


# European Federation of Geologists - Statutes

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|  | <b>FEDERATION EUROPEENNE DES GEOLOGUES</b><br><b>EUROPEAN FEDERATION OF GEOLOGISTS</b><br><b>FEDERACION EUROPEA DE GEOLOGOS</b> | Issue 2<br>(Approved for Use)<br>Date: May 2012 |
|   | <b>STATUTES</b>   | Approval Authority<br><br>COUNCIL               |

## DEFINITIONS

In the usage of the Statutes

- (i) The **EFG** is the European Federation of Geologists (English).
- (ii) The **FEG** is the European Federation of Geologists (French and Spanish).
- (iii) **Europe** is the region defined approximately by the Atlantic Ocean in the west, by the southern shore of the Mediterranean Sea in the south, by the Ural Mountains in the east and by the Arctic Ocean in the north.
- (iv) **Members** of the EFG are National Professional Organisations, National Professional Registers or National Organisations whose principal aims are the advancement and profession of geology and the professional interests of geologists. Members of the EFG may have **individual members**.
- (v) **Council** is the Council of the European Federation of Geologists.
- (vi) **Officers** are Honorary Officers.
- (vii) **Board** is the Board of the European Federation of Geologists and is composed of the Officers.
- (viii) **Officials** are Honorary Officials appointed by Council to undertake specific tasks on behalf of the European Federation of Geologists.
- (ix) **Staff** are paid employees of the European Federation of Geologists.
- (x) **Statutes** shall be published electronically, together with the Regulations, following any change.
- (xi) **Regulations** made to ensure the good government of the European Federation of Geologists and proper management of its affairs may be made by Council, whether required by the Statutes or not.

## SECTION 1 LEGAL TITLE

- 1.1 The EUROPEAN FEDERATION OF GEOLOGISTS is registered according to the Council of Europe – ETS no. 124 – European Convention on the Recognition of the Legal Personality of International Non-Governmental Organisations as a non-profit making organisation.
- 1.2 The registered office of the EFG is at Rue Jenner 13, 1000 Brussels, Belgium.

## SECTION 2 OBJECT

- 2.1 The EUROPEAN FEDERATION OF GEOLOGISTS (EFG) is a not-for-profit organisation instituted to represent the professions of geology in Europe, especially to the European Union and its various organisations.
- 2.2 EFG contributes to protection of the environment, public safety and responsible exploitation of natural resources. This is achieved by promoting excellence in the

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application of geoscience, by supporting research and teaching that underpins it, and also creating public awareness of the importance of geoscience to society.

- 2.3 EFG encourages professional development by promoting training and Continuing Professional Development and offers validation (certification) through its internationally recognised title of European Geologist (EurGeol).

This remit is discharged by:

### EU POLICIES & ENVIRONMENT

- (i) Promoting a common European policy on matters such as geology in planning and utilizing renewable energies, impact of extractive industries on environment, monitoring and containing natural hazards, land-use planning with respect of protection of national mineral resources, the sustainable and environment conscious use of natural resources, environment-friendly access to critical mineral raw materials;
- (ii) Provide the EU with all the necessary information for framing and implementing sound and effective environmental policies, supply, when required, the EU authorities with Earth Sciences related environmental knowhow and information about the geological media that it needs, to be able to carry out successfully its tasks of identifying, preparing and evaluating measures and legislation in the field of the environment;

### EDUCATION & OUTREACH

- (iii) promoting awareness and education for citizens at all levels in the importance of geology for environmental protection, sustainable development and public safety;
- (iv) disseminating geological knowledge and its application at all levels, especially through inter-disciplinary cooperation to raise the profile of geology with other professionals
- (v) encouraging the harmonisation of learning outcomes for education and training, including strengthening links between the applied areas of geology and tertiary training provided by universities and similar institutions;

### FREE MOVEMENT & PROFESSIONAL TITLES

- (vi) maintaining the free movement of geologists in Europe through the mutual recognition of academic and professional qualifications;
- (vii) encouraging and administering the award of the qualifying title of “European Geologist” to professional geologists who are judged by their peers to meet or exceed the EFG’s ethical, experience and competence criteria;

### PROFESSIONALISM & ETHICS

- (viii) promoting and developing the professional competence of geologists in applied geology and excellence in the teaching, training and research which underpins it;
- (ix) fostering the highest standards of professionalism among geologists for the greater benefit of society and the environment;
- (x) developing and maintaining an enforceable code of professional ethics for professional geologists;
- (xi) safeguarding and promoting the present and future interests of the geological profession in Europe

### MEMBERS

- (xii) sharing professional and technical expertise among its member associations and facilitating and enhancing continuing professional development of geologists;
- (xiii) providing advice and assistance to constituent National Associations, especially in relation to safeguarding the title “geologist” for suitably qualified persons only, and ensuring that National legislation does not exclude geologists from work that they ought properly to do in the interests of environmental protection and public safety.

