

BY LAWS (INTERNAL REGULATIONS) of the Standing Committee of Speech and Language Therapists – Logopedists of the European Union

SECTION I: Full members

Article 1: Organisations of Speech and Language Therapists-Logopedists may be full members of CPLOL.

Article 2: In accordance with the statutes, in particular articles 4, 5 and 8, member associations which are comprised of several disciplines, must, before they join CPLOL, have created within their structure an independent grouping for Speech and Language Therapists-Logopedists. This group will have its own statutes and will function autonomously with a separate identity. It will be able to take decisions independently of any national federation of which it is part. This group will levy its own subscriptions. Within CPLOL this grouping can only be represented by its own members and in its own name.

Article 3: If, when these by-laws come into force, any of the CPLOL member organisations do not satisfy these conditions, its membership of CPLOL will be reconsidered in accordance with the final paragraph of article 8 of the statutes of the Committee.

Article 4: If the membership of an organisation is terminated by the CPLOL General Assembly, CPLOL may inform the European Union authorities and the government and administrative authorities, the health authorities and the education centres in the country of origin, and will also inform the full and observer members of CPLOL.

SECTION II: Observer members

Article 5: Organisations which have been admitted as observer members may, in accordance with article 7 of the statutes, be invited to attend CPLOL General Assemblies but do not have a right to take part in debates or votes. However, these organisations may be invited to speak if requested by a majority of full members attending the General Assembly. Note: Under Article 7A of the Statutes Organisations representative of the profession in countries, which are members of the European Free Trade Association (EFTA), may apply for full membership.

Article 6: The representatives of the observer member organisations may be invited to attend all working party meetings organised by CPLOL. They may participate in discussions without taking part in decision making.

Article 7: Observer members will receive all documents sent to full members. They may not distribute these without prior permission of the members of the CPLOL Executive Committee and, if the documents are intended for internal circulation within CPLOL, they should maintain confidentiality about information contained within them.

Article 8: The subscription paid by observer members will be determined by the CPLOL General Assembly and will cover membership fee, secretarial and administrative expenses, and the circulation of all appropriate documents but will not cover travel costs, accommodation, meals and any other practical items of expenditures incurred at meetings or other gatherings.

Article 9: Observer members undertake to provide and to share all information useful to the work of CPLOL.

Article 10: Observer members undertake to inform their members by circulating information, surveys or statements agreed by the CPLOL General Assembly.

SECTION III: Procedure for membership for organisations wishing to join CPLOL:

Article 11: Any association wishing to join CPLOL shall ensure in advance that its membership corresponds to the definition of the profession as described by the "professional profile" agreed by CPLOL and that the aims of the association do not contradict the General aims defined in the CPLOL statutes.

Article 12: No new application to join CPLOL from an organisation can be considered if there is already a CPLOL member organisation from that country. If this is the case after receiving the application for membership, the CPLOL Executive Committee will inform the member organisation(s) of the country concerned.

Article 13: In order to ensure fair representation, the organisation wishing to join must, if circumstances are as described in article 14, contact the existing CPLOL member organisation(s) to seek a national agreement. They will jointly agree to distribute the seats defined by article 10 of the CPLOL statutes in order to prepare for future membership by the organisation applying.

Article 14: The existing CPLOL member organisation is responsible for seeking this agreement. It must undertake to examine the status of the applicant organisation as objectively as possible and to make a report on the suitability of the application to the General Assembly which follows the receipt of request for membership. This report must be sent two months before the date of the General Assembly to the CPLOL Executive Committee, which will inform member organisations when issuing the notice for the General Assembly.

Article 15: In the year following the formal receipt for application for membership, the CPLOL Executive Committee will examine the application by using the appropriate questionnaire.

Article 16: On the basis of the questionnaire a CPLOL delegation will then hold a meeting with the organisation applying for membership. In case of countries being new members of the European Union, the CPLOL delegation will meet the organisation in its own country. The delegation will be designated by the Executive Committee.

Article 17: The aim of the enquiry will be to confirm during the meeting the circumstances of the profession as described by the information provided and whether the organisation applying for membership is representative within its country. The delegation will then draw up a report which will be considered by the next General Assembly. In order to facilitate a decision about the organisation applying for membership, this report will make a recommendation about the suitability of the application.

