



EFPA
STATUTES
INTERNAL REGULATIONS
FINANCIAL REGULATIONS
APPROVED AT
GENERAL ASSEMBLY BRUSSELS
JULY 2015

EFPA STATUTES – INTERNAL REGULATIONS – FINANCIAL REGULATIONS

GA MILAN July 2015

EFPA Statutes	5
Article 1 - Name, Registered Address.....	5
Article 2 - Definitions.....	5
Article 3 - Mission and Aims of the Federation	5
Article 4 - Promotion of the aims of the Federation	6
Article 5 - Admission of members (Rules and Conditions).....	6
Article 6 - Termination of membership.....	7
Article 7 – Duties, rights and entitlements of the members.....	8
Article 8 - Affiliates	8
Article 9 - Associate members.....	8
Article 10 - Constituent parts of the Federation	9
Article 11 - The General Assembly	10
Article 12 - Tasks of the General Assembly	11
Article 13 - Elections and procedures.....	12
Article 14 - The Executive Board and the Executive Council.....	12
Article 15 - Tasks and meetings of the Executive Council and the Executive Board.....	13
Article 16 - Language – Internal Regulations – Financial Regulations.....	13
Article 17 - Change of the Statutes, Dissolution.....	14
Internal Regulations	15
Article 1 - Representation of the Federation, Residence, Members to Groups of EFPA	15
Article 2 - Autonomy of the Member Associations.....	15
Article 3 - Tasks of the General Secretary and the Treasurer	15
Article 4 - The Presidents' Council, Function and Task.....	16
Financial regulations	17
Article 1 - First membership fee.....	17
Article 2 - Annual fee.....	17
Article 3 - Special fees	17
Article 4 - Remit, Remissions of fees	18
Article 5 - Changes of fees.....	18
Article 6 - General Rules	18
Article 7 - Coming into force	18

EFPA Statutes
as revised in Milan, July 2015

Article 1 - Name, Registered Address

1.1. The Federation shall be referred to in any of the three following ways:

European Federation of Psychologists' Associations, Europäische Föderation der Psychologenverbände, Fédération Européenne des Associations de Psychologues abbreviated EFPA.

1.2. The Federation is registered in Belgium; Galerie Agora, Rue Marché aux Herbes, 105/39 in Brussels.

1.3. The Federation is regulated according to the arrangements of Title III of the Law from June 27, 1921, concerning non-profit associations, foundations and international non-profit associations.

Article 2 - Definitions

2.1. In the context of EFPA, a national association is an organisation of psychologists or a federation (or network) of associations of psychologists, which exists to promote psychology as education, science, and/or profession in a country of Europe, whereas a European association is an organisation of psychologists or a federation (or network) of associations of psychologists, which exists to promote psychology as education, science, and/or profession in multiple countries from Europe.

2.2. A Member Association is a national association that has been accepted as member of the Federation (see 5.2).

2.3. A psychologist is a person who has graduated in psychology from a university or equivalent institute of higher education, having undertaken a course in psychology recognized by his/her association (see 2.1.), and who has fulfilled the criteria for professional status prescribed by that association.

2.4. In countries where there is legal recognition of psychologists, psychologists are those who are entitled, by law or through registration, to call themselves psychologists and to practise professionally as such.

2.5. EuroPsy refers to the EuroPsy European certificates in psychology as defined in the EuroPsy Regulations established by EFPA in 2009.

Article 3 - Mission and Aims of the Federation

3.1. The mission of EFPA is to promote the development, dissemination and application of psychology in all its forms, and to contribute to shaping a humane society, in Europe and beyond, on the basis of psychology's expertise.

3.2. The Federation strives for the following aims:

- a. To develop psychology (as education, science, and profession), including the quality of the profession and its legal status.
- b. To represent psychology at the European and global stage.
- c. To give input to European policy development and take a share in the implementing of European policies.
- d. To support the development of its Member Associations and their activities at the national level.
- e. To help individual psychologists exercising their profession and building a European identity based on common values and goals, diversity and multilingualism, mutual respect and collaboration, mobility, and service to society.