## **SECTION 3 LANGUAGES**

- 3.1 The official languages of the EFG are English, French and Spanish.

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- 3.2 The working language of the EFG is English. The notices of meeting, the agendas and proceedings of the meetings shall be in English.

## **SECTION 4 MEMBERSHIP**

### **Constitution**

- 4.1 The EFG consists of Full Members, Associate Members and Observer Members.
- 4.2 The number in each class of membership is unlimited.

### **Full Members**

- 4.3 Full Members shall satisfy the following requirements:
- (i) Be a National Professional Organisation, National Register of Professional Geologists or National Organisation within a European Country whose principal aims are the advancement and promotion of the profession of geology and the professional interests of geologists;
  - (ii) Have applied to the EFG for Full Membership in accordance with Regulations;
  - (iii) Have agreed to be bound by the EFG's Code of Ethics;
  - (iv) Have been accepted as Full Members of the EFG by a two thirds majority of voting members at a properly convened meeting of Council; and
  - (v) Have paid the annual subscription to the EFG as defined by Regulations.

### **Associate Members**

- 4.4 Professional geological organisations from countries outside of Europe may apply to Council to become Associate Members of the EFG.
- 4.5 Associate Members shall satisfy the following requirements:
- (i) Be a National Professional Organisation, National Professional Register or National Organisation within a country outside of Europe whose principal aims are the advancement and promotion of the profession of geology and the professional interests of geologists;
  - (ii) Have applied to the EFG for Associate Membership in accordance with Regulations;
  - (iii) Have agreed to be bound by the EFG's Code of Ethics;
  - (iv) Have been accepted as Associate Members of the EFG by a two thirds majority of voting members at a properly convened meeting of Council; and
  - (v) Have paid the annual subscription to the EFG as defined by Regulations.

### **Observer Members**

- 4.6 European countries with geological associations which have not yet applied to become Full Members of the EFG may apply for Observer Membership.
- 4.7 Observer Members shall satisfy the following requirements:
- (i) Be a National Professional Organisation, National Professional Register or National Organisation within a European Country whose principal aims are the advancement and promotion of the profession of geology and the professional interests of geologists;

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- (ii) Have applied to the EFG for Observer Membership in accordance with Regulations;
  - (iii) Have agreed to be bound by the EFG's Code of Ethics;
  - (iv) Have been accepted as Observer Members of the EFG by a two thirds majority of voting members at a properly convened meeting of Council; and
  - (v) Have paid the annual subscription to the EFG as defined by Regulations.
- 4.8 Organisations shall only remain as Observer Members for a maximum period as defined by Regulations. Any Observer Members who, after the stipulated maximum time for Observer Membership have not applied for and been accepted as Full Members, shall cease to be members of the EFG.
- 4.9 Organisations that have been Observer Members and have not been accepted as Full Members may reapply to become Observer Members in accordance with Regulations.

### **Suspension and Expulsion of Members**

- 4.10 Full Members, Associate Members and Observer Members that are in default in the payment of their annual subscription to the EFG may be suspended and may be expelled in accordance with Regulations.
- 4.11 Full Members, Associate Members and Observer Members that are found guilty of a serious breach of the Code of Ethics (for example, failure to enforce the Code of Ethics within its membership) shall be expelled from the EFG in accordance with Regulations.

### **SECTION 5 SUBSCRIPTIONS AND FEES**

- 5.1 Full Members, Associate Members and Observer Members shall pay an annual subscription to the EFG.
- 5.2 The level of subscriptions, and the dates upon which they shall be due, shall be proposed and approved by Council and set down in Regulations.

### **SECTION 6 COUNCIL**

#### **The Council**

- 6.1 The Council of the EFG is the governing body.

