



# EAAP

European Federation of Animal Science

## BY-LAWS

### I. THE EAAP BY-LAWS ON THE ADMISSION OF NEW MEMBERS

1. Any representative national body working in the field of animal production of a European or non-European Mediterranean country desiring to become a member of EAAP has to submit a written application to the President of the EAAP
2. The Secretariat, following requests of the President, transmits immediately the application to members of the Council.
3. If the Council favours the application, the Secretariat communicates this decision to the applicant with a copy of the Constitutional Agreement of November 7th, 1949 (or updated version) for signature.
4. By signing the copy of the Constitutional Agreement the applicant formally accepts all obligations outlined in it. The signed copy has to be returned to the Secretariat not later than 30 days before the next General Assembly which has to ratify this admission.

### II THE EAAP INDIVIDUAL MEMBERS OF THE ASSOCIATION

1. A scientist or professional involved in animal research and production may apply for individual membership of the EAAP.
2. The EAAP Secretariat shall inform applicants for individual membership on duties and privileges of the Individual Members of the Association.
3. Individual Members are expected to contribute to the objectives of the Association, inter alia through:
  - a) participation in activities carried out by the Association;
  - b) promoting interests of the Association;
4. Application to become Individual Members of the Association
  - Applicants who are resident in EAAP member countries can apply for individual membership at no charge, save limitations imposed by the specific country member organization
  - Applicants who are resident in a non-EAAP member country of Europe or the Mediterranean basin (i.e. that is potentially an EAAP member country) cannot apply to individual membership

EUROPEAN FEDERATION OF ANIMAL SCIENCE (EAAP)

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- Applicants who are resident in non-EAAP Member countries (not in Europe or in the Mediterranean basin, i.e. which is potentially not an EAAP member country) can apply to individual membership by paying an annual membership fee in the amount determined by the Council

### 5. Individual Members of the Association are entitled

- To be eligible as a member of the EAAP Council, Commissions and other bodies of the Association;
- to participate in scientific sessions and workshops, including the EAAP annual meeting, at a discounted registration fee;
- to be eligible for EAAP scholarships and awards,
- to publish research results and proceedings in the “Scientific Series” and in the “Technical Series” published by EAAP,
- to have access to the electronic form of the journal ANIMAL under conditions established by the Council;
- to have access to the restricted site of EAAP and to all relative specific services;
- to have access to the EAAP Database
- to receive Flash-e-News by email
- to participate to the young scientists Cub Club, save other limitations imposed by the Council

6. Individual Members from Member countries are entitled to membership of international scientific organizations linked to EAAP at a discount rate

7. Individual Members of the Association are entitled to the special registration fees for meetings organised by sister associations, on the basis of reciprocity, where present

8. An individual member of the Association ceases to be an Individual Member on

- a) voluntary withdrawal;
- b) failure to pay the membership fee
- c) decision of the Council.

9. The Council may withdraw admission to individual membership in case of action(s) against the interests of the Association.

### III. EAAP YOUNG SCIENTISTS CLUB - CUB CLUB

1. The objective of the **EAAP Young Scientists Cub Club** is to support and engage students, post-graduates and young scientists to participate in EAAP programmes and activities.

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2. Students of animal science, post-graduates and young scientists who are individual members under the age of 32 years may apply for membership in the Cub Club by sending a request to the EAAP Secretariat.

3. Activities of the Cub Club include: scientific sessions and meetings on the occasion of the EAAP annual meetings; scientific events outside the EAAP annual meeting; and networking and direct contacts among members of the Club (e.g. e-mails, Facebook, Twitter, Skype), support to create a network and expand expertise and knowledge, help the management of the organization and its activities, etc.

4. Members of the Cub Club have the opportunity to:

- Use the EAAP contacts with industry for information on employment opportunities;
- Participation in specific training courses and workshops;
- Scholarship for participation in EAAP annual meetings;
- Poster award for poster presented at annual meetings;
- Young scientists travel awards;
- Create specific scientific sessions;
- Put relative individual information in the EAAP directory;

...

5. Cub Club will elect its Board composed of a President and two secretaries. The terms of office for the President and the secretaries is two years and can be renewed only once, but not in the same position.

6. The Board is in charge of the preparation of scientific sessions in cooperation with the EAAP Scientific Committee, other events and meetings. The President of the Board shall report to the EAAP Council through the EAAP Secretariat. The President of the Board can be invited to participate to EAAP Council.

#### **IV. EAAP BY-LAWS ON MEMBERSHIP CONTRIBUTIONS**

1. Every Member Organization has to pay its annual contribution during the current financial year.

2. The annual contribution has to be paid to the EAAP account according to the instructions of the Secretary General.

3. If a Member Organization fails to pay its annual contribution during the current financial year, the Secretary General shall send reminders drawing attention to Article 5b of the Statute.

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4. A Member that did not meet its financial obligations for one year retains all rights stemming from the EAAP membership;
5. Institutions in Member countries involved in animal science and production will be invited to find the solution in cooperation with the Council and the Secretary General.
6. Membership of the Association ceases in case of an outstanding debt for two consecutive years.
7. Residents of non-Member countries have no right to use benefits stemming from EAAP membership such as discounted registration fees for annual meetings and events organized by EAAP, scholarships for young scientists, membership of Study Commissions, discount for publication and for electronic access, free individual membership.
8. The renewed membership will be accorded under the provision that the past debts have been paid, subject to the decision of the Council.