- f. To promote the dissemination of psychological knowledge in Europe.
- g. To contribute to the quality of life of people living in Europe and to a democratic and prosperous society.
- h. To develop a clear image of psychology and make it accessible, useful and respected.

Article 4 - Promotion of the aims of the Federation

The aims of the Federation shall be promoted especially by:

- 4.1. Establishing and maintaining relations with relevant intergovernmental, governmental and nongovernmental bodies in Europe and globally.
- 4.2. Offering advice and issuing position statements and papers concerning social issues.
- 4.3. Collating, generating and disseminating information concerning psychology and conditions of relevance for psychology in Europe.
- 4.4. Developing and sharing models and standards regarding education, science, and professional practice in psychology.
- 4.5. Certification of psychologists' qualifications (including EuroPsy and Test User Accreditation).
- 4.6. Arranging contacts among Member Associations, Affiliate Members, Associate Members, and between these and other organizations and media.
- 4.7. Arranging regular conferences, seminars and meetings for psychologists in Europe

Article 5 - Admission of members (Rules and Conditions)

5.1. A national association (as defined in article 2) is eligible for membership of the Federation, if it meets each of the following criteria:

- 5.1.1. The association is legally registered as an association for psychologists in a European country.
- 5.1.2. It is able to represent the maximum number of psychologists in the country.
- 5.1.3. The Statutes and rules of the association are in accord with the aims of the Federation.
- 5.1.4. Only one association within any one country is eligible.

5.2. Application for membership has to be made in writing to the Federation. The application must be accompanied by the articles of the association (Statutes, rules of procedure, ethical code and the latest annual report) and details of numbers and categories of members. The Federation will determine the result of the application. A written decision of acceptance as Member Association will be given to the applicant. The Federation does not have to justify its decision.

5.3. The membership starts when the Federation has received the first annual membership fee from the applicant.

5.4. The membership of a national association may be transferred to another national association under the following conditions:

5.4.1. In countries where more than one national association exists or where a national association that was previously admitted as member is no longer able to represent the maximum number of psychologists as required by article 5.1.2, the Federation will support the formation of a national federation (or network) to which the membership can be transferred.

5.4.2. A transfer of membership may be initiated by a Member Association, which proposes that another national association, being a national federation (or network), will take its place. In this case, a proposal supported by both national associations must be brought for decision by the General

Assembly, according to Statutes 5.2 and 5.3.

5.4.3. A transfer of membership may also be initiated by the Executive Council after having established that a Member Association no longer meets the eligibility criteria as specified in article 5.1 and that a national federation (or network) meeting these criteria has been formed. In this case the application by the federation (or network) has to be accompanied by a written recommendation of the Executive Council.

Article 6 - Termination of membership

6.1. Membership of the Federation shall be terminated in the following conditions:

- 6.1.1. transfer of membership,
- 6.1.2. dissolution of a Member Association,
- 6.1.3. withdrawal of a Member Association from the Federation,
- 6.1.4. expulsion from the Federation.

6.2. Transfer: Transfer of membership from a Member Association to a national federation (or network) as meant in article 5.4. implies that the membership of the Member Association ends.

6.3. Dissolution: When a Member Association is in the process of dissolving itself, it should notify the Federation in writing as early as possible. In the absence of such notification the association will be liable for the annual fee for the current and the following year, when due.

6.4. Withdrawal: Withdrawal from the Federation shall be notified in writing to the Federation, not later than October 1, otherwise the association will be liable for the fees for the following year, when they become due.

6.5. Expulsion or cancellation of an affiliation

6.5.1. A Member Association can be expelled from the Federation in the following cases:

- a. Actions taken that are deemed to be in disagreement with, or in contravention of, the Statutes or aims of the Federation.
- b. Default in payments of the due annual fee, despite the dispatch of three separate reminders by the Federation.

