



The Council of European Geodetic Surveyors
Comité de Liaison des Géomètres Européens

Valid Version

INTERNAL RULES

Adopted by the CLGE General Assembly on November 7, 1997 in Antwerp, Belgium.

Preamble

These Internal Rules are adopted to clarify and declare in detail the Statutes of CLGE and shall therefore be read in conjunction with the Statutes. If there is a difference between the Statutes and Internal rules, what is written in the Statutes shall take priority.

All terms used are as defined in CLGE publication "THE PROFILE REPORT" (*The Establishment of the Profile and Definition of the Geodetic Surveying Profession to Meet the Requirements of the General Public and the Commission of the European Union.*)

1 MEMBERSHIP

When applying for membership each applicant has to show that it is



The Council of European Geodetic Surveyors
Comité de Liaison des Géomètres Européens

New Version 2003-08-03

INTERNAL RULES

Adopted by the CLGE General Assembly onin

Preamble

These Internal Rules are adopted to clarify and declare in detail the Statutes of CLGE and shall therefore be read in conjunction with the Statutes. If there is a difference between the Statutes and Internal rules, what is written in the Statutes shall take priority.

All terms used are as defined in CLGE publication "THE PROFILE REPORT" (*The Establishment of the Profile and Definition of the Geodetic Surveying Profession to Meet the Requirements of the General Public and the Commission of the European Union.*)

1 MEMBERSHIP

When applying for membership each applicant has to show that it is representing the majority of geodetic surveyors in that state.

<p>representing the majority of geodetic surveyors in that state.</p> <p>If there is confusion as to who is representing the majority of geodetic surveyors in a State then a National Liaison Group has to be established and the problem should be solved at national level.</p> <p>Each member may appoint no more than two permanent delegates to CLGE, or send no more than two delegates to a CLGE General Assembly. One of the delegates attending the General Assembly should be appointed as a leading delegate.</p> <p>All members, principal, associate, observer and honorary are obliged to follow the statutes and the internal rules of CLGE.</p> <p>1.1 Principal Members</p> <p>Are only accepted from EU member States.</p> <p>Only one membership per state is permitted.</p> <p>The principal members of CLGE can either be a National Liaison Group of Geodetic Surveying Professionals (NGSPLG) in an European Union State or an association, which represents the majority of individuals who practise the geodetic surveying profession in that state. In both cases the member has to be recognised both technically and professionally in its country.</p> <p>The associations that were principal members of CLGE when adopting the new Statutes maintain their membership in CLGE. The aim is that they will, in the future if not already completed, represent the majority of geodetic surveyors by establishing an NGSPLG in their state in accordance with the recommendations of the Profile Report.</p> <p>Principal members have one vote at the General Assembly, which the leading delegate casts.</p> <p>1.2 Associate Members</p> <p>Are accepted only from European countries who are not members of the European Union.</p>	<p>If there is confusion as to who is representing the majority of geodetic surveyors in a State then a National Liaison Group has to be established and the problem should be solved at national level.</p> <p>Each member may appoint no more than two permanent delegates to CLGE, or send no more than two delegates to a CLGE General Assembly. One of the delegates attending the General Assembly should be appointed as a leading delegate.</p> <p>All members, Principal, Honorary Members and Observers are obliged to follow the statutes and the internal rules of CLGE.</p> <p>1.1 Principal Members</p> <p>Only one membership per state is permitted.</p> <p>The Principal Members of CLGE can either be a National Liaison Group of Geodetic Surveying Professionals (NGSPLG) in an European State or an association, which represents the majority of individuals who practise the geodetic surveying profession in that state. In both cases the member has to be recognised both technically and professionally in its country.</p> <p>The associations that were Principal Members of CLGE when adopting the new Statutes maintain their membership in CLGE. The aim is that they will, in the future if not already completed, represent the majority of geodetic surveyors by establishing an NGSPLG in their state in accordance with the recommendations of the Profile Report.</p> <p>Principal members have one vote at the General Assembly, which the leading delegate casts.</p>
--	--