### **V. EAAP BY-LAWS ON OPERATING FUND AND ASSETS OF THE ASSOCIATION**

1. In addition to provisions of Article 19e of the EAAP Statute, the Council shall, in submitting the budget for the forthcoming year, ensure that
  - a) the planned expenditure does not exceed planned income from annual contributions, grants and other miscellaneous income including interests from funds;
  - b) each current or newly proposed activity is covered by income;
  - c) unpaid contributions exceeding two years of arrears are written off as bad debts.
2. Unplanned miscellaneous income shall be credited to the Operating Fund.
3. A minimal reserve should be set at the level corresponding to one annual income from annual membership contributions.
4. The use of minimal reserve shall be subject of special decisions by the Council requiring a two third majority of all members of the Council.
5. The financial liability must be consistent with the approved budget.
6. The Secretary General shall be delegated with the authority to approve ordinary payment operations up to Euro 15.000,00.

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7. The Finance Manager shall be delegated with the authority to approve payment operations up to Euro 7.000,00. for expenditures which are not planned in the budget approved for the current year.

8. The President and the Secretary General shall be authorized for expenditure not specifically identified in the budget or for expenditures higher than € 15.000

### **VI. RULES OF PROCEDURE OF THE GENERAL ASSEMBLY**

1. The General Assembly shall be convened as provided for in Article 9e and conduct business as provided for in Article 10 of the Statute.

#### **Agenda**

2. A provisional agenda for each ordinary session of the General Assembly shall be drawn up by the President, approved by the Council and dispatched by the Secretary General to Members sixty days prior to the General Assembly.

3. The provisional agenda for an ordinary session shall include:

- a) all items the inclusion of which may have been decided by the General Assembly at a previous session;
- b) items approved by the Council;
- c) any item the inclusion of which has been agreed upon by the Council upon the request of a Member;
- d) the President's report on the state of EAAP;
- e) statement of accounts;
- f) approval of the minutes of the previous General Assembly;
- g) the election of Council members and appointment of Auditors;
- h) applications for membership;
- i) making of Distinguished Service, A.M. Leroy Fellowship and other awards;
- j) approval of the budget.
- k) Date and place of the next EAAP Annual Meeting and the date and place of the next ordinary session of the General Assembly.

4. Any Member Organization can submit to the Secretariat observations on the provisional agenda enclosed in the letter of invitation, not later than one month before the General Assembly. The Secretary General will transmit these observations to the Council which will decide on the action to be taken.

5. The agenda becomes definitive when it has been approved by the General Assembly.

6. The first item of any ordinary session shall be approval of the agenda.

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7. Requests for the inclusion of additional items submitted by Members during the approval of the agenda shall be forwarded to the Council for decision. The Council may decide to include the requested item in the agenda of the current or the next session or defer the matter for further consultations.

### **Secretariat**

8. The Secretary General shall provide and direct such Secretariat and other staff and facilities as may be required by the General Assembly.

9. In addition to duties described in Article 11e of the Statute, it shall be the duty of the Secretariat to receive, translate and circulate documents, reports and resolutions of the General Assembly, as required; to prepare records of the proceedings; and to perform such other work as the General Assembly may require.

### **Attendance at the sessions of the General Assembly**

10. Representatives whose names have been communicated by Member Organizations to the Secretariat before the opening of the General Assembly may participate in it. (Maximum of three representatives per Member)

11. Members of Commissions, representatives of invited international organizations and non-member countries, or any other person interested in the work of the Association may attend as observers.

### **Powers and duties of Chairperson and Vice-Chairperson of the General Assembly**

12. The President of the Association is the Chair of the General Assembly and if absent one of the Vice-Presidents or the member with the longest period of service in the Council. In case of equal Council seniority, it is the elder member who will exercise this function.

13. The Chair opens and closes the General Assembly, directs the discussions, accords the right to speak, puts proposals to the vote and announces decisions. The Chair can propose to the General Assembly limitations on the duration of and the number of interventions by each delegation, suspend and adjourn the General Assembly and close a debate on the item under discussion.

### **Voting**

14. The President or a Vice President or a Council member acting as a Chairperson, shall not vote.

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15. The Chair decides whether in the course of the General Assembly voting is to be by show of hands or by roll call. In the latter case the Secretary General calls the name of each Member Organization entitled to vote in alphabetical order in English. Delegates designated by Member Organizations as their official representatives shall reply "yes", "no" or "abstain."

### **Election of the President**

16. The outgoing President, the EAAP Council or a Member Organization seconded by another Member can nominate a candidate for the post of President.

17. The Nomination of the candidates by the outgoing President or by a Member Organization seconded by another Member should be communicated to the Secretary General five days before the date of the General Assembly.

18. The President shall be elected by a simple majority of delegations present and voting.

19. The four year term of office of the newly elected President starts on the beginning of the next regular General Assembly.

### **Election of the Council**

20. The General Assembly shall make provisions to ensure that the terms of office of Council members are reasonably evenly spread over the years.

21. In electing members of the Council the General Assembly should give due consideration to

- a) Personal experience and qualifications of candidates;
- b) A balanced geographic and gender representation of members;
- c) Ensuring the participation in the Council of such Member organizations as contribute in a large measure towards the success of EAAP; and
- d) Giving the greatest possible number of Members an opportunity, by rotation of membership, to serve in the Council

22. The General Assembly shall, at any ordinary or extraordinary session, fill all vacancies in the Council, as provided for in Article 10.6 and 10.9 of the Statute.

