



Inclusion Europe

The European Association of Societies of Persons
with Intellectual Disabilities and their Families

L'Association Européenne des Organisations des Personnes
Handicapées Mentales et leurs Familles

Constitution and Bylaws

as adopted at the General Assembly on 28 May 2004

(Bylaws amended on 18 June 2010)

I NAME, SEAT AND DURATION

Article 1

Under the name of “Inclusion Europe”, an international non-profit association is created which shall be governed by the constitution hereinafter set forth as well as by the regulations of Title III of the Belgian Law of 27 June 1921 on non-profit organisations, international non-profit organisations and foundations.

Article 2

The seat of Inclusion Europe is established in the city of Brussels. It is presently at 29, chaussée d’Ixelles, 3rd floor, 1050 Brussels. Inclusion Europe may at any time establish other offices for the conduct of its affairs. The seat of the Association may be transferred to any other place in the city of Brussels by simple decision of the Board, published within the month of its date in the annexes of the Moniteur Belge.

Article 3

Inclusion Europe has an unlimited duration. It may be dissolved at any time in accordance with the provisions of Article 20 of the present constitution.

II OBJECTIVES

Article 4

Inclusion Europe, which has no aim of profit, has the following objectives:

- a) to advance the interests of persons with intellectual disability, without regard to nationality, race or creed, by securing on their behalf, from all possible sources, the necessary support and services;
- b) to create a common bond of understanding among parents and families of persons with intellectual disability and others affected by the problem of intellectual disability.

Article 5

To carry out these purposes Inclusion Europe shall:

- a. encourage collaboration between partners of national member societies for persons with intellectual disability in Europe;
- b. co-operate with the European institutions and organisations whose aim is to help persons with intellectual disability;
- c. promote, study and fulfil the tasks particular to persons with intellectual disability and their families resident in Europe;
- d. undertake the comparative study of legislation in member countries and beyond, relative to persons with intellectual disability, and the provision of services for their well-being;
- e. improve the circulation and exchange of information;
- f. receive, use, hold and apply any contributions, bequests or endowments, or the proceeds thereof, in advancing the welfare of persons with intellectual disability; the bequests and donations are accepted without prejudice of the application of Title III of the Belgian Law of 27th June 1921 on non-profit organisations, international non-profit organisations and foundations.
- g. employ such other means the General Assembly and Board of Inclusion Europe shall from time to time determine.

III MEMBERS

Article 6

The Association comprises the following categories of members:

- a. Full members
- b. Regional or local members
- c. Organisations of Self-advocates
- d. European organisations
- e. Affiliate members
- f. Subscribers

Article 7

All members of the Association must have legal status. A Membership Committee shall review all membership applications and present its recommendations for the admission of new members of all categories to the General Assembly.

The Membership Committee shall comprise one Chairperson and two members elected by the General Assembly from among its members for a term of four years.

The rules and procedures for the Membership Committee shall be defined in the Bylaws of the association.

Article 7 a)

An organization in Europe may be admitted to Inclusion Europe as a Full Member Society with full voting rights if it satisfies the following requirements:

- a) It must be a voluntary non-governmental organization of persons with intellectual disability and/or their parents and friends operating at a national level and working exclusively in the interests of persons with intellectual disability. For the purpose of this article a "European nation" is defined in the bylaws of the association and may, in exceptional and duly justified cases, include nations which are not members of the Council of Europe or which are not recognized as nations by the United Nations.
- b) It must be concerned with all phases of the life and welfare of persons with intellectual disability, not limited in scope to a single or special service interest.
- c) It must agree to meet all obligations of full membership including the payments of such subscriptions as are lawfully determined by the General Assembly and participate in the affairs of Inclusion Europe as a responsible voting member.
- d) In case more than one organization applies for membership as the Full Member Society from a single country, the Membership Committee will propose a decision based on (1) representation of the country as a whole, (2) representation of the interest of persons with intellectual disability, their parents and families, (3) other considerations. Where no decision can be reached, two or more organizations may be admitted as a composite Full Member Society with equal fractional votes assigned to the constituent organizations. All such decisions must be ratified by majority vote of the General Assembly.

