



# RULES OF INTERNAL ORDER (RIO)

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## A - PREAMBLE

### ***“The European Federation of Art Therapy for Individual Practitioners and Professional Associations”***

The European Federation of Art Therapy (EFAT) was founded in 2018 in Brussels, Belgium after several years of preparatory work by the Network of European Art Therapists (NEAT), an informal network founded in 2011. At the time of the creation of EFAT, NEAT had 1-3 members from each of 32 European countries.

Anchored in NEAT's collaborative spirit, EFAT shall be governed by the following core values and guiding principles:

- cultural openness
- mutual acceptance and respect
- cooperation and mutual support
- democracy
- professionalism

EFAT is an inclusive organisation acknowledging existing diversity of Art Therapy orientations, training and clinical practice across European countries.

EFAT does not and shall not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, or sexual orientation in any of its activities or operations.

## B - MISSION STATEMENT

### ***“Advancing Art Therapy Across Europe”***

- The European Federation of Art Therapy (EFAT) aims to unite art therapists and professional art therapy associations in Europe.
- EFAT works actively to promote further development of professional practice, training and research, and the recognition of the profession.
- EFAT aims to nurture mutual respect of diversity and to foster collaboration and contributions between member countries.
- EFAT seeks to assure and promote the quality of Art Therapy practice and training for the benefit of clients, professionals and institutions.
- The activities of the federation are ultimately for public benefit.



## **C - DEFINITION of ART THERAPY**

Art therapy is a profession that utilises visual and tactile art materials, creative art processes (drawing, painting, sculpture, etc.) and the resulting images to foster personal development and improve psychological wellbeing of individuals, groups and families. It requires a professionally trained art therapist, and it occurs in a safe, non-judgmental therapeutic setting within a tripartite relationship engaging the client, the art work and the therapist.

Based on the integration of psychological and psychosocial theories of human development and understanding of creative art processes, art therapy aims to: reduce anxiety and depression, improve relationships, work through conflicts and traumatic life experiences, develop a sense of personal agency, regulate affect and increase self-reflection and awareness.

Art therapy has application in mental health, social, educational and medical fields, with clients of all ages and backgrounds and with various needs, including but not limited to persons with developmental problems, mental health issues, neurological and medical conditions.



## D - RULES & REGULATIONS

### CHAPTER I – GENERALITIES

#### 1.1 Introduction

The European Federation of Art Therapy is an International Non-Profit Association (**EFAT IVZW**) which is officially regulated by the Statutes that are enacted in accordance with the Belgian law of 27 June 1921. EFAT's Rules of Internal Order (hereinafter referred to as RIO) define the federation's rules and regulations, and are subject to change only after a legal vote at the General Assembly.

#### 1.2 Geographical scope of action

EFAT's scope of action is the geographical and political Europe. It comprises the following countries, completely or partly located on European soil, and countries politically, historically and culturally regarded as part of Europe:

Albania, Andorra (City State), Armenia, Austria (EU), Azerbaijan, Belarus, Belgium (EU), Bosnia-Herzegovina, Bulgaria (EU), Croatia (EU), Cyprus (EU), Czech Republic (EU), Denmark (EU), Estonia (EU), Finland (EU), France (EU), Georgia, Germany (EU), Greece (EU), Hungary (EU), Iceland, Ireland (EU), Italy (EU), Kazakhstan, Kosovo, Latvia (EU), Liechtenstein (City State), Lithuania (EU), Luxembourg (EU), Malta (EU), Moldova, Monaco (City State), Montenegro, Netherland (EU), North Macedonia, Norway, Poland (EU), Portugal (EU), Romania (EU), Russia, San Marino (City State), Serbia, Slovakia (EU), Slovenia (EU), Spain (EU), Sweden (EU), Switzerland, Turkey, Ukraine, United Kingdom ((EU)), Vatican City (Holy See)

#### 1.3 Working language

For Belgian legal requirements EFAT's statutes have been registered in Dutch language. The Dutch version is legally binding.

EFAT's working language is English.

Simultaneous translations and translations of documents into other languages will be provided to the best of EFAT's abilities and resources.

### CHAPTER II – MEMBERSHIP

#### 2.1 General criteria

Full individual, full organisational and student membership in EFAT may be granted to art therapists, professional art therapy associations and art therapy students respectively, from geographical and political Europe as listed above. This includes art therapists living on European territory as well as citizens of European countries living in other parts of the world.