23. The membership in the Council shall terminate, in addition to provisions of Article 12d of the Statutes, after

- a) Resignation from the Council;
- b) Resignation of the EAAP Member organization from the EAAP;

24. The President shall inform Member organizations prior to the date set for the General Assembly of vacancies on the Council.

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25. The Council member cannot be at the same time member of the Board of a Study Commission

26. The General Assembly on proposal of the Council may elect up to five Honorary Members of the Association which will include all past EAAP Presidents, and up to a maximum of three other individual members

## VII. RULES OF PROCEDURE OF THE EAAP COUNCIL

### Membership of the Council

1. Membership of the Council shall be in accordance with Article 12a and 12d of the Statute.

### Powers of the Council

2. In addition to powers provided for in Articles 12c and 13 of the Statute, the Council shall have the following powers:

- a) To establish terms of reference for the offices of Vice-Presidents;
- b) To set up Special Committees or Working Groups and to establish terms of reference of such;
- c) To decide on the use of the Reserve;
- d) To suggest topics for discussion by the Commissions
- e) To hold joint sessions with Presidents and Secretaries of Commissions;
- f) To propose Presidents of the Commissions to the General Assembly for election
- g) To appoint officers other than the President of the Commissions upon nomination by the Council Nomination Committee
- h) To appoint chairpersons of Working Groups;
- i) To appoint the Council Nomination Committee;
- j) To propose to the ordinary session of the General Assembly the date and place of the next EAAP Annual Meeting and the date and place of the next ordinary session of the General Assembly.

### Roles and duties of members of the Council

#### 3) Study Commissions Responsible

a) The Study Commissions are drivers of the scientific initiatives of EAAP by representing the views and aspirations of animal scientists in Europe. They contribute to the Strategic Plan as it relates to the future scientific activities of EAAP; provide the ideas for the sessions of the annual meetings and supporting the organization of these meetings. They are the focal points for their discipline/species in Europe by supporting network(s) across EAAP member countries also incorporating industry as a key stakeholder in EAAP activities

b) Roles and duties of the member of the Council in charge of links with Study Commissions include

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- In cooperation with presidents of Commissions arrange for informing new officers of Study Commissions on their role in planning and organizing sessions, abstracts reviewing, selection of chairs and invited speakers and deadlines;
- In cooperation with editor of the Book of Abstracts organize briefings of new officers of commissions during the annual meeting.
- Informing the Council on his/her findings and recommendations.

#### **4. Scientific Committee Responsible**

a) The Scientific Committee monitors and co-ordinates the scientific programmes of sessions of Commissions, Working Groups and Special Committees and approves reports for submission to the Council and the General Assembly. It cooperates with the host organizations in the preparation of the EAAP Annual Meetings and any other scientific sessions, symposia and workshops held under the aegis of EAAP. It proposes persons for the award of the A.M. Leroy fellowship and other scientific awards. The EAAP Vice President Science or his/her nominee chairs meetings of the Committee.

- b) The member of the Council in charge of assisting Vice President Science shall
- In close cooperation with the Secretary of the Scientific Committee participate in the preparation of meetings of the Committee;
  - Analyze proposals of Commissions, Working Groups and the host organizations for preparation of annual meetings;
  - Present his/her proposals to the Vice President Science, Scientific Committee and the Council.

#### **5. Young scientists Responsible**

A) The EAAP Young Scientists Club is the basic form aimed at supporting students, post-graduates and young scientists to participate in EAAP programmes and activities. Activities of the Young Scientists Club include: to organize scientific sessions and meetings on the occasion of the EAAP annual meetings; to organize scientific events outside the EAAP annual meeting; to facilitate networking and direct contacts among members of the Club (e.g. e-mails, Facebook, Twitter, Skype); to expand expertise and knowledge; to help the management of the EAAP organization and its activities, etc.

- B) The member of the Council in charge of young scientists shall
- Assist the Board of the Club in developing programmes of scientific sessions of particular interest for young scientists;
  - Provide advice in developing networks of young scientists;
  - Report to the Council and provide proposals for actions in support of students and young scientists to participate in EAAP programmes.

#### **6. Industry Responsible**

a) The EAAP cooperation with industry was based on mutually agreed assessment of factors affecting both the science and the animal industry. It was agreed that there was a need to improve the image of the animal agriculture as a universal activity affecting directly (producers,

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consumers) or indirectly (trade, employment, environment) the whole mankind. In view of the existing gap between animal research and animal industry and other related industries, the EAAP initiative to include industry related issues in programs of annual meetings contributed to the bridging of this gap. The industry workshops organized jointly with industries by Service EAAP on behalf of EAAP also supports the service of science and technology dissemination to and for industries.

b) The EAAP in planning future activities would take into account:

- Animal and related industries require experts trained in both animal sciences and in supporting disciplines. EAAP may wish to add modules in the program of annual meetings to expose young scientists and professionals to requirements of industry that include qualifications in life science and supporting
- EAAP should contribute to the dissemination of animal science and improve communication with industry
- Industry sessions within the EAAP annual meetings have proved to be a valid form of cooperation between research and industry and Study Commission should be more actively involved in planning these sessions.

c) Roles and duties of the member of the Council in charge of links with industry include:

- Participation in meetings of EAAP with representatives of industry;
- Supporting the organization of industry sessions at annual meetings;
- Supporting contacts between Study Commissions and industries;
- Reporting his/her findings and recommendations to the Council.