Article 7 b)

An organization in Europe may be admitted to Inclusion Europe as a Regional or Local Member Society without voting rights if a full member society exists in that country. The full member society must be consulted before admission. Regional or Local Member Societies must fulfill the following requirements:

- a) It must be a voluntary non-governmental organization of persons with intellectual disability and/or their parents and friends working exclusively in the interests of persons with intellectual disability on

a regional or local level within one European country. A "region" shall be any subdivision of a country recognized by the respective country.

- b) It must be concerned with all phases of the life and welfare of persons with intellectual disability, not limited in scope to a single or special service interest.
- c) It must agree to meet all obligations of regional membership including the payments of such subscriptions as are lawfully determined by the General Assembly.

All local or regional members have the right to send a representative as observer to any meetings of the Assembly of Inclusion Europe and may request the right to speak at the pleasure of presiding officer.

Article 7 c)

Organisations of people with intellectual disability on a local, regional and national level may become members of Inclusion Europe without direct voting rights if a full member society exists in that country. The full member society must be consulted before admission. The membership of organisations of self-advocates must consist entirely of persons with intellectual disability and decisions must be taken entirely by them.

- i In exceptional cases the General Assembly may consider the membership application of a self-advocates organisation or grouping which has no legal status but fulfils all other membership criteria. In these special cases, an elected representative of this organisation or grouping can be accepted as individual member of Inclusion Europe to represent the self-advocates organisation. The membership of this individual person will be terminated immediately when the represented organisation or grouping withdraws its support. These individual members have the same rights and obligations as a member organisation of self-advocates.
- ii Organisations (hereinafter called "inclusive organisations") which can prove to the satisfaction of the Membership Committee that they include persons with intellectual disability with equal rights and obligations in all their decision-making bodies and which do not, therefore, possess an identifiable group or committee of self-advocates can become member of the European Platform of Self-advocates. The inclusive organisation has to belong also to another membership category of Inclusion Europe.

The decision of the Membership Committee shall be based on procedures detailed in the Bylaws of Inclusion Europe, but take into account at least the number of persons with intellectual disability in the decision-making bodies of the inclusive organisation and the structures that allow their equal and meaningful participation. The General Assembly decides on the admission of such an association to the additional category of self-advocacy member upon recommendation of the Membership Committee.

Each inclusive organisation has the right to delegate one self-advocate to the European Platform of Self-Advocates with full rights, in addition to any representation this same organisation might have in other membership categories. Inclusive organisations pay fees according to their main membership category plus any fees due for a self-advocacy organisation from that specific country.

All member organisations of self-advocates have the right to send a representative as an observer without voting rights to any meetings of the Assembly of Inclusion Europe and may request the right to speak at the pleasure of presiding officer.

Article 7 d)

Any organisation working on European level and concerned with the welfare of persons with intellectual disability may be admitted as an European member organisation without the right to vote.

All European member organisations have the right to send a representative as an observer to any meetings of the Assembly of Inclusion Europe and may request the right to speak at the pleasure of presiding officer.

A consideration, but not a necessary condition for admission as European member organisation, is the existence of a provision for reciprocal and equivalent status of Inclusion Europe in the affairs of the European member.

Article 7 e)

Any organisation or service in Europe concerned with the welfare of persons with intellectual disability which does not meet all of the requirements for membership in the other categories may be admitted as an Affiliate Member organisation without the right to vote.

All affiliate members have the right to send a representative as an observer without voting rights to any meetings of the Assembly of Inclusion Europe and may request the right to speak at the pleasure of presiding officer.

Article 7 f)

Subscribers: Any organisation or individual directly or indirectly concerned with intellectual disability may, by paying a fee, call on the services of Inclusion Europe, in as far as its aims in no way contravene those of Inclusion Europe.

