



## RULES OF PROCEDURE

*Approved at the General Assembly of Aosta (Italy), on 06/01/2019*

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### TITLE I. ABOUT THE ASSOCIATION IN GENERAL

#### Article 1. Legal system

The Association "EUROPEAN TRADITIONAL GAMES AND SPORTS ASSOCIATION", (hereinafter: AEJEST), constituted under current legislation, shall be governed by its Statutes, approved initially on 28th April 2001 in Lesneven (France), by these Internal Regulations (hereinafter, "the Regulations") and by all those rules established by the regulations applicable to it in accordance with the laws.

#### Article 2. Purpose of the Rules of Procedure

This Regulation is a basic rule for the development of the Statutes, in aspects such as the structure and the material and human resources of the AEJEST. As a rule of development, it is subordinate to them and in no case can it go against their articulate or philosophy. Any conflict shall be resolved by the Council of Administration (hereinafter: CA). Any reference to a position, partner or member shall be understood to have been made from the defence of gender equality, and may be carried out by a person of either sex.

#### Article 3. Aims of the AEJEST

The AEJEST aims to encourage the development and practice of traditional games and sports in general, in agreement with associated members. Its territorial scope of action is developed in Europe independently of being able to implement actions in other territories in application of the existing collaboration agreements. Any form of discrimination on the basis of religion, gender, sexual diversity or skin color is forbidden. Political, ideological or religious expression is not allowed. The AEJEST shall establish the necessary measures to enhance good governance and transparency in its functioning and management. Its duration is unlimited.

The aims of the AEJEST are specified in the following values:

1. Play with Culture. The Culture that plays.
  - The traditional games and sports (TSG) reflect a way of living, relating and being in this life.
  - The TSG are in harmony with the local culture (gastronomy, music, festivals, tradition...)
2. TSG as Intangible Cultural Heritage.
  - The TSG bear the hallmark of their culture.
  - TSG are as important and representative as monuments, buildings, sculptures, paintings or museums.
3. Learn to Relate. Relating to Learn.

The TSG establish a dialogue between:

  - People of different ages. Intergenerational Dialogue.
  - People of different genders. Gender equality.
  - People of different social or economic status. Inclusion, integration.
  - People of different cultures. Intercultural dialogue.
4. All for Equality. Equality for All (Democratic Dialogue).
  - In the TSG we are all necessary.
  - In the TSG we are all equally important.
  - In the TSG we are all different (in game modalities, rules, organization) and for this reason we are all the same.
  - Importance of recognizing child TSG, adult TSG.
  - Importance of recognizing TSG
5. Practice turned into Theory. Theory turned into Practice.
  - TSG are a school of learning and of emotions.
  - Players are true "masters of learning".



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- Teachers (monitors or coaches) should be authentic "learning players".
- Importance to consider:
  - Clubs and Federations
  - Museums and Cultural Associations
  - Academic centres (schools, institutes, faculties)
  - Sports organisations (competitions) and festivals (demonstrations)
  - Studies, congresses, meetings
- 6. Union makes Force. Force makes Union.
  - To progress we must work in network, cooperate, join efforts, experiences and knowledge.
- 7. Creation of the European Traditional Games and Sports Association (AEJEST).
  - This Association was established in 2001 in Lesneven (France).
  - It was born as a way of working cooperatively and in a network.
  - It was born with the philosophy of integrating all the points indicated above.
  - Currently we are a good number of members ([www.jugaje.com](http://www.jugaje.com)): Museums, Federations, Cultural Associations, Clubs, Faculties, organizations of ludic games or sport events...
  - Each year the AEJEST organizes a General Assembly which includes, as far as possible, at least one meeting, one festival and one congress.
  - The AEJEST is an institution recognized by UNESCO.
  - The AEJEST has opened the door to organizations from other continents (Africa, Asia, Latin America...). It has encouraged the creation of ITSGA (International Traditional Games and Sports Association).
  - A network of work and collaboration for all the institutions and people interested in the field of TSG.
- 8. Ludo diversity.
  - Need for players to be open-minded (global worldview).
  - Need to recognize all kinds of games (not only under the duel model, where one wins and one loses, also models without competition where all win).
  - Need to generate a world of diversity (even alternative) through the promotion of a better world:
    - o Win-Win promotion (everyone wins, no one loses)
    - o Promotion of respect for the Earth (Sustainability)
    - o Promotion of the broad concept of healthy living (well-being)

### **Article 4. Legal and administrative headquarters**

The domicile of the legal seat is established in: Mairie de Lesneven, 8 place du château, 29260 - Lesneven, France. Where appropriate, the General Assembly may proceed with any changes of address it deems appropriate, notifying the competent authorities and the members of the AEJEST.

The AEJEST may have one or more administrative headquarters to be approved by the General Assembly. Currently the administrative headquarters is established in the Museum of Traditional Gaming and Sport "El Fuerte", street El Fuerte, 56 - 50100 - La Almunia de Doña Godina, España.

## **TITLE II. ABOUT THE MEMBERS**

### **Chapter I. Category of members.**

#### **Article 5. Founding Members**





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The following 21 organizations are founding members of the AEJEST:

01. Confédération FALSAB (Bretagne, France); 02. FILC - IFCW - International Federation of Celtic Wrestling (international); 03. FCB - Federación Cántabra de Bolos (Cantabria, España); 04. Sportimonium /Vlaamse Volkssport Centrale (Flandre, België); 05. FIGEST - Federazione Italiana Giochi e Sport Tradizionali (Italia); 06. INEFC-Lleida (Catalunya, España); 07. Museo de Juegos Tradicionales de Campo (Aragón, España); 08. FENT - Federachon Esport Nohtra Tera (Aosta, Italia); 09. FFBSQ - Fédération Française Bowling et Sport de Quilles (France) ; 10. VIAS - Vlaamse Traditionele Sporten (Flandre, België); 11- Proyecto Educativo Madera de Ser (Cantabria, España); 13. Kulki (País Vasco, España); 14. Jeux, Culture et Tradition d'Anjou (Festival des Boulympiades, France); 15. Club San Cristóbal - Bolo Salinero (País Vasco, España); 16. Iparraldeko Joko eta Herri Kirol Federakuntza (Hendaye, France); D01 Club Araba de Bolos (País Vasco, España); D02 Institut de Gerlev - Idræthshistorisk Verksted (Danmark); D03 IIAC - Institut International d'Anthropologie Corporelle (international); D04 GAA - Gaelic Athletic Association (Ireland); D12 Federación Aragonesa de Deportes Tradicionales (Aragón, España); D17 Fédération des Jeux de Picardie (France).