<p>Only one membership per State is permitted.</p> <p>Do not have the right to vote at General Assemblies</p> <p>Associate members have the same privileges and obligations as principal members except that they do not have voting rights, or as otherwise specified in the statutes or internal rules.</p> <p>1.3 Observers</p> <p>The General Assembly may bestow observer status on any European country which is not already a member of CLGE for a period normally no longer than two years.</p> <p>Observer status may be bestowed upon associations representing a group of geodetic surveyors, or an individual geodetic surveyor, or European Institutions.</p> <p>Observer status is normally given during the process of joining CLGE, to facilitate the application procedure.</p> <p>Observers may attend General Assemblies but they do not have a vote.</p> <p>Observers shall fund their own attendance at CLGE events.</p> <p>CLGE urges observers to establish National Liaison Group of Geodetic Surveying Professionals in their respective country.</p>	<p>1.2 Observers</p> <p>The General Assembly may bestow observer status on any European country which is not already a member of CLGE for a period normally no longer than two years.</p> <p>Observer status may be bestowed upon associations representing a group of geodetic surveyors or European Institutions.</p> <p>Observer status is normally given during the process of joining CLGE, to facilitate the application procedure.</p> <p>Observers may attend General Assemblies but they do not have a vote.</p> <p>Observers shall fund their own attendance at CLGE events.</p> <p>CLGE urges observers to establish National Liaison Group of Geodetic Surveying Professionals in their respective country.</p>
<p>1.4 Honorary Members</p> <p>The General Assembly may bestow honorary membership on individuals, or associations as necessary. Proposals for nomination can be made by either principal or associate members via the Standing Committee. Proposals should reach the Secretary General 60 days before the next General Assembly.</p> <p>Honorary membership is normally provided to facilitate the achievement of CLGE key goals.</p> <p>Honorary members are invited to attend CLGE events by the Executive</p>	<p>1.3 Honorary Members</p> <p>The General Assembly may bestow Honorary Membership on individuals. Proposals for nomination can be made by Principal Members via the Executive Board. Proposals should reach the Secretary General 60 days before the next General Assembly.</p> <p>Honorary Membership is normally provided to persons who have performed outstanding services to CLGE or the geodetic surveying profession.</p>

<p>Board.</p> <p>Honorary members do not have the right to vote.</p> <p>Honorary members shall fund their own attendance at CLGE events.</p> <p>1.5 Guests</p> <p>Principal and associate members may propose :</p> <ul style="list-style-type: none"> • persons of outstanding services to the geodetic surveying profession • persons to provide specific demonstrations • persons to address or advise the meeting <p>be invited to the General Assembly.</p> <p>Proposals should reach the Secretary General 60 days before the General Assembly in question. The Executive Board has the power to make decisions on guests and shall issue the invitations.</p> <p>Guests do not have the right to vote.</p> <p>Guests shall fund their own attendance at CLGE events, unless previously decided otherwise.</p>	<p>Honorary members do not have the right to vote.</p> <p>Honorary members shall fund their own attendance at CLGE events.</p> <p>1.4 Guests</p> <p>Principal Members may propose :</p> <ul style="list-style-type: none"> • persons of outstanding services to the geodetic surveying profession • persons to provide specific demonstrations • persons to address or advise the meeting <p>be invited to the General Assembly.</p> <p>Proposals should reach the Secretary General 60 days before the General Assembly in question. The Executive Board has the power to make decisions on guests and shall issue the invitations.</p> <p>Guests do not have the right to vote.</p> <p>Guests shall fund their own attendance at CLGE events, unless previously decided otherwise.</p>
<p>1.6 Membership Application</p> <p>Associations or Institutions wishing to join should apply to the Secretary General for Observer status, listing their reasons.</p> <p>The following information should be provided with their application :</p> <ul style="list-style-type: none"> • Evidence that the organisation applying represents the majority of geodetic surveying professionals in that State. • Detailed evidence, using the same format as the Allan Report, of the academic and professional qualifications necessary for geodetic surveying in that State. <p>Applicants should endeavour to attend CLGE events, to provide continuity of contact during the application process, which may take 12 - 18 months.</p> <p>All applications for admission to CLGE shall be scrutinised and investigated by the Standing Committee, and shall have the power to seek verification of</p>	<p>1.5 Membership Application</p> <p>Associations or Institutions wishing to join should apply to the Secretary General for Principal Member or Observer status, listing their reasons.</p> <p>The following information should be provided with their application :</p> <ul style="list-style-type: none"> • Evidence that the organisation applying represents the majority of geodetic surveying professionals in that State. • Detailed evidence, using the same format as the Allan Report, of the academic and professional qualifications necessary for geodetic surveying in that State. <p>Applicants should endeavour to attend CLGE events, to provide continuity of contact during the application process, which may take 12 - 18 months.</p> <p>All applications for admission to CLGE shall be scrutinised and investigated by the Executive Board and shall have the power to seek verification of the</p>

