



## **Statutes of the Lifelong Learning Platform**

### **LLLPlatform**

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(\*) Approved at the General Assembly which took place in Vilnius (Lithuania) on 2 June 2014; amended on 22 September 2015 in Brussels (Belgium)

### **Title 1 Name, place, duration, legal status**

1.1. An international non-profit association is established. The name of the association is: "The Lifelong Learning Platform", or "LLL-P" or "LLLPlatform" in its abbreviated form.

1.2. The association's registered office shall be established in Belgium: Rue de l'Industrie 10 in Brussels (1000 Brussels). It may be transferred to any other address in Brussels following a simple decision of the Steering Committee which shall then be published in the Moniteur Belge (Official Journal of Belgium).

1.3. The "Lifelong Learning Platform" is an independent international, non-governmental and not for profit association. This association is governed by the provisions under Title III of the law of 27 June 1921 concerning non-profit associations, international non-profit associations and foundations, (articles 46 to 57 as amended by the laws of 2 May 2002, 9 July and 27 December 2004).

### **Title 2 Aims, objectives, roles, activities**

2.1. Envisaged as a forum in which to exchange views, hold meetings and debates and develop proposals, the Association is also a structure for fostering popular and civic ownership of the concept of lifelong learning.

As a contact and speaking partner of the European Commission and especially of the Directorate-General for Education and Culture, the Lifelong Learning Platform shall ensure that Education does not take second place to objectives expressed exclusively in terms of employment and growth rates but that it is also considered within the framework of personal achievement and as a means of civic and intellectual emancipation for our fellow European citizens.

The Association is open to all European organisations actively working in the fields of formal, non-formal and informal education for children and adults and vocational training.

2.2. The association sets out to:

- Enter into dialogue with the European Institutions (Commission, Parliament, European Council, EESC...) in order to ensure that the principles of lifelong learning and the interest in the work carried out by its members are taken into account;
- Promote exchanges, meetings and debates between its members and even set up joint projects;
- Provide all members with any information relating to their sphere of interest and activity;
- Organise one or several annual meetings (seminar, conference or symposium) on the key thematic topics that are of interest to its members;
- Oversee the promotion of good practices identified in each European country;
- Ensure that the dimension of lifelong learning is taken into account in the building of a Europe that is decisively more democratic, civic and social and has greater solidarity;
- Engage in advisory activities in order to convey the viewpoints of civil society on all subjects related to education and training to organisations, institutions and associations.

### **Title 3 Members**

With the exception of the founding members, the association is exclusively made up of organisations which may either be full members or associate members.

Members are networks and federations that are European in nature and are active in designing and drafting policies in the domain of lifelong education and training. They must meet the following criteria:

- a) be made up of organisations (and not of natural persons) from several European countries.
- b) carry out non-profit-making activities.
- c) be engaged in furthering the public interest and contribute to the educational process, as well as to economic and social cohesion. They must play a central role in conveying the needs of the population, take these needs into consideration and ensure that these rights are respected.
- d) networks or organisations with a separate legal personality.

### 3.1. Full members

Full members are organisations which also respect the following criteria:

- a) be structured according to the principles of democratic governance (democratic election procedure, directors of the association submitting regular audit reports to their members, holding of general assemblies, etc.)
- b) be non-governmental;
- c) have members from at least 8 European countries.

Founding members are considered full members.

### Rights and obligations of full members

Full members determine the Association's priorities and courses of action and contribute towards its activities on a permanent basis.

A full member may become an associate member at the end of the calendar year provided that three months' notice is given to the Steering Committee by any means of communication – according to the procedure laid down by the Internal Rules of Procedure. During this notice period, the member retains all the powers of a full member.

Full members must nominate a representative (a natural person) who shall be the “contact” point with other members of the Association and the secretariat. Where applicable, any change in representative must also be brought to the attention of the Steering Committee as soon as possible.

### 3.2. Associate members

All entities that do not satisfy the criteria for becoming a full member may become an associate member.

### Rights and obligations of associate members

Associate members may take part in the Association's activities. They shall be informed on a regular basis of the activities underway and shall occasionally be invited to take part in activities of interest to them.

- a) Associate members may attend General Assemblies with the status of observer.
- b) Associate members may participate in one or several working groups set up by the Association.
- c) An associate member may apply to become a full member by addressing the Steering Committee. This application shall be reviewed according to the procedure laid down by the statutes and the Internal Rules of Procedure.

