



## **Version 2016**

*(attached to statutes adopted by the General Assembly in September 2016, based on the Varna statutes)*

### **INTERNAL RULES**

#### **Purpose**

The Internal Rules expand upon, but remain subordinate to the Statutes of CLGE as adopted by the Varna (BG) GA in September 2010 and subsequently updated at the Reykjavik (IS) GA in September 2014. The purpose of the Internal Rules is to provide practical explanation and interpreted examples of the regulations to the Statutes where this is considered necessary and helpful. In the case of doubt the Statutes [and Belgian Law](#) take precedence over the Internal Rules at all times.

#### **1 Office and representation**

CLGE maintains a permanent office in the House of the European Surveyor and GeoInformation, whose address is:

Rue du Nord 76, 1000, Brussels,

[This house belongs to UGEB-ULEB, the Brussels association of Surveyors, member of the Belgian Union of Surveyors \(UBGE\).](#)

CLGE shall ensure that the address of its office remains at all times published in the public domain and readily accessible to all interested parties.

CLGE maintains a public facing website to disseminate information to a wider audience. Members are obliged to provide a link from their national association website(s) 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 compatible purpose and objectives or similar interests to those of CLGE.

In the absence or indisposition of the President or at [his/her discretion, the Executive Board can appoint one of the Vice-Presidents to undertake the 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**

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

The Secretary General shall represent a different state to that of the President.

The Executive Board decides upon measures to implement the aims and objectives of CLGE as defined in the Statutes. Normally these decisions are made at meetings of the Executive Board or at a General Assembly. Where urgent matters arise between

meetings, essential decisions may be concluded by electronic means and this process will be organised by the Secretary General. The result of an electronic consultation must be reported at the next Executive Board meeting and noted in the minutes.

The Secretary General shall co-ordinate all proceedings of CLGE, its agents and representatives to ensure that they comply with the Statutes, [Internal Rules](#) and objectives of CLGE. The Secretary General has a duty at all times to advise the members of CLGE of any potential or actual non-compliance, whereupon the Executive Board or the General Assembly shall consider the matter arising at the earliest opportunity.

The Treasurer [manages the](#) financial assets owned by CLGE and those [owned by the Interest Groups, such as IG-PARLS](#). The Treasurer is authorised to make all payments relating to the expenses anticipated in the budget and any other expenses occurring from decisions taken by the General Assembly, the Executive Board or the [Interest Groups](#).

The Treasurer is responsible for oversight of the accounts of CLGE and the accounts of [any Interest Group](#). He / She will :

- prepare a proposed budget for presentation to the General Assembly for approval.
- [arrange to have accounts for the previous year and auditors reports for presentation to the General Assembly for approval](#).

### **3 Membership<sup>1</sup>**

All, Principal Members, Honorary Members and [Observing Members](#) as well as Corporate Members are obliged to comply with 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.

If there is uncertainty about the representation of the majority of geodetic surveyors in a [given](#) (existing or prospective) state and no agreement can be found, the relevant national associations of that [state](#) as known to the Executive Board will be contacted by the Secretary General to seek written clarification. The involved associations will be asked to establish a National Liaison Group.

[In countries where no association exists or where the existing association\(s\) do not fulfil the above mentioned requirements, National Mapping, Cadastral and Land Registration Agencies can become Principal CLGE members and remain in this position until the situation changes. For countries without association and without Agency, it is possible to become titular member, and to be represented by another country.](#)

[Observing Member](#) status is normally granted during the process of joining CLGE, to facilitate the application procedure and allow the prospective member to become integrated into CLGE.

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<sup>1</sup> [regulations about the Corporate Membership inserted by the CLGE GA held in Tallinn, 16 - 17 September 2011]

The General Assembly may bestow [Observing Member](#) status for a period normally no longer than two years on any national association in Europe preparing to join CLGE. It is expected that at the end of the two year period the observing member will have either completed, or be close to having completed, the application process.

Whenever there are more than [one](#) national association and [they do not represent the majority of the geodetic surveyors in that country](#), CLGE urges observers to establish a National Liaison Group of Geodetic Surveying Professionals in their country prior to or during the membership application process.

[In case of non-payment of fees or reduced fees as fixed following article 9 of the statutes, and a will of the non-paying principal member to remain member of CLGE, measures proposed by the Executive Board could be that:](#)

- [no CLGE mandates are available for delegates from those countries;](#)
- [no events are organized in those countries;](#)
- [no Per Diem tasks are given to delegates from those countries;](#)
- [those countries lose their principal membership and become observing members with no voting power.](#)

[Normally, the re-establishment of the principal membership requires the reimbursement of the outstanding fees.](#)

[Observing Members](#) are encouraged to attend General Assemblies and CLGE events. Participation will be at their own expense as is the case for Principal Members. However Observing Member status attracts no voting rights.