<p>the information provided with the application. On completion of the investigation the Standing Committee will make a proposal to the General Assembly. New members shall be accepted by a two thirds (2/3) majority vote of the General Assembly.</p> <p>If the application is successful :</p> <ul style="list-style-type: none"> • the representative will formally sign a copy of CLGE Statutes to confirm that the new member accepts the terms and conditions imposed by CLGE’s statutes and internal rules. • the new member will commit to endeavour to establish an umbrella body (NGSPLG) for geodetic surveyors in their country. <p>CLGE reserves the right to reject any application for membership, but must publicly stipulate the grounds upon which it makes such a decision.</p>	<p>information provided with the application. On completion of the investigation the Executive Board will make a proposal to the General Assembly. New members shall be accepted by a two thirds (2/3) majority vote of the General Assembly.</p> <p>If the application is successful :</p> <ul style="list-style-type: none"> • the representative will formally sign a copy of CLGE Statutes to confirm that the new member accepts the terms and conditions imposed by CLGE’s statutes and internal rules. • the new member will commit to endeavour to establish an umbrella body (NGSPLG) for geodetic surveyors in their country. <p>CLGE reserves the right to reject any application for membership, but must publicly stipulate the grounds upon which it makes such a decision.</p>
<p>1.7 Expulsion</p> <p>The General Assembly may expel a member for failure to honour the obligations placed on it by Statutes and these rules. Expulsions shall follow a full debate of the issue by the General Assembly of which the member state to be expelled has been notified in advance, and must be ratified by 2/3 majority vote.</p>	<p>1.6 Exclusion</p> <p>The General Assembly may expel a member for failure to honour the obligations placed on it by Statutes and internal rules. Exclusions shall follow a full debate of the issue by the General Assembly of which the member state to be expelled has been notified in advance and must be ratified by 2/3 majority vote.</p>
<p>1.8 Re-Instatement</p> <p>Applications for re-instatement will be entertained by CLGE not earlier than one year after any resignation or expulsion.</p>	<p>1.7 Re-Instatement</p> <p>Applications for re-instatement will be entertained by CLGE not earlier than one year after any resignation or exclusion.</p>
<p>2. GENERAL ASSEMBLY</p>	<p>2. GENERAL ASSEMBLY</p>
<p>2.1 Venue</p> <p>At each CLGE General Assembly, the meeting shall decide upon the date and venue of the next two following meetings. Normally the venue shall be shared each in turn amongst the members states. In the event that any extraordinary meeting is required or that no venue has been offered, the date and venue shall be determined by the Executive Board.</p>	<p>2.1 Venue</p> <p>At each CLGE General Assembly, the meeting shall decide upon the date and venue of the next two following meetings. Normally the venue shall be shared each in turn amongst the members states. In the event that any extraordinary meeting is required or that no venue has been offered, the date and venue shall be determined by the Executive Board.</p>
<p>2.2 Frequency and Function</p>	<p>2.2 Frequency and Function</p>

<p>Two General Assemblies shall normally be held each year, approximately six months apart, one being in the Spring and the other in the Autumn.</p> <p>At the Spring General Assembly, in addition to the general business of CLGE, the audited accounts of CLGE for the preceding year shall be presented for approval.</p> <p>At the Autumn General Assembly, in addition to the general business of CLGE, the budget for the following year shall be presented to the meeting for acceptance and the election of officers shall be held for the term commencing on the first of January next.</p> <p>2.3 Duration</p> <p>The General Assembly shall normally comprise of three half-day sessions on Friday morning, Friday afternoon, and Saturday morning.</p> <p>2.4 Convening Notices</p> <p>Convening notices of General Assemblies, shall be sent by mail to current delegates to arrive not later than 30 days prior to the meeting. Convening notices shall include a draft agenda and copies of papers for presentation at the meeting. Every effort shall be made to pre-circulate papers for discussion or debate, and papers not pre-circulated may only be tabled at the discretion of the Executive Board.</p> <p>2.5 Attendance</p> <p>A maximum of two delegates per member may attend General Assemblies.</p> <p>Principal members should nominate one of their delegates as the leading delegate for voting purposes.</p> <p>Observers, Honorary members and guests are invited to attend General Assemblies by the Executive Board.</p> <p>Extra observers from principal and associate members may attend the proceedings of CLGE by invitation from the Executive Board, subject to space availability, but may not participate in the activities of CLGE.</p>	<p>At least one General Assembly shall be held each year.</p> <p>In the first General Assembly of a year, the audited accounts of CLGE for the preceeding year shall be presented for approval in addition to the general business of CLGE.</p> <p>In the last General Assembly of a year, the budget for the following year shall be presented to the meeting for acceptance and the election of officers shall be held for the term commencing on the first of January next in addition to the general business of CLGE.</p> <p>2.3 Duration</p> <p>The General Assembly shall normally comprise of three half-day sessions on Friday morning, Friday afternoon, and Saturday morning.</p> <p>2.4 Convening Notices</p> <p>Convening notices of General Assemblies shall be sent by e-mail to current delegates to arrive not later than 4 weeks prior to the meeting. Convening notices shall include the agenda and copies of papers for presentation at the meeting. Every effort shall be made to pre-circulate papers for discussion or debate, and papers not pre-circulated may only be tabled at the discretion of the Executive Board.</p> <p>2.5 Attendance</p> <p>A maximum of two delegates per member may attend General Assemblies.</p> <p>Principal Members should nominate one of their delegates as the leading delegate for voting purposes.</p> <p>Observers, Honorary Members and guests are invited to attend General Assemblies by the Executive Board on their own funds.</p>
---	---