### Article 6. Legal persons (entities)

The AEJEST is intended to be a network of networks, a team of teams made up of any entity in Europe whose mission is the safeguarding and promotion of traditional games and sports. Initially, three groups of organizations are established:

- A Network of academic centres, made up of primary and secondary schools, universities and specific training centres for traditional games and sports.
- Network of museums, professional associations and societies.
- Network of traditional sports confederations and federations grouped into three categories: small traditional sports federations (up to 3000 licenses), medium-sized traditional sports federations (3001 to 5000 licenses); large traditional sports federations (over 5000 licenses).

Other entities (e.g. clubs or sports associations) may also be integrated as long as they have the approval of their regional entity, if one exists.

### Article 7. Physical persons (individual members)

Physical persons can be members the AEJEST freely and voluntarily when of age, with the capacity to act, not subject to legal condition that prevents it, which could be against the safeguarding and promotion of traditional games and sports as in accordance with the aims of the AEJEST.

### Article 8. Honorary members

Honorary members may be appointed persons who for their prestige or for having contributed in a relevant way to the dignification and development of the Association or of traditional games and sports, are entitled to such distinction. The nomination of honorary members is decided by the General Assembly on the proposal of the CA.

## Chapter II. The enrolling of new members

### Article 9. Admission time

New members are welcome to join the AEJEST throughout the year.

### Article 10. Conditions for enrolling

Legal persons or physical persons of age, with capacity to act, not subject to legal condition that prevents it, who have an interest in the development of the aims of the AEJEST, and expressly request it can apply for AEJEST membership.



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The admission of new members to the AEJEST shall respect the provisions of the Statutes and these Regulations, in particular the admission requirements and the admission procedure. Each physical person must be supported by a minimum of 2 associations (legal persons).

### Article 11. Admission procedure

The application for membership must be addressed to the President of the AEJEST and a copy to the Secretary General of the AEJEST. This request can be made by post or e-mail. The application process will follow the following actions:

- Submission of the documentation required to apply for admission, which must be approved by the CA of the AEJEST.
- Verification by the CA. The application for admission will be dealt with at a meeting of the CA, which must verify it, necessarily issuing a positive (admission) or negative (refusal of admission) report. Both the positive and the negative report, which must specify the reasons for rejection, shall be communicated to the legal entity or physical person applying for admission to the AEJEST by post or e-mail. The positive report will explain in which category of members it is incorporated:
  - o Group 1: museums, universities, faculties and training centres, cultural associations, clubs and sports associations;
  - o Group 2. Small sports federations (less than 3000 licenses);
  - o Group 3. Medium sized federations (from 3001 to 5000 licenses)
  - o Group 4. Large traditional sports federations (more than 5000 licenses).
  - o Group 5. Physical persons.

That report shall be accompanied by a copy of this Regulation.

- In the event of a negative report, the applicant shall have a period of ten days, as specified in the communication, to correct the causes of the refusal of entry or to submit the appropriate allegations.
- Registration as an AEJEST member. Once the applicant has been admitted as a new member, the Secretary General will proceed to register the applicant in the register of members of the AEJEST. Likewise, upon joining the AEJEST, the new member must accept without reservation the Statutes and Rules of Procedure of the AEJEST, and will be obliged to pay, in time and form, the dues to be determined.
- Definitive admission. The Assembly ratifies the status of member.
- Annual report of additions and deletions. The CA shall submit to the General Assembly, on an annual basis, a report on the departures and discharges of members during this period.

### Article 12. Procedure for admission of legal persons

To formalize the admission to the AEJEST, the application for admission will be sent by the legal representative attaching the following documentation:

1. The application model form to be provided by the Secretary General. (ANNEX 1)
2. List of members of the organization's executive body.
3. Documentation on the activity of the organization in relation to traditional games and sports.
4. Copy of the statutes and internal regulations, if any.
5. Document stating the support of two member Associations of the AEJEST. This document must be signed by the legal representatives of these associations, stating the reasons for such support.
6. Admission will be conditioned to provide the AEJEST by the means established, the information requested to update the database of members of the AEJEST. It must also state whether any person in the organization can collaborate in any of the projects active in the AEJEST.



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7. To record the consent to the use and transfer of the data of the entity and the people who represent it, in compliance with the General Regulation on the Protection of Personal Data/EU or regulations in force at any given time. (ANNEX 2)

### Article 13. Procedure for admission of physical persons

The application form will be sent by the interested person, attaching the following documentation:

1. The application (model form to be provided by the Secretary General). (ANNEX 3)
2. Curriculum Vitae in which it is stated the experience and merits of the person around the actions of protection or promotion of traditional games and sports (TSG), in one of the following fields of action: specific training received on TSG, specific training given on TSG, TSG Competition, Research; Promotion (development of dissemination materials).
3. Document/endorsement showing the support of two member associations of the AEJEST. This document must be signed by the legal representatives of these associations, stating the reasons for such support.
4. Admission will be subject to the condition that the information required to update the AEJEST Members database is provided to AEJEST by the established means. It must also state any possible collaboration in one of the active projects of the AEJEST.
5. To record the consent to the use and transfer of the data, in compliance with the General Regulation on Personal Data Protection/EU or regulations in force at any time. (ANNEX 4)

## Chapter III. Economic aspects

### Article 14. Membership fees

The annual membership fee will vary according to whether it is a legal person (member association) or a physical person (individual member). The GA is competent to approve the different fees.

### Article 15. Annual fee for legal persons

As soon as they join, members are obliged to pay a registration fee and then an annual fee according to the group to which the legal entity belongs, the amount of which will be fixed at the meeting of the ordinary general assembly of the AEJEST.

From the financial year 2019, the amount of the registration fee is 50 € and the annual fee for the different categories of members is:

- Group 1: museums, universities, faculties and training centres, cultural associations, clubs and sports associations: 130€;
- Group 2: Small sports federations (less than 3000 licenses): 300€;
- Group 3: Medium sized federations (from 3001 to 5000 licenses): 450€
- Group 4: Large traditional sports federations (more than 5000 licenses): 900€.

