



# **EASC – Supervision and Coaching in Europe**

# **By-Laws**

of EASC

English Version

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## **§1 Name, Headquarters, Financial year**

The Association shall be named

“EASC European Association for Supervision and Coaching e.V.”.

The Association has its headquarter in Berlin, Germany.

The Association’s financial year is the calendar year.

## **§ 2 Purpose of the Association**

The purpose of the Association consists in education, research and the application of new methods of supervision and coaching in cross-cultural cooperation within Europe.

Supervision and coaching are consulting concepts for people in situations relating to their careers and aim at improving their behaviour in their jobs.

The Association exclusively and directly pursues non-profit goals, as outlined in the section “Tax Privileged Purposes” of the German Tax Code.

The purpose of these By-Laws is achieved by the following measures in particular:

- Exchange and networking among people practising in the fields of supervision and coaching in Europe.
- Education and further training for people in Europe with previous vocational training in social services as well as for members of other professional groups in related fields.
- Running events such as conferences, congresses and symposiums in Europe as well as European congresses, European conferences and European symposiums.
- Supporting forms of application of supervision and coaching such as one-to-one supervision, group supervision, team supervision, project supervision, supervisory consulting and organisational development in cross-cultural cooperation in Europe.
- Providing supervisory and coaching assistance for the improvement of professional competence in Europe.
- Running process-related events in the field of organisational development that support the improvement and advancement of professional competence in Europe, also regarding organisational change and cross-cultural cooperation.
- Informing the European public about the different forms of supervision and coaching.
- Research on supervisory and coaching work and activities, particularly cross-cultural interdisciplinary research in Europe.

The Association does not act in its own interests, nor does it pursue economic interests of its own. The Association’s resources are solely for use in such activities as outlined in these By-Laws. Members do not receive financial benefits from the Association, nor are they, by virtue of their position as members, entitled to any sort of payments from Association resources. Payments to board members according to § 6.5 are exempted from this regulation if they have been adopted at the AGM.

Payments to individuals that do not coincide with the purpose of the Association or do not represent normal rates of compensation are not permissible.

If the Association is dissolved or if its present purpose ceases to exist, the assets of the Association will devolve on Deutsche Aidshilfe, Bundesverband (Federal Association), which is registered with the District Court of Berlin Charlottenburg and recognized as a non-profit organization and which is obliged to use said assets directly and exclusively for charitable purposes.

Any decision regarding changes to the By-Laws is to be submitted to the responsible tax and revenue authorities before presentation to the registration court.

## **§ 3 Membership**

European as well as non-European individuals and legal entities who/which support the purpose of the Association are entitled to regular membership in the Association. The Association’s Board of Directors will decide upon all written applications for membership.

European as well as non-European individuals and legal entities who/which materially support the Association are entitled to a supporting membership in the Association. The Association’s Board of Directors will decide upon all written applications for membership.

Individuals or organisations who/which have distinguished themselves in their service of the goals of the Association are eligible for honorary membership of the Association. Following the Board of Directors' proposal for honorary membership, each case will be decided by the members at a General Assembly.

Membership is terminated upon death, submission of request for withdrawal, or exclusion.

Withdrawal from the Association is possible by submission of written notice to a member of the Board of Directors. Withdrawal shall be effective as from the 30 June or the 31 December of a calendar year, provided a period of three months' notice has been observed.

Exclusion shall be based on an important reason, especially behaviour damaging the Association, or on the fact that a member has not discharged his or her liabilities with regard to the Association in spite of three admonitions. The Board shall decide on the exclusion. The respective member and the Ethics Commission shall be heard before the decision is taken. The member is entitled to file an appeal, which will be decided upon by the General Assembly.

#### **§4 Membership Fees**

Fees shall be collected from Association members. The amount of the annual fee shall be determined by the members at a General Assembly. The membership fee is due upon receipt of the invoice and, at the latest, within the period stated therein. As a general rule, the invoice on the annual membership fee is sent to members by email. Members are obliged to ensure that invoices can be sent correctly by always updating the personal data, including email address, stated in their personal EASC online profile. Costs for returns incurred by EASC due to wrong data are to be borne entirely by the respective member. Honorary members are not subject to membership fees.

Participants of training courses at EASC-certified Institutes are entitled to a 50% reduction of the membership fee until and including the final year of the respective training.

#### **§5 Bodies of the Association**

The following are bodies of the Association:

- a.) Board of Directors
- b.) General Assembly of Members
- c.) Instructors' Conference
- d.) Institutes' Meeting
- e.) Committee for Quality and Standards
- f.) Ethics Commission
- g.) Expert Committees and Regional Groups
- h.) Auditor

#### **§ 6 Board of Directors**

(1) In accordance with § 26 of the German Civil Code, the Board consists of the President, the Vice-President and the Treasurer. A Board Member to be elected by the Board manages the Office of the Association on the basis of Board decisions and decisions taken by the General Assembly of Members. Each Member of the Board is authorised to represent the Association alone in and out of court.