<p>2.6 Minutes</p> <p>The Secretary General shall arrange for minutes to be recorded at each General Assembly.</p> <p>Copies of the minutes of the General Assembly shall be sent by mail to delegates and members not later than 30 days after the meeting.</p> <p>At every General Assembly, the minutes of the preceding meeting shall be adopted, with modifications if necessary, and the President shall sign the minutes certifying their accuracy and acceptance by CLGE.</p> <p>The minutes of all CLGE meetings shall be kept in chronological order in a book or similar written record, which shall be available to members of CLGE for examination at any reasonable time subject to due notice. The current minute book shall be available at all General Assemblies of CLGE. It shall be a restricted document and only privy to members of CLGE.</p> <p>3 THE EXECUTIVE BOARD</p> <p>CLGE shall elect an Executive Board with the functions and duties detailed hereafter.</p> <p>Where possible, the delegates elected to the Executive Board should provide a representation from the different regions of Europe.</p> <p>Nominations for election of officers should normally be made to the Secretary General no later than 60 days prior to the autumn General Assembly to be included to the agenda papers of the General Assembly. Nominations can also be made at the nomination process at the General Assembly.</p> <p>It is the responsibility of members to ascertain if their nominees are willing to stand for election.</p> <p>3.1 The President</p> <p>The President shall be elected from the principal members.</p> <p>The President shall chair General Assemblies and Executive Board meetings.</p>	<p>2.6 Minutes</p> <p>The Secretary General shall arrange for minutes to be recorded at each General Assembly and at each Executive Board meeting.</p> <p>Copies of the minutes of the General Assembly shall be sent by e-mail to delegates and members not later than 4 weeks after the meeting.</p> <p>Copies of the minutes of the Executive Board meetings shall be sent by e-mail to attendants not later than 4 weeks after the meeting.</p> <p>At every General Assembly, the minutes of the preceding meeting shall be adopted, with modifications if necessary, and the Secretary General shall sign the minutes certifying their accuracy and acceptance by CLGE.</p> <p>At every Executive Board meeting, the minutes of the preceding meeting shall be adopted, with modifications if necessary, and the Secretary General shall sign the minutes certifying their accuracy and acceptance by CLGE.</p> <p>The agendas and minutes of all CLGE General Assemblies and Executive Board meetings shall be kept by the Secretary General in chronological order as written records, which shall be available to members of CLGE for examination at any reasonable time subject to due notice.</p> <p>3 THE EXECUTIVE BOARD</p> <p>CLGE shall elect an Executive Board with the functions and duties detailed hereafter.</p> <p>Where possible, the delegates elected to the Executive Board should provide a representation from the different regions of Europe.</p> <p>Nominations for election of officers should normally be made to the Secretary General no later than 60 days prior to the incoming General Assembly to be included to the agenda of the General Assembly. Nominations can also be made at the nomination process at the General Assembly.</p> <p>It is the responsibility of members to ascertain if their nominees are willing</p>
--	---

<p>The President shall represent and advance the interests of CLGE at all times and, as opportunity presents, at constituent members' meetings and functions and to other bodies and functions having like or similar interests to CLGE, and shall be empowered for specific delegatory responsibilities as may be decided from time to time by CLGE.</p> <p>3.2 The Vice-President</p> <p>The Vice-President shall be elected from the principal members and shall be from a different state than that of the President.</p> <p>The Vice-President shall be eligible for election as President at any election, but it shall not be considered to be obligatory that the Vice-President shall become President at the end of the incumbent President's term of office.</p> <p>In the absence or indisposition of the President, or at his delegation, the Vice-President shall undertake such duties of the President as may be necessary. Additionally, the Vice-President shall chair the Standing Committee meetings and assist in the co-ordination of the working committees.</p> <p>3.3 The Secretary General</p> <p>The Secretary General shall be elected from the principal or associate members of CLGE at a General Assembly and shall be from a different state to those of either the President or the Vice-President.</p> <p>The Secretary General shall be elected for a one year term of office, and may be re-elected for an unlimited number of terms.</p> <p>One of the primary duties of the Secretary General shall be to examine all proceedings of CLGE or its appointed agents and representatives to ensure that they comply with these Statutes, and to the best of the Secretary General's knowledge, that they are legally and morally correct. The Secretary General has a duty at all times to advise the members of CLGE of any considered default, whereupon the Standing Committee or the General Assembly shall discuss and debate the considered default at the earliest opportunity.</p> <p>The Secretary General shall be responsible for the administration of CLGE</p>	<p>to stand for election.</p> <p>3.1 The President</p> <p>The President is elected by the Principal Members for a two year term of office and may be re-elected once. Extension of term of re-election is possible according to 5.4 of CLGE Statutes.</p> <p>The President shall chair General Assemblies and Executive Board meetings.</p> <p>The President shall represent and advance the interests of CLGE at all times and, as opportunity presents, at constituent members' meetings and functions and to other bodies and functions having like or similar interests to CLGE, and shall be empowered for specific delegatory responsibilities as may be decided from time to time by CLGE.</p> <p>3.2 The Vice-Presidents</p> <p>The Vice-Presidents shall be elected by the Principal Members for a two year term of office and may be re-elected once. Extension of term of re-election is possible according to 5.4 of CLGE Statutes.</p> <p>In the absence or indisposition of the President or at his/her delegation, one of the Vice-Presidents shall undertake such duties of the President as may be necessary. If the President is not able to decide about delegation, the decision is assigned to the Executive Board.</p> <p>3.3 The Secretary General</p> <p>The Secretary General shall be elected by the Principal Members of CLGE at a General Assembly for a two year term of office and may be re-elected once. Extension of term of re-election is possible according to 5.4 of CLGE Statutes.</p> <p>The Secretary General shall be from a different state to that of the President</p> <p>The Secretary General shall co-ordinate all proceedings of CLGE or by its agents and representatives to ensure that they comply with the Statutes and to the best of the Secretary General's knowledge, that they act legally and morally correct. The Secretary General has a duty at all times to advise the</p>
--	---

