European Association of 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 documents 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 annual fee
- *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.

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

3. Fees and other financial supports

i. Membership fees and financial contributions of associated institutions

Association fees are 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. Paying participants of EuCAP Conferences have the option of becoming EurAAP member for one year or extending their membership by one year, free of charge. This choice can be exercised at the on-line conference registration.

ii. Payment process

The EurAAP membership renewal cycle starts at the moment of EuCAP registration and shall expire at the following EuCAP, one year later. On line payment shall be possible through the VCE.

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

iii. Other Financial supports

In addition to the *Member* 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 Association 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)
 - *Representatives of institutions*
 - *Working Group leaders*
 - *Directors of the Board, or former directors as established in Article 4.ix of these Internal Rules.*

The *Regional Delegates* are representative of geographical European and non-European regions. The *Representatives of institution* are representative of associated institutions, and sponsors of recognized relevance to the *Association* according to Art. 5 of the Statute.

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 & duties of the *Chairperson, Vice-Chairperson, and Secretary* are described in Article 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. A legal vote is a vote from a Delegate or from a Proxi attending 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 no 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. Candidatures shall be solicited among the *Members* by any current *Delegate*. Members can also propose additional candidatures among the members. 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. Working Group Leaders

The EurAAP Working Group (WG) Leaders are Delegates in the DA. They are nominated by their respective WG. Every year, the DA membership of the WG leader is reassessed considering the proposed WG leader by the WG (this account for the possible new working Groups, the possible dismantle of WG, the active status of the WG,..). On this basis, the DA (re)elects or revokes WG leaders from the DA. For the WG leaders, the maximum of 6 years period can be extended in case a qualified two-thirds majority is obtained.

viii. Candidatures and appointments of *Representative of institutions*

The *Representative of institutions* are appointed for a three-year term and can be re-elected for more terms. The number of *Representative of institutions* cannot exceed the number of Regional Delegates. *Representative of institutions* 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.

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

The number of Directors is fixed to at least seven.

The Directors are elected for a term of three years. They can be re-elected for one more term. In order to give continuity for the BoD, the directors can start their three-year terms in different years.

The election of the new Directors is done in the following way:

1. One month before EuCAP, the name of the Director(s) who will step down is announced
2. The Chair proposes one or more candidatures inside DA after having preliminary had a consultation with the Board. Other candidatures can arise spontaneously from DA. The candidature should consider the role of the outgoing Director has in the Board. The candidatures are expected to give a reasonable spread in terms of geography, industry/academic, domain of expertise, gender, and suitability for the specific tasks in the BoD. Each candidate presents his/her candidature (with indication of the available director position he/she is considering).
3. The DA elects the new director(s) among the candidates. The DA vote at the DA meeting at EuCAP or online within two months following the DA meeting.

After the voting, the outgoing Director makes training to the ingoing Director, until the end of December, when the new Director replaces him.

Director stays de facto member of the DA for the duration of his/her mandate as Director. If the Director mandate lasts beyond the Delegate mandate, the elected director stays member of the DA as additional delegate until the end of the Director mandate (see 4.i).

Director previous position (Regional Delegate or Additional Delegate) may be substituted:

- For Regional Delegate by the first runner-up candidate (if existing)
- For Additional Delegate by an EurAAP member proposed by the BoD or the respective WG. The DA shall elect this new Delegate. If no new delegate is proposed, the director remains with the same function in the DA.

When a director is substituted he/she becomes part of the Additional Delegates. In case a Director is substituted in the DA, after his/her term in the BoD he/she reintegrates the DA as additional delegate until the next Regional DA elections.

In case of Force majeure a *Director* resigns before term, the most voted former candidate will automatically become Director until the next DA.

x. Election of the *Chairperson, Vice-Chairperson, and Secretary*

The Chair, Vice Chair and Secretary are elected for a term of three years. They can be re-elected for one more term. A Director, who is not Chair, can be elected Chair (and re-elected once) even if he/she has been Director for one or two terms; however, the total number of terms for a Director cannot be more than 3. The same holds for Vice Chair and Secretary. The Chair, Vice Chair and Secretary can start their three-year terms in any years of the director term.