Affiliate and honorary membership may be granted regardless of nationality and/or residence. Affiliate members must have an explicit interest in European Art Therapy, whereas honorary members must have proven merits in regard to European Art Therapy.



## 2.2 Specific criteria

### **Commitment to Advancement**

EFAT's members recognize Art Therapy (hereinafter referred to as AT) as an independent professional discipline and respect the multiplicity of Art Therapy approaches.

It is the responsibility of EFAT's Board to review the requirements for full membership on a regular basis according to the development of standards of training and practice of the Art Therapy profession in Europe. Proposals for changes in the definition of membership criteria shall be submitted to the membership for appraisal and adoption at the General Assembly.

### **A 1 - Full individual members**

A full individual member is defined as a person who has completed formal AT training in a coherent training programme which covers theory, methodology, self-experience and practice under supervision.

This comprises:

1. Persons holding a Bachelor of Arts (BA) / Bachelor of Science (BSc) in AT or Master of Arts (MA) / Master of Science (MSc) in AT or equivalent diploma in AT from a (state) recognised university.
2. Persons holding certificates from private training institutions, whose complete cycle of training reaches at least BA/BSc level, including prior professional training in a related field. Actual AT training extends over a minimum of 1500 training hours (workload) or an equivalent of 60 European Credit Transfer System points (ECTS) according to Bologna criteria for university education.
3. Persons who do not fully meet the requirements in 1. or 2. may earn Compensation Credit Points (CCP) for professional experience and continuing education according to the compensation scheme which forms the basis for assessment by the Application Review Committee (ARC). For details consult the "*Policy and Procedures Appendices*" document, **Appendix A: Detailed Membership Criteria for Full Individual Membership.**

***Scenario 3 applications will only be accepted for art therapy trainings completed BEFORE 31st January 2025.***

**NOTA BENE:** Applicants from countries with binding legal regulations for the AT profession (f.ex. United Kingdom) need to be eligible for recognition in their home country for admission as a Full Member to EFAT. This measure is taken to assure conformity and to avoid undermining established national standards. This rule does not apply to standards set by professional associations (see criteria under A 2).

### **A 2 - Full organisational members**

A full organisational member is defined as a professional association which represents the professional interests of AT practitioners in that country and which pursues professional goals as its social objectives. This excludes schools, training or research institutes, clinical centres and community centres offering AT training.

At the time of the membership application the association must

1. have been legally registered for at least one year
2. have published statutes
3. have membership criteria for trained art therapists (full members) which are not lower than



EFAT's individual membership criteria

4. have a Code of Ethics.

An English translation of the social objectives, the membership criteria definition in the statutes, and the Code of Ethics must be provided.

### **A 3 - Pioneer members**

Pioneers are persons who have contributed to the establishment of the AT profession in their country and/or persons who, in the early stages of development, have not been able to pursue formal AT training but have been actively involved in the AT practice for a substantial number of years.

The applications for pioneer membership shall be evaluated by the Application Review Committee (ARC) based on the following mandatory evidence:

- two reference letters
- the applicant's detailed Curriculum Vitae (CV)
- the applicant's complete academic/educational record (copies of all training diplomas)
- proof of professional experience in the art therapy field

Further supporting evidence, such as

- proof of extensive studies/inquiries into the AT field (f. ex. PhD Dissertation on an art therapy topic)
- proof of actions for advancing the field (f.ex. organising trainings)
- proof of teaching activities
- a publications list (preferably AT-specific)
- proof of other psychotherapy training

shall be provided.

The specific context of AT in the applicant's country at the time of his/her engagement in AT activities shall be taken into account.

### **B 1 - Student members**

Students have to submit valid proof of enrolment each year.

Student membership ends at the end of the calendar year in which the student completes training, but does not lead to automatic full individual membership in EFAT. Students will be informed about the criteria which have to be met for full individual membership upon completion of training. Students who do not meet these criteria upon completion of training are eligible for affiliate membership.

### **B 2 - Affiliate members**

Affiliate members can be

- organizations or individuals who, by declaration of intent, profess themselves interested in supporting the causes of EFAT,
- as well as individuals or organizations who do not (yet) fulfill the requirements for full membership.