### 3.3. Resignation – Exclusion of a member

Any member may decide to withdraw from the association with immediate effect provided that the Steering Committee has been notified of the resignation by one of the means of communication laid down by the Internal Rules of Procedure. Any member that contravenes or is no longer consistent with the provisions of the statutes or Internal Rules of Procedure or that acts in such a way that is detrimental to the association or its members may be excluded from the association by the General Assembly following the recommendation of the Steering Committee and a hearing at the General Assembly.

The Internal Rules of Procedure set out the exact procedure that must be followed when excluding a member.

### 3.4. Membership fees

The amount of the annual contribution made by associate and full members is set by the General Assembly following a proposal from the Steering Committee.

## **Title 4 – Partners**

The Steering Committee may decide to sign a partnership agreement with European or international organisations which are not members of the Association, in some exceptional cases. The General Assembly must be informed of this decision. Full members may express their opposition to the project within one month following the sending of the notification. These rules do not apply to partnerships signed within the framework of European projects.

The partnership agreement must specify the aim, objectives and duration of the partnership according to the procedure laid down by the Association's Internal Rules of Procedure.

There are two types of partnership agreement.

### 4.1. Temporary partnership

A partnership may be signed with an organisation that meets the criteria to become a full or associate member and that wishes to work in close cooperation with the whilst not in a position to be able to commit to it as such. The latter may become a partner for a duration not exceeding two years. After this period, the partnership shall automatically lapse and the organisation may apply to become either a full or associate member.

### 4.2 Permanent partnership

A partnership may be signed with an organisation in which education and training is not the principal field of activity but is rather a priority or domain of activity. This organisation must share the aims and objectives of the Association and demonstrate their commitment to the development of civil society. The partnership agreement may be signed for a specified period or on a permanent basis.

The Steering Committee may decide to terminate a partnership agreement if they consider that the agreement is not being respected by the partner. They must inform the General Assembly of their decision. The partner organisation shall receive notification in writing and will have the right of reply.

## **Title 5 General management body**

The general management body is called “the General Assembly”. This is the highest level of authority within the association and it has all the powers necessary for achieving the association’s objectives.

Every year, the Steering Committee shall convene a General Assembly.

### **5.1. Members**

The General Assembly is made up of all of the association’s members, given that only full members have the right to vote and that associate members attend as observers.

Each full member has a vote provided that they are up to date with their membership fees for the year in question.

### **5.2. Representation**

Each full member must nominate a representative, who must be a natural person, in order to attend meetings of the General Assembly and be able to vote on their behalf.

Each full member must inform the association, by any of the means of communication mentioned in the Internal Rules of Procedure, at least two weeks before the General Assembly meeting, of the identity of the representative who has been appointed for this meeting.

### **5.3. Invitation and agenda**

5.3.1. The dates of the annual General Assembly must be determined at least six months in advance after a wide-ranging consultation of all of the members. The General Assembly must meet at least once a year. The agenda of the General Assembly must be sent out to all members three weeks before the General Assembly.

5.3.2. The General Assembly’s agenda must take into account any subject put to the Steering Committee by at least one-third of full members. The request to place any additional question on the agenda must, in accordance with the statutes, reach the Steering Committee at least four weeks before the General Assembly. The Steering Committee must inform all members of this additional item at least three weeks before the General Assembly using any means of communication outlined in the Internal Rules of Procedure.

5.3.3. Invitations to the General Assembly must be sent out to members through the Secretariat. Appointing a delegate as stipulated in article 4.2. must be differentiated from the right of the full member in question to be represented at the General Assembly meeting by a person holding power of attorney, as stipulated by the Internal Rules of Procedure. The General Assembly may validly deliberate if half of the members are present or represented.

### **5.4. Procedures**

5.4.1. The President, or in the President’s absence the Vice-President who has held the position the longest, shall chair the General Assembly. If both are absent, the General Assembly shall be chaired by an appointed full member, to be decided by the General Assembly.

The person chairing the General Assembly shall declare the sessions open and closed, shall appoint a meeting secretary, outline the agenda, lead the discussions, ensure that the rules are respected, give the floor to speakers and announce any decisions that have been made.

5.4.2. Any decisions to be made regarding items on the agenda shall be made with a majority of two-thirds of members present or represented. According to the statutes and Internal Rules of Procedure, abstentions shall not be taken into account in calculating the majority obtained. A full member with suspended voting rights shall not be counted among the persons present or among those represented when calculating the quorum or majority obtained.

5.4.3. Decisions concerning the elections of the President, Vice-Presidents, Treasurer and other members of the Steering Committee shall be carried out according to the procedure laid down by the Internal Rules of Procedure.