6.5.2. Termination of the membership of an association by way of expulsion, or cancellation of an affiliation, has to proceed along the following lines:

- a. A written notification of the substantiated proposal of expulsion or cancellation from the Federation to the association concerned, asking at the same time for a report on the relevant circumstances, to be received within 6 weeks.
- b. A written notification from the Executive Council to the General Assembly, submitting the relevant documents. This notification has to be made at least six weeks before the meeting of the General Assembly, which will take the decision on expulsion or cancellation
- c. The report from the association concerned with the relevant circumstances must be presented at the meeting of the General Assembly
- d. The decision by the meeting of the General Assembly has to be passed by a 2/3 majority of the delegates present including entrusted votes.
- e. A decision to expel a member or to cancel an affiliation will take effect as soon as the association concerned has been informed in writing by the Federation.
- f. The association concerned remains liable for payments on which it has defaulted.

Article 7 – Duties, rights and entitlements of the members

7.1. The Member Associations shall observe the Statutes and rules of the Federation, and shall promote its aims.

7.2. Member Associations shall inform the Federation about any substantial changes to their Statutes or Ethical Code.

7.3. The Member Associations shall pay the membership fees as prescribed in the Financial Regulations. The annual membership covers one financial year.

7.4. The Member Associations shall support the implementation of the decisions taken by the General Assembly.

7.5. The Member Associations have the right to attend the General Assembly, participate in discussions, and cast their votes.

7.6. The Member Associations are entitled to participate in EuroPsy, to receive information and support, and to enjoy any other benefits from their membership.

7.7. Member Associations, which have failed to pay one or more annual subscriptions by the date of the General Assembly, may attend the General Assembly but lose the right to participate in discussions and to cast their votes until all outstanding debts have been paid.

7.8. Member Associations, which have failed to pay two or more annual subscriptions, may lose their entitlements as described in article 7.6.

7.9. The General Assembly shall have the discretion to set aside this Statute if an association, which is behind with its payments, can demonstrate to the General Assembly that there is a good reason for the debts.

Article 8 - Affiliates

8.1. National associations and European associations drawing their members from more than one nation which are active in the field of psychology as education, science, and/or profession can be appointed affiliates by the General Assembly as a result of a motion raised in accordance with 11.5.

8.1.1. However, no national association may become an affiliate member if an association from the same nation is a member as described in article 5.

8.1.2. No association may be appointed an affiliate whose aims are not in accord with the aims of the Federation.

8.1.3. Those affiliates, which are European associations, may be appointed as European Affiliates by the General Assembly as a result of a motion raised in accordance with 11.5.

8.2. Affiliates have the status of observers in the General Assembly, and are to be invited accordingly. They have no voting rights.

8.3. The General Assembly can decide that affiliation is dependent upon payment of an admission fee and annual fees determined by the Federation.

8.4. The General Assembly can cancel an affiliation using the procedure set out in 6.5.2.

Article 9 - Associate members

9.1. European associations that represent a particular domain of psychology and draw their members from ten or more European countries can become Associate Member of EFPA.

9.2. Associate Members are appointed by the General Assembly upon proposal of the Executive Council.

9.3. An association is entitled to become an Associate Member if they meet the following requirements:

- a. their statutory aims are in accord with the aims of the EFPA
- b. at least two-third of their members are psychologists

9.4. The requirement in article 9.3. can be waived and replaced by a simple majority in case of substantial benefit of collaboration, if proposed by the Executive Council.

9.5. Associate Members have the status of observers in the General Assembly, and are to be invited accordingly. They have no voting rights.

9.6 Associate Members are entitled to participate in a Specialist European Awarding Committee related to a Specialist EuroPsy certificate related to their speciality.

9.7. Associate Members agree to share information with EFPA, to provide expertise on issues within their domain, and to engage in joint lobby activities – on a voluntary basis. They are entitled to support by EFPA and the use of EFPA services at the discretion of the Federation.

9.8. Associate Members pay an annual fee set by the General Assembly.

9.9. Associate membership terminates upon request of the association or a decision by the General Assembly taken in accordance with article 6.5.2.

Article 10 - Constituent parts of the Federation

10.1. The federation has the following organs:

10.1.1. The General Assembly has the final authority within the Federation.

10.1.2. The General Assembly resolves all concerns of the Federation.

10.2. The Presidents' Council consists of the Presidents or their deputies of all the Member Associations of the Federation. It shall meet at least once a year.

