Version 2014

(attached to statutes adopted by the General Assembly in March 2014)

INTERNAL RULES

Preamble

These Internal Rules are built upon the Statutes of CLGE as adopted by the GA in September 2010, and adapted in March 2014 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[1].

3 Membership[2]

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.
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.

[1] [regulations about the bureau inserted by the CLGE GA held in Strasbourg, 19th September 2008]
[2] [regulations about the Corporate Membership inserted by the CLGE GA held in Tallinn, 16 - 17 September 2011]

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 in the Dynamic Professional Knowledge base or the Allan Report, of the academic and professional qualifications necessary for geodetic surveying in that State (an incoming member has to complete the Dynamic Professional Knowledge base within 6 months after the GA that has accepted its application)[3].
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.

[3] [regulations about the Dynamic Professional Knowledge base inserted by the CLGE GA held in Marbella, 21 – 22 March 2014]

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. In any case, the nominees have to be endorsed by their National Liaison Group, this includes that their nominee will get the needed funding for the expenses not funded by CLGE.

The vice-president for Young Surveyors will be elected by the General Assembly on proposal by the CLGE Executive Board based on a suggestion by the FIG Young Surveyors European Network, and the CLGE National Liaison Group or CLGE member association of origin. This CLGE National Liaison Group or CLGE member association has to give the same guarantees as for ordinary vice-presidents, especially for the funding.[4]

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

The Elections Procedure is detailed in Annex 1[5].

5 Financial matters

5.1 Resources[6]

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.

$$Fee = L + C*G^F$$

Where L = Lump sum
C = Cost per Billion GDP
G = Gross domestic product[7]
F = Factor for reduction (<1).

The parameters are voted by the GA[8].

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.

[4] [regulations about the Funding of Vice-presidents and the Vice-president representing Young Surveyors inserted by the CLGE GA held in Marbella, 21 – 22 March 2014]
[5] [Annex 1 about the Elections Procedure adopted during the CLGE GA held in Budapest 22 – 23 March 2013]
[6] [regulations about the Corporate Membership fees and Sponsoring fees inserted by the CLGE GA held in Tallinn, 16 - 17 September 2011]
[7] http://en.wikipedia.org/wiki/List_of_countries_by_GDP_(nominal)
[8] [adopted during the CLGE GA held in Varna 24 – 25 September 2010]

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.

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[9]

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.

[9] [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]

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.
- 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~~ before ~~12 PM~~noon[10] 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.

[10] [Typo corrected and clarification introduced by the CLGE GA held in Marbella, 21 – 22 March 2014]

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, 19th September 2008
Version 2011 with amendments adopted in the GA in Tallinn, 16th September 2011
Version 2013 with amendments adopted in the GA in Budapest, 22nd March 2013
Version 2014 with amendments adopted in the GA in Marbella, 21st March 2014

Election Procedure

On proposal of the outgoing board, a delegate who's not candidate is proposed to the General Assembly as Director of the voting board. Two tellers will second him during the procedure, they are also proposed to the General Assembly.

These three people form the election bureau. They will be appointed by the General Assembly.

The Director reminds the Election Procedure to the General Assembly.

During the roll call, the National Liaison Groups announce who is first delegate of their NLG and thus who will cast the votes.

The ballots are distributed by the tellers who check the list of the first delegates of the NLG who have to cast the votes.

After the votes, the ballots are collected by the tellers who again check the list of the first delegates of the NLG who have to cast the votes.

General rules:

According to the Statutes every member country has one vote. No proxy is allowed.
The votes are conducted by secret ballot whenever persons are concerned and there are more candidates than available posts.
Votes with more than the number of open available posts are declared invalid.
Votes with other names than those to take part in the voting are declared invalid.
Blank votes are not counted as valid votes.
After each voting round a candidate can withdraw his candidature.
If a candidate gets more than 50% of the valid votes, that person is elected.

For the election for one post:

If there is one candidate, the election will be by raised hands. The candidate is elected, if the majority of the votes are for him.

If there is more than one candidate:
If there are two candidates the one with most valid votes has won. In case of a tied vote (equal number of valid votes for several candidates) a second turn is done. If there is still a tied vote the voting is decided by a draw of ballots by the outgoing president, unless he is candidate in this election. If he is candidate this draw is made by the oldest present delegate who is not candidate.

If there are more than two candidates there will be at least one preliminary voting round. As long as none of the candidates has the majority of the valid votes, in each voting round, the candidate with least valid votes will be rejected. In case of a tied vote amongst those with least valid votes a second turn is done for them only. If there is still a tied vote the voting is decided by a draw of ballots by the outgoing president, unless he is candidate in this election. If he is a candidate this draw is made by the oldest present delegate who is not candidate.

For the election for the 3 Vice Presidents:

If there are three candidates the election will be by raised hands, for the three candidates at the same time.
The candidates are elected, if the majority of the GA has voted for them.

If there are more than three candidates there will be at least one preliminary voting round. The candidate with least valid votes will be rejected. In case of a tied vote (Equal number of valid votes for several candidates) amongst those with least votes a second turn is done for them only. If there is still a tied vote

the voting is decided by a draw of ballots by the outgoing president, unless he is a candidate. If he is a candidate this draw is made by the oldest present delegate who is not candidate.
The voting rounds will continue until three candidates are elected.

Election for the Vice President for Young Surveyors:

The Vice President for Young Surveyors is elected separately, following the above described procedure for one post.

The results of the election:

The Director of the Election Bureau announces the results (number of votes) of the elections as soon as these results are known.
The results are also published in the minutes of the GA.

Reminder of the election procedure (Statutes and Internal Rules)

Statutes

Art. 17 Votes and elections take place by raising hands unless the general Assembly asks for a secret ballot.

Art. 21Each Executive Board member is elected for a two years' period, as follows :

- The President is elected by the assembly by simple majority, for a two years' period, one re-election being possible.

- The Vice-Presidents are elected by the General Assembly for a two years' period, one re-election being possible.

- The Secretary General and the Treasurer are elected by the General Assembly for a two years' period and can be re-elected for a second term.

If the General Assembly decides with a two thirds majority of the votes present, a re-election for an additional term is authorized.

The members of the Executive Board on priority tasks are appointed by the General Assembly with a simple majority for a fixed period, which is the duration to carry out the task. One extension is possible.

The auditors are elected by the General Assembly for a two years' period and can be re-elected for successive terms.

All Executive Board members, with the exception of the two members in charge of priority tasks, must be elected during the same General Assembly meeting.

In case a vacancy occurs during a term, a provisional board member can be nominated by the Executive Board. This decision will be ratified by the next General Assembly. In this case, he finishes the term of the board member he replaces.

The board members may be revoked by the General Assembly by a two thirds majority of the votes present.

Internal Rules

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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.