\*) For this purpose the application form shall foresee a "declaration of intent" statement with check box.

### **B 3 - Honorary membership**

The governing Board or the member(s) who nominate someone for honorary membership shall provide the supporting arguments and evidence about the nominee's significant contribution and



merits regarding AT in Europe.

### 2.3 Admission - Application procedure

#### **Full members, all types, and student members:**

1. The applicant fills in the online application form and uploads/sends all the required documents.
2. All documents have to be submitted for verification in the original language together with an English translation.
3. The ARC may require completion of the documentation in case some information is missing.
4. Upon its decision, the ARC submits the application to the Board with a recommendation for acceptance or refusal. The Board formally approves or disapproves.
5. The ARC is responsible for keeping an archive of membership applications.
6. The treasurer will send a bill for the membership fee. In accordance with EFAT's Statutes, membership becomes effective only after payment of member dues.
7. If the applicant does not meet the criteria for full membership, the ARC will inform the applicant about the reasons and, if applicable, inform him/her about the possible ways of meeting the criteria in future.

Any questions shall be addressed to the Application Review Committee (ARC) at [arc@arttherapyfederation.eu](mailto:arc@arttherapyfederation.eu)

**Affiliate membership** is granted on simple demand. The request is made via submission of the completed application form.

#### **Honorary membership**

Honorary members are recommended by the Board or by any member of EFAT with arguments and supporting evidence about the nominee's significant contribution and merits regarding AT in Europe. The nomination is published together with the invitation and the agenda one month before the General Assembly (GA) which votes on the proposal.

### 2.4 Member benefits

Member benefits are aligned with the social objectives as recorded in the statutes of EFAT. For a detailed overview of benefits per member category please refer to the table in **Appendix B: Member Benefits**

### 2.5 Member duties

#### **2.5.1 General Member duties**

- A. All members pay their membership fees within the first three months of the fiscal year, except new members admitted during the course of the year.
- B. All members commit to abiding by EFAT's statutes, the Code of Ethics, as well as by the



present RIO with which they have acquainted themselves beforehand. These documents shall be published in downloadable form on EFAT's website.

- C. Only organisations and individuals who are actual members of EFAT may claim a membership relationship with EFAT. The name and logo may be used on professional stationery, business cards, websites etc. only by stating the actual membership category with inclusion of the link to EFAT's internet site.

*Example for business cards:*



**Full Individual Member of EFAT**

[www.arttherapyfederation.eu](http://www.arttherapyfederation.eu)

*Example for website:*



**Full Organisational Member of EFAT**

+  [hyperlink to EFAT homepage](#)

Misuse leads to the exclusion from EFAT.

### 2.5.2 Specific Organisational Member Delegate duties

The association delegate must be a trained art therapist, whose role is to maintain continuous contact between EFAT and the national AT organisation. This includes the following tasks:

- A. Sharing of pertinent national information with EFAT, at EFAT's GAs, and through Committees and Working Groups.
- B. Assuring that all official EFAT news and any relevant information about art therapy in Europe is transmitted at the national level to members.
- C. Assuring that any EFAT papers, questionnaires, etc. are distributed and returned.
- D. Engaging in dialogue and exchange with other organisational members of EFAT.
- E. Working actively to develop the country's professional AT standards in line with EFAT's standards of practice or higher.

## 2.6 Membership fees

### 2.6.1 General rules

- A. The definition of membership fees shall be guided by the principle of solidarity and equity (over equality).
- B. The amount of the membership fees and the date by which they come into effect is fixed by the GA on proposal of the Board.
- C. The effective membership fees are published in the **Appendix C: EFAT Member Fees**, and on EFAT's website.
- D. For new members joining EFAT during the fiscal year, the membership dues shall be prorated according to the following scheme:
  - 1st quarter (January-March): 100%
  - 2nd quarter (April-June) : 75%
  - 3rd quarter (July-September) : 50%
  - 4th quarter (October-December) : 25%as determined by the effective date of admission stated in the acceptance letter from the Board.



### 2.6.2 Payment procedure

Payment has to be made in €uros by transfer to EFAT's bank account

Beneficiary: **EFAT IVZW**

Domicile: Tenboslaan 70  
B-1560 Hoeilaart  
Belgium

IBAN: **BE07 7350 5452 1866**

BIC: **KREDBEBB**

Bank's branch: KBC Bank NV  
Tiensesteenweg 200  
B-3380 Glabbeek  
Belgium

mentioning

- the full name (surname and first name) of the member
- the allocated member code
- and the year(s) for which the payment is being made.