<p>(and for its secretariat, if applicable).</p> <p>3.4 The Treasurer</p> <p>The Treasurer shall be elected from the principal or associate members of CLGE at a General Assembly. The Treasurer may be elected for a one year term of office, and may be re-elected for an unlimited number of terms.</p> <p>The Treasurer controls the liquid assets owned by CLGE and is authorised to make all payments concerning the expenses anticipated in the budget and any other expenses accepted by the General Assembly.</p> <p>The Treasurer is responsible for supervision of the accounts of CLGE. He will :</p> <ul style="list-style-type: none"> • prepare a budget proposal for the executive board to be presented at the autumn General Assembly for adoption. • arrange to have accounts for the previous year prepared by a professional accountancy firm for audit by the internal auditors before presenting them to the spring General Assembly for acceptance. <p>3.5 The Auditors</p> <p>Two Auditors may be elected from the members attending a General Assembly or may be appointed by the General Assembly to scrutinise and audit the annual accounts.</p> <p>The Auditors shall not be members of the Executive Board or Standing Committee at the same time.</p> <p>The Auditors will be elected for a one year term of office, and may be re-elected for an unlimited number of terms.</p> <p>4 ORGANISATION OF CLGE</p> <p>4.1 The Executive Board</p> <p>The Executive Board shall manage and control the day-to-day operations of CLGE and shall consist of the President, the Vice-President, the Secretary</p>	<p>members of CLGE of any considered default, whereupon the Executive Board or the General Assembly shall discuss and debate the considered default at the earliest opportunity.</p> <p>The Secretary General shall be responsible for the administration of CLGE and for its secretariat.</p> <p>3.4 The Treasurer</p> <p>The Treasurer shall be elected by the Principal Members of CLGE at a General Assembly for a two year term of office and may be re-elected once. Extension of term of re-election is possible according to 5.4 of CLGE Statutes.</p> <p>The Treasurer controls the liquid assets owned by CLGE and is authorised to make all payments concerning the expenses anticipated in the budget and any other expenses accepted by the General Assembly.</p> <p>The Treasurer is responsible for supervision of the accounts of CLGE. He will :</p> <ul style="list-style-type: none"> • prepare a budget proposal for the General Assembly for adoption. • arrange to have accounts for the previous year and reports by the auditors before presenting them to the General Assembly for acceptance. <p>3.5 The Auditors</p> <p>Two Auditors shall be elected by the Principal Members of CLGE at a General Assembly for a two year term of office and may be re-elected for successive terms of office again.</p> <p>The Auditors shall not be members of the Executive Board at the same time.</p> <p>The Auditors are in duty to scrutinise and audit the annual accounts and to give a report about the results to the General Assembly before the adoption of the accounts.</p> <p>4 ORGANISATION OF CLGE</p> <p>4.1 The Executive Board</p>
---	--

General and the Treasurer.

The Executive Board may co-opt any other member to attend any of its meetings, but co-opted members shall not have the right to vote at these meetings.

The Executive Board normally shall meet four times in each year of office and such meetings normally shall follow-on from meetings of the Standing Committee.

The Executive Board shall be ex-officio members of the Standing Committee.

4.2 The Standing Committee

The Standing Committee shall comprise the members of the Executive Board, the President of Géomètres experts fonciers Européens (GE), and no more than five representatives from principal members and associate members. Each of these members shall represent a different state.