#### **Powers and Responsibilities of Council**

- 6.2 Council is responsible for determining the policy of the EFG and for approving the activities of the EFG
- 6.3 Council shall make and amend the Statutes and such Regulations consistent with the legal status of the EFG, as are necessary for the good government of the EFG, and the proper management of its concerns. Such Regulations shall be binding on Council, Full Members, Associate Members, Observer Members, Officials, European Geologists and staff of the EFG.
- 6.4 Council shall not, without the unanimous agreement of all members of Council:
- (i) sell or otherwise dispose of nor mortgage or encumber the assets of the EFG; or
  - (ii) borrow money on account of the EFG; or

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- (iii) enter into contracts with third parties that could incur financial liabilities for the EFG or its Members.

6.5 Council may:

- (i) Authorise the preparation of papers on subjects related to the profession and practice of geology and present these to the European Union or other such bodies as may be approved by Council;
- (ii) Create Working Groups to prepare reports for Council on matters of relevance to the EFG; and
- (iii) Create Panels of Experts to be available to respond to issues referred to them by Council.

### **Composition of Council**

6.6 Council shall comprise:

- (i) Two officially appointed delegates for each of the Full Members; and
- (ii) Officers of the EFG (President, Vice President, Secretary General, Treasurer and Delegate for European Matters) elected from the officially appointed delegates.

6.7 The following people may attend Council Meetings, may participate in the discussion, but do not have voting rights:

- (i) Up to two delegates for each of the Associate Members and Observer Members;
- (ii) Officials of the EFG;
- (iii) Past Presidents of the EFG;
- (iv) Staff of the EFG;
- (v) Up to three observers of each of the Full Members, Associate Members and Observer Members; and
- (vi) Other individuals invited on behalf of Council.

### **Meetings of Council**

6.8 Ordinary meetings of the Council shall be held at least once each year and at such other times as required for the proper conduct of the EFG.

6.9 Meetings of Council shall be conducted in accordance with Regulations.

6.10 The Council of the EFG will have powers to make binding decisions only if a majority of Full Members are represented. In this case the majority is constituted by half the number of Full Members if that number is even, and the half plus one if the number is odd.

6.11 Voting in Council shall be carried out in accordance with the following rules:

- (i) The Officers of the Council are elected from within the Council by a simple majority of the delegates of Full Members;
- (ii) The Statutes can be altered by the majority of two thirds or more of the Full Members voting;
- (iii) All other voting matters will be decided on the basis of a simple majority of Full Members voting. The President has a casting vote;

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- (iv) Each Full Member has one vote; and
- (v) Full Members who are absent may vote by proxy.

### **Extraordinary General Meeting**

- 6.12 An Extraordinary General Meeting may be called by the Board or by a decision in Council to address a matter that has not been resolved at a Council Meeting.
- 6.13 Notice of an Extraordinary General Meeting shall be issued by the Secretary General to the Officers, Delegates, Officials and Staff Members at least 10 weeks before the scheduled date of the Extraordinary General Meeting.
- 6.14 Documents for presentation at Extraordinary General Meetings shall be submitted to the Secretary General in typewritten form at least six weeks before the Meeting. Each paper shall be identified with the name of the Full Member (and delegate), Officer, Official or Staff Member that is presenting the paper.
- 6.15 The Secretary General shall issue the Agenda and supporting papers to the Officers, Delegates, Officials and Staff Members at least four weeks prior to the Extraordinary General Meeting.
- 6.16 Voting at an Extraordinary General Meeting shall be conducted in the same manner as for Council Meetings as defined Paragraphs 6.10 and 6.11 above.

### **Powers and Responsibilities of the Board**

- 6.17 The Board shall comprise the Officers of the EFG (President, Vice President, Secretary General, Treasurer, and Delegate for European Union Matters).
- 6.18 The Board will act as the executive body of the Council, to carry out the approved business of the EFG, to implement policy decisions by Council and to make policy proposals.
- 6.19 The Board may meet to progress the business of the EFG and to prepare for meetings of Council as defined in Regulations. The Board is not authorised to take decisions that shall properly be the responsibility of Council.
- 6.20 The Board have the powers to call an Extraordinary General Meeting of the EFG.