The election of Chair, Vice-Chair and Secretary is done as follows (even if only one or two such positions are open):

1. The BoD tentatively identifies names for the Chair, Vice Chair and/or Secretary positions and proposes them to the DA. Alternatively, several names among the directors can be proposed by the BoD for each position.
2. The DA elects the open position(s) among the candidates. The DA vote at the DA meeting at EuCAP or online within three months following the DA meeting.

If the Chair, Vice-Chair or Secretary mandate lasts beyond the Director mandate, the elected Chair, Vice-Chair or Secretary stays Director until the end of the Chair, Vice-Chair or Secretary mandate.

The new Secretary must be trained along the first fiscal year of the association before starting the secretarial work. In case of missing training at the end of the previous Secretary term, the mandate of the previous secretary will be extended to allow it. The duration of this extension will be decided by the DA.

5. Board of Directors (BoD)

The BoD shall meet at least once a 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 task of the *Vice-Chairperson* is to assume the role of *Chairperson* for temporary or permanent unavailability or incapacity of the *Chairperson*.

The task of the *Secretary* is to be the *Treasurer* of the Association and thus be responsible for the Financial report.

The BoD shall appoint among the Directors, the specific responsibilities, including the following activities:

- link with the technical (vertical) activity Working Groups (WGs)
- link with the horizontal-activity WGs
- external liaisons activity
- VCE activity

The BoD will assign responsibilities after each renewal. These responsibilities will be updated in a table, as the one presented in Annex 4.

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
- 2) The DA discusses, eventually modifies and accepts these expenses, giving to the BoD the responsibility of the management of the Budget for the next year
- 3) At the end of each year, the BoD will report to the DA about the use of the 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* and by the *Secretary*. The DA shall also be informed.

Purchase of goods or services exceeding 3kEuro shall be performed through an open competition.

6. Committees

i. EuCAP Steering Committee

The EuCAP Steering Committee (StC) shall

- plan future EuCAPs
- invite proposals for future EuCAPs
- keep EuCAP guidelines updated and available
- select organizer/venue for coming EuCAPs
- supervise the organisation of each EuCAP in order to support the work and assure the adherence to the EurAAP rules for conferences

The StC and its Chair are nominated by the BoD. The StC reports to the BoD.

7 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 Leader* 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 may have an internal account. The amount available on the internal account will be managed autonomously by the board of the working groups.
- The *WG Leader* 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 a WG and can be a Member of the WG board or *WG Leader*.
- At the end of each year the *WG Leader* 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 sent to the BoD chair. 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 Leader*, to be approved by the DA.

iii. Submission of WG Activity Proposals

In principle, Working Groups should aim for a self-sustaining mode of operation. In special cases EurAAP funding can be requested to support the sharing of expertise and know-how in the field pursued by the Working Group.

The WG may request and receive a grant from EurAAP to run its activities (e.g. seed money for workshops, support for short-term scientific missions, etc.). The decision for approval lies with a *Funding sub-committee (FSC)*.

This *subcommittee* is established by the EurAAP BoD and it consists of 4 members who are recruited from earlier BoD members. One member is nominated as Chair of the FSC. In case there are insufficient earlier BoD members available for serving on this subcommittee, the BoD can invite EurAAP delegates and past or accepted EuCAP Conference Chairs to join the Funding Subcommittee. The term of subcommittee members is 4 years but can be extended by up to 4 more years by the BoD. To avoid discontinuity, it is desirable to establish a pattern where each year one member is replaced by a new one.

The funding can be provided in form of a non-refundable grant.