Subscriber members do not have the right to attend the General Assembly and do not have voting rights.

The Secretariat will establish the necessary procedures for the admission of subscribers.

The application for membership in all other categories must be addressed to the Board according to procedures, which the Board shall determine. The Assembly of Inclusion Europe shall ratify all decisions on membership, with the exception of subscriber members.

Article 8

All members will pay such fees as determined by the Assembly for their category of membership.

The membership fee of organisations of self-advocates is determined per country. If on the first working day of the financial year there should be more than one member of this category in one country, the membership fee is split into parts agreed between the members from one country. The General Assembly has the right to set a minimum fee per member organisation to cover the administrative costs caused by each member.

Article 9

A member may terminate membership at any time by a notice of resignation to the Board. The member shall, however, be obliged to the payment of all due subscriptions for the year in which the resignation is submitted.

Membership in any category can be terminated under the following conditions:

a. non-payment of financial obligations or subscriptions. Any member whose payments are delayed for more than one year of due date will be assumed to have terminated membership and will be dropped from the roll of members.

However, a member organisation unable to meet its obligations within such time limit may appeal to the Board for a review of said obligations and a determination of the conditions under which the member organisation may remain in good standing;

b. for cause detrimental to the interests and purposes of Inclusion Europe. The Board may at any time, by resolution passed by not less than four-fifths of its members present at a meeting called to consider the case, determine that the membership of any member of any category be terminated on the grounds that continuance of such membership is prejudicial to the interest of Inclusion

Europe; provided, however, that no such judgement shall be rendered unless the offending member shall have been notified of the charges sixty days in advance of the meeting, shall hear all testimonies presented, and shall have an opportunity to be heard in defence; and provided further that the member shall have the right to appeal to the full Assembly in which case the verdict to expel the member must be upheld by a three-fourths majority.

Reinstatement following such expulsion will require a favourable vote of four-fifths of the Board present at any meeting called for the purpose and ratified by three-fourths of those present at a subsequent meeting of the Assembly.

IV STRUCTURE AND ORGANISATION

Article 10

The bodies of Inclusion Europe are:

- a. the Assembly
- b. the Board
- c. the Officers
- d. the Secretariat

Article 11

The General Assembly has all the powers necessary to carry out the purposes of the Association.

The Assembly consists of representatives designated by the full members of the Association. Other members may attend the Assembly without the right to vote. Each full member may designate one representative to the Assembly to exercise its voting rights.

Local and regional members, organisations of self-advocates, European organisations and affiliate members have the right to send a representative as observer to any meetings of the Assembly of Inclusion Europe and may request the right to speak at the pleasure of presiding officer. These members do not have voting rights.

A regular meeting of the Assembly shall be held every year, at the place mentioned in the invitation.

The Assembly may at other times meet in extraordinary session at the invitation of the President or on demand of a majority of members of the Board.

The main competencies of the Assembly are the modification of the Constitution, the dissolution of the Association, the nomination and the dismissal of members of the Board and approval of the accounts and budget.

A register shall be kept at the seat of Inclusion Europe in which all decisions made by the General Assembly are recorded.

Article 12

The Board shall be elected by the General Assembly. The President of the Association is elected by the Assembly from among the members of the Board. The Board shall have a minimum of eight and a maximum of twelve members, including the President and Officers. At least three members must be persons with intellectual disability from three different EU Member States nominated by the European Platform of Self-Advocates.

The Nominating Committee provided for in Article 12b proposes candidates for the Board.

Two third of Board members shall be persons with intellectual disability, parents or other family members of people with intellectual disability.

The Board members shall be elected for terms of four years and may be re-elected. No Board member shall serve for more than twelve years, whether consecutively or not. A Board member may

be re-elected for a term of less than four years in order to complete a total length of service of maximum twelve years.

The Board shall meet at least annually, if possible, upon the invitation of the President or at a time determined by a majority of the members of the Board. The time and place of meeting shall be determined by the President and the Secretary General, after consultation with the Board.