10.2.1. The Presidents' Council advises and collaborates with the Executive Council in implementing the decisions of the General Assembly. It may be mandated by the General Assembly to take decisions on specific issues.

10.3. The Executive Board consists of the President, the Secretary General and the Treasurer; the last two serve as Vice Presidents.

10.3.1. The Executive Board has the responsibility for carrying out the day-to-day business of the Federation in accordance with the decisions made by the General Assembly and the Executive Council.

10.4. The Executive Council consists of the members of the Executive Board and four other members, who must all be psychologists.

10.4.1. The Executive Council carries out the decisions of the General Assembly, and operates the Federation between the meetings (plenary sessions) of the General Assembly.

10.4.2. The Federation can in all civil and legal matters be represented by the President and one member of the Executive Council, either of which can be replaced by a mandated representative.

10.5. The Boards consist of at least eight active members as meant in article 10.10, who must all be psychologists and come from different countries. They are nominated by the Member Associations and appointed by the Executive Council.

10.5.1. The Boards provide the Federation with advice on general aspects of the psychological profession as well as education and research in psychology.

10.5.2. The tasks of the Boards and the Terms of Reference for their operation are defined by the

General Assembly.

10.6. The Standing Committees consist of at least eight members in article 10.10, who must all be psychologists and come from different countries. They are nominated by the Member Associations and appointed by the Executive Council.

10.6.1. The Standing Committees provide the Federation with advice on aspects of the psychological profession in particular areas of practice, and on aspects of education and research relevant for those areas.

10.6.2. The tasks of the Standing Committees and the Terms of Reference for their operation are defined by the General Assembly.

10.7. The Task Forces consist of at least eight active members as meant in article 10.10, who must all be psychologists and come from different countries. They are nominated by the Member Associations and appointed by the Executive Council.

10.7.1. The Task Forces provide the Federation with advice on issues relating to professional development or expertise development not covered by Boards or Standings Committees.

10.7.2. The tasks of the Tasks Forces and the Terms of Reference for their operation are defined by the General Assembly.

10.8. The Operational Support Network consists of leading staff members of the Member Associations, each from a different country and appointed by their Member Association.

10.8.1. The Operational Support Network provides advice, support and coordination regarding the implementation of decisions taken by the General Assembly.

10.8.2. The tasks of the Operational Support Network and the Terms of References for their operation are defined by the General Assembly.

10.9. The European Awarding Committee (EAC) consists of a Chairperson and up to twelve other Members, nominated by the Member Associations and appointed by the Executive Council, who must all be psychologists and come from different countries.

10.9.1. The EAC is responsible for oversight of the EuroPsy and the EuroPsy Regulations, as established by the General Assembly, and for ensuring that the registration and award of the EuroPsy occurs in accordance with these Regulations.

10.9.2. The tasks of the EAC and the Terms of References for their operation are defined by the EuroPsy Regulations.

10.10. Member Associations can nominate a single member for each of the bodies referred to in article 10.5 to 10.8. This member may either be an active member (physically attending) or a corresponding member (not physically attending).

Article 11 - The General Assembly

11.1. The General Assembly of the Federation is attended by members of the Executive Council and delegates of the Member Associations. It may be attended by representatives of Affiliate Members, Associate members, members of Boards, Standing Committees and Task Forces, the EFPA Director, and any other persons invited as guests by the Executive Council.

11.1.1. The General Assembly meets in biennial plenary sessions, unless an additional meeting is approved by the Executive Council or by the previous General Assembly (by a majority vote of the members of the Executive Council or by a majority of the delegates). Date and time of the General Assembly are decided by the Executive Council. The General Assembly is held at the place indicated in the invitation or at the seat of the Federation.

11.2. Only delegates of Member Associations have voting rights in the General Assembly. They can, in addition, represent entrusted votes from their own Member Association. Member Associations which have up to 2500 members have 2 delegates. In cases where there are more than 2500 psychologists belonging to a Member Association, the number of delegates increases with one delegate for every 1000 members, up to a maximum of six delegates for any Member Association. Each Delegate of a Member Association has one vote in the General Assembly.