### 2.6.3 Notification and reminder policy

Membership dues notification for the next fiscal year shall be sent by 15th December of the previous year. Reminders shall be sent by: 15th January, 15th February and 15th March, the last one with the announcement of the impending suspension of benefits.

### 2.7 Sanctions in case of withdrawal, suspension and exclusion of Members

1. Withdrawal becomes effective with loss of rights and benefits upon confirmation of receipt of the written resignation.
2. A member who is suspended due to nonpayment of the yearly membership fees loses his/her rights and benefits by 1st April. Benefits and rights are reinstated upon settlement of the outstanding payment.
3. An excluded member immediately loses all rights and benefits.

Membership fees will not be reimbursed in case of withdrawal or exclusion.

### 2.8 Procedure for filing complaints about an EFAT Member to the Ethics Committee

A member can be excluded from EFAT on the grounds of professional misconduct or disrespect for EFAT's core values and guiding principles as expressed in the statutes, in the preamble and mission statement of the present RIO, and especially in EFAT's Code of Ethics. Complaints with supporting evidence shall be filed in writing to the Ethics Committee of EFAT ([ethics@arttherapyfederation.eu](mailto:ethics@arttherapyfederation.eu)) which will make a recommendation to the Board. The concerned person has the right to be heard and therefore is invited to submit a written defense to the Board. The Board presents the arguments for exclusion as well as the concerned member's defense to the GA for a secret ballot. For effective exclusion a  $\frac{2}{3}$  majority of the cast ballots is needed.



## CHAPTER III – THE GENERAL ASSEMBLY

### 3.1 Attendance

The General Assembly (hereinafter referred to as GA) is open to the public. EFAT's Members can attend in person or by proxy, and, technical means allowing, online or by telephone (see 3.3).

### 3.2 Mode of convocation

- A. EFAT's Statutes stipulate that the **Ordinary General Assembly (GA)** must be called together at least 30 days before the date of the meeting including the agenda of the GA. However, the notification of the date of the GA shall be sent at least 3 months in advance to allow members to make arrangements for travel.
- B. An **Extraordinary General Assembly (EGA)** can be called together at any time by the Board or by a minimum of  $\frac{1}{3}$  of the Full Members of EFAT, counted in absolute numbers. Any member who wants to make a motion for calling an EGA sends the text of the petition to the Board who transmits it to the entire membership for signing. This can be done online. If the threshold of  $\frac{1}{3}$  is reached, the Board organizes the EGA following the same procedure as for the OGA.

### 3.3 Voting rights and representation

To ensure the democratic process, the Board will, to the best of its abilities, provide the means, technical and otherwise, to broadcast the GA and to allow online attendance, attendance by proxy, as well as electronic voting.

#### 3.3.1 Individual Members

*Full individual and pioneer members* who cannot attend a GA may choose to vote by proxy. For this purpose, EFAT will provide specific proxy forms for the designation of another full member who will exercise the voting rights on his/her behalf. The form will be made available on EFAT's website with instructions.

#### 3.3.2 Organisational Members

1. Each Full Organisational Member chooses a delegate to EFAT and his/her deputy from among its membership according to its own internal procedures.
2. In any case, the delegate must be an art therapist who fulfils EFAT's criteria for full individual membership. The same requirement also applies to the deputy.
3. Delegates should have sufficient language skills to be able to understand and communicate in English. The same requirement also applies to the deputy.
4. The names of the delegate and his/her deputy, as well as all changes in the designation of the delegate, are promptly communicated to the Board in writing. If the association fails to communicate the name of its delegate and his/her deputy by the date of the dissemination of the invitation for an electronic vote or for the participation in the GA, the organisational member loses its right to exercise their vote.
5. The appointed delegate or his/her deputy exercises the voting rights on behalf and based on the internal rulings of the association which (s)he represents.



6. The representative of a **full organisational member** can be at the same time a **full individual member**. In this case (s)he has two separate votes in the GA (see 3.4).

**3.3.3 Student members** may be formally requested to vote on topics concerning Art Therapy training and its content. For this purpose, the Board sends a written invitation complete with instructions.