The Board is the responsible organ of the Assembly to manage the affairs of Inclusion Europe.

The Board shall have and exercise all the authorities and duties conferred on it by the Assembly and by the present Constitution. The Board may delegate the daily management to its President or to an administrator or a superintendent.

Article 12b

A Nominating Committee is set up in the Board. The Board may set up other Committees.

The Board appoints the Chairperson of the Nominating Committee. The Chairperson selects two members who are approved by the Board at least three months prior to the General Assembly. Chairperson and members of the Nominating Committee shall be representatives of full member organisations of Inclusion Europe or Board members not standing for election at the General Assembly.

Article 12c

A European Platform of Self-advocates is created consisting of one representative of each local, regional or national organisation of self-advocates that is member of Inclusion Europe. The European Platform meets at least once a year at the occasion of the General Assembly of Inclusion Europe.

In the European Platform of Self-advocates each country present at the meeting has one vote. Should there be more than one group or organisation per country, the vote is split into parts agreed between the member societies from one country.

The European Platform of Self-advocates elects a Chairperson from among its members. It also elects four representatives who form together with the Chairperson a Steering Group that conducts the business of the European Platform between its meetings. The Chairperson and the representatives of the Platform are elected for a period of two years and can be re-elected twice. They must come from different European countries. Three self-advocates can be nominated by the assembly of the European Platform of Self-advocates for election to the Board of Inclusion Europe.

Other self-advocate Board members and the Director of Inclusion Europe attend the meetings of the Platform and of the Steering Group as observers.

The European Platform has five votes at the General Assembly of Inclusion Europe. The Chairperson of the European Platform has to inform the President of Inclusion Europe before the start of the General Assembly which person(s) have been elected to cast these five votes and which person has how many votes.

Article 13

The Officers of Inclusion Europe are the President, the Vice-President(s), the Treasurer and the Secretary General. If necessary, one person may be charged with more than one of these duties.

To assure continuity, a successor to the President shall be elected at mid-term of the running Presidency.

The President-elect is entitled to attend all meetings of the Board and and Officers of the Board as an observer and may speak at the pleasure of the presiding officer.

Years of service as President of Inclusion Europe shall not be construed as years of membership of the Board. Nor shall the limit of twelve years as Member of the Board prevent subsequent election and service as President of Inclusion Europe.

Officers other than the President, who is elected by the Assembly, shall be elected by the Board from among its members for a period of two years, or until the next Assembly meeting. All officers may succeed themselves, except the President who may not serve more than one four-year term as President.

The President shall be the chief officer of Inclusion Europe and shall preside over all meetings of the Assembly and of the Board.

The Vice-President(s) shall assume the duties of the President whenever the President is unable to serve. The Chairperson of the European Platform of Self-Advocates shall be elected as one Vice-President of Inclusion Europe.

The Treasurer shall perform, under the direction of the Board, the duties usually appertaining to this office.

The Secretary General shall have executive responsibility for the affairs of Inclusion Europe under the direction of the President and the Board. Several of these duties may be delegated to an employed staff but final responsibility resides with the elected Secretary General.

In the event of vacancies occurring in the several offices, the Board may elect temporary officers to serve until the next meeting of the Assembly.

Article 14

The Secretariat of Inclusion Europe shall be established in Brussels at the official seat of the international association Inclusion Europe.

The Board shall be empowered to employ such staff as it deems necessary in order to carry out the work of Inclusion Europe.

Article 15

All acts which bind the association shall, in the absence of special proxy, be signed by the President, or the Vice-President(s), or the Secretary General, or the Treasurer who shall not have to justify towards third parties the powers conferred on them to this end.

Article 16

The judicial actions as plaintiff as well as defendant are followed by the Board represented by its President or by a member of the Board designated to this end by the President.

V MEETINGS AND VOTE

Article 17

Notices of meetings of the General Assembly and the Board, accompanied by the proposed agenda and records of preceding meetings shall be sent by post at least one month in advance.

