



## **Version 2013**

*(attached to statutes adopted by the General Assembly in March 2013)*

# **INTERNAL RULES**

## **Preamble**

These Internal Rules are built upon the Statutes of CLGE as adopted by the [GA in September 2010](#) to give additional explanations and regulations to the Statutes where necessary.

### **1 Office and representation**

CLGE has a permanent office in the House of the European Surveyor and GeoInformation, rue du Nord 76, 1000 Brussels.

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.

CLGE maintains a website to disseminate information to a wider public. Members are obliged to link their national websites to the CLGE website and vice versa.

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.

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.

### **2 The Executive Board**

The members of the Executive Board should provide a representation from the different regions of Europe.

The Secretary General shall be from a different state to that of the President

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 of an e-mail consultation has to be reported in the next Executive Board meeting and noted in the minutes.

Expenditures for Executive Board meetings shall be kept on a reasonable level for CLGE. Working meals within the meetings can be funded by CLGE. Daily allowances or social events are not funded by CLGE.

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 Chairperson of the Interest Group of Publicly Appointed and

Regulated Liberal Surveyors (IG-PARLS) at Executive Board meetings will not be refunded by CLGE.

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 objectives of CLGE. The Secretary General has a duty at all times to advise the 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.

The Treasurer controls the assets owned by CLGE, including those owned by IG-PARLS, and is authorised to make all payments concerning the expenses anticipated in the budget and any other expenses occurring from decisions taken by the General Assembly or IG-PARLS.

The Treasurer is responsible for supervision of the accounts of CLGE, including the accounts of IG-PARLS. He will :

- 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 adoption.

In order to preserve the efficiency of the work of the GA and the Ex-Board, a bureau, composed by the President, the Secretary General and the Treasurer will handle the daily routine. The Bureau reports to the Executive Board<sup>1</sup>.

### **3 Membership<sup>2</sup>**

All, Principal Members, Honorary Members and Observers as well as Corporate Members are obliged to follow the statutes and the internal rules of CLGE.

The associations that were Principal Members of CLGE when adopting the Statutes in 2003 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 a National Liaison Group of Geodetic Surveying Professionals in their state in accordance with the recommendations of the Profile Report.

If there is confusion about the representation of the majority of geodetic surveyors in a state and no agreement can be found, the relevant national associations of that state as known to the Executive Board have to be contacted by the Secretary General in written form for clarification. Besides the involved associations will be instructed to establish a National Liaison Group.

Observer status is normally given during the process of joining CLGE, to facilitate the application procedure.

The General Assembly may bestow observer status for a period normally no longer than two years on any national association in Europe coming into CLGE.

CLGE urges observers to establish a National Liaison Group of Geodetic Surveying Professionals in their country.

Observer status may be bestowed upon international associations representing a group of geodetic surveyors or upon European Institutions.

Observers may attend General Assemblies and CLGE events on their own funds. They have no voting rights.

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<sup>1</sup> [regulations about the bureau inserted by the CLGE GA held in Strasbourg, 19<sup>th</sup> September 2008]

<sup>2</sup> [regulations about the Corporate Membership inserted by the CLGE GA held in Tallinn, 16 - 17 September 2011]

The General Assembly may bestow Honorary Membership on individuals. Proposals for nomination can be made by Principal Members to the Executive Board. Proposals should reach the Secretary General 60 days before the next General Assembly. CLGE will not fund attendance of Honorary members at any event. Honorary Members have no voting rights.

The General Assembly may bestow Corporate Membership on non-commercial organizations. Proposals for nomination can be made by Principal Members to the Executive Board. Candidate Corporate Members can file their application directly to the Secretary General. In any case, proposals or applications should reach the Secretary General 60 days before the next General Assembly. CLGE will not fund attendance of Corporate members at any event. Corporate members have no voting rights.

Guests may be invited to the General Assembly on proposal by any Principal Member or the Executive Board. They are

- persons of outstanding services to the geodetic surveying profession
- persons to provide specific demonstrations
- persons to address or advise the meeting

Proposals should reach the Secretary General 60 days before the General Assembly in question. The Executive Board decides on invitation of guests and shall issue the invitations.

Guests have no voting rights. CLGE will not fund attendances of guests unless previously decided otherwise.

#### Membership Application

Applications to join CLGE should contain the following information:

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.

An application form will be made available from the Secretary General.

If the application is accepted by the General Assembly:

- the representative will formally sign a copy of CLGE Statutes and Internal Rules 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 (National Liaison Group of Geodetic Surveying Professionals) for geodetic surveyors in the relevant country.

CLGE reserves the right to reject any application for membership, but must publicly stipulate the grounds upon which it makes such a decision.

#### **Re-Instatement**

Applications for re-instatement cannot be tabled to CLGE earlier than one year after resignation or exclusion.

## 4 Elections

Nominations for candidates should normally be made to the Secretary General not later than 60 days prior to the incoming General Assembly to be included into the agenda of the General Assembly. Nominations can also be made at the nomination process at the General Assembly.

It is the responsibility of members to ascertain if their nominees are willing to stand for election.

The Auditors shall not be members of the Executive Board at the same time.

The Elections Procedure is detailed in Annex 1<sup>3</sup>.

## 5 Financial matters

### 5.1 Resources<sup>4</sup>

Primary revenue shall be determined to meet the budgets of CLGE according to a scale of annual fees agreed by the General Assembly.