The members of the Standing Committee shall be elected at a General Assembly, and should attempt to give regional representation and a typical cross section of all opinions and working practices within the scope of CLGE.

If possible, regional representation should be provided by members of the Executive Board to minimise the numbers on the Standing Committee. The members of the Standing Committee shall be elected for a one year term of office, and may be re-elected for an unlimited number of terms

Vice-President shall chair Standing Committee meetings.

The Standing Committee is responsible for :

- the preparation of CLGE reports.
- the scrutiny of applications for membership of CLGE.
- the preparation of proposals for the General Assembly.
- the execution of tasks assigned to it by the executive board.

The Standing Committee shall normally meet four times a year, two of which shall follow-on from the General Assemblies at the same venue.

The work and progress of the Standing Committee shall be regularly reported

The Executive Board shall manage and control the day-to-day operations of CLGE and shall consist of the President, three Vice-Presidents, the Secretary General and the Treasurer. Two additional members without portefeuille for special tasks of priority may be elected by the General Assembly as non permanent members.

The President of GE is ex officio member of the Executive Board without voting rights.

The Executive Board may invite any other person to attend any of its meetings as guest. Guests have no voting rights.

The President is chairperson of the Executive Board.

The Vice-Presidents represent three different areas of interest.

- Professional Education
Covering issues of academic qualifications, professional qualifications & licensing procedures, professional competence, mutual recognition and Continuous Professional Development

- Professional Practice
Including issues of the private surveying sector, public surveying sector, Public-Private Relationship, Public-Private Partnership

- EU Relations
Focussing on participation in EC activities related to the profession and promoting the profession in the EU and supporting accession countries over EU funding for participation and translations, advising on national surveying laws, supporting the development of National Associations

The Executive Board decides upon measures to implement the ideas and aims of CLGE as defined in the Statutes. In case of urgency decisions can be taken by e-mail collected by the Secretary General. The result has to be reported in the next Executive Board meeting and noted in the minutes.

The Executive Board normally shall meet at least two times and not more than four times a year. Meetings should be held at least in connection with each General Assembly. Expenditures for Executive Board meetings shall be kept on a reasonable level for CLGE. Social events and full meals are not funded by CLGE.

<p>by its Chairperson at each General Assembly and shall be subject to the comments, observations and ratification of the meeting.</p> <p>The President of GE will not be refunded for attendance at CLGE meetings.</p>	<p>Attendance of elected members of the Executive Board and invited guests at CLGE Executive Board meetings except those held in connection with a General Assembly will be refunded by CLGE according to the regulations for travel costs in these Internal Rules. Attendance of the GE President at Executive Board meetings will not be refunded by CLGE.</p>
<p>4.3 Working Parties</p> <p>The General Assembly may establish and dissolve sub-committees and working parties to undertake specific tasks.</p>	<p>4.2 Working Parties</p> <p>The General Assembly may establish and dissolve sub-committees and working parties to undertake specific tasks.</p>
<p>5 RESOURCES</p>	<p>5 RESOURCES</p>
<p>5.1 Primary Revenue</p> <p>Primary revenue shall be determined to meet the budgets of CLGE according to a scale of annual fees agreed at General Assembly.</p> <p>Membership fees will be paid by principal and associate members and calculated as follows :</p> <ul style="list-style-type: none"> • a fixed administrative charge plus • a proportional charge per geodetic surveyor as defined in the current publication of the Profile Report. <p>Following the admission, resignation or expulsion of any member state that scale of charges may be revised at the next following General Assembly, or be reviewed, subject to six months notice, at the request of any member state.</p> <p>Each member shall be invoiced by the Treasurer before April 1 of each year for the charges due in that financial year, and shall remit those charges in full before July 1 of that year as directed.</p>	<p>5.1 Primary Revenue</p> <p>Primary revenue shall be determined to meet the budgets of CLGE according to a scale of annual fees agreed at General Assembly.</p> <p>Membership fees will be paid by Principal Members and calculated as follows :</p> <ul style="list-style-type: none"> • a fixed administrative charge plus • a proportional charge per geodetic surveyor as defined in the current publication of the Profile Report. <p>Following the admission, resignation or exclusion of any member state that scale of charges may be revised at the next following General Assembly, or be reviewed, subject to six months notice, at the request of any member state.</p> <p>Each member shall be invoiced by the Treasurer before April 1 of each year for the charges due in that financial year, and shall remit those charges in full before July 1 of that year as directed.</p>
<p>5.2 Secondary Income</p> <p>Secondary income may be generated from contributions from any organisation or individuals within Europe provided that it is without prejudice to the Statutes, and may be used to meet specified tasks.</p>	<p>5.2 Secondary Income</p> <p>Secondary income may be generated from contributions from any organisation or individuals within Europe provided that it is without prejudice to the Statutes and may be used to meet specified tasks.</p>
<p>5.3 Ordinary Budgets</p>	