The General Assembly may bestow Honorary Membership on individuals. Proposals for nomination can be made to the Executive Board by Principal Members. Proposals should reach the Secretary General no later than 60 calendar days before the subsequent General Assembly. Honorary Membership does not attract funding from CLGE to attend any events. Honorary Members have no voting rights.

CLGE reserves the right to invite [kindred](#) associations or institutions to its events. Normally, such third parties are responsible for their own costs.

## Membership Application

Applications to join CLGE must contain the following information:

- Evidence that the organisation or national liaison group applying represents the majority of geodetic surveying professionals in that State.

- Detailed evidence, in the same format as ~~the Allan Report~~ the Dynamic Professional Knowledge Base, of the:
  1. academic qualifications necessary to practice geodetic surveying in that State.
  2. professional qualifications necessary to practice geodetic surveying in that State
  3. continuing professional development requirements to continue to practice geodetic surveying in that State
  4. the ethical standards to which a geodetic surveyor is required to adhere in that that state

An application form is available from the Secretary General.

If the application is accepted by the General Assembly, the following actions will ensue:

- the representative of the new member will formally sign a copy of CLGE Statutes, ~~and~~ the Internal Rules and the Code of Conduct to confirm acceptance of the terms and conditions imposed by CLGE's Statutes and Internal Rules.
- the new member will commit to complete and maintain the information for their state in the Dynamic Professional Knowledge Base.

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

### **Re-Instatement**

In the event that a member resigns or is excluded from CLGE an application for re-instatement will not be considered until one year has elapsed from the date of cessation of membership.

### **4 Elections**

Nominations for candidates to the Executive Board should normally be made to the Secretary General not later than 60 days prior to the General Assembly at which the election will take place so as to be included into the agenda of the General Assembly. [However if there are not enough candidates to fill all positions, nominations can also be made at the nomination process at the General Assembly.](#)

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

The Auditors shall not be concurrent members of the Executive Board.

The Elections Procedure is detailed in Annex 1<sup>2</sup>.

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<sup>2</sup> [Annex 1 about the Elections Procedure adopted during the CLGE GA held in Budapest 22 – 23 March 2013]

## 5 Financial matters

### 5.1 Resources<sup>3</sup>

Annual membership fees are the primary source of revenue for CLGE and will be set at a level, as ratified by the General Assembly, to meet its budgeted expenditure. Membership fees charged to Principal Members are calculated using the following formula:

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

Annual membership fee for Principal Members =  $L + C * G^F$

Where L = CLGE lump sum fee  
C = CLGE fee per Billion GDP  
G = Gross domestic product<sup>4</sup>  
F = Factor for reduction (<1).

The parameters are voted by the General Assembly<sup>5</sup>.

Corporate Membership fees and Sponsoring fees shall be fixed by the General Assembly, based upon the proposal by the Executive Board. The Executive Board can vary these fees for strategic or economic reasons.

~~Following the admission, resignation or exclusion of any member state that scale of charges fees 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 fees due in that financial year, and shall pay in full before July 1 of that year as directed.

Secondary income may be generated by contributions from any organisation or individual within Europe provided that it is compatible with the aims and objectives of CLGE and without prejudice to the Statutes and Internal Rules. Normally such funding is used to fund particular projects or to pay for specific 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 and IG-PARLS for the forthcoming financial year, but may include a contingency sum at the discretion of CLGE to allow for extraordinary budget expenditure.

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<sup>3</sup> [regulations about the Corporate Membership fees and Sponsoring fees inserted by the CLGE GA held in Tallinn, 16 - 17 September 2011]

<sup>4</sup> [http://en.wikipedia.org/wiki/List\\_of\\_countries\\_by\\_GDP\\_\(nominal\)](http://en.wikipedia.org/wiki/List_of_countries_by_GDP_(nominal))

<sup>5</sup> [adopted during the CLGE GA held in Varna 24 – 25 September 2010]

Budget revisions are permitted during the financial year.

### 5.3 Extraordinary Budgets

In cases where exceptional expenditure is envisaged, the General Assembly may, and without prior notice, agree by a 2/3 majority that an extraordinary budget is justified. In ratifying the amount of the expenditure, the General Assembly shall decide upon how the exceptional expenditure is to be funded, and what financial control measures should be put in place e.g. imposition of stage payments or similar such conditions.

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

### 5.4 Expenditure<sup>6</sup>

Expenditure for all activities shall be kept to a reasonable level relative to the cost of living in the state where the activity will take place.

