

EFAD Organisational Procedures

1. MEMBERSHIP (referring to Article IV)

The European Federation of the Associations of Dietitians (EFAD) consists of:

- Full Members
- Affiliated Members
- Education Associate Members
- Honorary Members

Full membership of the Federation is open to National Associations of Dietitians*

- from any country in the WHO European Region
- who admit members meeting the EFAD definition of a dietitian
- whose level of education meet the European Academic and Practitioner Standards for Dietetics
- who share EFAD's ethics and values
- who are willing and able to make a positive contribution to the work of EFAD

Affiliated Membership is open to National Associations of Dietitians*

- from any country in the WHO European Region
- whose level of education does not meet the European Academic and Practitioner Standards for Dietetics,
- who are working towards reaching the level of the European Academic and Practitioner Standards for Dietetics
- who accept and work towards the EFAD definition of a dietitian
- who share EFAD's ethics and values
- who are willing and able to make a positive contribution to the work of EFAD

Affiliated Members will not have the right to vote but will be invited to take part in working groups and to attend the non-business parts of the General Meeting. They will have access to all documents published on the EFAD web site. Affiliated Members who reach the European Academic and Practitioner Standards for Dietetics are expected to apply for Full Membership.

Education Associate Membership is open to Higher Education Institutions that are legally constituted organisations which can support the role, profession and work of dietitians in Europe

- from any country in the WHO European Region
- who share EFAD's ethics and values
- who are willing and able to make a positive contribution to the work of EFAD

Education Associate Membership is open to all Higher Education Institutions in Europe that are recommended by all the NDA members of EFAD in their country (where such NDAs exist) and are teaching (or working towards teaching) the European Dietetic Academic and Practitioner standards and other EFAD educational standards.

Education Associate Members will not have the right to vote but will be invited to take part in working groups and to attend the non-business parts of the General Meeting. They will have access to all documents published on the EFAD web site.

Observer Status can be granted on application to National Associations of Dietitians*

- from countries not eligible for full membership of the Council of Europe but covered by the WHO European Region or non-European countries in the Mediterranean Basin
- who accept and work towards the EFAD definition of a dietitian
- whose level of education may or may not meet the European Academic and Practitioner Standards for Dietetics

- who are working towards reaching the level of the European Academic and Practitioner Standards for Dietetics
- who share EFAD's ethics and values
- who are willing and able to make a positive contribution to the work of EFAD

Associations with Observer Status will not have the right to vote but will be invited to take part in working groups and to attend the non-business part of the General Meeting and to attend EFADs intranet. Associations with Observer Status are not eligible to apply for Full membership.

*A National Dietetic Association is one which represents its members at national, not regional, level. In addition, membership is not restricted to dietitians who work in specialist areas (e.g. renal, paediatric or obesity) although it may be restricted to one of the recognised types of dietitian (that is: administrative, clinical or public health).

Application

When an association applies for Full or Affiliated Membership or for Observer Status, it must complete questionnaires from EFAD and thereby supply the following information:

- how the association shares the ethics and values of EFAD
- willingness and ability to make a positive contribution to the work of EFAD
- number of members belonging to the association;
- number of dietitians qualified (as per EFAD definition or with willingness to work towards the EFAD definition) amongst the members of the association
- details of the training of applicant's member dietitians in the country, e.g. minimum entry requirements, content of training, duration of the training, names of schools, qualification obtained.
- employment of dietitians including range of work and responsibilities.

This information is circulated to the Executive Committee which has the authority to decide on admission of applicant associations as either Full Members, Affiliate Members or Associations with Observer Status.

Honorary Members are persons who have distinguished themselves in service to the Federation or dietetics.

The General Meeting elects Honorary Members on proposal of the Honorary President.

Honorary Members are treated as full members, but without the right to vote.

Decisions taken by the Executive Committee will be ratified by the next General Meeting.

2. GENERAL MEETING (referring to Articles V and VI)

The General Meeting takes place annually.

Only Member Associations (Full or Affiliated) or Associations with Observer Status, whose subscriptions are paid for the current period, are entitled to attend the General Meeting.

Only Full Members can attend the business part of the General Meeting, whereas Full and Affiliated Members as well as Education Associate Members and Associations with Observer Status can attend the non-business part of the General Meeting.