(2) The Board is expanded by Assessors, who have the full right of vote in Board meetings. The number of Assessors is determined by the General Assembly. The majority of the Board Members, including the Assessors, must be instructing members. The Board of Directors and the Assessors are elected for four years by the General Assembly of Members. Re-election is permissible. The Board holds office until the newly elected Board is officially ratified.

(3) The expanded Board meets at least twice each calendar year.

(4) The expanded Board shall define rules of procedure for itself.

(5) Board Members may receive appropriate payment for their activities. The amount of such payment shall be decided by the AGM and guided by the current legal regulations, respectively.

#### **§ 7 General Assembly of Members**

(1) The General Assembly of Members is to be summoned by the Board once a year with at least four weeks' notice. A proposal for the agenda and motions submitted in due time shall be enclosed.

The invitation shall be sent in writing, electronically or alternatively by post.

(2) Each regular member or honorary member has a vote at the General Assembly of Members. Supporting members have no vote at the General Assembly. It is possible to exercise the right to vote in absentia by authorising another member in writing.

Authorisation must be given separately for each General Assembly. No member may, however, represent more than 20 votes of others.

(3) Each member has the right to file motions. At the latest 6 weeks before the deadline for the invitation, the Board of Directors shall publicly call upon members in the journal of the Association to submit motions to the Office.

These motions shall be received by the Office at the latest 2 weeks before the deadline for the invitation.

Received motions shall be enclosed with the invitation together with a comment written by the President of EASC.

(4) The General Assembly of Members is exclusively responsible for the following matters:

1. Approval of the Board of Directors' budget plan for the next financial year;
2. Acceptance of the Board of Directors' annual report; approval of the Board of Directors' actions;
3. Definition of the amount of the annual membership fee;
4. Election and dismissal of members of the Board of Directors;
5. Confirmation of the Board of Directors' proposals for Assessors to the Board, and confirmation of members proposed for the Committee for Quality and Standards by the Board of Directors;
6. Decision on amendments of the Association's By-Laws or concerning the dissolution of the Association;
7. Decision on appeals against rejections of applications for admission as well as on appeals against exclusions because of important reasons;
8. Hearing and discussion of work reports of the Committees and Regional Groups;
9. Nomination of honorary members.
10. Election of two Annual Accounts Auditors for two years each.

(5) If deemed necessary by the Board of Directors, or if demanded by at least a quarter of the Association's members, who shall in this case list the topics to be dealt with on the agenda, an extraordinary General Assembly shall be summoned like an ordinary General Assembly.

(6) General Assemblies shall be chaired by a member of the Association elected by the Assembly. Minutes shall be taken of each General Assembly. The person keeping the minutes shall be appointed by the chair of the Assembly. The minutes shall be signed by the minute keeper and the chair of the Assembly. General Assemblies constitute a quorum provided the meeting has been duly summoned.

Unless otherwise declared, decisions are based on a simple majority of votes cast. If the result is a tie, the proposal is considered to have been rejected. Changes to the By-Laws or votes to remove Board Members from their offices prematurely require a majority of two thirds of the represented members.

A three quarters majority of the represented members is necessary to dissolve the Association.

If there are several candidates standing for the same function and no candidate has reached the majority of the cast, valid votes in the first ballot, a final ballot shall be held between the two candidates who have achieved most votes. The candidate now elected with a single majority wins the election.

## **§ 8 Instructor's Conference**

The Instructors' Conference shall be summoned by the Board of Directors at least once a year.

The Instructors' Conference advises the Committee for Quality and Standards on questions pertaining to basic, further and advanced training. In case of a conflict between the Committee and the Conference, the Board of Directors decides, not however before trying to mediate. The objective of the Instructors' Conference is to assist the flow of ideas among instructors and to help them realise the tasks set in these By-Laws.

## **§ 8a Institutes' Meeting**

The Institutes' Meeting is a body of EASC and has the following predominant functions:

- exchange of information among Institutes,
- securing the quality criteria of EASC
- quality assurance for Curricula
- further development of Curricula.

The representatives of the Institutes and the Committee for Quality and Standards shall jointly agree on standards for the training, which shall then be presented to the Board for approval.

The Institutes and the Institutes' Meeting shall be the only bodies to decide on the contents of Curricula, especially with regard to the aspect of regional and national conditions.