### **7. Newsletter Responsible**

a) The EAAP Newsletter is an important tool in dissemination of information. It is specifically oriented towards individual (and institutional) members providing information on the EAAP activities, news and events in the animal science and industry including information on business opportunities. Its relevance depends on the quality of inputs and the involvement of the staff of the Secretariat. Further improvement could be expected following the establishment of the Knowledge Transfer Team which covers also the publication of the Newsletter industries

b) The member of the Council in charge of the EAAP Newsletter is expected to monitor the content of Newsletter, design and distribution and provide advice for changes and improvements, as appropriate. He/she would inform the Secretary (continuously) and the Council on his/her findings and recommendations.

### **8. Ways and Means Committee Responsible**

a) The Ways and Means Committee monitors the implementation of the EAAP Statute and Bylaws and prepares proposals to the Council for changes and adjustment of such; it reviews financial documents to be submitted to the Council for approval (draft budget, profit and loss account) and reports its views to the Council; monitors the implementation of Guidelines for the Organization of Annual Meetings and prepares proposals to the Council for necessary adjustments and amendments of such. It also monitors the organization and functioning of Annual Meetings and other related events under the aegis of EAAP and assists host organizations

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in making arrangements for Annual Meetings and other related events. The Committee reviews any legal agreement between EAAP and other subjects and requests for admission of new Members and prepare proposals thereon.

b) Members of the Ways and Means appointed by the Council are expected to participate in meetings of the Committee and present their views and proposals, assist Vice President Ways and Means in preparing reports and comments for submission to the Council.

### **Meetings of the Council**

9. The meetings of the Council shall be held at least once annually.

10. The meetings of the Council should, as far as possible, coincide with some other meetings of EAAP. During an Annual Meeting, supplementary sessions can be decided at the end of a regular session with their provisional agendas.

11. At its first meeting following a General Assembly the Council shall fill any vacancy in the offices of Vice President and determine their terms of reference.

12. The President shall convene ordinary meeting of the Council.

13. The invitations and the provisional agenda shall be dispatched not later than one month before the date of the meeting.

14. If the meeting is convened by three members of the Council, conveners shall ensure that the notice of convening of the Council is distributed to all members of the Council through the Secretary General.

15. The notice of convening the meeting shall include the agenda of the meeting and supporting documents for all agenda items requiring decision by the Council.

16. The President or a nominee of the President shall chair the meeting.

17. Meetings of the Council shall be held in private. No stranger is admitted to the meeting.

18. The President may invite Past Presidents, honorary members of the Association, representatives of international organizations, guests or experts to participate in a Council meeting. Such participants can act only in a consultative capacity. Their attendance may be for the whole of the Council meeting or be limited to specific agenda items.

19. The Board of Auditors must be invited to attend any ordinary Council meeting.

### **Language**

20. The English language will be used as the working language at all meetings of the  
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Council. All reports and documents will be produced in English only, if not otherwise decided by the Council

### **Agenda**

21. The provisional agenda for an ordinary meeting of the Council shall include

- a) All items the inclusion of which may have been decided upon by the Council at a previous meeting;
- b) items decided upon by the President or conveners of the meeting;
- c) any item the inclusion of which has been requested by a Vice-President or by the Secretary General;
- d) President's report on the state of EAAP.

22. The first item of any ordinary meeting shall be approval of the agenda.

### **Secretariat**

23. The Secretary General shall provide and direct such Secretariat and other staff and facilities as may be required by the Council.

24. It shall be the duty of the Secretariat to receive, translate and circulate documents, reports and resolutions of the Council, as required; to prepare records of the proceedings; and to perform such other work as the Council may require.

25. The Secretary General shall ensure that any major decision of the Council is brought to the attention of the Member Organizations.

### **Rapporteur**

26. The Council shall nominate a Rapporteur for each meeting. The rapporteur shall prepare the minutes and summary notes on decisions approved by the meeting of the Council. In co-operation with the Secretary General he/she shall prepare summary notes for distribution to Member organizations and, if required, prepare a press release.

### **Powers of the President or his Nominee Chairing the Meeting**

27. In addition to exercising such powers as are conferred upon him/her elsewhere by these Rules, the President in his/her capacity of the Chairperson shall:

- a) Declare the opening and closing of the meeting;
- b) Direct the discussion;
- c) Ensure the observance of these Rules;
- d) Accord the right to speak; and
- e) Announce decisions.

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28. He/she shall also rule on points of order and have complete control over the proceedings of the meetings.

29. He/she may propose:

- a) the limitation of the time to be allowed to speakers;
- b) the suspension or adjournment of the meeting; and
- c) closure of the debate.

30. A member of Council nominated by the President to chair the meeting shall have the same powers and duties as the President.

31. In the absence of the President or a nominee of the President, the Council may nominate a Vice President or any member of the Council to chair the meeting.

### **Voting**

32. Any member of the Council may require a vote for any decision related to an item of the approved agenda of the current session.

33. Decisions of the Council shall be validly taken, provided there are present not less than six members in office, by simple majority. In the event of a tie the Chairperson shall have a casting vote.

### **Travel and stay expenses**

34. Members of the Council shall be reimbursed for their stay expenses in accordance with the EAAP Rules, except for their stay during the EAAP Annual Meetings.