### 3.4 Voting modalities

#### 3.4.1 Voting procedures:

- To allow members who belong to both Chambers to exercise their voting rights both as representatives of their national associations and as individuals, elections and ballots are held successively and counted separately in the Chamber of Associations and in the Chamber of Individuals.
- The results will be calculated according to the rules for ponderation as stated in 3.4.2 and detailed in **Appendix E: Ponderation of Votes**.
- EFAT's Statutes stipulate that voting on ordinary matters is public, except in certain cases agreed by the GA, and that voting for elections is by secret ballot.
- In the case of Board elections, statutes and RIO changes, and other important matters, an electronic vote will be organized prior to the GA. The vote closes on the day before the GA at midnight in order to be able to present the results at the GA. (The procedures for E-Voting are defined in the Policy & Procedures **Appendix D: Procedure for Electronic Voting**.)

#### 3.4.2 Rules for the Computation and Ponderation of Chamber Votes

1. Results of votes and elections shall be counted separately for the Chamber of Individuals and the Chamber of Associations. The results are then added and divided by two to determine the average.  
*However, for statutes changes a 2/3 majority needs to be reached in each Chamber.*
2. In the event of a significant disparity between Chambers in their voting results, a special procedure is activated. See details in **Appendix E**.
3. In the Chamber of Associations all countries have the same weight (1 combined vote). If there are several associations within one country, a weighted average is calculated based on the size of each association. In this way the end result for that country allows to reflect the different attitudes within the country. See details in **Appendix E**.



## CHAPTER IV - THE ADMINISTRATIVE BOARD

### 4.1 Composition

The Board consists of a Core Board of President, Vice President, Secretary-General and Treasurer, with members stemming from both Chambers. Ideally, it should also have deputies for the function of Secretary-General and Treasurer, and should also represent the diversity of the membership (geographical and otherwise), in order to guarantee equity. A maximum number of six members is recommended to ensure smooth operations. This number shall be reviewed and adapted in the future according to actual needs.

The Board may invite other persons (such as Committee Chairs) to sit in a consultative function ("members in attendance") for specific topics.

### 4.2 Procedure for Board Candidacies

1. All Full Individual Members and Full Organizational Member Delegates are potential candidates for the Board.
2. A call for candidacies is made 3 months prior to the GA for which elections to the Board are to be held. EFAT members may also nominate candidates who may or may not accept the nomination.
3. Candidacies should be submitted at the latest two months prior to the General Assembly with
  - a. a photo
  - b. a resumé of the candidate's professional development and competencies,
  - c. and their motivation for standing as a Board Member,
  - d. in case of double appartenance to the Chamber of Individuals and the Chamber of Associations, a declaration for which Chamber he/she is standing.
4. Candidacies shall be published at least 1 month prior to elections.

### 4.3 Specific functions

The specific functions (President, Vice-President etc.) of the Administrators shall be decided by each newly constituted Board.

### 4.4 Roles, Tasks and Responsibilities of Administrators

#### 4.4.1 Core Principles

- A. **Duty of Care:** Take care of EFAT by ensuring prudent use of all assets, including facility, people, and good will.
- B. **Duty of Loyalty:**
  - a. Ensure that EFAT's activities and transactions are, first and foremost, advancing its mission;
  - b. Recognize and disclose conflicts of interest: It is the legal responsibility of each Board Member to declare in writing any conflicts of interest or 'dual interests' where there could be personal benefit in another organisation that would influence how decisions regarding EFAT are made.



- c. Make decisions that are in the best interest of EFAT corporation, not in the best interest of the individual Board member or any other individual or for-profit entity.

**C. Duty of Obedience:**

- a. Ensure that EFAT obeys applicable laws and regulations;
- b. follows its own RIO;
- c. and that EFAT adheres to its stated corporate purposes/mission.

#### 4.4.2 Specific duties

##### **Role of the President**

The President is responsible for

- A. the coordination of EFAT as a group (e.g. strategic oversight of EFAT, chairing Board meetings and General Assemblies, etc.)
- B. communicating with the Board and with members of both Chambers on a regular basis
- C. supporting and supervising the General Secretary
- D. being actively involved in the decision-making on behalf of EFAT and ensuring its decisions are implemented in accordance with the social objectives
- E. representing EFAT (acting as the main spokesperson for EFAT, for example, representing EFAT at conferences, Europe-wide meetings or for the press)
- F. taking urgent action (but not decision making unless authorised by the Board) between Board meetings when it isn't possible or practical to hold a meeting.