11.3. Member Associations have to nominate in writing to the Federation the names of their delegates and delegates with entrusted votes (or potential substitutes) at least four weeks before a General Assembly.

11.3.1. Members of the Executive Council may serve as delegates and may vote in the General Assembly if they serve as delegates of their Member Associations.

11.3.2. Member Associations who are applying for membership of the Federation should act in accordance with 9.3 and 5.3, so that, if the association is accepted as a member, the delegates have voting rights immediately.

11.4. A Member Association may decide to send a smaller number of delegates than its entitlement to the General Assembly and to entrust the votes of the remaining members to the delegates attending. In this case, the Member Association must notify the Federation of the distribution of entrusted votes among its attending delegates at least four weeks before the date of the General Assembly. Each delegate attending can only possess one entrusted vote from his/her own association.

11.5. Announcement of a General Assembly has to be made at least four months before the General Assembly, and should contain preliminary information concerning the agenda and place and dates of the meeting. Each Member Association may place motions and items on the agenda, provided that these items are made known in writing to the Federation not later than two months in advance of the General Assembly. Every motion has to be stated explicitly in writing with regard to any change of the Statutes or budget, including fees. The final agenda of the General Assembly must be delivered to the Member Associations not later than six weeks before the opening date of the General Assembly.

11.6. Amendments to motions or items not included in the pre-circulated agenda of a regular General Assembly may only be discussed with the consent of more than one third of the delegates from the Member Associations present at that time. Decisions on such matters can only be made by way of resolutions.

11.7. The president shall announce an Extra-ordinary General Assembly, if desired by at least one third of the Member Associations, with at least two months' notice.

Article 12 - Tasks of the General Assembly

12.1. The General Assembly decides on the Statutes and any revision.

12.2. The General Assembly considers the biennial report of the Executive Council for approval.

12.3. The General Assembly concludes the nomination of applications for membership, expulsion from membership, as well as nomination and recall of Affiliates and Associate Members.

12.4. The General Assembly considers the accounts of the Federation and approves them. The accounts of the Federation should be circulated in full to Member Associations with the final agenda, not later than two weeks before the opening date of the General Assembly.

12.5. The General Assembly fixes the fees in accordance with the financial regulations.

12.6. The General Assembly decides upon the Activity Agenda and the budget for the next period. The Activity Agenda is described in general terms, as to allow the EC to define specific targets as needs and opportunities emerge or change.

12.7. The General Assembly elects a President, a Secretary General and a Treasurer and the other members of the Executive Council. The General Assembly can discharge any of them.

12.8. The General Assembly confirms the appointment of the auditors, upon the recommendation of the Executive Council.

12.9. The General Assembly can include any other item on the agenda.

12.10. The General Assembly can dissolve the Federation.

12.11. The General Assembly may establish Boards, Standing Committees, Task Forces, Working Groups and other Committees, including the European Awarding Committee for EuroPsy.

12.12. The General Assembly decides on financial arrangements for Standing Committees, Task Forces, Working Groups and other Committees.

Article 13 - Elections and procedures

13.1. The General Assembly appoints its Chair at the beginning of the session.

13.2. The quorum for holding a General Assembly meeting is half + 1 of the Member Associations.

13.3. The quorum for voting and elections at the General Assembly shall be the presence in the meeting room of delegates including their entrusted votes and representing 1/2 of the votes of delegates to the General Assembly. Decisions of the General Assembly shall be made by simple majority vote. However, a 2/3 majority is required for votes according to articles on expulsion (6.5.2.d.) and dissolution (17.4), as well as for votes to change any articles of the Statutes or Internal/Financial Regulations of the Federation. Only delegates present in the meeting room, including the entrusted votes, can cast their votes.

13.4. Voting at the General Assembly (except for elections) shall be by show of voting cards unless a secret ballot is requested by a delegate. No postal ballots are allowed at the General Assembly.