## **a) Rules of procedure**

Each Institute and each acknowledged training course (Curriculum) may delegate up to four representatives to the Institutes' Meeting. For voting procedures, each Institute shall possess two votes, which may also be cast by one person; Curricula shall possess one vote. Institutes and Curricula may not delegate their representation. The Institutes' representatives shall elect a spokesperson. The Institutes' Meeting shall define rules of procedure for its work, which shall be in accordance with the By-Laws and the Manual of EASC. The Institutes' Meeting shall understand itself as an autonomous panel which develops, defines and changes its own working structures. The Institutes' Meeting shall convene at least once a year. The spokesperson shall invite to the meetings. The spokesperson of the Institutes' Meeting shall be invited to Board meetings.

**b) Cooperation in accepting new curricula and institutes**

Applications for acceptance of new curricula or new institutes shall be examined by the Committee for Quality and Standards for compliance with the formal requirements according to the regulations of EASC. If the Committee for Quality and Standards recommends an acceptance (to the Board), the spokesperson of the Institutes shall be informed accordingly and shall invite representatives of the curriculum or institute in question to the next Institutes' Meeting. These representatives shall work in the Institutes' Meeting without voting right. The Institutes' Meeting shall then issue a recommendation to the Board regarding the acceptance of the curriculum or institute.

**c) Public relations**

The spokesperson of the Institutes shall represent the Institutes to the outside in matters regarding the work of the Association.

**§ 9 Committee for Quality and Standards**

The Committee for Quality and Standards shall consist of four persons, one of whom shall be the chair of the Committee. The chair as well as the three other members of the Committee shall be proposed by the Board and confirmed by the General Assembly. The term of office shall be two years. Re-election is permissible. The Committee shall define rules of procedure for its work. Most proposals for the Committee should be instructing members of the Association. The chair of the Committee shall be a teaching member of the Association. The Committee may delegate tasks to members and call in and co-opt members or other persons, also non-members, for consultation. The Board shall recall members of the Committee for important reasons only, and only if a corresponding motion has been filed and a two-thirds majority of the members represented at the General Assembly has decided so. The main task of the Committee consists in the assurance of the quality of EASC. For this purpose, it shall issue binding standards for training and acceptance to the Association, subject to the consent of the Board. It shall cooperate with the Institutes' Meeting and issue recommendations on quality assurance to all EASC bodies. The Committee shall examine the formal requirements for acceptance to the Association according to Access II and III. It shall issue recommendations to the Board on the basis of such examinations. It shall decide autonomously for the membership categories of Candidate / Coach / Supervisor / Mentoring Supervisor. CQS members may receive an appropriate remuneration for their activities. The amount of such remuneration shall be subject to approval by the Annual General Assembly of Members and shall be based on the respectively valid legal provisions.

**§ 10 Expert Committees and Regional Groups**

Regional Groups can be formed in each European country. Expert Committees on certain questions regarding the development and methodology of supervision and coaching as well as intercultural cooperation can be formed in addition. Each Regional Group and each Expert Committee shall elect a spokesperson, who shall report to the Board and the General Assembly. The Expert Committees and Regional Groups will define their own internal rules of procedure in agreement with the Board of Directors and submit the results of their work to the General Assembly of Members. Members of the Association can become members of Regional Groups and Expert Committees. So can applicants for guest status who have been approved by the Regional Group or Expert Committee concerned. Guests have no voting right. Expert Committees or Regional Groups shall be terminated when their stated purpose has been fulfilled and the results have been submitted to the General Assembly, or because the General Assembly resolves their termination for an important reason and upon a motion by the Board of Directors. In the latter case, the members of the Expert Committee or Regional Group in question, or their representatives, must also be heard in advance at the Instructors' Conference.

## **§ 11 Board of Trustees**

The Board of Directors can appoint a Board of Trustees. Members of the Board of Trustees should be acknowledged experts in their fields in accordance with the goals of the Association. The Board of Trustees shall support the activity of the Association in technical, scientific, legal or economic aspects.

## **§ 12 Honorary President**

The Board of Directors can propose a member of distinguished service for the Association as Honorary President. This must be ratified at the General Assembly. The Honorary President is elected for life, and serves at his/her own discretion at the Board of Directors and on matters of the Association. The Honorary President has no voting right.

## **§ 13 Ethics Commission**

The Ethics Commission has the task to further develop the Ethical Guidelines of the Association and monitor their compliance. It can be appealed to independently of the Board in dispute, and it shall be involved in procedures of exclusion of members. The General Assembly shall elect a member as chair for four years. The chair shall determine the other members. The composition of the Ethics Commission shall be ratified by the General Assembly of Members.

## **§ 14 Dissolution**

The Association can only be dissolved by resolution passed at a General Assembly of Members with a majority vote as specified in § 7. Unless decided otherwise by the General Assembly of Members, the President and the Treasurer together are the Association's authorised liquidators. The above rules also apply accordingly in the event of dissolution of the Association for any other reason or its loss of its legal capacity.

The correctness of the By-Laws according to § 71 BGB (German Civil Code) is certified.