5.4.4. The minutes of the General Assembly must be retained by the Secretariat and made available to full members through the Association's official office.

### 5.5. Extraordinary General Assembly

The Steering Committee must convene an Extraordinary General Assembly at the request of one-third of full members. This invitation must be sent out to members by any of the means of communication outlined in the Internal Rules of Procedure within a period of three weeks starting on the date of the request.

## **Title 6 Administrative body**

6.1. The association's administrative body is called the "Steering Committee". This is the instance in charge of the daily administration of the association, implementing the decisions made by the General Assembly and representing it in all administrative, judicial and extra-judicial acts. It is equipped with all of the powers that do not fall within the sphere of competence of the General Assembly.

6.2. The Steering Committee is made up of a minimum of six administrators. These administrators are representatives elected by the General Assembly for a maximum of six years and the number is decided by the Internal Rules of Procedure, renewable by thirds every year. They occupy the positions of President, Vice-Presidents, Treasurer and General Secretary.

Administrator functions are terminated upon death, resignation, civil disability or dismissal. Dismissal is decided upon by the Steering Committee or upon a proposal by the General Assembly under the conditions laid down by the Internal Rules of Procedure.

6.3. The Steering Committee must meet at least four times each year, no proxies may be issued. The Steering Committee may only validly deliberate if half of the administrators are present.

6.4. Decisions are made by a two-thirds majority, abstentions will not be taken into account. If a member of the Steering Committee is absent from three consecutive meetings without good reason, they shall be considered to have resigned. In the event of a vacancy, the Steering Committee shall be entitled to appoint a provisional replacement until the next General Assembly according to the procedure laid down by the Internal Rules of Procedure.

6.5. Meetings of the Steering Committee are convened by the President, through the Secretariat each time the interests of the Association render a committee meeting necessary or at the request of one-third of the Steering Committee members. In the event of the latter, the invitation must go out within three weeks from the receipt of the request. Invitations to meetings of the Steering Committee must be sent out, by any means of communication mentioned in the Internal Rules of Procedure, at least three weeks in advance. The invitation must mention the agenda, where the meeting will be held and the date and time of the Steering Committee meeting.

6.6. The minutes of Steering Committee meetings must be retained by the Secretariat. These minutes must be available to full members at the Association's official office.

#### 6.7. President, Vice-Presidents, Treasurer, Secretary General

The powers and duties of the administrators must be as described in the Internal Rules of Procedure. If necessary, if called for by the urgency of the matter, the President shall have the power to carry out all appropriate actions following consultation of the members of the Steering Committee.

#### 6.8. Representation of the association with regard to third parties and in legal proceedings

All acts which commit the association, except where special powers have been granted, are signed by two administrators or by the president of the Steering Committee and who will not have to justify to third parties the powers conferred upon them for this purpose.

The association shall be represented legally either as an applicant or a defendant by two administrators or by the President alone, or by a single administrator who has been specifically appointed for this purpose by the Steering Committee.

Documents relating to the nomination, revocation or termination of the posts of persons entitled to represent the association, in compliance with the law, are communicated to the Federal Public Justice Service, with a view to being filed in a dossier and are published, at the association's own expense, in the Annexes to the Moniteur Belge.

### **Title 7 The financial year**

The association's financial year runs from the first of January to the thirty-first of December each year.

### **Title 8 Amendments to the statutes**

Any amendments to the statutes, including the decision to dissolve the association, must be made at the association's Annual General Assembly, by a two-thirds majority and if the Assembly has the two-thirds quorum of members present or represented.

### **Title 9 Dissolution**

If the association is dissolved, the General Assembly must nominate two liquidators, full members or otherwise, and determine their powers. The General Assembly must determine the end to which the association's assets must be used. This must correspond with the objectives set by the association.

**Title 10    General provisions**

10.1. In accordance with the law, the constitution and the statutes of the association shall be submitted to the competent Belgian authorities in order for the legal personality to be granted by the King.

10.2. The statutes and registered office of the association as well as the names of the Steering Committee members shall be published in the Moniteur Belge.

10.3. The Internal Rules of Procedure adopted by the General Assembly shall provide clarification, if necessary, on the various articles in these statutes.

10.4. All matters which do not come within the provisions of these statutes, particularly regarding the publication of notices in the Moniteur Belge, will be governed according to the provisions of Title III of the Law of 27 June 1921 on non-profit organisations, international non-profit associations and foundations.

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