## **SECTION 7 OFFICERS OF THE EUROPEAN FEDERATION OF GEOLOGISTS**

### **General**

- 7.1 The Officers of the EFG shall be elected by Council from within the delegates in accordance with Regulations.
- 7.2 The Officers of the EFG shall comprise the President, Vice President, Secretary General, Treasurer, and Delegate for European Union Matters
- 7.3 Officers shall be individual members of National Associations that are Full Members of the EFG and should ideally be holders of the title of European Geologist.
- 7.4 If an Officer is a member of a National Association that is a suspended Full Member or that ceases to be a Full Member of the EFG, the Officer shall immediately resign from the position of Officer and Council. Council shall make arrangements to elect an alternative individual as the Officer.
- 7.5 No two Officers shall be members of the same National Association.

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- 7.6 The Delegate for European Union Matters shall be a member of a National Association of a country that is a member state within the European Union.
- 7.7 Officers are elected for a term of two years and may stand for re-election for a total of up to three consecutive terms of 2 years in any post or combination of posts. An individual who has served six consecutive years as an Officer may not stand for re-election as an Officer until a further two years have elapsed.

### **President**

- 7.8 The President shall be elected by Council in accordance with the Statutes (Paragraphs 7.1 to 7.7 above) and Regulations.
- 7.9 The President shall chair Council, Board and Extraordinary General Meetings.
- 7.10 The President shall be responsible to the EFG for the proper conduct of the EFG's business and shall ensure that:
- (i) The geological profession in Europe and the EFG is appropriately represented to the European Union and its various organisations;
  - (ii) The provision of the Statutes of the EFG are maintained;
  - (iii) The activities of the EFG are consistent with its legal status as an International Non-Governmental Organisation established as a non-profit making organisation;
  - (iv) All Officers, Members of Council and Officials perform the duties assigned to them properly;
  - (v) All Working Groups perform the duties assigned to them properly;
  - (vi) Appropriate measures are proposed to Council for the good management of the EFG; and
  - (vii) When prevented from giving full attention to the current business of the EFG, shall provide timely notice to the Vice President in order that the responsibilities as set out in Paragraph 7.10 of the Statutes are discharged.

### **Vice President**

- 7.11 The Vice President shall be elected by Council in accordance with the Statutes (Paragraphs 7.1 to 7.7 above) and Regulations.
- 7.12 The Vice President shall normally chair Council or other meetings when the President is absent or when the President is unable to give full attention to the current business of the EFG.
- 7.13 The Vice-President shall represent the EFG in all matters in the absence of the President.

### **Secretary General**

- 7.14 The Secretary General shall be elected by Council in accordance with the Statutes (Paragraphs 7.1 to 7.7 above) and Regulations.
- 7.15 The Secretary General shall be responsible for:
- (i) Issuing notices related to the meetings of Council and Extraordinary General Meetings;
  - (ii) Preparing and issuing minutes of the meetings Council and the Board;

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- (iii) Maintaining records related to the award of the Title of European Geologist; and
- (iv) Such other duties as defined in Regulations.

### **Treasurer**

- 7.16 The Treasurer shall be elected by Council in accordance with the Statutes (Paragraphs 7.1 to 7.7 above) and Regulations.
- 7.17 The Treasurer shall oversee all matters relating to the finances of the EFG and report to Council and to the Board at each of their meetings. The Treasurer shall ensure:
- (i) Efficient collection of all money due to the EFG and that all sums are paid without delay to the EFG's Banker and credited to the appropriate account;
  - (ii) Efficient payment of all money owed by the EFG and that all sums are paid without undue delay to the correct authority;
  - (iii) Meticulous maintenance of the EFG's Accounts;
  - (iv) That the audited annual accounts are presented to Council for approval at the summer Council Meeting;
  - (v) Proper management of the EFG's investments and funds on deposit; and
  - (vi) That expenditure conforms as closely as possible to the estimates approved by Council and that approval is obtained if the estimates are likely to be exceeded by more than 10%.

### **Delegate for European Union Matters**

- 7.18 The Delegate for European Union Matters shall be elected by Council in accordance with the Statutes (Paragraphs 7.1 to 7.7 above) and Regulations.
- 7.19 The Delegate for European Union Matters shall work in collaboration with the EFG office to oversee all matters related to:
- (i) contacts with officials of the European Union;
  - (ii) the operation of the EFG office; and
  - (iii) activities to be developed by the EFG in relation to the EU policy
- 7.20 The Delegate for European Union Matters shall ensure:
- (i) Matters of European Union business that are relevant to the geological profession are identified and reported to Council;
  - (ii) Issues relevant to the geological profession that are identified by Council are communicated to the relevant officials within the European Union;
  - (iii) The Staff of the EFG receive appropriate direction and instructions regarding the tasks and activities they are required to undertake; and
  - (iv) The Office of the EFG operates in an efficient manner to address the matters identified as being required by Council.