Eastern European (in accordance with the distinction of groups established by the European Union) countries may apply for a 50% AEJEST bonus of the total amount for the registration fee and for the annual fee during the first 5 years of their membership in the AEJEST. From the 6th year onwards these organisations will pay the membership fee corresponding to the group (categories of members 1, 2, 3 4) to which they belong. (ANNEX 5)

### Article 16. Annual fee for physical persons

As soon as they join, individual members are obliged to pay an annual fee, the amount of which will be fixed at the meeting of the ordinary general assembly of the AEJEST.





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From the financial year 2019, the amount of the annual fee has been set at 30€. “Individuals from Eastern European countries (in accordance with the distinction of groups established by the European Union), may apply, if necessary, for a bonus of 50% of the amount of the annual fee for the first five years.” (ANNEX 5)  
Honorary members shall be exempt from paying the annual fee.

### **Article 17. Payment of the membership fee**

The payment will be made to the AEJEST bank account before April 30<sup>th</sup> of each year, considering the fee to be paid with the presentation of the bank receipt. Any instalment paid to the AEJEST is definite, without the possibility of being reimbursed.

The administration of the AEJEST bank account is the sole responsibility of the Treasurer, President and Secretary General.

## **Chapter III. The legal status of members**

### **Article 18. Rights and duties of members**

Acquiring the status of member of the AEJEST implies accepting the rights and respecting the obligations that constitute the legal status of these, and are defined in the Statutes and Rules of Internal Regime of the AEJEST.

### **Article 19. Disciplinary regime**

The following actions or omissions by members are considered infractions:

- Repeated failure to comply with current legislation on associations or the legal system in general.
- Failure to comply with the obligations arising from the Statutes, these Regulations, as well as the resolutions validly adopted by the General Assembly or the Council of Administration.
- Misconduct, discrediting the AEJeST with deeds or words.
- The disruption of the events organized by the AEJEST or the normal coexistence between members. Such conduct shall be presumed to exist when the member deliberately impedes or hinders the fulfilment of the purposes of the AEJEST or the functioning of the General Assembly or the CA.
- Non-compliance with financial obligations to the AEJEST, in particular failure to pay the membership fee.

The committing of one of these offences will be subject to the corresponding penalty, carried out after examination of the disciplinary dossier and without prejudice to any civil, criminal or other liability that may arise.

The offences referred to in this article are classified as minor, serious or very serious, depending on the degree of intentionality, the generalisation of the offence, the recidivism or repetition of the conduct and the seriousness of the facts.

Due to their seriousness, these infractions will be sanctioned with verbal warning, written warning, temporary suspension of membership from one to twelve months or definitive loss of membership status, as the case may be. The suspension of membership implies the loss of this status during its entire duration. Both the suspension and the loss of the condition of member entail the automatic cessation in the elective positions that correspond, in their case, to the sanctioned member.

The competence for the qualification of the type of infringement and for the imposition of the corresponding sanction is responsibility of the CA. “with the exception of the very serious ones that will be the responsibility of the General Assembly”.

The sanctioning proceedings may be initiated by the CA ex officio, or on the complaint of a member. The reasoned agreement to open the disciplinary dossier shall be reflected in the minutes of the CA meeting at which it is adopted, and must be communicated in a written form to the interested party.



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The CA shall appoint from among its members one or more persons responsible for the case-file. The person or organisation concerned may make such allegations as it deems appropriate to those responsible for the case-file within 15 days of the notification of the opening of the case-file.

The CA shall decide within 30 days of receipt of the pleadings, and on the basis of the pleadings. The agreement, which must be notified to the sanctioned member, shall be immediately enforced. The member may appeal against the sanctioning agreement to the first General Assembly held, and is to be definitively solved internally.

Infringements shall expire six months after their commitment in the case of minor offences, one year in the case of serious offences and two years in the case of very serious offences. The limitation period shall be interrupted by the initiation of the sanctioning procedure, with the knowledge of the member concerned.

### **Article 20. Loss of membership**

Membership of the AEJEST ceases for the reasons listed in the previous article, both as a disciplinary sanction and in the Statutes.

Membership will automatically be lost through the accumulation of three unpaid annual fees. A member shall be deemed to be in good standing if he has paid the corresponding fee into the AEJEST bank account in the previous year at the time of assessing his situation. The payment will be made to the AEJEST bank account before April 30<sup>th</sup> of each year.

The procedure for loss of membership for disciplinary reasons is governed by the provisions of the preceding article. The voluntary resignation must be communicated expressly and in the written form to the CA. This communication, which can be freely drafted, can be sent by post or e-mail to the President and Secretary General of the AEJEST. Upon receipt of his resignation, the member is removed from the register of members, and ceases to be obliged to pay future fees.

In the event of dissolution of the organization, death or legal incapacity of the physical person, the status of member is automatically lost from the moment the AEJEST has been informed about it.

## **TITLE III. THE AEJEST ACTIVITIES**

### **Article 21. Strategic Plan**

The CA of the AEJEST shall submit to the General Assembly a proposed strategic plan for approval. This action plan shall set out the priorities on which the various actions of the partnership are to be based for the duration of each of its terms of office.

### **Article 22. Development of activities**

The AEJEST shall carry out the activities necessary to fulfil its purposes, in accordance with the Statutes and these Regulations. All members, as long as they are up to date with payment and meet the necessary requirements, may participate in all activities organized by the AEJEST.

Likewise, any member may propose activities to the CA, it will be decided by the majority vote whether to carry them out, unless it is approved by the General Assembly.

For the organization of any activity, it is necessary to present to the CA the following elements: objectives, development, schedule, managers and participants, budget, and evaluation criteria.

### **Article 23. Activities relating to international relations**

The AEJEST is an association accredited by UNESCO in 2010 (registration number NGO-90106) for the safeguarding of intangible cultural heritage to the General Assembly of States of UNESCO (decision 10.COM 16)



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(<https://ich.unesco.org/en/decisions/10.COM/16>). The renewal of this accreditation was received in 2015 and will have to be confirmed periodically.

Considering that traditional games and sports have no geographical or cultural borders, the AEJEST aims to establish international relations with organisations and individuals from Europe who are not yet members of the AEJEST and also from outside the European continent.