##### **Role of the Vice-President**

The Vice President

- A. acts as deputy to the president providing support in the execution of the above mentioned tasks and functions when and where needed
- B. steps in for the President in case of illness, death or any other serious impediment or emergency
- C. may choose to focus on specific topics and/or tasks of interest in accordance with the Board and the social objectives.

##### **Role of the General Secretary and his or her deputy**

The General Secretary is responsible for

- A. maintaining communication with all EFAT members, including passing on relevant information about the work of EFAT, when required, and in particular reports from Board meetings and GAs
- B. remaining fully informed of all correspondence (e.g. emails), and filtering information before passing this on to the relevant members of EFAT
- C. keeping the archives of the federation, particularly the minutes of GAs and Board meetings
- D. keeping an updated list of current members
- E. liaising regularly with the Board members and the executive office (if established)
- F. having oversight of the systems and processes required to deliver the social objectives of EFAT



- G. acting as liaison point between the Committee chairs and the Board, and in particular overseeing the adherence of the committees to the objectives as decided by the Board
- H. ensuring that the federation remains compliant with the Belgian law

#### **Role of the Treasurer and his or her deputy**

The Treasurer is responsible for

- A. day to day financial duties and administration of EFAT's bank account (checking receipt of membership fees in the account, bookkeeping, budgeting and preparation of reports and any other tasks that are required to upkeep and monitor the administration of EFAT's bank account)
- B. sending notifications and reminders for membership fee payments
- C. informing the General Secretary about outstanding membership fees in order to proceed to suspension or exclusion of members, or reinstatement in case of receipt of payment
- D. presenting financial reports to the Board in a format that helps the Board understand the charity's financial position
- E. advising the Board on how to carry out its financial responsibilities
- F. liaising with the Council or equivalent group when required
- G. liaising with financial advisors
- H. preparation and scrutiny of annual accounts, and presentation of the annual financial report to the GA

#### **Role of other Board Members (if applicable)**

Other Board members feed into decision making processes and provide advice on federation functioning, systems and communications.

Particular functions, roles and tasks of other Board members may be decided by the Board according to EFAT's needs and interests, f.ex.

- representing specific committee areas or geographical areas of Europe
- acting as consultants in specialist clinical areas.

#### **Members "in attendance"**

are members of EFAT who may be required to attend Board meetings to provide information about a specialist area that cannot be acted on by the Board without discussion with that individual (f.ex. Committee Chairs, student consultant, external experts).

#### **The Board Communications Coordinator**

- assists the Board with minute taking and actions
- assists the president and vice-president with planning agenda items before each meeting.

#### **4.4.3 Revocation modalities**

Breach of the above core principles can lead to the revocation or exclusion of a Board member by decision of an Ordinary or Extraordinary General Assembly according to the rules defined in the statutes.



#### 4.5 Frequency and type of Board Meetings

EFAT's Statutes require that the Board meets, physically or online, at least three times per year. A higher frequency for effective follow-up on tasks and duties is highly recommended. Ideally at least one annual Board meeting should be face-to-face.

#### 4.6 Compensation for Expenses

Members of the Board shall not draw any personal profit from their mandate, which is an unpaid position. Their expenses, however, shall be reimbursed by EFAT.

1. Claims of phone calls and postage are not reimbursed. Members shall use free communication systems: f.ex. Skype and Email.
2. Board Members make a commitment to minimising the number and expenses of physical meetings. Meetings should always happen in a place that is the most cost efficient.
3. The treasurer (proposes and) manages an expenses budget per physical meeting.
4. Requests for out-of-the-ordinary expenses (f.ex. participation in international meetings as an EFAT ambassador) shall be discussed and approved beforehand by the entire Board.
5. Reimbursement is only given for actual expenses of second class low cost travel and low cost accommodation as pre-approved by the Treasurer and/or the Board, and upon submission of original bills to the treasurer.
6. There is no reimbursement for loss of income.