SECTION IV: Representation of member associations

Article 18: In order to ensure maximum efficiency in the work of the organisation members undertake to send representatives who will actively participate in the working groups until their work is completed. If this proves impossible, member organisations will undertake to ensure that all information necessary for the work of the groups to continue will be passed on. When members are sending a new delegate, they will provide the delegate with appropriate induction and briefing on the work of CPLOL, and on their own national and international strategies. They will make it clear to their delegates what is expected of them in contributing to the work of CPLOL, alongside their contributions to the work of the national association.

Article 19: Member associations will mandate their representatives, in accordance with their orientation, to take necessary decisions or to participate in all votes at meetings of CPLOL required by the statutes.

Article 20: National organisations will undertake to allow their representatives who have been elected to a post or have a particular task within CPLOL to complete their term or task except under exceptional circumstances. Where a representative is elected to one of the seats of the Executive Committee, the term of office may not exceed the term of office remaining before the date of the ordinary General Assembly which will hold the next elections to the Executive Committee.

SECTION V: Representatives of member associations

Article 21: Representatives undertake to inform their member organisation and its leaders about the activities, achievements and aims of CPLOL.

Article 22: Representatives of member organisations will work with their national leaders to ensure that all publications agreed by CPLOL are given appropriate publicity within their organisation.

Article 23: Representatives should select a working group and undertake to become involved in its activities until they are completed. If this proves impossible, they undertake to pass on all necessary information to continue the work of the group and to suggest a replacement representative who will be appropriately briefed by them. Representatives of member organisations will also take appropriate action to promote understanding within their association of the projects being pursued by CPLOL, and to influence where possible the national and international strategies of their association

SECTION VI: Committees

Article 24: The members of the Executive Committee may decide to convene committees.

Article 25: The setting up of committees should be motivated by the objectives set by CPLOL. The issues of financing their organisation, and travel and accommodation of representatives must be taken into account and where additional expenditure is involved budgeted for and approved by the Executive Committee. .

Article 26: Committees are set up in order to achieve the aims set by CPLOL; they will put forward decisions to be taken by General Assemblies. They will be responsible for drawing up of all reports or other documents containing the results of their work.

All commissions and committees should have clear work plans, based on the overall aims set out in the Statutes, and in decisions by the General Assembly. The work plans should show the long-term strategic purpose of the work, as well as the more detailed and short-term actions to be taken, who is responsible, and within what timescale.

Article 27: Committees are chaired by the member of the Executive Committee, who is responsible for the relevant portfolio or task. Working groups for specific projects/tasks may be chaired if proposed by the Executive Committee, by any representative attending the General Assembly, once they have been duly mandated with specific objectives.

Article 28: The chairs of the committees are responsible for the smooth running and progressing of the work of the committees. They make any appropriate contacts with official bodies after having referred the matter to the Executive Committee or, in case of emergency, to the President or the General Secretary of CPLOL.

Article 29: In agreement with the committee members or the members of the Executive Committee, the chairs of the committees will set the timetable for meetings of the committees, if necessary outside the meetings of the General Assembly, in accordance with the principles laid down in article 25.

Article 30: The chairs of the committees will draw up the agenda and notice of meetings. They will send these documents and circulate them at least two weeks before the meeting to the members of that committee and to the Executive Committee. The agenda for each meeting should give a clear indication of the purpose of each item (for debate, for decision, for information etc), and may also suggest a timescale for the meeting, so that the main items receive full consideration. Matters which are purely for the information of delegates may be provided to delegates as a written briefing, rather than be allocated discussion time in the full meeting.

Article 31: Each committee meeting should appoint a minute taker. After each committee meeting, the chair will send the minutes to the Executive Committee and to the delegates who will undertake to pass relevant information to their member organisations. The chairs will also prepare in advance of each General Assembly a summary report. This will be discussed and, if appropriate, voted upon. The chairs will draw up as required any document necessary for the General Assembly to take a decision.

Minutes of meetings should indicate the main areas discussed, and why, and what action was agreed, including who would take action and when. Minutes should include relevant level of detail, giving the major considerations raised in the debate, alongside the decisions made. They should be as concise as possible and not a record of every comment made.