The AEJEST has formalized agreements or conventions with different organizations that are published and updated on the website

This desire to promote networking on an international level originated in 2009 with the AEJEST being a founding member of the International Association of Traditional Games and Sports (ITSGA) on the occasion of an international meeting held in Aranda de Duero (Spain) with the intent to promote actions in this global organization.

### **Article 24. Activities related to the languages to be used in the official communiqués of the AEJEST**

Given the diversity of organizations, countries, regions and languages used by the members of the AEJEST, it is established that all official communications of this Association should be in French and whenever possible also in Spanish and English. Any administrative problem to be solved will use French as the language of administrative use since its legal seat is in France.

In addition, simultaneous translation will be provided at the general assemblies of the AEJEST.

### **Article 25. Norms of institutional image of the AEJEST**

For the projection of a coherent and unitary image in benefit of the homogeneity and normalization of a single image, it is essential that every person who has responsibility applies the corporate image of the AEJEST. The files can be downloaded in different languages

All members engaged in institutional activities on traditional games and sports are obliged to use the AEJEST images and to do so in an appropriate manner.

### **Article 26. Activities related to the communiqués on the AEJEST website**

The following protocol is established for the publication of news from AEJEST members on the website.

- Type of news to be published on the WEB

1. Those which make explicit reference to the AEJEST
2. Those that the CA considers important because they have an impact on the region. Priority will be given to the publication of activity reports.
3. Those referring to publications, festivals, cultural interchanges and conferences
4. Those in which 2 or more member associations participate
5. Give news of activity between a member association and another international association/s.

- Procedure to be followed in publication

1. Any member association of the AEJEST may request publication of its actions (activities). To do this you must fill out the following link (for Spanish) Spanish: <http://jugaje.com/wp/informar-actividad/>
2. Information should be sent at least 2 weeks in advance.

Attention:

- a) The title and text must be written, at least, in French, English and Spanish.
- b) Whenever possible, use short, simple sentences.
- c) Do not attach tables or graphics to the text.
- d) News is the responsibility of the person sending the information.
- e) The editorial board reserves the right not to publish news items whose content is considered inappropriate or whose format does not suit the proposed characteristics.





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- f) Proof of ownership or transfer of the images to be published must be provided.

### **Article 27. Activities relating to communications in other media**

The CA will approve the protocols and requirements to be met for its presence and management in social networks, as well as the publication of a newsletter and / or journal of the AEJEST.

### **Article 28. Activities related to the recognition of good practices in the protection and promotion of TSGs**

It is a source of pride to belong to the AEJEST and to participate in the custody, safeguarding and dissemination of traditional games and sports (TSG) as intangible heritage. For this reason, it is necessary for the AEJEST to promote the public recognition of individuals and organisations of the AEJEST or other Institutions as examples of good practice in the safeguarding, promotion and dissemination of AEJEST.

Next, the protocol to be followed for the recognition of persons or entities is established.

#### 1.- Objective

This call aims to identify and promote good practices for the safeguarding, promotion and dissemination of Traditional Games and Sports. For this reason, the contribution of people and organisations linked to the field of Traditional Games and Sports is to be recognised as examples of good practice.

#### 2.- Types of recognitions

Two types of recognition of good practices are established:

- a) Individual
- b) Collective
- c) Honorary Member. Exceptionally, the CA may appoint as an honorary member of the AEJeST those people who, on their merits, are considered appropriate.

#### 3.- Award

The people and/or entities awarded by the AEJEST will receive a symbolic award created for this purpose and also an accrediting diploma. In both the individual and collective categories, one award may be given each year.

#### 4.- Candidates

Candidates may be:

- a) AEJEST members (individual or collective).
- b) People or groups outside the AEJEST, linked to Traditional Games and Sports.

Candidates may be presented by the Council of Administration or by three members of the AEJEST.

#### 5.- Candidatures

The merits and the progress in time that the candidates (organizations or people) contribute will be valued in some of the following sections:

##### a) Training:

- Organisation of training activities for official bodies (Ministry of Education or Universities) at different formal educational levels: infant education, primary education, secondary education, baccalaureate, university education.
- Organisation of training activities carried out by other bodies: courses organised by federations (courses for monitors, referees, etc.), courses organised by associations and other bodies recognised in their country (summer schools, training days, etc.).

##### b) Competition:

- Promotion of Traditional Games and Sports Competitions in the federative or associative context.
- Recovery or impulse of new TSG modalities.
- Recovery or activation of new categories of competitions (according to gender, age, prizes ...)
- Members of the steering committee, organising committee, participation in volunteer programmes that have a great impact on the survival of one or more TSG modalities.



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- Athletes who have stood out for any competition in the game or in the promotion of TSG values.
- c) Research:
- Direction and/or participation in competitive projects for the protection or promotion of TSGs, in official calls of their locality, region, country, European or international level.
  - Direction of doctoral theses, master's degree works, end-of-degree works on traditional games and sports.
  - Direction and/or member of an officially recognized research group that promotes TSG research.
  - President or member of the scientific committee of international congresses of TSG.
  - Author of scientific articles published in impact journals; author of scientific books or book chapters on TSG.
  - Invited speaker and presentation of conferences, round tables, communications, scientific poster in international congresses of TSG.
  - Prizes obtained for research work.
- d) Promotion and dissemination of TSGs:
- Development of TSG dissemination materials: educational materials, audiovisual productions, exhibitions, websites, blogs, sections in local or regional press.
  - Radio programs, television programs, or other media.
  - School campaigns, meetings, exchanges.
  - Obtaining TSG patents.
  - Elaboration of game materials.

### 6.- Deadline for submission

The nomination period will be open from the date of the General Assembly until February 15<sup>th</sup> of the following year. Applications must be submitted by completing the relevant document, which should be forwarded to the Secretary General for transmission to the President of the AEJEST and the members of the Commission. (ANNEX 6)

### 7.- Evaluation of the candidatures

The CA will approve the composition of a Committee for the evaluation of applications. This Committee, which will be in charge of evaluating the different candidacies, will be made up of the members of the CA representing the Social Resources Presidency and Vice-Presidency projects (incumbents and deputies) and the Secretary General. In addition, up to three representatives of the Social Resources Project work team may join in.