### **EAAP Awards**

35. The Council has the responsibility of establishing and awarding specific prizes and awards to deserving scientists and other professionals in the field of animal science and production

### **A. M. Leroy Fellowship**

36. The A.M. Leroy Fellowship highlights the work of an active scientist or professional whose activities and reputation are internationally recognized. The award goes to candidates who in view of the Council and Scientific Committee have made an outstanding scientific contribution to animal production over a sustained period. The emphasis is to be on internationally recognized work in EAAP. Candidates should be actively engaged in appropriate work at the time of nomination in an EAAP Member country

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## B. EAAP Impact Award

37. The EAAP Impact Award recognizes impact through a combination of the following equally weighted criteria:

- a) Engagement with industry
- b) Engagement with students
- c) Creation of new tools
- d) Teaching and training
- e) Extension activity (e.g. running industry conference, COST Action)
- f) Non-published scientific excellence (e.g. establish experimental resource)
- g) Contribution to EAAP (attendance at meetings, training courses)
- h) Participation in national activities (e.g. committees, clubs, conference)
- i) Participation in international activities (e.g. COST Action, H2020, consortia).

Applicants could be nominated by themselves or peers or EAAP Council. Nominations should contain all the above sections and should give evidence that the nominated candidate meets the criteria. There would be an overall "why I should get this award" section for self-nominated candidates.

## C. Distinguished Service Award

38. The Council has the responsibility awarding the "Distinguished Service Awards" to deserving scientists and professionals in the field of animal science and production.

39.

## VIII. SCIENTIFIC COMMITTEE

1. There shall be a Scientific Committee composed of the Presidents of the Commissions and chaired by one of the Vice-Presidents of the Council entitled the Vice-President Scientific.

2. The Scientific Committee shall:

- a) monitor and co-ordinate the scientific programmes of sessions of Commissions, Working Groups and Special Committees;
- b) approve reports of such for submission to the Council and the General Assembly;

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c) co-operate with the host organizations in the preparation of the EAAP Annual Meetings and any other scientific sessions, symposia and workshops held under the aegis of EAAP.

d) Propose persons for the award of the A.M. Leroy fellowship and other scientific awards

3. Meetings of the Scientific Committee shall normally be held at the same time and place on occasion of the Annual Meeting of EAAP.

4. The Vice President Science in agreement with the President may convene an extraordinary meeting of the Scientific Committee.

5. The Vice President Science or his/her nominee shall chair meetings of the Scientific Committee.

6. Meetings of the Scientific Committee shall be held in private. No stranger is admitted to the sessions.

7. The Vice President Science may invite guests or experts to participate in a Committee meeting. Such participants can act only in a consultative capacity. The attendance of guests or experts shall be limited to the specific agenda item.

8. In addition to exercising such powers as are conferred upon him/her elsewhere by these Rules, the Vice President Science in his/her capacity as Chairperson of the meeting of the Scientific Programme Committee shall declare the opening and closing of the meeting; direct the discussion; ensure the observance of these Rules; accord the right to speak; and announce decisions.

9. He/she shall also rule on points of order and have complete control over the proceedings of the meetings.

10. He/she may propose:

- a) the limitation of the time to be allowed to speakers;
- b) the suspension or adjournment of the meeting; and
- c) closure of the debate.

66. He/she may nominate a member of the Committee to chair the meeting. A person nominated to chair the meeting shall have the same powers and duties as the Vice President Science.

### **Language**

11. The English language will be used as the working language at all Committee meetings. All reports and documents will be produced in English only, if not otherwise decided by the Council.

### **Agenda**

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12. The provisional agenda for an ordinary meeting of the Committee shall include items the inclusion of which may have been decided upon by the Council; items decided upon by the Vice President Scientific; items requested by any president of the Commissions.

13. The first item of any ordinary session shall be the approval of the agenda.

### **Voting**

14. There shall be no voting at the meetings of the Scientific Committee.

15. The President of the Committee or his/her nominee chairing the meeting shall summarize the discussion and formulate conclusions for submission to the Council and propose it to the meeting for unanimous approval

16. If the Chairperson's summing up is not approved by consensus, his/her submission to the Council should include all views expressed at the meeting.

### **IX. WAYS AND MEANS COMMITTEE**

1. There shall be a Ways and Means Committee composed of members nominated by the Council and chaired by one of the Vice-Presidents of the Council entitled Vice-President Ways and Means.

2. The Ways and Means Committee shall:

- a) monitor the implementation of the EAAP Statute and by-laws and prepare proposals to the Council for changes and adjustment of such;
- b) review financial documents to be submitted to the Council for approval (draft budget, profit and loss account) and reports its views to the Council;
- c) monitor the implementation of Guidelines for the Organization of Annual Meetings and prepare proposals to the Council for necessary adjustments and amendments of such;
- d) monitor the organization and functioning of Annual Meetings and other related events under the aegis of EAAP;
- e) assist host organizations in making arrangements for Annual Meetings and other related events;
- f) review any legal agreement between EAAP and other subjects;
- g) review requests for admission of new Members and prepare proposals thereon.

3. Meetings of the Way and Means Committee shall normally be held on occasion of the Annual Meeting of EAAP.

4. The Vice President Way and Means in agreement with the President may convene an extraordinary meeting of the Ways and Means Committee.

5. The Vice President Ways and Means or his/her nominee shall chair meetings of the Ways

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and Means Committee.

6. In addition to exercising such powers as are conferred upon him/her elsewhere by these Rules, the Vice President for Ways and Means in his/her capacity as Chairperson of the meeting of the Ways and Means Committee shall declare the opening and closing of the meeting; direct the discussion; ensure the observance of these Rules; accord the right to speak; and announce decisions.

7. He/she shall also rule on points of order and have complete control over the proceedings of the meetings.

8. He/she may propose:

- a) the limitation of the time to be allowed to speakers;
- b) the suspension or adjournment of the meeting; and
- c) closure of the debate.

9. He/she may nominate a member of the Committee to chair the meeting. A person nominated to chair the meeting shall have the same powers and duties as the Vice President Ways and Means.