<p>Ordinary budgets shall be need-based to meet the administrative and anticipated requirements of CLGE for the forthcoming financial year, but may include for a contingency sum at the discretion of CLGE to allow for extraordinary budget expenditure.</p> <p>CLGE financial year shall be from 1 January to 31 December for accounting purposes.</p> <p>The financial units of currency shall be the ECU or such other monetary unit as may be determined in due course.</p>	<p>5.3 Ordinary Budgets</p> <p>Ordinary budgets shall be need-based to meet the administrative and anticipated requirements of CLGE for the forthcoming financial year, but may include for a contingency sum at the discretion of CLGE to allow for extraordinary budget expenditure.</p> <p>CLGE financial year shall be from 1 January to 31 December for accounting purposes.</p> <p>The financial units of currency shall be the EURO.</p>
<p>5.4 Extraordinary Budgets</p> <p>In cases where exceptional expenditure is envisaged, the General Assembly may, and without prior notice, unanimously agree that an extraordinary budget is justified. In ratifying the amount of the expenditure, the General Assembly shall determine how it is to be funded, and may impose stage payments or similar such conditions.</p> <p>Extraordinary budgets exceeding 50 per cent the sum of the ordinary budget shall need a three-quarter majority vote for adoption by the General Assembly.</p>	<p>5.4 Extraordinary Budgets</p> <p>In cases where exceptional expenditure is envisaged, the General Assembly may, and without prior notice, unanimously agree that an extraordinary budget is justified. In ratifying the amount of the expenditure, the General Assembly shall determine how it is to be funded, and may impose stage payments or similar such conditions.</p> <p>Extraordinary budgets exceeding 50 per cent the sum of the ordinary budget shall need a three-quarter majority vote for adoption by the General Assembly.</p>
<p>5.5 Expenditure</p> <p>Expenditure shall normally comprise :</p> <ul style="list-style-type: none"> • the costs of projects promoted by the General Assembly. • the costs of CLGE’s administration. • refunds of travel expenses for attending meetings or conferences for <ul style="list-style-type: none"> – elected Members of Standing Committee attending a SC meeting – Executive Board Members attending ExBoard Meetings – Executive Board Members attending any event representing CLGE with decision taken by Executive Board of CLGE in advance (possibly by e-mail circulation) – President and Secretary-General attending a General Assembly of CLGE – CLGE Delegates appointed to other associations attending meetings of these associations 	<p>5.5 Expenditure</p> <p>Expenditure shall normally comprise :</p> <ul style="list-style-type: none"> • the costs of projects promoted by the General Assembly • the costs of CLGE’s administration • refunds of travel expenses for attending meetings or conferences for <ul style="list-style-type: none"> – Executive Board Members attending Executive Board Meetings unless those in connection with a General Assembly – Executive Board Members attending any event representing CLGE with decision taken by Executive Board of CLGE in advance (possibly by e-mail circulation) – President and Secretary-General attending a General Assembly of CLGE or any Executive Board meeting – CLGE Delegates appointed to other associations attending meetings of these associations – All other persons or invited guests for participation in events

- All other persons or invited guests for participation in events decided by the Executive Board in advance.

Travel costs are only refunded if **original** invoices are delivered to treasurer and regulations are followed.

- **Flight tickets** are reimbursed on base of economy class on presentation of the ticket or an invoice, minimum distance exceeds 400 km or 5 hours by express train or if the route includes a sea-crossing.
- **Railway tickets are refunded** as a lump rate equal to costs for a first class ticket
- If the journey includes more than 6 hours of night travel between 22.00 hours and 07.00 hours, a wagon-lit supplement (first class double type) may be reimbursed but only upon presentation of vouchers.
- **Ship tickets** for passengers are reimbursed, but no tickets for cars.
- **Private car** is reimbursed by the rate for a first class train ticket as a lump rate. If venue cannot be reached by any public transport costs for private car will be reimbursed with 0.4 €/per km.
- **Public transport** from airport/railway station to hotel and back by show up of invoice is refunded. Only if no public transport is available taxi costs can be reimbursed.

Accommodation is refunded only by show-up of original invoice, limited to 150 €/night. Exceptions only by serious reasons and agreed by ExBoard in advance. No daily allowance will be paid.

Parking, taxi and rental car fees are never reimbursed.

All claims for expenses shall be submitted to the Treasurer within two months of the qualifying event and shall be paid within one month of receipt of the claim.

5.6 Annual Accounts

The accounts of CLGE shall be published annually, and, after audit, shall be presented to the General Assembly at the Spring meeting of each year for approval.

decided by the Executive Board in advance.