13.5. Elections are conducted by secret ballot.

13.6. In elections to the Executive Council, the following rules apply: If one person gains more than 50% of the votes cast in an election for a single post, she or he is elected. If no one gains 50% of the votes cast, the two names with the most votes remain and the person who gains the highest number of votes on the second round is elected. In an election for more than one position, all delegates cast as many votes as there are positions, but only one vote for each candidate. If one or more persons gain more than 50% of the votes for any one position, they are elected. If all vacancies are not filled in the first round of voting, the candidate(s) with the largest number of votes on the second round will be elected. Abstentions, blank papers and spoiled votes are excluded and not counted. Votes on motions are by simple majority.

13.7. Minutes of the sessions of the General Assembly should be prepared, approved by the Chair and sent to Member Associations and to delegates not later than eight weeks after the General Assembly. Delegates and/or Member Associations should submit any comments on the Draft Minutes, within six weeks of receipt of them, in writing to the Federation through its Secretary General. The Minutes should be submitted for confirmation at the next General Assembly.

Article 14 - The Executive Board and the Executive Council

14.1. The Executive Board meets whenever the interest of the Federation requires it or when 1 member asks for a meeting. The quorum is 2 of its members. Votes are by simple majority.

14.2. The members of the Executive Board and the Executive Council are elected for four years by the General Assembly following nomination by their association. The candidates should be nominated by their association in writing to the Federation not later than eight weeks before a plenary session. Each

nomination should be accompanied by the curriculum vitae of the nominee.

14.3. The Executive Council meets whenever the interest of the Federation requires it or when 2 of its members ask for a meeting. The quorum is five of its members. Decisions are by simple majority. Each member has one vote. Where votes on a proposal are equally divided, the President, or if s/he is not present, the acting Vice President has the casting vote.

14.4. The Executive Council may invite any convenor of a Task Force or Standing Committee to attend any meeting of the Council as an observer.

14.5. Member Associations may nominate one representative to attend a meeting of the Executive Council as an observer.

14.6. The Executive Council shall meet at least four times per year.

14.7. The elections of 3 members of the Executive Council shall preferably take place in a mid-cycle of two years as compared to the elections of the other members.

14.8. No member can serve on the Executive Council for more than eight years. Former members of the Executive Council may, however, be elected President, Secretary-General or Treasurer for another maximum of eight years, provided that they have not served in these functions before.

14.9. Only one member of any Member Association may be elected to the Executive Council.

14.10. If one of its members resigns or retires mid-term, the Executive Council will elect a temporary member to fulfil that function from the candidates nominated by the Member Associations. The appointment will be valid until the next General Assembly.

Article 15 - Tasks and meetings of the Executive Council and the Executive Board

15.1. The Executive Council has the following duties and powers:

- a. To define specific targets for the activities described in the Activity Agenda established by the General Assembly and to carry out the activities aiming to reach these targets, within the limits of articles 3 and 4 of these Statutes.
- b. To present a report and a draft Activity Agenda to each meeting of the General Assembly.
- c. To present reports from the Boards, Standing Committees and Task Forces to the General Assembly.
- d. To inform and consult the Presidents Council at each of its meetings.
- e. To keep continuous oversight of the finances of the Federation
- f. To authorise expenditure according to the budget adopted by the General Assembly.
- g. To present a financial report and budget proposal to each meeting of the General Assembly.
- h. In general, subject to the superior authority of the General Assembly, to make all decisions necessary for the operation of the Federation and the realization of its aims, in the intervals between meetings of the General Assembly.

Article 16 - Language – Internal Regulations – Financial Regulations

16.1. The working language of the Federation is English.

16.2. The Federation has established Internal Regulations and Financial Regulations which deal with the issues not covered by the present Statutes. These documents are produced by the Executive Council and approved by the General Assembly according to article 14.4. Every proposal to change the Internal Regulations or the Financial Regulations has to be sent to the registered address of the Federation and submitted for the approval of the GA.

Article 17 - Change of the Statutes, Dissolution.

17.1. Change of the Statutes is subject to a majority vote according to article 13.4.

17.2. The General Assembly decides when a change in the Statutes comes into effect.

17.3. Proposals for a change of the Statutes shall be announced in accordance with article 11.5. The Federation ceases to exist if the membership goes below ten associations.