The quorum for meetings of the Board shall be one-half present or represented, including the President or his representative..

The quorum for the General Assembly shall be one-third, of the then current voting membership thereof, present or represented.

Any member of the Board or the Assembly, not able to be present in person, may have his vote recorded by proxy provided a signed authorisation assigning the vote to another member of the Board or the Assembly has been received by the Secretary General in advance of the meeting. Any member of the Board of the Assembly present may accept a maximum of two proxy votes.

All decisions shall require the vote of the majority of those present or represented except as otherwise provided in the Constitution. In the case of parity of votes the President has the decisive vote.

The minutes of the Board meetings shall be transmitted to all members. A register of all minutes of the Board shall be kept at the seat of Inclusion Europe.

Article 18

In all cases of dispute, the authority shall be the present text of the Constitution.

VI FINANCES

Article 19

The Board shall report to the Assembly every year for decision.

The fiscal year of Inclusion Europe shall be the calendar year.

True accounts shall be kept of the sources of money received and expended by Inclusion Europe, and the matters in respect of which such receipts and expenditures take place, of all sales and purchases of goods by Inclusion Europe; and subject to reasonable restrictions as to time and place, such accounts shall be open to the inspection of the members.

Inclusion Europe may accept and use all gifts, subventions, subsidies and legacies whether given in support of the general purposes, or specific purpose of Inclusion Europe.

Inclusion Europe may accept and conclude all contracts and acquire, alienate, rent or let any real property or personal property, and pay salaries of employees and other costs necessary to the conduct of its affairs. The operations described here are affected without prejudice to the non-lucrative character of the Association and are in accordance with Title III of the Belgian Law of 27th June 1921 on non-profit organisations, international non-profit organisations and foundations.

The budget of the Association shall be presented as global budget of the association and a partial budget designated for the use in the member countries of the European Union. This partial budget must be identifiable in all reports and the accounting system.

The global budget comprises all income and expenditure of Inclusion Europe and is decided by all voting members of the General Assembly.

The partial budget for the European Union includes all activities and projects implemented in the countries of the European Union, as well as the membership fees paid by the member associations of the European Union. The representatives of the member organisations coming from the European Union take exclusively the decisions on the EU partial budget.

VII AMENDMENTS TO THE CONSTITUTION – DISSOLUTION

Article 20

Without prejudice to Title III of the Belgian Law of 27th June 1921 on non-profit organisations, international non-profit organisations and foundations, any proposition aiming at an amendment of the Constitution or at the dissolution of Inclusion Europe must be initiated by the Board or by a third of the members of the Assembly in good standing.

The Constitution may be amended at any regular meeting of the Assembly or at any special meeting called for that purpose.

The Board shall communicate the text of any proposed amendment as well as the date of the General Assembly, which shall decree upon such proposition to the members of the association at least three months in advance.

It shall require the affirmative vote of two-thirds of the full membership of the Assembly present in person or by proxy to amend the Constitution or to pronounce the dissolution of the association. A quorum of at least half of the members of Inclusion Europe must be present.

However, if the quorum is not reached, another General Assembly shall be called for under the same provisions as stated above, which shall finally and validly decree on the proposition, whichever the number of members present or represented.

The amendments to the Constitution shall be submitted for approval to the Belgian Ministry of Justice and shall be published in the annexes of the *Moniteur belge* as required by Title III of the Belgian Law of 27th June 1921 on non-profit organisations, international non-profit organisations and foundations. They shall enter in effect only after their approval and publication in the *Moniteur belge*.

Article 21

On decision to dissolve Inclusion Europe, the Board shall be charged with the process of liquidation unless the Assembly decides otherwise. The residual funds of Inclusion Europe shall be made over to Inclusion International League or, if Inclusion International should have been dissolved, to an international organisation concerned in whole or in part with the welfare of persons with intellectual disability, approved by a majority vote of the Assembly, for the benefit of persons with intellectual disability.