### **Language**

10. The English language will be used as the working language at all meetings of the Committee meetings. All reports and documents will be produced in English only, if not otherwise decided by the Council.

### **Agenda**

11. The provisional agenda for an ordinary meeting of the Committee shall include items the inclusion of which may have been decided upon by the Council; items decided upon by the Vice President Ways and Means; items requested by any member of the Ways and Means Committee.

12 The first item of any ordinary session shall be the approval of the agenda.

### **Voting**

13. There shall be no voting at the meetings of the Ways and Means Committee.

14. The President of the Committee or his/her nominee chairing the meeting shall summarize the discussion and formulate conclusions for submission to the Council and propose it to the meeting for unanimous approval.

15. If the Chairperson's summing up is not approved by consensus, his/her submission to the

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Council should include all views expressed at the meeting.

### **X. COMMISSIONS**

1. Any Commission shall, either independently or jointly with other Commissions, deal with specific matters of a scientific or technical nature having to do with animal production as provided for in Article 17 of the EAAP Constitution.
2. The Study Commissions are drivers of the scientific initiatives of EAAP by representing the views and aspirations of animal scientists in Europe. This includes
  - Developing and contributing to the Strategic Plan as it relates to the future scientific activities of EAAP
  - Providing the ideas for the sessions of the annual meetings and supporting the organisation of these meetings
  - Being the focal point for their discipline/species in Europe by supporting network(s) across EAAP member countries.
  - Incorporating industry as a key stakeholder in EAAP activities.
  - Providing proposals for Working Groups to consider transversal/emerging issues and Task Forces to deal with specific short-term issues.
  - Organising ad hoc meetings and workshops outside the frame work of the annual meeting
  - Seeking funds to support their activities
  - Establishing "the best poster" awards, to be accorded on the basis of content, style and scientific relevance of posters. Names of awardees shall be presented to the General Assembly
3. Eleven Study Commissions established by the General Assembly shall deal with basic disciplines (animal genetics, animal nutrition, animal health and welfare, animal physiology, livestock farming systems, insects and precision livestock farming) and species (cattle, sheep and goat, pig and horse).
4. Each individual member is entitled to register as a member of any of the Commissions. The Secretariat shall keep a register of individual members of the Commissions.
5. Each Commission shall be managed by a Commission Management Board composed of the President, the Vice-Presidents and Secretaries. Larger Commissions may have more members of the Board, subject to the approval by the Council.
6. Only persons actually and actively engaged in the science and practice of animal production are eligible as Presidents, Vice-Presidents and Secretaries of the Commissions. Candidates for the post of the president of a commission should be a person who:
  - has conducted well recognized research of proven international scientific merit within the subject area of the commission,

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- is part of the international network of scientists working in the field,
- has solid knowledge of the relevant industry or industries,
- is committed to EAAP and its activities,
- has experience in EAAP meetings and activities,
- is willing, and able, to cooperate effectively with the Commission, the Scientific Advisory Committee and the Council as well as the Editor in Chief of the Abstracts book and ANIMAL.

7. EAAP Members, Individual Members and the Commission Management Boards have the right to nominate candidates for posts in the Management Board of Commissions. Each Individual Member has the right to apply for nomination in the Commission Management Board.

8. For every post in the Management Board there shall be election of nominees. Elections shall take place at the meetings of Commissions.

9. Officers of the Commissions hold office for a term of three years. They can be re-elected only once for an equal period. Officers of the Commissions who want to be nominated for another three-year period shall apply for the nomination, except those nominated by the current Management Board. After the six-year period, office holders are eligible for nomination for a different post for three-year period renewable for another three-year period, for a maximum of 12 years in the same Study Commission.

10. The sessions of the Commissions are held at the Annual Meeting of EAAP.

11. The duration of each session is jointly fixed by the Council, the Commission Presidents and the Organizing Committee of the host country.

### **XI COMMISSIONS' WORKING GROUPS**

1. Upon approval of the SC and of the Council one or more Commissions may set up Working Groups for the study of special questions, nominate their Chairpersons and appoint their members. Chairpersons of Working Groups are appointed by the Council following nomination by the related Commission. Chairpersons and members of the working groups hold office for a term of three years and can be nominated for an equal period.

2. Working Groups shall meet during the EAAP Annual Meetings. They can meet outside the Annual Meetings if the Commission President approves and if SC and the Secretariat are informed.

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3. If the Commission Management Board finds that the working group is not adequately fulfilling its tasks, it may change officers and members of working groups.
4. The Commission shall close the working group
  - upon the completion of its tasks and programmes;
  - in case of weakened interest for subjects covered by the group;
  - for any other reasons decided by the Council
5. The President or Secretary of a Commission shall inform the SC, Council and General Assembly, as appropriate, on conclusions and recommendations adopted by the Study Commission concerned.
6. Each Commission establishes the programme of its future sessions if possible several years in advance in co-ordination with other Commissions to avoid overlapping. Basic discipline Commissions and species Commissions are encouraged to carry out joint sessions for the study of problems of common interest.
7. SC, following Commissions' suggestions, decides on topics and nominates speakers for their sessions .
8. The Council has the right to suggest topics for discussion at Commission sessions.
9. Sessions of Commissions shall be organized according to the "Guidelines for Preparing and Conducting Sessions of Study Commissions at the Annual Meeting of EAAP".
10. Each Commission will be required to submit an annual report of its activities to the Chair of the SC. The report will be presented to the Council and to the General Assembly for approval.
11. The reports on Study Commissions' activities submitted every year by the Commission President will be published in the official Newsletter of EAAP.
12. The Council shall hold joint sessions with Commissions Presidents and Secretaries on the occasion of the Annual Meeting to review the past experiences and the future work of Commissions.
13. Commission Presidents are requested to suggest to the Editor-in-chief of the official EAAP Journal papers presented in the sessions of their Commissions which are suitable for publication in this Journal. The Editor-in-chief decides, together with Commission Presidents, which of these papers can be published.