### 8.- Selection of candidates

Once the deadline for the presentation of candidatures has expired, the Commission will draw up a list of the candidates presented, assess their merits and submit the proposal for recognition to the CA.

The CA will study the proposal for recognitions, which will be put to vote, and the results of which will be reported to the members of the AEJEST and the interested parties at least one month before the General Assembly.

The agenda of the General Assembly shall include, as an item, the presentation of acknowledgements and distinctions, which shall thus be recorded in the minutes of the same.

The prize-winning persons and entities will have the opportunity to address the members of the Assembly.

### 9.- Publicity of candidacies

The candidacies presented and the resolutions of the Commission and the Council of Administration will be publicised through the different means of communication (website, bulletin, social networks, etc.).

### **Article 29. Activities related to the elaboration and updating of the database of the members of the AEJEST.**

In order to make the AEJEST a network of networks it is essential to have as much data as possible on examples of good practice and needs of AEJEST members. To do it, the CA must be provided with the necessary information, by appropriate means. This way it will be possible, among other actions, to: a) identify the different groups of members; b) identify examples of good practices in the different areas of the TSG; c) promote interactions between members who have similar concerns and needs; d) define the scope of the actions and the number of people who participate directly in the actions promoted by the members of the AEJeST.



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### TITLE IV. OPERATION OF THE AEJEST

#### Chapter I. The Council of Administration (CA)

##### Article 30. Composition of the CA

The CA is the representative body that manages and represents the interests of the AEJEST, in accordance with the provisions and directives of the General Assembly. The CA is made up of a minimum of 5 and a maximum of 9 people. Each member, with the exception of the President, shall have another deputy member.

The CA will have at least the following positions: President, Secretary General and Treasurer, also known as Vice President of Economic Resources. The rest of the members will be considered vice-presidents

Unless otherwise agreed by the General Assembly, the positions of the CA will be exercised free of charge and the holders will have voice and vote in the GA if they do not have it as representatives of any legal person of the AEJEST.

##### Article 31. Designation, vacancies and termination of the members of the Council of Administration

**Designation.** The GA shall elect the members of the CA by the majority of votes required in each case. Nominations must be submitted at least 30 days prior to the holding of the General Assembly and will be disseminated in an appropriate manner.

Each candidate team will be composed of a minimum of 5 and a maximum of 9 members plus a maximum of 8 substitutes. Each candidature must indicate the persons who will hold the positions of President, Secretary General and Treasurer. In turn, they must submit their proposal for an action plan. In the candidacies there can only be a maximum of 2 members of the CA who are not mandated by a member entity.

**Vacancies.** In the event of the absence or sickness of one of its members, he shall be temporarily replaced by his deputy. The functions of the vacant members will be provisionally filled by the corresponding substitutes or, if necessary, by the other members of the CA, until the final election by the General Assembly of the person who will occupy the vacant position.

In the event of a vacancy in the office of President, the latter shall be provisionally replaced, until his election by the General Assembly, by one of the Vice-Presidents at the discretion of the President.

**Cessation.** CA members will cease or resign:

- a) On expiry of their terms of office.
- b) By voluntary resignation communicated in written form to the CA.
- c) By agreement of the General Assembly, in the event of non-compliance with the obligations entrusted to it.
- d) By the vote of censure agreed by the CA by two-thirds of the votes present and represented.
- e) For ceasing to belong to the Association that endorsed him/her, and afterwards agreed by the CA.
- f) Because its association ceases to belong to the AEJeST, unless it continues as an individual member.

##### Article 32. Meetings

The CA meets at least once a year and each time it is convened at least four days in advance by its chairman or at the request of at least one quarter of its members.

The presence of at least half the number of CA members, including voting delegations, is necessary for deliberations to be valid. Only one delegation of vote per person shall be permitted.

The following meeting modalities are established:

- a) Face-to-face meeting. It consists of the physical presence of the members of the CA at the agreed place and date. People who have to participate in these meetings will be invited and any expenses incurred will be reimbursed, except if there is negligence in any action related to that trip: for example, pay a second flight if



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the first flight was missed due to late arrival without just cause; travel in first class (business). It will be convenient that whenever possible the organization can assume the expenses of attendance of other experts on some of the topics to be discussed at the meeting.

- b) Meeting by video conference. Corresponds to a meeting with the presence of the members of the CA through the use of some of the technological resources (e.g. Skype, Gmail+...).
- c) Virtual meeting. It is established so that during the agreed date and time the members of the CA can express their opinion or vote on the matter or matters to be dealt with.

All meetings may be recorded using audiovisual resources to facilitate the drafting of the minutes and the revision of the corresponding agreements.

In order for their resolutions to be valid, they must be taken by a majority of the votes present and represented. In the event of a tie, the Chairman or the person exercising his functions shall have the casting vote.

Minutes of the sessions of the CA will be drawn up of the agreements dealt with, which will be recorded in the file of the AEJEST. At the beginning of each meeting of the Council of Administration, the minutes of the previous session shall be read out for approval, unless the Council of Administration itself has agreed to their approval at the end of the meeting.

In all matters, individual votes may be cast, provided that they are in writing and shall be recorded in the Minutes.

### Article 33. Powers of the CA

The faculties of the CA shall be extended, in general, to all acts proper to the purposes of the AEJEST, provided that they do not require, according to the Statutes or these Regulations, the express authorisation of the General Assembly. In particular, the Council of Administration shall be in charge of the matters expressly attributed by the Statutes.

### Article 34. President

The President shall have the following powers:

- a) To legally represent the Association before all kinds of public or private bodies.
- b) Convene, preside and adjourn the sessions of the General Assembly and the CA. To direct the deliberations of the general assemblies and the meetings of the CA.
- c) Order payments and authorize with his/her signature the documents, minutes and correspondence of the CA and/or the General Assembly.  
Any extraordinary financial decision must: (1) be voted on; and (2) be recorded in the minutes. Subsequently, the president can order that expense.
- d) The Executive Committee composed at least of the President, the Secretary General and the Treasurer, may authorise financial decisions relating to expenditures of less than 1000 Euros, as well as decide on the planning of official travel expenditures of persons representing the AEJEST. It may also exercise other duties decided at any time by the CA.
- e) Adopt any urgent measure that the good functioning of the AEJEST advises or that in the development of its activities is necessary or desirable, without prejudice to later reporting to the CA.