Article 22

Situations not mentioned here will be settled according to Title III of the Belgian Law of 27th June 1921, amended by the law of 2nd May 2002, on non-profit organisations, international non-profit organisations and foundations.

Management

According to Article 12 of the Constitution, the daily management of the association is delegated to Mr. Geert Freyhoff, Director, Nelkenweg 5, 52078 Aachen, Germany.

Composition of the Board

According to the decision of the General Assembly of 13 May 2011, the Board of Inclusion Europe is composed as follows:

Maureen Piggot, *President*, United Kingdom
Andrew Doyle, *Vice-President*, Scotland
Helene Holland, *Secretary General*, Norway
Hannes Traxler, *Treasurer*, Austria
Jerry Buttimer, Ireland
Jordi Costa Molina, Spain
Senada Halilcevic, Croatia
Françoise Kbayaa, France
Ingrid Körner, Germany
Tomai Mavraki, Greece
Krisse Paaskynen, Finland

INCLUSION EUROPE BYLAWS

Article 1 : AIMS

Inclusion Europe is a non-profit making organisation with the following aims:

- a. to promote the interests of persons with intellectual disability, without regard to nationality, race or creed, and to secure on their behalf, from all possible sources, all necessary services and appropriate support ;
- b. to create a common bond of understanding among parents and families of persons with intellectual disability and others affected by the problem of intellectual disability ;

Article 2 : MISSIONS

To carry out these aims Inclusion Europe shall :

- a. encourage collaboration between partners of national member societies for persons with intellectual disability in Europe ;
- b. co-operate with the European organisations and institutions whose aim is to help persons with intellectual disability ;
- c. promote, study and fulfil the tasks particular to the people with a intellectual disability and their families resident in Europe ;
- d. undertake the comparative study of legislations in member countries and beyond, relative to persons with intellectual disability, and the provision of services for their well-being ;
- e. to support the circulation and exchange of information ;
- f. receive, use, hold and apply any contributions, bequests or endowments, or the proceeds thereof, to advance the welfare of persons with intellectual disability ; bequests and endowments will be accepted without prejudice to the enforcement of article 4 of the Law of 25th October 1919 ;
- g. employ such other means as the General Assembly and Board shall from time to time determine.

Inclusion Europe shall conform to the definition of a European Non Governmental Organisation (NGO):

A European NGO shall fulfil the following criteria in order to be recognised as truly representative of disabled people :

- it should have legal status ;
- it should be composed of national non-profit making organisations (and not local associations) representing at least two thirds of the Members States of the European Union and should be open to all Member States of the European Union ;
- it should via its representative structures be able to demonstrate links with grass roots organisations.

The principal remit of a European NGO should relate explicitly to co-operation at European level regarding disability issues or issues relating to integration and equal opportunities and be consistent with the aims to be achieved.

Article 3 : DEFINITIONS

A. Family member

The parents of a person with intellectual disability are his/her biological parents or a biological family member (brother, sister, grand-parents, aunts or uncles).

This term also includes the parents whose child with intellectual disability has died and the parents who have adopted a child with intellectual disability.

Individuals who provide a home for a person with intellectual disability and take care of him/her in the same way as a father or a mother are also considered as parents.

Legal guardians and trustees also enjoy the status of parents.

B. European countries

For Inclusion Europe, the following countries are considered as belonging to the European area: Albania, Andorra, Armenia, Austria, Azerbaijan, Belgium, Bosnia, Bulgaria, Byelorussia, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Faroe Islands, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, San Marino, Scotland, Serbia & Montenegro, Slovakia, Slovenia, Spain, Sweden, Switzerland, the "former Yugoslav Republic of Macedonia", Turkey, Ukraine, United Kingdom.

Article 4 : MEMBERSHIP PROCEDURES

Full members

Member societies which apply to be admitted to Inclusion Europe as full members with the right to vote may be admitted, provided :

1. they state their intention in a request sent to the President of Inclusion Europe. This request must contain at least the following information: name and address of organisation and contact person, composition of membership, and a summary of the organisations aims and activities in English or French.
2. they adhere to the Constitution and Bylaws of Inclusion Europe;
3. they supply a copy of their roll ;
4. they agree to pay, within the statutory deadline, an annual fee set by the Assembly and proposed by the Board.