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14. EAAP will not make any contributions towards the travelling expenses of Commission Presidents and Secretaries. In exceptional cases, and when the financial situation of EAAP permits, the Board may decide that EAAP should pay a part or the whole of the sum.

15. If the Council entrusts a member of a Commission with a special mission the travel expenses and per diem allowances shall be reimbursed by the Association on the same terms as those of the members of the Council.

### **XII ACROSS COMMISSIONS WORKING GROUPS**

1. In pursuit of the objects of the Association, the Council may establish working groups to study specific problems not covered by Study Commissions.

2. For this purpose, it may nominate a convenor to organise early activities of the working group.

3. The Council shall determine terms of reference of each working group and nominate its members and the president on the basis of proposals made by the convenor, EAAP Members, Individual Members, Study Commissions and the Secretariat.

4. Terms of reference of each working group shall include organisation of workshops, publication of books within the EAAP series, dissemination of information and publication of articles and professional papers.

5. Terms of reference may also include other items related to the pursuit of the EAAP objects, such as participation in internationally funded projects and in activities carried out by other international organisations.

6. Each working group will be required annually for provision of information for the EAAP web site.

7. In the implementation of its programme, each working group shall co-ordinate its activities with the EAAP Study Commissions.

8. Each working group shall be composed of up to six members, president, two vice presidents and a secretary.

9. Members of the working groups are nominated from among residents of the EAAP Member Countries actually and actively engaged in the science and practice of animal production. In nominating members of working groups, the Council shall take into account the equitable geographic distribution and the turn over of members.

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10. Presidents are nominated for the term of three years. They can be re-nominated for another three year term. After the expiry of their term of office they may remain members of the working group.
11. Each working group shall elect vice-presidents and secretaries for the term of three years. They may be re-elected for another three years term. After the expiry of their term of office they may remain members of the working group. Terms of office of vice-presidents and secretaries begin upon the ratification of their election by the Council. Secretaries shall be elected from among early career professionals and researchers.
12. Working groups report to the Council and present their activities at the ordinary sessions of the General Assembly.
13. If the Council finds that the working group is not adequately fulfilling its tasks, it may change officers and members of working groups.
14. The Council shall close the working group
  - upon the completion of its tasks and programmes;
  - in case of weakened interest for subjects covered by the group;
  - for any other reasons decided by the Council.
15. Meetings of working groups shall be convened and chaired by presidents or their nominees. Meetings shall be held in conjunction with the EAAP Annual Meetings, other activities organised by the Association and by utilisation of long-distance meeting devices. One meeting a year is required.
16. If meetings are held in conjunction with the EAAP Annual Meeting, presidents of working groups shall co-operate with the host organisers in making arrangements for the meeting.
17. The existing working groups shall adjust their terms of reference in accordance with this by-laws one year after their approval by the General Assembly.
18. Terms of office of presidents of the existing working groups shall terminate six years after their first nomination. Working groups concerned shall nominate candidates at the latest one year after the approval of these by-laws.

### **XIII. TERMS OF REFERENCE OF THE COMMITTEE OF AUDITORS**

1. The Board of Auditors shall supervise the financial management of the Association and audit the accounts for each Financial year, as provided for in Article 16 of the Constitution. In this respect, they shall in particular supervise:
  - a) implementation of good accounting practices;

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b) transparency in financial management.

2. Auditors can not be members of the Council or representatives of a Member Organization in the General Assembly.

3. The two Auditors participate in the Council meetings without having the right of vote.

4. If one Auditor cannot participate in a Council meeting the alternate auditor will be invited to participate.

5. The stay expenses of the Auditors can be reimbursed on the same terms as those of Council members. The stay expenses of the invited alternate Auditor can be paid only if one of the regular members is not present.

6. The Auditors' report has to be sent to the Secretariat in sufficient time before the Annual Meeting in order to ensure its pre-circulation.

#### **XIV. TERMS OF REFERENCE OF THE VICE PRESIDENT SCIENCE**

1. The Vice President Science shall be responsible for all the scientific activities of the EAAP and shall report to the Council twice yearly.

2. He/she shall be the principal advisor of the President and the Council in matters related to the programme of activities and sessions and meetings of Commissions, Working Groups and any other Committees;

3. He/she shall chair meetings of the Scientific Programme Committee and the Council Nomination Committee;

4. He/she shall in particular:

a) assist the President as provided for in Article 14 of the Statutes;

b) assist the President in preparing and, when requested, chairing sessions of the General Assembly, meetings of the Council; chair meetings of the Scientific Committee;

c) Monitor and co-ordinate activities and programmes of Commissions, Working Groups and Special Committees, undertake a periodic review of their activities and report to the Council and the General Assembly thereon;

d) perform such other duties as are provided for in these By-laws or the EAAP Statute or any other rules and regulations from time to time in force.

