



STANDING CONFERENCE OF EUROPEAN PUBLIC SERVICE TRAINING AGENCIES

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CONSTITUTION

1. AIM

In bringing together regularly and on an operational basis training institutions and their personnel directly involved in public service training, the Standing Conference aims to discuss common selected practical problems and research projects, sharing mutual experiences, findings and ideas on these matters and to undertake joint activities.

2. OBJECTIVES

- 2.1. To provide a comparative forum for the sharing and exchange of information, ideas and experience about the planning, development, organisation, conduct, evaluation and review of training and related research and consultancy of institutions involved in training for public services in Europe;
- 2.2. To promote and assist international co-operation in the development of training materials, suitable for use in the training of public service personnel;
- 2.3. To develop and assist in the organisation and the conduct of training activities on comparative aspects of administration and management;
- 2.4. To explore and develop possibilities for the exchange of programmes, staff and/or students, to the mutual advantage of the participating training institutions and their client organisations;
- 2.5. To collaborate and exchange information with other organisations and particularly with relevant international organisations.

3. MEMBERSHIP

- 3.1. Membership shall be open to all institutions exclusively, mainly or primarily involved in providing training in management, policy development and administrative methods and techniques for public service personnel in Europe. The public service, in this context, includes the traditional civil service, regional and local authorities, public enterprises, parastatal or state sponsored institutions and international public organisations.
- 3.2. Associate membership shall be open to organisations and persons concerned with providing training in management, policy development and administrative methods and techniques for public service personnel in Europe. Proposals for such membership must be supported by three institutional members.

3.3. Associate members shall have all rights of full members except voting rights in the General Assembly. Members and associate members will pay the same fee.

3.4. Election to membership and associate membership is by the General Assembly.

4. MANAGEMENT

4.1. The General Assembly

4.1.1. The General Assembly shall consist of all the members of the Standing Conference. It shall be the governing body. It shall determine the policies, the budget and the membership subscription necessary to meet the budget and approve the programme of activities.

4.1.2. The General Assembly shall meet not less frequently than once every year. Those attending shall do so at their own expense. Those entitled to vote shall be the duly nominated representatives of members, whose subscriptions are not in arrears at the date of the meeting. Each member institution shall have one vote. In the event of a tie, the chairman shall have an additional casting vote.

4.1.3. The constitution of the Standing Conference may be amended by resolution of the General Assembly provided that at least one more than half of the total membership is present and that the resolution is supported by a majority of not less than two thirds of those present and entitled to vote. Those entitled to attend such a meeting of the General Assembly should be given prior notice of the proposed amendments and the purpose of the meeting.

4.2. The Executive Committee

4.2.1. The Executive Committee shall be composed of a Chairperson, a Secretary/Treasurer and four other members. No institution shall have more than one representative on the Executive Committee at any one time. Resource-persons may be invited by the Committee to its meetings when needed.

4.2.2. The Executive Committee shall, *inter alia* :

- arrange for the convening of meetings of the General Assembly, Standing Conference and of other sub-groups of the Standing Conference and for the execution of such decisions as the General Assembly may take;
- elaborate the programme of activities;
- present the annual report and written statement of accounts and the budget for the next year to the General Assembly for approval;
- propose the rate of the membership subscription necessary to meet the budget.

- 4.2.3. The Chairperson shall be elected by the General Assembly for a two year term. He/she shall hold office for not more than two consecutive terms. He/she shall take office at the conclusion of the General Assembly at which he/she is elected. He/she must have been a member of the Executive Committee for at least one year prior to his/her election. The Executive Committee or a member may nominate a candidate. If there is only one candidate, he-she will be elected by acclamation. If more candidates are proposed at the meeting of the General Assembly, there will be an election. Each institutional member may support only the proposal of one candidate. To be elected a candidate must obtain the majority of the votes of those present and entitled to vote.
- 4.2.4. The other members of the Executive Committee are elected by the General Assembly for a two year term. Each candidate must be proposed and seconded at the General Assembly by voting members. If there is an equal number of candidates and positions, no vote is necessary. If not, those candidates with the highest number of votes are elected. In respect of each vacancy each institutional member has one vote. The members of the Executive Committee may not be elected for more than two consecutive terms.
- 4.2.5. The Secretary/Treasurer shall be appointed by the Executive Committee from its members.

5. DISSOLUTION

- 5.1.1. The Standing Conference may be dissolved by a majority of not less than two thirds of the total membership entitled to vote expressed by means of a ballot by mail.
- 5.1.2. The decision to organise such a ballot must be taken by the General Assembly following the same rules and procedures as for amending the constitution.
- 5.1.3. Dissolution *de facto* will occur by the end of the fifth year after the last General Assembly, where there exist no aleatory impediments to a meeting of the General Assembly.
- 5.1.4. The remaining financial resources will be donated to a charity, after deduction of costs.

[The above Constitution was originally approved in July 1982 as the constitution of the Study Group of European Public Service Training Agencies. The constitution was subsequently amended to reflect the change of name agreed in 1990 following a referendum of member organisations].

Steve Rogers
Secretary

November 1996



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APPLICATION PROCEDURES FOR ORGANISATIONS WISHING TO BECOME MEMBERS OF SCEPSTA

The Executive Committee of SCEPSTA at its meeting on 16 November 1996 determined that the following procedures should be used for all new applications for membership of SCEPSTA:-

- (1) Applications for membership of SCEPSTA should be sent to the Secretary at least two months prior to a General Assembly - which is normally held in June or July of each year.
- (2) Applications shall include the same details of the new organisation as those contained in the Directory of existing SCEPSTA members (i.e. name; year of establishment; status; governing body; aims, values, etc.; funding; staff; activities).
- (3) All SCEPSTA member organisations shall be notified at least one month prior to a General Assembly of applications for membership. The notification shall contain the details referred to in (2) above.
- (4) The Executive Committee shall make a recommendation to the General Assembly as to its view on the suitability of the applicant organisation for membership of SCEPSTA in the light of the criteria for membership set out in the Constitution (i.e.: "...all institutions exclusively, mainly or primarily involved in providing training in management, policy development and administrative methods and techniques for public service personnel in Europe.")
- (5) The decision on membership shall be made by the General Assembly by means of a simple majority vote.

S.A. ROGERS
Secretary
25 November 1996