17.4. On the dissolution of the Federation, any residual assets shall, at the discretion of the General Assembly be allocated to purposes consonant with the aims of the Federation.

Internal Regulations

Article 1 - Representation of the Federation, Residence, Members to Groups of EFPA

- 1.1. The Executive Council represents the Federation.
- 1.2. The residence of the Federation is chosen by the General Assembly.
- 1.3. The Executive Council decides on the location of the secretariat and the appointment of assistance that may be required.
- 1.4. Minutes of the meetings of the Executive Council are to be made available to the Member Associations.
- 1.5. The Executive Council may establish Working Groups after informing the Member Associations.
- 1.6. Each Member Association may nominate one member to each Board, Standing Committee or Task Force.
- 1.7. The Federation may decide that an Affiliate Member may nominate one member

Article 2 - Autonomy of the Member Associations

- 2.1. Member Associations maintain their own identity and autonomy within the Federation.
- 2.2. Member Associations shall be consulted by the Federation before any significant decisions of policy are made by any constituent organ other than the General Assembly, and shall have an opportunity to comment upon such decisions before they are put into effect.

Article 3 - Tasks of the General Secretary and the Treasurer

- 3.1. The duties and powers of the Secretary General shall be:
 - a. To authorise particular expenditure in accordance with general instructions from the Executive Council.
 - b. With the approval of the President of the Federation to call meetings of the Executive Council or to arrange for a postal vote by its members.
 - c. To prepare and circulate notices of the agenda for meetings of the General Assembly, the Executive Council Presidents' Council.
 - d. To prepare and circulate minutes of meetings of the General Assembly, the Executive Council and Presidents' Council, and to arrange for records of the activities of the Federation.
 - e. In general, to perform the customary duties of this office, and to represent the Federation as required by the Executive Council.
 - f. The Secretary General heads the office.
- 3.2. The duties and the powers of the Treasurer shall be:
 - a. To keep the accounts of the Federation.
 - b. To bank all fees, subsidies and donations.
 - c. To present a budget and statement of accounts and details of membership annually to the Executive Council, and to each meeting of the General Assembly 2 weeks in advance.
 - d. To make payments on the authority of the General Assembly in accordance with the budget.
 - e. To collect dues annually from the Member Associations and to keep overview records of membership.

Article 4 - The Presidents' Council, Function and Task

4.1. The Presidents' Council provides advice to the Executive Council and the General Assembly on its own initiative and on the demand of the Executive Council on any matter concerning the policy and operation of EFPA.

4.2. The Presidents' Council may provide the Executive Council with regular advice on urgent matters.

4.3. The Presidents' Council shall receive from the treasurer an annual report of the financial situation of the Federation.

4.4. Between meetings of the General Assembly the Presidents' Council will advise on the participation of the Federation in different projects, topic conferences or urgent modification of the Statutes.

4.5. The Presidents' Council shall promote and propose new items to the Executive Council to be introduced to the General Assembly.

4.6. The Executive Council shall ask for the participation of the Presidents' Council in specific representation on matters of significance to the Federation.

4.7. The Presidents will try to ensure that EFPA's positions, guidelines and request for action shall be widely spread within their own associations.

History

Internal regulations established at General Assembly in Granada, July 9, 2005

Article 1, Article 2 and Article 4 were adapted at General Assembly in Stockholm, July 2013

Financial regulations

Article 1 - First membership fee

1.1. The first annual membership fee must be paid within a period of three months after the membership has been confirmed by the Federation.

Article 2 - Annual fee

2.1. The annual membership fee is payable by a Member Association on the basis of the number of psychologists who are members of that association on December 31 of the previous year.

2.2. Member Associations of EFPA must report the abovementioned total number of their members (divided by category) before February 28 of each year.

2.3. The annual membership fee includes a contribution to develop and maintain the EuroPsy certification system..

2.4. Member Associations must transfer the fee before March 30 to the Federation.

2.5. Member Associations of EFPA shall pay an annual fee per member, up to a maximum number set by the General Assembly. If the member of EFPA is a federation, the total of the members of the federation's associations forms the basis for the calculation of the annual fee.