The President may be replaced from time to time by one of the Vice-Presidents, at the discretion of the President, depending on the subject in question, and acting by virtue of a special mandate granted by the President himself.

### Article 35. Secretary-General

The Secretary shall be responsible for the following functions:

- a) To take minutes of the meetings of the organs of the association.
- b) Processing the register of members (additions and deletions).
- c) To carry and to guard the official documentation of the association, as well as the rest of documents and files.
- d) Issue certifications.





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- e) To act as secretary to the organs of the entity.
- f) Carry out communications on the appointment of the Council of Administration
- g) Ensuring compliance with the documentary obligations in the terms that legally correspond.
- h) Collaborate with the President in convening and carrying out the sessions of the General Assembly and the CA, giving an account of the agenda and participating in the direction of the debates. In the case of the General Assembly and the winter meeting of the CA, it will be coordinated with the organizing committee of the entity responsible for that organization to ensure that they take place under optimal conditions.

### **Article 36. Treasurer or Vice President of Economic Resources**

The person acting as Treasurer, also known as the Vice President of Economic Resources, shall be assigned the following functions:

- a) To collect and safeguard the funds belonging to the Association.
- b) To comply with payment orders issued by the President.
- c) To present the annual accounts and the budget for the current financial year.
- d) Coordinate the search for new financing resources: sponsors, subsidies, donations, patronage, etc...

### **Article 37. The other members of the Council of Administration**

The rest of the members of the CA shall hold the position of vice-president and shall exercise the duties proper to their responsibility, as well as those arising from the delegations or work commissions that the CA itself approves and/or entrusts.

## **Chapter II. The General Assembly**

### **Article 38. Nature**

The General Assembly is the supreme governing body of the AEJEST in which all full members of the AEJEST are represented. It is made up of representatives of the associations as well as pledges of individual members.

At the GA, each legal entity member has one vote. A system of representation of natural persons members by means of compromiser is established. Each compromiser has one vote.

The other representatives of each legal entity as well as the non-committal individual members and honorary members have the right of access to the General Assembly and can participate in the debates, but do not have the right to vote, except if they are members of the CA.

All legal persons and pledges that are up to date with the payment of all their dues shall have the right to vote. The payment must be done one month before the day of the General Assembly.

### **Article 39. Representation and delegated vote**

**Representation.** Legal entities shall be represented at the General Assembly by the person they appoint by presenting the established model certificate. The representation shall be verified before the beginning of the session of the Assembly.

**Commitments.** The Council of Administration shall establish the maximum number of pledge members who may attend each meeting of the General Assembly. This shall take into account the number of legal persons and the number of physical persons who are members of the AEJEST. The number of commitment members attending the GA may not exceed 20% of the total number of legal person members. The Council of Administration shall establish the criteria for the election of the members who shall act as commitment members.

**Delegated vote.** Legal entities may authorize the delegation of their vote to another member of the AEJEST attending the Assembly. Individual members shall be represented by commitment members.





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Each member attending the Assembly may accredit and exercise a single delegated vote.

The delegation of vote must be communicated to the Secretary General of the AEJEST, by any available means, within a period of not less than seven calendar days following the holding of the General Assembly using the established model.

At each General Assembly, an Accreditation Board will be constituted to verify the representation and the delegation of vote of the members of the AEJEST. The Accreditation Board will be composed of three people previously elected by the CA. It shall receive and review the certificates of representation and delegation of vote, as well as the identity of the compromisers and shall determine the validity of the list of members of the Assembly. If complaints exist, they will be resolved by the President of the AEJEST before the start of the GA.

The representation and delegation of vote shall be evidenced by a certificate issued by the entity signed by its President or Secretary. (ANNEX 9). This document must contain at least the following elements:

Mr/Ms. (*Name and Surname*), representative of the (*name of the entity*) I give the power to represent and vote for us to Mr/Ms. (*Name and Surname*), representative of the (*name of the entity*) in the next general assembly of the European Association of Traditional Games and Sports (AEJeST) that will take place in (*name of the city, country and date*).

Signature,

Date and place

### Article 40. Ordinary General Assembly

The meeting of the Ordinary General Assembly shall be held once a year. Its objective shall be the discussion and approval of the following matters:

- The Activity report,
- The general lines of action of the association,
- The financial statement for the previous year and the approval of a plan or budget for the current year,
- Proposals from members that have been sent to the President and Secretary General at least 30 days before the meeting. The inclusion of any proposal on the agenda will require the support of a minimum of 3 voting members.
- As well as all those matters that the Council of Administration deems appropriate to deal with and that are not expressly assigned to the Extraordinary General Assembly.

As the members of the AEJEST move from very different regions and countries in Europe, it is necessary to optimise the time available for dealing with the different items on the agenda. For this reason, in the event that there are many proposals from the members of the Association, the CA will select those it considers most relevant and will proceed to their approval at the beginning of the session.

Likewise, the priority will be established in the turn of words of those persons who have sent in written form their contributions to the documentation provided on the different points of the agenda.

As a general rule, two speaking rounds are established to deal with any item on the agenda. The President may limit the time allowed to speak.

### Article 41. Extraordinary General Assembly

Extraordinary Assemblies shall be held, upon convocation by the Chairman, the CA, or at the request of at least 1/3 of the members with voting rights.

The functions of the Extraordinary General Assembly are as follows:

- Modification of statutes.
- Election of the CA.
- Agree on the dissolution of the association and the disposition of the resulting assets.



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d) All those that are not expressly assigned to the Ordinary General Assembly.  
The Extraordinary General Assembly may be held on the same day as the Ordinary General Assembly.

### Article 42. Calls

The convocations of the General Assemblies, both ordinary and extraordinary, shall be made by e-mail to the members of the AEJEST, at least 30 calendar days before it is held, telling the place, day and time of the meeting, as well as the agenda.

The agenda is drawn up by the President, after hearing the CA and the requests of the members. Whenever a new member is present or a member attending for the first time, he/she will be given the opportunity to make a brief presentation of his/her organization (2 minutes). Likewise, the organisers of the next GA or CA meeting will also intervene to provide the most relevant information.

The last item on the agenda will be requests and questions from members.