## **SECTION 8 OFFICIALS**

### **General**

- 8.1 Officials shall be appointed by Council to undertake defined tasks on behalf of the EFG.



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8.2 Officials shall attend Council Meetings.

### **Chairman of Registration Authority**

8.3 The Board shall nominate a Chairman for the Registration Authority for approval by Council.

8.4 The Chairman of the Registration Authority shall normally serve for three years but Council may determine that they may serve for a further term of no more than three years.

### **Other Officials**

8.5 The Board may propose for the approval of Council the appointment of other officials to undertake defined tasks on behalf of the EFG.

8.6 Other officials shall normally serve for three years but Council may determine that they may serve for a further term of no more than three years.

## **SECTION 9 WORKING GROUPS AND PANELS OF EXPERTS**

9.1 Council may appoint Working Groups or Panels of Experts to examine and report on any matters, scientific or otherwise, relating to the objects or concern of the EFG, and may dissolve such Working Groups or Panels of Experts.

9.2 A Working Group shall include at least one member of Council. Other members shall be members of EFG Full Members.

9.3 A Panel of Experts shall include at least one member of Council. Other members need not necessarily be members of EFG Full Members.

9.4 A Working Group shall appoint a Chairman who shall ensure that the Working Group undertakes the tasks allocated to it by Council and reports on the progress achieved to Council.

9.5 The creation and operation of Working Groups and Panel of Experts shall be in accordance with Regulations.

## **SECTION 10 STAFF OF THE EUROPEAN FEDERATION OF GEOLOGISTS**

10.1 Council may appoint staff for carrying out the necessary concerns of the EFG, shall define the duties to be performed by each member of staff, and shall arrange such salaries, gratuities and conditions of service as may seem proper to Council in accordance with Regulations.

10.2 Council may delegate the powers to appoint staff to the Board.

## **SECTION 11 EUROPEAN GEOLOGIST**

### **Award of Title**

11.1 An individual member of a National Association that is a Full Member or Associate Member of the EFG) who has relevant postgraduation experience in the profession and practice of geology may apply to Council for award of the title of European Geologist in accordance with criteria and procedures established by Regulations. A non-returnable Application Fee shall be payable at the time of application. An aggrieved candidate may appeal under the Grievance Procedure (Regulation E8).

11.2 A European Geologist shall be required to pay an Annual Registration Fee.

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- 11.3 A European Geologist shall be required to undertake Continuing Professional Development (CPD) and to submit annual records of CPD undertaken in accordance with criteria and procedures established by Regulations.
- 11.4 A European Geologist shall be entitled to adopt the title 'EurGeol'.

### **Resignation and Removal of European Geologists**

- 11.5 Individual who have been awarded the title of European Geologist may relinquish the title by writing to the Secretary General of the EFG at the address defined by Regulations. Such individuals must have paid the Annual Registration Fee for the current year. No refunds shall be made for Annual Registration Fees already paid.
- 11.6 Five or more European Geologists may request the removal of the title of European Geologist from an individual by submitting the grounds for such removal to the Secretary General of the EFG in writing. The subsequent process shall follow the Grievance Procedure which shall be determined by Regulations. The procedure shall accord with natural justice and be completed without unreasonable delay.
- 11.7 European Geologists shall pay the Annual Registration Fee in advance for the forthcoming year prior to a date determined by Council. Each European Geologist shall be advised when two months or more in arrears with their Annual Registration Fee. If the Annual Registration Fee is not received within six months after the due date, Council shall remove the relevant individual from the list of European Geologists without further warning. Any individual so removed will be required to make a new application for award of the title.
- 11.8 European Geologists shall submit an annual statement of the CPD undertaken at the end of each calendar year. Each European Geologist shall be advised when two months or more in arrears with their annual CPD submission. If the CPD submission is not received within six months after the due date, Council shall remove the relevant individual from the list of European Geologists without further warning. Any individual so removed will be required to make a new application for award of the title.

### **SECTION 12 REGISTRATION AND REGISTRATION AUTHORITY**

- 12.1 A Registration Authority shall be established by Council in accordance with Regulations.
- 12.2 The Registration Authority shall provide Quality Assurance and Quality Control of the bodies and procedures concerned with the award and maintenance of the Title of European Geologist in accordance with Regulations