## CHAPTER V - INTERNAL ORGANISATION

### General Overview:

To ensure smooth operation different internal bodies will be put in place:

A - Special bodies: The Council, The Executive Office

B - Committees & Working Groups

C - Special Committees

An up-to-date list of all active committees and working groups shall be kept in **Appendix F: List of Committees**, together with a description of their purpose, functions and duties. The General Secretary keeps an oversight and acts as liaison.

## A - SPECIAL BODIES

### *The Council*

is a body which contributes to the operations of EFAT, enabling its social objectives.

1. **Composition:** It is composed of the chairs of the different EFAT committees and the General-Secretary. Additional persons, for example other Board Members, experts, EFAT members - are invited to join to make a contribution based on their area of expertise.
2. **Organisation:** The Council is chaired by the General-Secretary. The Council reports to the EFAT Board. The meeting minutes are circulated to the EFAT Board.
3. The **main functions** of the Council are to:
  - a. Facilitate the communication between Committees: discuss matters that are transversal to several Committees



- b. Facilitate the communication between the Board and the Committees: pass issues, questions and suggestions raised by the Committees to the Board, and vice versa.
- c. Review progress on Committees action plans

#### ***The Executive Office (EO)***

1. If its annual budget permits, the EFAT Board may request to establish an “Executive Office” (EO) for EFAT’s daily operations, such as updating member files, mailing lists, information on the website, and answering and forwarding emails etc.. This request must be submitted to the GA together with a provisional budget for approval by the GA.
2. For this task EFAT may employ an executive manager and/or secretary. The EO operates under the supervision of the Administrative Board who defines the nature and the limitations of the EO’s tasks. The budget shall cover general administration costs and salary.
3. In absence of an EO, all administration will be carried out by the Board with the support of the Committees.

## **B - COMMITTEES & WORKING GROUPS**

### **Creation**

Committees with specific goals and tasks may be created upon decision by the Board and/or the GA.

Working groups can be created upon suggestion by any member of EFAT followed by the confirmation of the Board.

### **Composition**

1. Members of Committees whose scope of work has direct influence on EFAT’s governance shall be recruited from EFAT’s full members only.  
Affiliate and student members, however, shall be able to join committees and special interest working groups which are not directly implied in issues of EFAT’s governance.
2. Recruitment procedure
  - a. Committees that have a direct influence on EFAT’s governance shall be elected from candidates from the full membership. Elections take place every 4 years in concordance with elections of the Board.
  - b. For other Committees, which do not have direct influence on EFAT’s governance, the recruitment procedure is based on spontaneous application until the maximum number of members (if defined) is reached. If there are more contenders for membership than places, there shall be elections.
  - c. Working groups may form freely.
3. Each Committee elects its own Chair for a period of 4 years.
4. All Committee chairs sit on the Council.



#### **Purpose, duties and rules**

1. Each newly formed committee and working group shall submit a description of its scope and strategic purpose to the Board.
2. Committees have the obligation to report to the Board at least once a year. Each committee has to submit a plan and a date for progress evaluation including goals, strategy, estimated costs, and stakeholders. In addition, the Committee Chairs will convene in the Council on a regular basis.
3. Working groups may or may not have the obligation to report to the Board, depending on their objectives and scope of action.
4. Committees and working groups are invited to present a short annual activity report to the GA. This should include a description of the past activities, accomplishments, the current tasks and the objectives for the coming year.
5. In general, personal expenses are not covered. Exceptional demands must be introduced in writing with a proposed budget and motivation to the Board for approval.
6. Special operational financial needs/expenses may be covered, provided there has been a pre-approval by the Board.

#### **C - SPECIAL COMMITTEES**

##### ***The Application Review Committee (ARC)***

#### **Mission**

The ARC reviews all membership applications for conformity with the stated criteria for the respective membership categories and submits to the Board for formal approval or refusal.

#### **Composition**

As its scope has a direct influence on EFAT's governance, its members shall be recruited from EFAT's full individual and pioneer members only (as described above).  
The ARC counts at least 3 members. Ideally, ARC should reflect geographical diversity and demonstrate proven professional and/or teaching experience.