Expenditure shall normally comprise:

- the costs of projects promoted by the General Assembly.
- the costs of CLGE's administration, including the costs related to the office, the administrative support and any cost associated with these functions.
- refunds of travel expenses for attending meetings or conferences for:
  - Elected Members of Executive Board and invited guests attending Executive Board Meetings which are not associated with a General Assembly (where the Executive Board meeting is associated with a General Assembly the cost of attendance are met by the member)
  - President, Secretary-General and Treasurer attending a General Assembly of CLGE
  - Attendance of the Chairperson of the Interest Groups at Executive Board meetings will be refunded by the interest group
  - Executive Board Members attending any event representing CLGE with decision and budget adopted by Executive Board of CLGE in advance.
  - CLGE Delegate representing the FIG Young Surveyors European Network at the Executive Board Meetings and General Assemblies
  - 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 the basis of following regulations:

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<sup>6</sup> [integration of the reimbursement rules adopted by the Executive Board held in Brussels 10 October 2008, confirmed by CLGE GA held in Tallinn, 16 - 17 September 2011]

**Claimants should make every effort to obtain overall best value for money with respect to travel and subsistence costs.**

- Flight tickets are reimbursed on the basis of the most economical fare, receipts are required. For long haul flights, which includes any sector which is greater than 5 hours duration, premium economy travel may be requested.
- Railway tickets are reimbursed as a lump rate equal to costs on production of a receipt. First class travel is allowed.
- Parking tickets, in addition to flight and train costs can be reimbursed if no reasonable public transport option is available to reach the airport or railway station, receipts are required.
- Private car travel is permitted. Where public transport is available reimbursement is limited to the cost of a first class train ticket or the cheapest flight ticket ~~as a lump rate~~. If the 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 return may be reimbursed, receipts are required. Whilst public transport is preferable, taxi costs can be reimbursed where this is the most appropriate means of transport.
- ~~Public transport from airport/railway station to hotel and return may be reimbursed, receipts are required. Only if no public transport is available, or special circumstances (such as weather, heavy items of carriage, unsocial hours) justify it, taxi costs can be reimbursed, receipts are required.~~
- Accommodation costs limited to 150 €/night is reimbursed, receipts are required. In special circumstances, higher rates may be reimbursed but this is subject to prior approval by the Bureau. If the meeting starts after 14:00 the night before the meeting cannot be reimbursed. If the meeting ends after 12:00 (noon) the night after may be reimbursed only if the reduction in the cost of flight is greater than the cost of the hotel (sent in advance to the treasurer) or if the person is not able to reach their home on the same day.
- A combined daily food and beverage allowance with an upper limit €75 is payable. Receipts should be provided. This allowance is in addition to breakfast where breakfast is included in an overnight hotel stay. In cases of long days without an overnight hotel stay this allowance also includes breakfast.
- ~~Meals necessarily associated with the attendance at the event or activity.~~
- ~~Rental car fees are normally not reimbursed.~~
- ~~No daily out of pocket (per diem) allowance will be paid.~~

All claims for expenses shall be submitted to the Treasurer on the claim form as soon as possible and ideally within one month. ~~but never after the 15th of December in the year in which the expenditure was incurred.~~

~~Meals which are within the meetings can be funded by CLGE. Daily allowances or social events are not funded by CLGE.~~

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

## **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~~ February 1 in any year, for audit purposes.

## **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.

## **6 General Assembly**

### **6.1 Venue**

Each CLGE General Assembly shall make sure that, on a rolling basis, the dates, host countries and locations of the subsequent two General Assemblies are fixed. Normally the host country shall be taken in turn amongst the member states. In the event that any extraordinary meeting is required or that no location 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 three half-day sessions on Friday morning, Friday afternoon, and Saturday morning.

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

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

In the second General Assembly of each year, the budget for the following year shall be presented for approval.

In the even numbered years, during the second annual General Assembly, the election of officers shall be held with immediate effect. ~~for the term commencing on the first of January next.~~



### **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.

[However the accounts shall be sent out together with the convening notices for the first General Assembly meeting of a year.](#)

### **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 four weeks after the meeting.

Copies of the minutes of the Executive Board meetings shall be sent by e-mail to ~~attendants~~ Board members not later than four weeks after the meeting.

At each General Assembly or Executive Board meeting, the minutes of the preceding meeting shall be adopted approved, 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. A copy of all these documents has to be uploaded on the website [www.clge.eu](http://www.clge.eu).

## **7 Language**

CLGE permits that the provision of simultaneous translation into any other language may be made by any attending party but without any burden, financial or organisational upon CLGE, provided that such provision does not in any way disrupt the operation of the General Assembly nor 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.

## 8 Invited Guests

Proposals for invited guests to a General Assembly can be made to the Executive Board by Principal Members. Reasons for guest invitation include:

- persons of eminent standing within the geodetic surveying profession
- persons to provide a specific contribution e.g. demonstration
- persons to address or advise the meeting e.g. guest or keynote speaker

Proposals for invited guests should reach the Secretary General no later than 60 calendar days before the General Assembly or event in question. The Executive Board will decide on the invitation of guests and shall issue the invitations. Guests have no voting rights. CLGE will not fund attendances of guests unless previously decided otherwise.

*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

Version 2014 with amendments adopted in the GA in Reykjavik, 26<sup>th</sup> September 2014

[Version 2016 with amendments proposed by the Executive Board, 21<sup>st</sup> June 2016, adopted in Riga, 23<sup>rd</sup> September 2016](#)