The upper limit for grants is 3,000 Euros per request and 6,000 Euros per WG and calendar year. The BoD may give an upper limit for the total amount of grants for a specific year and the BoD can

also exceptionally allow a larger grant than 3,000 Euros, always in the frame of the budget approved by the DA. The procedure for applying for a grant is defined in the Evaluation Guidelines:

- The WG Chair submits a request using the WG Funding request form to the EurAAP *Funding Subcommittee*.
- Four times a year the *Funding Subcommittee* reviews all applications received in the past 3 months and reports its finding back to the EurAAP BoD and to the requesting WG Chair. The assessment by the *Funding Subcommittee* shall take into account the following criteria:
 1. Relevance to *Association* aims
 2. Clarity of the objectives
 3. Feasibility of proposed approach and verifiability of the results
 4. Suitability of the financial request.
- In case of a positive decision, the EurAAP Treasurer will issue a funding agreement to the requesting WG which contains the information needed to initiate the transfer of funds to the WG account.
- In case of a negative decision, the *Funding Subcommittee* sends a feedback to the submitting WG Chair, explaining the reasons for not granting the requested funding. The proposal can be re-submitted after correcting the shortcomings; however, should the re-submitted proposal be rejected again, it cannot be submitted for a third time.

The Annual Report of each WG has to show all grant applications of the last calendar year. The report has to outline how the money was spent and what the investment has resulted in.

8. Conflict of interest

i Definition

Conflict of interest is defined as any situation in which a member's decisions or votes could substantially and directly affect the member's professional, personal, financial or business interests.

ii. Responsibility

Involved parties should not participate in any activity that creates or gives the appearance of a conflict of interest between their personal interests and the interests of EurAAP. Situations that could represent potential conflicts of interest include:

1. Being a consultant to, or a director, officer, or employee of an outside business that:- Markets products or services in competition with or supplies products or services to EurAAP.
 - Purchases products or services from EurAAP.
 - Has any financial interest in any entity with which EurAAP does business.
2. Seeking or accepting any personal loan or services from any entity with which EurAAP does business.
3. Being a consultant to, or a director, officer, volunteer, or employee of an outside business if the responsibilities of the outside business would be in conflict with the director's, officer's, volunteer's, or employee's responsibilities for EurAAP.
4. Accepting any personal loan or guarantee of obligations from EurAAP.
5. Conducting business on behalf of staff or volunteer family members.

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
European School on Antennas and Propagations	ESoA
Software	
Measurements	
Social aspects	
Small Antennas	
Focusing Antenna Systems	
Propagation	

ANNEX 3:- form for working group funding requests

EurAAP Request for Working Group Funding

EurAAP Working Group: _____

Title of proposed activity: _____

Amount requested: _____ Euros

Objectives of the activity (not exceeding 100 words):

Detailed description of activity (not exceeding 1000 words):

Expected results (not exceeding 100 words):

Co-funding / source and amount (not exceeding 100 words):

Name(s) of the person(s) responsible for the implementation:

Date: _____

Signature: _____ (WG Leader)

ANNEX 4: Responsibilities of the BoD members

Task	Responsibilities
Chair	EurAAP Management, Act as President, Strategic Planning International liaison, Chair meetings, Sign contracts & MoUs
Vice-Chair	Support Chair, Act as chair if needed, Advisory Committee, Rules & Regulations. Organise and announce meetings, Manage Minutes & Action Items, Maintain Files & Records Conduct internal Audit.
Secretary	Prepare Budget, Manage Accounts, Prepare and manage Investments & Loans, take out insurance policies, manage payments, keep log of all financial transactions and prepare annual financial report
Membership and Liaison	Maintain Membership Lists, Organise Elections, Interact with Advisors, Manage EurAAP awards
Conference, Publication & Outreach	Manage EurAAP Web-pages, Newsletters & Publicity, Manage Sponsorship, Liaise with EuCAP Steering Committee and VCE
Professional Activities	Liaison with all WGs, Handle budget requests from WGs, Coordination of professional activities