Article 32: Each country ensures that one representative attends each committee.

Article 33: CPLOL will cover the expenses for travel and accommodation for one representative for each country to attend each of the two commissions i.e. CPLOL covers expenses for two delegates per full member country.

SECTION VII: General Assembly (GA)

Article 34: The General Assembly shall meet once every two years. Extraordinary General Assemblies may be convened. Meetings are held by turns in the member countries. All General Assemblies will have decision making powers.

Article 35: The President and the General Secretary will draw up the agenda of the General Assembly after consultation with the members of the Executive Committee.

Article 36: CPLOL member organisations may put forward proposals for items to be included on the agenda of the General Assembly (apart from proposals to revise the statutes which are covered by article 26 of the statutes). These proposals will be sent to the General Secretary preferably no later than two months in advance of the GA. The General Secretary will include them on the agenda for the General Assembly

Article 37: An annual financial report and a draft budget will be sent to the members of the GA at least one month before scheduled date.

Article 38: Subscriptions will be agreed in advance by the GA for the following year in order to enable member associations to adjust their budgets to take account of the subscriptions required by CPLOL.

Article 39: The GA minutes will be sent within 3 months to member organisations and to their representatives who attended the General Assembly.

SECTION VIII: Nominations and elections of Executive Committee members

Article 40: Six months before the date of the General Assembly, the General secretariat will send to all member organisations a list of offices on the Executive Committee which are due to be filled at the next ordinary General Assembly. NB All offices are declared vacant at each General Assembly.

Article 41: Nominations for these offices from member organisations will be sent to the CPLOL Secretary 3 months before the date of the General Assembly. Nominations will be for a specific office within the Executive Committee.

Article 42: A month before the General Assembly, the General secretariat will send to all member organisations a list of the nominations received with an indication of the office applied for. However, in accordance with the statutes, nominations or withdrawals can be made at any time before the vote is taken at the General Assembly.

Article 43: During the elections of the Executive Committee, a balanced representation will be sought which will particularly take into account the geographical distribution.

Article 44: The composition of the Executive Committee will pay particular attention to create a team spirit, which is necessary to ensure a dynamic Executive Committee for CPLOL and close collaboration on the tasks in hand.

SECTION IX: The Executive Committee

Article 45: The members of the Executive Committee undertake to work in close collaboration to achieve the objectives set by CPLOL in its statutes. They will undertake not to seek to follow their national interests but to promote the profession and to protect the interests of all speech and language therapists/ logopedists-orthophonistes in Europe.

Article 46: The Executive Committee will ensure that information is regularly distributed to CPLOL members. In particular, it will distribute a summary of its discussions and activities and will suggest some direction for the organisation.

Article 47: Between General Assemblies, the Executive Committee will take any decision necessary to achieve the efficient operation of CPLOL within the framework agreed by General Assemblies. To this end, it will make proposals to the General Assembly for the setting up, re-organisation or disbanding of any working group.

Article 48: The Executive Committee will lay down rules for the handling of CPLOL's financial affairs and accounting procedures. Once the General Assembly has chosen the country (ies) where the CPLOL budget will be administered, it will decide which banking organisations will hold CPLOL funds.

Article 49: The CPLOL Executive Committee will lay down the procedure to be followed if responsibility for a portfolio is to be transferred away from a member of the Executive Committee or a person charged with a particular task.

Where there are difficulties about allocation or completion of EC portfolios, the EC should try to resolve the problems in discussion. Where agreement cannot be reached, the President should decide what is to be done to resolve operational problems in the course of a mandate.

Article 50: The Executive Committee will be mindful of the financial implications of its decisions and will actively seek outside funding for CPLOL activities.

SECTION X: Rules and responsibilities of the members of the Executive Committee

Article 51: The President -

- protects the interests of CPLOL
- is responsible for the efficient running of CPLOL
- oversees the decisions taken by the General Assembly and by the Executive Committee
- chairs the and the Executive Committee

- represents CPLOL
- co-ordinates the activities of the various committees and reports on their work.
- ensures that the decisions taken are in line with the CPLOL objectives as decided by the General Assembly.