Other members

All societies which apply to be admitted to Inclusion Europe in any other membership category may be admitted if they fulfil criteria 1-2-3-4 of the present article and the provisions in the Constitution of the Association. Organisations of self-advocates must prove to the satisfaction of the Board that their membership consists entirely of persons with intellectual disability and that decisions are taken entirely by them.

Subscribers

Any organisation directly or indirectly concerned with intellectual disability may, by paying a fee, call on the services of Inclusion Europe. It has to fulfil the criteria 1 and 4 of the present article. It must prove to the satisfaction of the Secretariat that its aims in no way contravene those of Inclusion Europe.

Procedures

The Membership Committee shall comprise one Chairperson and two members elected by the General Assembly for a term of four years. The Committee will review all membership applications and present proposals to the General Assembly regarding their admission or rejection. The Chairperson shall report regularly to meetings of the Board.

The information and documents required in the criteria of the present article must be submitted to the President of Inclusion Europe at least two months before the Annual General Assembly of the association.

Member societies are temporarily admitted for one year. This may be renewed once and, subsequently membership may become permanent.

In all cases, the Board makes a proposal to the Assembly which will decide.

Admission on a temporary basis requires that each member society pays an annual fee set by the Assembly.

Article 5 : THE NOMINATING COMMITTEE

A Nominating Committee is set up by the Board.

The Board appoints the Chairperson of the Nominating Committee. The Chairperson selects two members who are approved by the Board at least three months prior to the General Assembly. It is desirable that the Nominating Committee be set up six months prior to the Assembly.

The Committee asks the national member societies, in good standing, to put forward candidates for the functions of Officers and Board members, at least two months prior to the General Assembly. It is desirable that the deadline be set five months prior to the General Assembly.

The nomination of candidates shall be made in writing and sent to the Secretariat at least four weeks before the date of the General Assembly. It is desirable that the applications be received two months prior to the General Assembly. National member societies cannot designate more than one candidate for each of the following functions : President, President elect, Board member, “self-advocate”.

The Nominating Committee will forward to the Board all the applications and present its proposals.

To be elected by the Assembly, the candidates for the Board shall receive at least half the votes plus one vote of the members present or represented.

Member societies will be notified two weeks prior to the General Assembly of the proposed candidates.

The Board may set up other committees.

Article 6: THE BOARD

The Board of Inclusion Europe shall aim to meet at least two times per calendar year, once in connection with the Annual General Assembly of the Association. Members of the Board must inform the President in writing if they cannot participate in a Board Meeting.

The Board may, upon a proposal by the President, decide to co-opt a maximum of three additional Board members to acquire specific competencies or contacts, or to compensate for shortfalls in regional representation or in expertise in some subject areas. Co-option shall be valid for two years and may be renewed once. Co-opted Board members shall have no formal voting rights. The status as co-opted Board member shall not count as years of service in the Board as defined in Article 12 of the Constitution.

After identifying the necessary additional competencies in different subject areas, the President shall launch a call for proposals for candidates to all member societies. In selecting candidates for co-option, due consideration shall be given to maintain the balance between self-advocates, family members and professionals in the Board.

Article 7 : THE OFFICERS OF THE ASSOCIATION

The Board elects the Officers from among its members. There cannot be more than one Officer from one country, except in the case of self-advocates.

The President

- Is the Officer directly responsible for Inclusion Europe;
- Chairs all meetings of the General Assembly, Board and Officers;

Vice-President(s)

- The Vice-President(s) fulfil all the duties of the President in his/her absence ; if there are several Vice-Presidents, the replacement is made according to the order of the roll registered in the Belgian Official Journal (le Moniteur).
- The elected Chairperson of the European Platform of Self-Advocates is always proposed for the position of second Vice-President of the association. This must be endorsed by the majority of the Board.