Travel costs are only refunded if **original** invoices are delivered to treasurer and regulations are followed.

- **Flight tickets** are reimbursed on base of economy class on presentation of the ticket or an invoice, minimum distance exceeds 400 km or 5 hours by express train or if the route includes a sea-crossing.
- **Railway tickets are refunded** as a lump rate equal to costs for a first class ticket
- If the journey includes more than 6 hours of night travel between 22.00 hours and 07.00 hours, a wagon-lit supplement (first class double type) may be reimbursed but only upon presentation of vouchers.
- **Ship tickets** for passengers are reimbursed, but no tickets for cars.
- **Private car** is reimbursed by the rate for a first class train ticket as a lump rate. If venue cannot be reached by any public transport costs for private car will be reimbursed with 0.4 €/per km.
- **Public transport** from airport/railway station to hotel and back by show up of invoice is refunded. Only if no public transport is available taxi costs can be reimbursed.

Accommodation is refunded only by show-up of original invoice, limited to 150 €/night. Exceptions only by serious reasons and agreed by ExBoard in advance. No daily allowance will be paid.

Parking, taxi and rental car fees are never reimbursed.

All claims for expenses shall be submitted to the Treasurer within two months of the qualifying event and shall be paid within one month of receipt of the claim.

5.6 Annual Accounts

The accounts of CLGE shall be published annually, and, after audit, shall be presented to the General Assembly at the first General Assembly of each year for approval.

The accounts shall be prepared using normally accepted accounting practices giving details of income, expenditure and opening and closing balances.

The accounts shall be passed to the Auditors by the Treasurer together with all necessary substantiating documents, by March 1 in any year, for scrutiny and examination.

5.7 Annual Audit of Accounts

The Auditors shall complete their examination without undue delay, and shall advise the Treasurer of any need for further evidence and explanation, and thereafter shall certify the accounts subject to any comment that may be necessary.

Copies of the un-audited accounts shall be sent out together with the convening notices for the Spring meeting.

6 OFFICIAL LANGUAGES

The working language of CLGE shall be English. It shall be used in all written and verbal communication at the General Assembly, and meetings of the executive board, standing committee and sub-committees.

The legal language of CLGE shall be French. Consequently, CLGE shall provide the Statutes, the internal Rules of Procedure and any other documents which the General Assembly considers to be definitive shall be translated additionally into French, and published with facing pages in both English and French. In the event of such a document being referred to in or by the European Courts of Justice, the French text shall be that which takes preference. In all other cases, the original English text shall be used for interpretation.

CLGE shall allow that the provision of simultaneous translation into any other language may be made by any interested party though without any burden upon CLGE, provided that such provision in no way distracts or detracts from the business of CLGE or its members' interests.

CLGE shall endeavour to have copies of its major reports, which are used as basic references, subsequently translated into other European languages

The accounts shall be prepared using normally accepted accounting practices giving details of income, expenditure and opening and closing balances.

The accounts shall be passed to the Auditors by the Treasurer together with all necessary substantiating documents, by March 1 in any year, for scrutiny and examination.

5.7 Annual Audit of Accounts

The Auditors shall complete their examination without undue delay and shall advise the Treasurer of any need for further evidence and explanation, and thereafter shall certify the accounts subject to any comment that may be necessary.

Copies of the un-audited accounts shall be sent out together with the convening notices for the Spring meeting.

6 OFFICIAL LANGUAGES

The working language of CLGE shall be English. It shall be used in all written and verbal communication at the General Assembly and Executive Board meetings and sub-committees.

CLGE shall allow that the provision of simultaneous translation into any other language may be made by any interested party though without any burden upon CLGE, provided that such provision in no way distracts or detracts from the business of CLGE or its members' interests.

CLGE shall endeavour to have copies of its major reports, which are used as basic references, subsequently translated into other European languages

without any further costs for CLGE. Where possible, CLGE shall enlist the services of the European Commission to provide such translations.

7 REGISTERED OFFICES

The registered office shall be vested in the offices of any one of its constituent member's national association which is prepared to undertake that function for the time being. In due course CLGE may re-locate its registered office to one that is dedicated to European or International functions of a nature similar to those of CLGE.

CLGE shall ensure that the address of its registered office is widely known and readily accessible to any interested party and shall take such measures as are necessary to maintain that position.

Version 0 with ammendments adopted in GA in Lausanne 2002

without any further costs for CLGE. Where possible, CLGE shall enlist the services of the European Commission to provide such translations.

7 OFFICE

CLGE has for the time being a non-permanent office at the location of the Secretary-General.

CLGE shall ensure that the address of its office is widely known and readily accessible to any interested party and shall take such measures as are necessary to maintain that position.

Version 1 with ammendments adopted in GA in London 2003