2.6. Affiliates shall pay an annual fee to be set by the General Assembly.

2.7. Associate Members shall pay an annual fee to be set by the General Assembly

2.8. The annual fee per member is fixed by the General Assembly (see Statutes 12.5) The annual fee shall be announced in accordance with Statutes 12.5.

The annual fee for the Federation shall not exceed the amount of 100.000 €.

2.9. Member Associations, which have failed to pay all outstanding annual subscriptions by the date of the General Assembly may attend the General Assembly, but do not have the right to address the assembly or to vote,-until all outstanding debts have been paid (See also Statutes 7.7. and 7.8.)

Article 3 - Special fees

3.1. The federation may charge special fees after consultation with the MAs to accomplish special tasks.

3.2. The Executive Council may make special arrangements and negotiate a special plan in order to facilitate membership of the Federation, provided that the plan includes a progressive increase in fee to the total fee, over a maximum of four years.

3.3. In cases where a Member Associations has not fulfilled its financial obligations as agreed under special arrangements (art.3.2), the Executive Council will initiate the status of Stand-by membership, which has a maximum duration of four years.

During the Stand-by membership period, the association:

- Does not receive services beyond the annual report of EFPA
- May not attend the General Assembly
- Is excluded from participation in EuroPsy
- Forfeits all rights and entitlements of membership other than those mentioned above
- Stand-by membership is available for a maximum period of four years, at the end of which period the

association must pay all dues or will face expulsion from the Federation.

Article 4 - Remit, Remissions of fees

4.1. The Federation can grant a remission in payment of fees (see 2.) on application for a maximum period of 2 years.

4.2. The Executive Council can reduce or remit fees in special circumstances.

Article 5 - Changes of fees

5.1. Changes of fees (see 2.3.) come into effect on January 1 of the year following the passing of the resolution by the General Assembly.

Article 6 - General Rules

6.1. The Financial Year of the Federation shall start on January 1.

6.2. The accounts of the Federation presented to the General Assembly must show the balance sheet over the period since the last approved accounts for every bank account holding moneys belonging to EFPA, expressed in EURO, and stating the numbers of members in each Member Association. A summary sheet covering all accounts and expressed in EURO shall also be presented. The accounts must be professionally audited and the report of the auditors presented to the General Assembly.

Article 7 - Coming into force

7.1. The General Assembly decides when a change in the Financial Regulations comes into effect.

History

These Financial Regulations have been adopted by the General Assembly on July 24, 1992 in Brussels and came into effect on July 25, 1992.

A change has been made at the General Assembly in Tampere on July 10, 1993, where one paragraph was added.

At the General Assembly in Athens July 1, 1995, some linguistic clarification was agreed.

The General Assembly in Dublin on July 12, 1997, added one paragraph and changed the maximum amount of the annual fee.

The General Assembly in London on July 7, 2001 added one paragraph and one article to Article 3 about Stand-by membership.

The General Assembly in Granada on July 9, 2005 changed the maximum amount of members that the member associations should pay for to 6500 and changed the currency from Swiss Francs into EURO wherever it was necessary.

The General Assembly in Istanbul on July 10, 2011 added one paragraph in article 2 on the annual membership fee for Associate Members.

The General Assembly in Stockholm on July 14, 2013 changed and updated Article 2 (inclusion of EuroPsy in the membership fee) and article 3 (regulate the implication of not paying fee for participation in EuroPsy)

The General Assembly in Brussels on November 28, 2014 changed the article 2 stating that now the annual membership fee includes a contribution to develop and maintain the EuroPsy certification system.

Statutes adapted by Head Office, November 29, 2014

EFPA
European Federation of Psychologists Associations
Agora Galery
Grasmarkt 105/39 – Rue Marché aux Herbes 105/39
1000 Brussels
Belgium



+32 2 5034953

+ 32 2 5033067



headoffice@efpa.eu

<http://www.efpa.eu>



<https://www.facebook.com/europeanpsychology>