Together with the convocation to the GA meeting, or at least 15 days before the session, the necessary working documents will be sent by e-mail. Exceptionally, in the case of an extraordinary or electoral session, the deadline for sending working documents may be shorter.

### Article 43. Quorum of constitution

General Meetings, both ordinary and extraordinary, shall be validly constituted on first call, when at least half plus one of the members with voting rights are present or represented, and on second call regardless of the number of members present or represented. The right to vote in the Assembly is conditioned by the payment of the corresponding social quotas.

Between the first and second call there will be 15 minutes.

### Article 44. Conduct of meetings

The meetings of the AEJEST Assembly are directed and chaired by the President and, in his absence or impediment, by one of the Vice Presidents authorized by the President or by the CA.

At the beginning of the Assembly the Secretary General will indicate the number of members present with the right to vote and the members who are represented by the attendees. In this way the total number of votes present or represented will be known.

Each member of the Assembly shall have the right to submit proposals for approval, to pose questions, to participate in the discussion of matters of interest for the development and promotion of the traditional Games and to discuss all matters of the competence of the Assembly in the manner and under the terms provided in these Rules and/or in the rules decided at the GA itself or approved by the CA.

The rest of the attendees may present amendments to the proposals, which must in no case imply a direct rejection of the proposal presented. If the proposer accepts the amendment, it will be incorporated into the text. At the end of the debate, only the proposer will have the right of reply.

During the Assembly, each proposal may be presented for a maximum of five minutes, with the exception of interventions to reports by the CA. As far as the voting procedure is concerned, the amendment furthest removed from the proposal will be voted on first and the full text at the end.

The President will resolve any doubts that may arise during the GA and may take the necessary measures to ensure the order and proper functioning of the GA.

### Article 45. Adoption of agreements

Resolutions shall be adopted by a simple majority of the votes of the persons present or represented, that is to say, when the affirmative votes exceed the negative votes, null votes, blank votes or abstentions not being computable for these purposes. The exception to this rule are cases of modification of statutes, dissolution of the AEJeST, disposition



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or disposal of assets, for which a two-thirds majority of the votes of the persons present or represented will be required. In the event of a tie, the Chairman or the person exercising his functions shall have the casting vote. Mechanisms will be established to ensure that the vote is secret, if this option is chosen. Voting by general assent may be agreed.

The Secretary of the CA shall draw up the minutes of each meeting, which shall reflect the place and time of the meeting, the list of attendees and in what condition, the agenda, a summary of the deliberations, the text of the resolutions adopted and the result of the voting. The Assembly may also be documented in audio or video format. The minutes will be sent to all members of the AEJEST, and a summary of the agreements will be published on the website. At the beginning of each meeting of the General Assembly, the Minutes of the previous session shall be read for approval if appropriate, unless the Assembly itself agrees to approve the minutes at the end of its meeting.

### **Article 46. Powers of the General Assembly**

The powers of the General Assembly are those expressly attributed to it by the Statutes.

In the management of the work of the Assembly, the President or one of the Vice-Presidents authorized by him, with the assistance of the Secretary:

- Ensures that the work of the Assembly is carried out in accordance with the established agenda and in accordance with these Internal Rules,
- Gives the floor to representatives and other participants in the Assembly,
- Determines which of the proposed proposals and conclusions were adopted,
- Publishes the results of individual voting,
- Guarantees order and work in the session,
- Decides on other matters not described in these Rules of Procedure concerning the work of the Assembly.

### **Article 47. Nominations of members to organize the General Assembly or the CA meeting**

If a member of the AEJEST wants to organise a General Assembly (GA), he must present his candidature to the General Assembly. In the case of several candidate organisations, the GA shall elect the seats by ballot for a maximum of the following three years. In this way, there will be enough time to carry out the necessary actions with local institutions and entities.

The candidature must be submitted in written form to the CA at least one month before the General Assembly. The writing should indicate the place and possible dates and a preview of a possible program of the GA.

As far as possible, the GA should be organised between May and September. Exceptionally, the CA will be able to study other alternative dates.

### **Article 48. Organization of General Assemblies and CA meeting**

The host Association is responsible for the technical secretariat, in collaboration with the General Secretariat of the AEJEST. To this end, a work commission will be set up which will be activated at the end of the previous General Assembly and will establish the road map with the actions to be coordinated.

The organisers of the GA will cover the costs of accommodation, meals and domestic transport for one person per member association free of charge during the congresses. The attending commitment members will receive the same grants. All this, up to a maximum of 40 people. If the number of 40 participants is exceeded and the organization cannot assume its expenses, these may be contributed by the AEJEST or prorated among all attendees. They must also cover the cost of simultaneous translation into English, French and Spanish. If necessary the AEJEST can provide some help to ensure this service.

The organisers of the AC meeting will also cover the costs of accommodation, meals and domestic transport for full members of the AC. A representative of the association organising the next GA shall also be treated in the same way.





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The CA may invite to the GA or the CA Meeting, and cover its expenses, a representative of other organizations not members of the AEJEST (European Parliament, ITSGA...) if it deems it appropriate.

### **Article 49. Agenda of the GA and CA Meeting**

The programme will be defined between the CA and the association organised by the GA.

The General Assemblies and Meetings of the CA should be accompanied by significant events to optimize travel and value the actions carried out by the organizing entity: by way of example they could coincide with:

- Championship finals, official competitions
- Festivals with public
- Conferences, seminars
- Exhibitions etc.

These meetings should include meetings with representatives of local, regional or state political authorities (in the fields of sport, culture, education, welfare, etc.), as well as with those in charge of the most important TSG-related institutions in the area (federations, universities, museums, etc.). The presentation of the meeting and the programme of activities in the media should also be organised. All this set of actions will make it possible to enhance the value of the entities that organize the meetings and will favour the international prestige of the local TSGs.

### **Article 50. Travel expenses of the Council of Administration.**

CA members must cover travel expenses to attend general assemblies. In the case of CA meetings, AEJEST finances only cover travel and subsistence expenses for the travel of CA members.

The criteria to be applied in the compensation of travel expenses are based on the guidelines established by the European Union (EACEA agency, culture programme).

Daily compensation can be paid on the basis of actual costs or at a set amount. The established fare will cover one breakfast and two meals, local transportation including taxi and parking. A justification (in invoice) must be provided in case of application of an established tariff.