#### **Core principles**

- A. **Duty of Care:** The members of the ARC exercise their mission and tasks by ensuring prudent use of all assets, including facility, people, and good will.
- B. **Duty of Loyalty:**
  - a. Ensure that the ARC's activities are, first and foremost, advancing its mission;
  - b. Recognize and disclose conflicts of interest: It is the legal responsibility of each ARC Member to declare in writing any conflicts of interest or 'dual interests' where there could be personal benefit in another organisation that would influence how decisions regarding admission to EFAT are made.
  - c. Make decisions that are in the best interest of EFAT, not in the best interest of the individual ARC member or any other individual or for-profit entity.
- C. **Duty of Obedience:**



- a. Ensure that ARC puts in place and follows an efficient review procedure;
- b. Ensure that the ARC applies the criteria for the examination of membership applications as defined in the present RIO and the Appendix A;
- c. and that the ARC's activities respect and stay within the limits of its stated mission.

Breach of the above Core principles can lead to the revocation or exclusion of the ARC member by the GA.

#### **Delay for review**

The ARC ensures swift review of applications by applying the best possible operational procedure. Applications which do not require deeper investigation should be handled within a delay of maximum 4 weeks from the date of submission. All other applicants shall receive a notification about the necessity of a more in-depth review within the same delay.

#### **Specific tasks**

- Maintain an updated application pipeline spreadsheet
- Storing application forms according to GDPR rules
- Maintain a list of members shared with the General Secretary
- Do a yearly statistical report for the Board
- In ambiguous cases ARC may consult with the Board.

#### ***The Ethics Committee (EC)***

##### **Mission**

The Ethics Committee develops a Code of Ethics and an Ethics Reference Guide and encourages and oversees its implementation.

It acts as a consulting entity to individuals and organisations who seek ethical advice.

It convenes Ad Hoc to deliberate on complaints filed to EFAT's Board or the Ethics Committee directly.

##### **Composition**

The Ethics Committee (EC) consist of a minimum of 3 elected members as previously defined. EC Members should ideally have a proven work experience of minimum 10 years.

##### **Core principles**

A. **Duty of Care:** The members of the EC exercise their mission and tasks by ensuring prudent use of all assets, including facility, people, and good will.

B. **Duty of Loyalty:**

- a. Ensure that the EC's activities are, first and foremost, advancing its mission;
- b. Recognize and disclose conflicts of interest: It is the legal responsibility of each EC Member to declare in writing any conflicts of interest, especially in regards to the handling of complaints where relation by friendship, blood or marriage, or professional ties to the incriminated person presents an obstacle to unbiased deliberation.



- c. Make decisions that are in the best interest of EFAT, not in the best interest of the individual EC member or any other individual or for-profit entity.

**C. Duty of Obedience:**

- a. Ensure that the EC develops and follows a complaint procedure;
- b. that the EC applies the Ethics principles as defined in EFAT's Code of Ethics and in the Ethics Reference Guide;
- c. and that the EC members respect and stay within the limits of EC's stated mission.

Breach of the above Core principles can lead to the revocation or exclusion of the EC member by the GA.

## CHAPTER VI – FINAL DISPOSITIONS

### 6.1 Transitory dispositions

At the moment of the creation of EFAT, a temporary Board has taken its function. At the constitutive GA it shall be replaced by an elected Steering Board with a restricted mandate until the next GA in 2020. The Steering Board will then step down to make way for elections of the first regular EFAT Board.

At the time of writing of the present RIO the Code of Ethics is being elaborated and is pending adoption by the membership. The adoption shall take place via an online vote in time to guarantee beginning of general member intake.

### 6.2 Effects

Changes to the RIO can be proposed by the Board or by any full member. Proposals must be received by the Board at least three months in advance of the General Assembly which votes on the proposed changes. Modifications shall be adopted with a  $\frac{2}{3}$  majority which is the simple arithmetic average between Chambers. The general rules for ponderation of votes apply.

Amendments to these RIO come into force after written notification of all members by email, newsletter and/or website.

### 6.3 Supplementary dispositions

All practical issues that are not included in the present RIO may be regulated in the Policy and Procedures Appendices.

The Policy and Procedure Appendices are an integral part of the RIO. They are subject to the same rules for adoption and modification as other RIO changes, if not stated otherwise.

Adopted with 39 votes for, 0 against and 1 abstention of EFAT's present certified full and founding members at the General Assembly in Vienna, 11<sup>th</sup> May, 2019

Amended by electronic vote of the General Assembly, 17<sup>th</sup> October 2020