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### **XIV. TERMS OF REFERENCE OF THE VICE PRESIDENT WAYS AND MEANS**

1. The Vice President Ways and Means is the principal adviser to the Council and the President in fields related to the internal management of EAAP;
2. He/she shall in particular:
  - a) assist the President as provided for in Article 14 of the EAAP Statute;
  - b) assist the President in preparing and, when requested, chairing the General Assembly and meetings of the Council;
  - c) chair the meetings of the Ways and Means Committee;
  - d) monitor the organization and functioning of Annual Meetings and accompanying events and assist host organizations in making arrangements for such;
  - e) monitor the use of the EAAP's name and logo and initiate legal and other measures for protecting of such;
  - f) monitor the implementation of the EAAP Statute and by-laws and consider proposals for updating and changes of such;
  - g) perform such other duties as are provided for in these By-laws or the EAAP Constitution or Internal Regulations, or any other rules and regulations from time to time in force.

### **XV. THE SECRETARIAT**

1. There shall be an EAAP Secretariat at the main seat of the Association.
2. Under the direct supervision by the Secretary General and the general guidance of the President and the Council, the Secretariat shall be entrusted with running the current affairs of the Association.
3. The Secretariat shall have the following functions:
  - a) to take care of the correspondence;
  - b) to run the treasury and accountancy and to ensure payment of the annual contributions;
  - c) to prepare draft budgets;
  - d) to file all EAAP documents;
  - e) to dispatch to Member Organizations the President's letters of invitation for the General Assembly, the Council and the Board and to prepare draft agendas of their sessions;
  - f) to prepare reports on the activities of EAAP for the General Assembly and for the Council;
  - g) to prepare minutes of the General Assemblies and of the Council;
  - h) to organize the Annual Meetings and other meetings of EAAP in co-operation with the respective host countries;
  - i) to carry out inquiries proposed by the Commissions and agreed upon by the Council;
  - j) to look after the technical presentation of the publications;
  - k) to carry out the decisions of the Council;
  - l) to represent, if required, the Association at meetings of national and international organizations;
  - m) to administer the EAAP Web Site;

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- n) to provide secretarial support to other international organizations, as appropriate;
  - o) to provide secretarial support, organize specific activities and disseminate information for international research projects;
4. The Secretariat shall be composed of the Secretary General and the necessary office staff.
  5. The working week shall be in accordance with legislation in the host country. Statutory holidays are those kept in the country where the Secretariat is situated.
  6. In addition to statutory holidays, the members of the Secretariat are entitled to a number of working days per year as vacation in conformity with the law of the country in which the Secretariat is located.
  7. Individual working contracts shall be concluded by the President with the Secretary General.
  8. Members of the Secretariat shall be appointed by the President on the basis of the proposal made by the Secretary General in accordance with the laws valid in the country where the seat of EAAP is located. Similar contracts by other national and international organizations having their seat in the same town can be used as guidelines.
  9. From time to time the Board may review the salaries of the personnel upon the request of the Secretary General and approve adjustments in conformity with the legislation of the host country and the financial position of the Association.
  10. The travel and stay expenses of the Secretary General, of the staff and of the consultants will be reimbursed following the existing office memoranda.

### **XVI. TERMS OF REFERENCE OF THE SECRETARY GENERAL**

1. The Secretary General shall be appointed by the Council to service the General Assembly, the Council and to carry out their decisions.
2. He/she shall direct the EAAP Secretariat and choose the necessary staff under the general guidance of the President and the Council and in accordance with the EAAP Statute, by-laws, and the laws of the country hosting the EAAP Secretariat.
3. The Secretary General shall act as a custodian of the EAAP Statute and By-laws, reports and decisions of the General Assembly, the Council and reports of Council's Working Groups and Special Committees.
4. He/she shall in particular:

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- a) Receive applications for admission to membership;
- b) Conduct relations of EAAP with other national and international organizations.

5. He/she shall assist the President in representing EAAP at law, in entering into all and any ordinary and extraordinary administrative transactions and in acting on behalf of the EAAP membership, as provided for in Article 14 of the EAAP Statute.

6. In this respect, he/she shall:

- a) Ensure that all decisions, By-laws and internal documents submitted for the approval by the General Assembly, the Council and the Board are in accordance with the EAAP Statute;
- b) Subject to the general guidance of the President and the Council and in co-operation with the Vice President Ways and Means, initiate and undertake legal actions to protect EAAP assets, intellectual property rights and the use of EAAP logo and name, as required;
- c) Prepare or supervise and clear all contracts and other legal and administrative documents on all and any ordinary and extraordinary transaction for signature by the President;
- d) Perform such other duties as are provided for in these By-laws or EAAP Internal regulations, or any other rules and regulations from time to time in force.

### **XVII. LANGUAGES**

1. English, French, German and Russian are the official languages of the Association. English language is the working language of the Association.
2. The EAAP Statute and By-laws shall be published and placed on the EAAP web site.
3. All official documents shall be published in English if not otherwise decided by the Council.
4. English shall be used at sessions of the General Assembly.
5. The host country of an Annual Meeting shall prepare the programme of the meeting in English. Simultaneous interpretation of the opening of the Annual Meeting and of the General Assembly in official languages can be requested by any member of the Association with six months notice to the Secretariat. Any decision on the granting of such a request must be approved by the Council. Subsequently, the host country of the annual meeting will be informed.
6. At Annual Meetings and other EAAP events the language of the host country can also be used, in addition to the official languages, if the expenses involved are covered by the host country.

### **XVIII. HEADQUARTERS**

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1. The Headquarters of the Association shall be in Rome, Italy.
2. The Italian Member Organization contributes the rent and other relevant expenses of the seat of the Secretariat of the Association in Rome.

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