Membership fees paid by Principal Members are calculated with the formula based on:

- a fixed administrative charge (lump sum) plus
- a proportional charge based on the GDP (Gross Domestic Product) of their country.

$$\text{Fee} = L + C * G^F$$

Where L = Lump sum  
C = Cost per Billion GDP  
G = Gross domestic product<sup>5</sup>  
F = Factor for reduction (<1).

The parameters are voted by the GA<sup>6</sup>.

Corporate Membership fees and Sponsoring fees shall be fixed by the General Assembly, on proposal by the Executive Board. The Executive Board can reduce these fees based on strategic or economic motives.

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.

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.

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<sup>3</sup> [Annex 1 about the Elections Procedure adopted during the CLGE GA held in Budapest 22 – 23 March 2013]

<sup>4</sup> [regulations about the Corporate Membership fees and Sponsoring fees inserted by the CLGE GA held in Tallinn, 16 - 17 September 2011]

<sup>5</sup> [http://en.wikipedia.org/wiki/List\\_of\\_countries\\_by\\_GDP\\_\(nominal\)](http://en.wikipedia.org/wiki/List_of_countries_by_GDP_(nominal))

<sup>6</sup> [adopted during the CLGE GA held in Varna 24 – 25 September 2010]

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.

## 5.2 Ordinary Budgets

CLGE financial year shall be from 1 January to 31 December for accounting purposes. The financial unit of currency shall be the EURO.

Ordinary budgets shall be based on the administrative and anticipated requirements of CLGE (Including IG-PARLS) for the forthcoming financial year, but may include for a contingency sum at the discretion of CLGE to allow for extraordinary budget expenditure.

However, budget revisions are possible during the year.

## 5.3 Extraordinary Budgets

In cases where exceptional expenditure is envisaged, the General Assembly may, and without prior notice, agree with a 2/3 majority that an extraordinary budget is justified. In ratifying the amount of the expenditure, the General Assembly shall decide upon how it is to be funded, and may impose stage payments or similar such conditions.

Extraordinary budgets exceeding 50 per cent the sum of the ordinary budget shall need a 3/4 majority vote for adoption by the General Assembly.

## 5.4 Expenditure<sup>7</sup>

Expenditure shall normally comprise:

- the costs of projects promoted by the General Assembly.
- the costs of CLGE's administration (included the expenses of the Executive director)
- refunds of travel expenses for attending meetings or conferences for:
  - Elected Members of Executive Board attending ExBoard Meetings
  - Executive Board Members attending any event representing CLGE with decision and budget adopted by Executive Board of CLGE in advance.
  - President, Secretary-General and Treasurer attending a General Assembly of CLGE
  - CLGE Delegates appointed to other associations attending meetings of these associations
  - All other persons or invited guests for participation in events decided in advance.

Costs are refunded on basis of following regulations:

***Members should make every effort to minimise their travel and accommodations costs in the interest of CLGE***

- Flight tickets are reimbursed on basis of the cheapest class on the presentation of a proof.
- Railway tickets are refunded as a lump rate equal to costs for a first class ticket.
- Parking tickets, in addition of flight and train costs can be reimbursed if no public transport is available to reach the airport or railway station.

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<sup>7</sup> [integration of the reimbursement rules adopted by the Executive Board held in Brussels 10 October 2008, to confirm by CLGE GA held in Tallinn, 16 - 17 September 2011]

- Private car is reimbursed by the rate for a first class train ticket or the cheapest flight 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 presentation of original invoice, limited to 150 €/night. If the meeting starts after 2 PM the night before the meeting cannot be charged. If the meeting ends after 12 PM the night after can be charged only if the reduction of the flight is more than the price of the hotel (sent in advance to the treasurer).
- Rental car fees are normally not reimbursed.
- No daily allowance will be paid.

All claims for expenses shall be submitted to the Treasurer on the special formulary as soon as possible, but never after the 15th of December.

Exceptions will only be accepted when serious reasons can be invoked, preferably agreed upon by the Treasurer in advance.

### **5.5 Annual Accounts**

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.

### **5.6 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 first General Assembly meeting of a year.

## **6 General Assembly**

### **6.1 Venue**

Each CLGE General Assembly shall decide upon the date and venue of the next two following meetings. Normally the venue shall be shared each in turn amongst the member 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.

### **6.2 Duration and Function**

The General Assembly shall normally comprise of three half-day sessions on Friday morning, Friday afternoon, and Saturday morning.

In the first General Assembly of a year, the audited accounts of CLGE for the preceding year shall be presented for approval by the General Assembly.

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.

The General Assembly decides upon the Working Plan for the incoming year presented by the Executive Board.

### **6.3 Agenda**

The agenda of a General Assembly shall be disseminated to delegates by e-mail. Every effort shall be made to pre-circulate papers for discussion or debate, and papers not pre-circulated may be tabled only at the discretion of the Executive Board.

### **6.4 Minutes**

The Secretary General shall arrange for minutes to be recorded at each General Assembly and at each Executive Board meeting.

Copies of the minutes of the General Assembly shall be sent by e-mail to all delegates and member associations not later than 4 weeks after the meeting.

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.

In every General Assembly or Executive Board meeting, the minutes of the preceding meeting shall be adopted, with modifications if necessary. The President and Secretary General will sign the minutes certifying their accuracy and acceptance by CLGE.

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.

## **7 Language**

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.

*Enclosure(s):* Annex 1: The CLGE election procedure.

Version 2008 with amendments adopted in the GA in Strasbourg, 19<sup>th</sup> September 2008

Version 2011 with amendments adopted in the GA in Tallinn, 16<sup>th</sup> September 2011

Version 2013 with amendments adopted in the GA in Budapest, 22<sup>nd</sup> March 2013