#### a) Expenditure related to means of transport

In the case of air travel, air tickets are reimbursed on the basis of an economy class ticket. There is no maximum limit for trips from third countries, but the ticket must be in economy class.

If travelling by train, the ticket will also be economy class.

In the case of travelling by own car, expenses are reimbursed on the basis of fees per kilometre, currently set at 0.22€/km. If you are using miles, you must specify the mileage or convert it to kilometers. When mileage is used it is not possible to claim fuel costs additionally. Whenever possible it is recommended that several people can travel in the same car.

Taxi and parking costs are considered as part of the daily compensation. However, if reimbursement is made on the basis of actual costs, taxi charges may be accepted in duly justified cases (i.e. if travelling early in the morning or late at night, no other alternative is accepted), but in no case may they exceed the limit of the daily allowance.

Important: Keep all invoices, proof of payment, and proof of reimbursement, even if you are reimbursed at a set rate. For travel allowances, keep appropriate documentation showing that the trip was actually made (travel orders, travel reports, travel agency invoice, boarding passes for international travel, copies of hotel bills showing arrival and departure dates, etc.).

#### b) Expenditure related to accommodation and daily subsistence allowance

If the journey to and from the place of habitual residence takes place on the same day, the person shall be entitled to a half-day allowance.





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If the trip includes an overnight stay, a full allowance will be considered, which entitles you to compensation for accommodation and two meals. The amount of compensation depends on the country to which you are travelling, in accordance with the guidelines established by the EU. (ANNEX 7)

### Chapter III. The electoral process

#### Article 51. Electoral System. CA Elections

The following rules govern the process for electing the Chair and CA members.

1. The CA will elect an Electoral Commission that will ensure the proper functioning of the electoral process. It will be made up of 3 people who will not stand for election. It will be the competent Commission to resolve all issues that may arise during the elections, as well as to approve the electoral calendar.
2. The CA or the Electoral Commission shall update the census of eligible members and electors composing the General Assembly two months prior to the date on which the elections are to be held. It will be a prerequisite to be included in the census to be current at that time of payment of dues. The payment of the quotas owed subsequently will give the right to be included in the census. This list can be consulted by the partners.
3. Those members of the CA who decide to present their candidacy to the elections, must resign from their positions at the time they officially present it. The members who are not going to present themselves will continue to exercise the CA's own functions. In the event of the resignation of all members, the Electoral Commission shall exercise management and administrative functions until the GA.
4. Any person who is endorsed by the legal entity member to which he belongs may apply for President or CA member of the AEJEST. Participation is expressly excluded for entities that were not up to date with their quotas at the time the elections were called. Individual members may also apply within the limits laid down in Article 31.
5. Candidates must submit the following documentation to the Election Commission:
  - When applicable, authorization from their Association(s). (ANNEX 8)
  - Action plan for the term of the mandate with indications on the work team that will help in the tasks of the CA.
6. Nominations must consist of a minimum of five and a maximum of nine members including the President, plus their corresponding alternates, with the exception of the President who has no alternate. Alternates may be a member of an organization other than that of the nominee.
7. Once all nominations have been received, a final list of candidates will be published, which will be emailed to all members of the AEJEST for their information. This list shall be equivalent to the list to be provided at the time of voting.
8. The elections will be held in an extraordinary GA at the end of the four-year term of the previous CA. Voting delegations must be formalised on association paper, with the signature of the legally responsible person. (ANNEX 9)
9. On the day of the vote, a Board of Elections shall be constituted consisting of the oldest member and the youngest member, who are not candidates and attend the meeting of the Assembly. The latter shall count and draw up the minutes of the process, which shall be incorporated into the minutes of the Assembly.
10. Candidate teams will be able to present their electoral programme, and sufficient exposure time will be guaranteed for each of them.
11. The President and the rest of the members of the CA shall be elected by free and secret suffrage, issued on the ballot provided by the Electoral Commission. The candidate with the highest number of votes shall be elected. If there is only one candidate, a simple majority of the votes present or represented at the time of voting shall be required.
12. The calendar for the elections of the CA members will follow a schedule similar to the following proposal:



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- Four months earlier: A publication of the Electoral Regulations and the Electoral Calendar. Sending by mail or email to all members.
- Two months earlier: publication of the electoral census and start of the deadline for the presentation of candidatures.
- Thirty days before the GA: deadline for applications.
- Twenty days before the GA: sending the information on the applications received to all members of the AEJEST.

### TITLE V. THE DISSOLUTION

#### Article 52. Liquidation Commission

In the event of dissolution of the AEJEST, the members of the CA at the time of dissolution become liquidators, unless the General Assembly or the judge who decides on dissolution appoints an ad hoc liquidation committee.

#### Article 53. Destination of the remainder

Once the debts have been extinguished, the resulting assets, if any, shall be used for non-profit purposes as agreed by the General Assembly.

### TITLE VI. THE STATUTES AND RULES OF PROCEDURE

#### Article 54. Reform of the Statutes and Internal Regulations

Modification of the Statutes. The initiative for the reform of the Statutes of the AEJEST may come from the CA or from one third of the members of the GA. In order to proceed with this reform, this matter must be included in the agenda of an Extraordinary General Assembly. The modification of the statutes shall be approved with the favourable vote of two thirds of the votes of the persons present or represented.

Modification of the Rules of Procedure. The reform of this Regulation is of competence of the CA and requires half plus one of the votes cast. In the event of a tie, the President or the person exercising his functions by delegation or substitution shall have the casting vote. Amendments to the Rules of Procedure will be ratified at the first GA to be held.

In case of reform of the Statutes, the modifications will be sent immediately to the Register of Associations and to the rest of the competent bodies so that they can proceed to make the appropriate changes.

The amended texts of the Statutes and/or Regulations shall be made available to all members of the AEJEST by the CA, through the website and/or by postal or electronic mail to all members.

#### Article 55. Interpretation and application of the Rules of Procedure

The CA shall be the competent body for the interpretation of the provisions of this Regulation. In the same way, it will be responsible for ensuring its correct application.

### FINAL PROVISIONS

#### Final Provision I

##### Article 56. Entry into force of the Rules of Procedure.

These rules of procedure shall enter into force on the day following their adoption by the General Assembly of the AEJEST.



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