The delegation at the General Meeting is limited to two delegates per Member Association, except that every association with a member on the Executive Committee can be represented by two delegates (or a delegate and a President) in addition to the delegate who represents them on the Executive Committee.

Up to three delegates from each Association that is a member of the Executive Committee may participate in discussions during the General Meeting.

Associations will still be expected to pay the expenses of all of their delegates who attend the General Meeting (travel, hotels and subsistence). EFAD will only pay for one night's accommodation for each EC member to enable them to attend the EC meeting

The Executive Committee can permit one extra attendee, not considered a delegate, on reasoned application from a Member Association.

The Executive Committee may invite guests to attend specific agenda items at the General Meeting.

During the business part of each meeting the venue of the next meeting is decided.

The Executive Director will circulate a draft agenda to Members with supporting documentation at least six months in advance of the General Meeting. At the same time Affiliated Members, Education Associate Members and Associations with Observer Status will receive the documentation for information only.

The Full Members will be invited to submit further items for inclusion in the final agenda. Any such item should have

supporting documentation.

Full Members will also be invited to submit nominations for any vacancies on the Executive Committee as appropriate. Submission of items for the final agenda and nominations for the Executive Committee must be sent to the Executive Director four months before the date of the General Meeting.

The Executive Director will circulate to Full and Affiliated Members as well as to Education Associate Members and Associations with Observer Status the final agenda, including nominations received and a registration form, three months before the General Meeting.

Any Full Member wishing to make further nominations must do so in writing to the Executive Director six weeks before the General Meeting.

The Executive Director will send a letter to Full and Affiliated Members as well as to Associations with Observer Status, listing all candidates, one month before the General Meeting.

Any Full Member association unable to attend the General Meeting may appoint another Full Member Association to vote on its behalf.

The Executive Director must be notified of this in writing at least 2 weeks before the General Meeting. Any Full Member Association may hold no more than three proxy votes.

2.1 An **Extraordinary General Meeting** can be called by the Honorary President or on the written request of a quarter of the Full Members.

The reason for calling the Extraordinary General Meeting must be submitted in writing to each Full Member at least two months before the date of the Extraordinary General Meeting.

An Extraordinary General Meeting may be convened (ie held) using electronic media. In the event of a vote being required the normal rules (see of 4 below) will apply.

Only Full Members can attend an Extraordinary General Meeting as it will be considered a business meeting. The meeting documentation will be sent to Affiliate Members and Associations with Observers for information only.

Registration for participation or proxy votes follow the same procedures as a General Meeting.

3. EXECUTIVE COMMITTEE AND OTHER COMMITTEES (referring to Article VII)

The Executive Committee is composed of elected members:

- the Honorary President elected in personal capacity following nomination by a Full Member Association
- the Honorary Vice President elected in personal capacity following nomination by a Full Member Association
- the Honorary Treasurer, post undertaken by a Full Member Association elected to the post
- up to four other Full Member Associations
- Chairs of committees elected in a personal capacity following nomination by a Full Member Association

The Honorary President and the Members in the Executive Committee are elected by the General Meeting for four years.

The Honorary Vice President is elected by the General Meeting for two years.

The elections should be spaced so that:

- not more than two members and the Honorary President will leave office at the same time

It is preferable that the same person stays in post for the four years, or in the case of Honorary Vice President for two years.

Each Executive Committee member can be re-elected for a further period.

The Executive Committee plans and organises the activities of EFAD and maintains links with relevant governmental and non-governmental organisations.

The Executive Committee meets at least twice a year or as otherwise convened by the Honorary President. The costs incurred by EC members when attending EC meetings will be met by EFAD.

The agenda for the meeting, with supporting documentation, must be circulated to the Committee at least one week beforehand.

If a delegate cannot attend a meeting, the Member Association will be responsible for a replacement.

The Executive Committee can suspend or dismiss a Member Association of the Executive Committee or the Honorary President. At the following General Meeting the suspension or dismissal will be brought up for ratification.

The Executive Committee can only make decisions when half the members plus one are present.

Two members of the Executive Committee acting together (one of whom would normally be the Honorary President), are authorised to legally represent EFAD. Legal representation as well as delegation to the Executive Director can be done via personal emails.