The Treasurer

- Under the supervision of the Board, he assumes the duties usually related to this function, i.e. annual budget, approval of authorised expenses, bookkeeping, preparation of the annual financial report and accounts and other financial reports requested by the Board. He is responsible for the accounting. He sends the Board quarterly balance sheets.

The Secretary General

- Assumes the executive responsibility for the affairs of Inclusion Europe under the supervision of the President and the Board ;
- Manages the Secretariat, keeps the records and documents, drafts the annual reports as well as the other reports requested by the Board and the General Assembly ; is responsible for recording, keeping, distributing and following-up the minutes of all the meetings ;
- Most of these duties can be assigned to the staff, but the final responsibility lies with the elected Officer.

Article 8 : THE DIRECTOR

- The Director co-ordinates and manages the Secretariat, assists, in a capacity of technical adviser, the elected bodies (Officers, Board and General Assembly). The Director is permitted to attend Officers', Board and General Assembly meetings.
- In case of an emergency, the Director takes the necessary steps in the interest of the Association.
- The Director reports back to the President and the Officers as soon as possible.
- The Director is responsible to the President or, in his absence, to his representative

Article 9 : THE STAFF

The Director of the Association is recruited by the Board upon a proposal of the Officers. All other staff is recruited by the Director who informs the Officers about any new recruitment.

Article 10 : COMMUNICATION

Meetings are conducted in French and English. Original documents are in English and are translated into French. Each member association may translate documents into its own language.

Article 11 : FINANCES

The President, the Treasurer and the Director shall have authority to sign cheques and bank transfers. For payments above EUR 7.500 (seven thousand five hundred), two signatures shall be necessary.

Article 12 : EMERGENCY PROCEDURES

In case of an emergency, the President can call an extraordinary Officers' meeting while consulting Board members by mail/fax/electronic mail as appropriate. The deadline for response shall be one day prior to the Officers' meeting.

The Officers shall take a decision based on the comments expressed within the deadline ; the decision is forwarded in writing to the Board members. The President or the Officer responsible for overseeing this area of work shall report back to the Board at its next meeting and request Board approval for the decisions taken.

If the President is unable to call an emergency Officers' meeting because of the deadline, he shall consult the Officers by mail/fax/electronic mail, giving as long as possible a deadline for reply. The Board members shall be informed. The President or the Officer responsible for that area of work shall report back to the Board at its next meeting and request Board approval for the decisions taken.



Inclusion Europe

The European Association of Societies of Persons
with Intellectual Disabilities and their Families

Inclusion Europe is a non-profit organisation. We campaign for the rights and interests of people with intellectual disability and their families throughout Europe.

People with intellectual disability are citizens of their country. They have an equal right to be included in society, whatever the level of their disability. They want rights, not favours.

People with intellectual disability have many gifts and abilities. They also have special needs. They need a choice of services to support their needs.

What we fight for:

- **Human Rights for people with intellectual disability**
People with intellectual disability have the same Human Rights as other citizens. Inclusion Europe wants all people with intellectual disability to know about their rights. We want governments and other organisations to support their Human Rights. Inclusion Europe supports countries in West and East Europe to protect the Human Rights of all their citizens.
- **Inclusion in society**
People with intellectual disability have the right to equal participation in society. They must participate in all decisions that concern their lives. Inclusion Europe strongly supports the self-advocacy movement (people with intellectual disability who speak for themselves). Inclusion Europe helps people get access to education, employment, social life and involvement in the political process.
- **Non-discrimination**
People with intellectual disability often suffer from discrimination, harassment or violence. Inclusion Europe fights for better laws against discrimination in Europe.

Inclusion Europe co-ordinates activities in many European countries, including conferences, working groups and exchange meetings. It responds to European political proposals and provides information about the needs of people with intellectual disability. Inclusion Europe advises the European Commission and members of the European Parliament on disability issues.