The Executive Director may be delegated to sign contracts as necessary to carry out the work of the Federation, such as hotel reservation contracts.

The Honorary Treasurer Honorary President and Executive Director are authorised to make and receive payments in the name of the Federation but to a maximum amount, to be determined by the General Meeting for a maximum period of two years. Payments of greater amounts must be authorised by two of the three (Honorary President, Honorary Treasurer or Executive Director).

Other committee members must be members of an EFAD member association (Full, Affiliate or Education Associate). Nominations can be made by any EFAD member association, but the candidate must be approved by an NDA in the country in which they live, before they are selected for committee membership. The term of office for all committee members is 4 years. Committee members may be re-elected.

4. VOTING

Voting takes place during the business part of the General Meeting

Full Member Associations, whose subscriptions are paid for the year in which the meeting is held, are entitled to one vote.

Should future circumstances require, exceptions to voting rights of non-EEA members may be introduced.

At the General Meeting decisions can only be taken if at least fifty percent of the Full Member Associations are represented.

At the start of the General Meeting, each Full Member Association will be asked to sign an attendance sheet, indicating the name of their voting delegate.

If a Full Member Association holds a proxy vote for a Full Member Association not present, this should be indicated on the attendance sheet.

Each full member association can hold a maximum of three proxy votes.

At the start of the business part of the General Meeting two tellers will be appointed from among the delegates.

If a Member Association is a candidate for election to the Executive Committee, none of their delegates can be appointed as teller.

Voting on alteration of the Articles (Articles V and VI), dissolution of EFAD (Article IX) or election of the Executive Committee will be by secret ballot. Resolutions will only be passed when a 2/3 majority of the votes cast are in favour

Voting on all other matters will be by simple majority of votes cast in favour. Voting will be by showing of hands unless a secret ballot is requested by a Full Member Association.

In the event of an equal number of votes cast, the Honorary President will have a casting vote

Voting may take place by any electronic method, including email, if decisions cannot be reached during a General Meeting. The total number of votes cast and the number in favour of the resolution will be reported to all member associations.

5. FINANCES

When a National Association of Dietitians is accepted as either a Full or Affiliated Member or as an Association with Observer Status, or as an Education Associate Member an entrance fee, in an amount agreed upon by the General Meeting, is payable to the Honorary Treasurer of EFAD. This entrance fee is to cover the cost of administering the application.

Additionally, an annual subscription for the calendar year must be paid by the above members in an amount agreed upon by the General Meeting. For full and affiliate members this is calculated on the number of members in the Member Associations (excluding students).

For the first year the payment of the annual subscription is dependent on the date of acceptance of the application.

For applications accepted in time for an association to be able to attend the General Meeting the full subscription fee should be paid for the current year. For applications accepted after the General Meeting the subscription should be paid for the next year.

Entrance fee and annual subscription will differ depending on the status granted.

The annual subscription is to cover the working costs of EFAD

All fees are payable in € (Euro) and will only be accepted as an electronic bank transfer.

An invoice for the EFAD annual membership fee will be issued by 30 January each year. The membership fee is due for payment before the end of February

If the membership fee is not paid by the end of February a reminder will be sent by 15 March including a surcharge for late payment. If the subscription is then not paid by 30 March a second reminder with additional default charges will be issued.

If payment has still not been received by 15 April the matter will be drawn to the attention of the Executive Committee, who will make a decision about cancellation of the membership for non-payment of the membership fee.

Reapplication for membership or Observer Status may be made in the usual way, but if membership is agreed, the payment of an extra year's subscription will be required.

Each Member Association as well as Associations with Observer Status assumes financial responsibility for its own delegates attending the General Meeting. The host Member Association is responsible for the organisation of the General Meeting and the expenses incurred with such a meeting.

Claims for reimbursement of expenses must be made in accordance with the Policy for Claiming Reimbursement

6. ORGANISATIONAL MATTERS

Policy documents, where in existence, must normally be referred to in all decision making processes
Published documents, including policies and position papers, should include a date of creation and a suggested date for review

7. CHANGES OF THE ORGANISATIONAL PROCEDURES

Changes of the Organisational Procedures can only be decided upon at the General Meeting