Article 52: The General Secretary -

- co-ordinates the activities of CPLOL;
- stands in for the President if the latter is not available;
- is responsible for the running of the administration and secretariat;
- ensures that there is good communication with member organisations;
- oversees the translation of working documents into the two official languages;
- draws up the agenda for the General Assemblies and the Executive Committee;
- writes the minutes of the s and of the Executive Committee meetings;
- ensures standing orders are followed and timetables adhered to.

Article 53: The Treasurer -

- ensures that CPLOL's financial situation is easy to check at any time. He/she undertakes to produce clear and detailed accounts. He/she must ensure that the accounts may be easily passed on if necessary;
- holds the account books and makes payments on production of receipts and invoices;
- draws up the annual financial report;
- prepares the draft budget;
- makes proposals relating to the management, budgeting and financial affairs of the organisation;
- ensures that the timetable for producing the accounts is followed in accordance with article 57.

Article 54: The Vice-Presidents -

- are responsible for leading and coordinating the areas of work with which they are charged;
- chair the meetings of the working groups;
- convene the meetings of the working groups with a detailed agenda;
- prepare the necessary documents for examining the relevant areas of work;
- report regularly to the Executive Committee and the General Assembly on the progress of their activities, on the objectives remaining to be fulfilled and proposing ways of achieving these objectives;
- make sure that their work is well coordinated with that being undertaken in other working groups;
- are responsible for the written report which is produced after each meeting and for sending this report to the General secretariat of CPLOL no later than two weeks after the date of the working group's meeting.

Article 55: The General Secretary in collaboration with the President is responsible for international relations

- is responsible for contacts with countries outside the European Union or EFTA;
- encourages and put into effect a network of contact with the countries of Eastern Europe;
- is responsible for all contacts with associations outside the European Union, including contacts with the authorities which may support these contacts;
- reports regularly on such activities to the Executive Committee and the General Assembly.

Article 56: Commissioners

Selected individuals may be asked to take on a particular portfolio and to set up working groups by the General Assembly on the suggestion of the Executive Committee. They will follow the same protocols and recommendations as those described in Article 54 of these by-laws relating to the tasks and responsibilities of the Vice-Presidents. In addition, these individuals may be invited to attend meetings of the Executive Committee at their own request or at the request of Executive Committee members.

SECTION XI: Auditors

Article 57: Before the General Assembly, the Treasurer will make available all necessary accounting documents to the auditors in order to enable them to complete their tasks.

Article 58: Before the General Assembly is held, the auditors may request a meeting with the Treasurer and members of the Executive Committee in order to obtain adequate information to complete their audit.

Article 59: In order to prepare for voting at the General Assembly, they will draw up a report which is presented to the General Assembly and is attached to the minutes.

Article 60: Auditors may make proposals to Executive Committee or the General Assembly in order to improve the financial running of the treasury or the way CPLOL accounts are administered.

SECTION XII: Subscriptions

Article 61: The procedure for paying membership subscriptions to CPLOL is as follows:

- By January 31st of the current year, member organisations will send the Treasurer the exact number of their members in the previous year.
- Before 15th February, the Treasurer will send an invoice to each organisation.
- At the latest by March 31st each member organisation will send its subscription to the CPLOL Treasurer.

Article 62: The number of members in each CPLOL member organisation should correspond to the number of speech and language therapist-logopedists-orthophonistes who are fully paid up.

SECTION XIII: Reimbursement of expenses

Article 63: Expenditure on accommodation, travel and organisation of working group meetings and General Assemblies may only be reimbursed to full members who are up-to-date with their membership fee.

Article 64: Reimbursement is made on the basis of documentary proof presented by representatives of member organisations. The same applies to those running expenses that CPLOL has agreed to underwrite for members of the Executive Committee.

Article 65: Representatives will attempt to find the least expensive transport and accommodation arrangements to ensure proper management of CPLOL funds.

Article 66: For the representatives of countries in membership who have to travel a long distance to attend meetings of the working groups or General Assemblies, CPLOL may provide a night's accommodation before the meeting, if there is no note to the contrary on the notice convening the meeting. This arrangement is subject to the Treasurer's agreement.

Article 67: Where more than one organisation from the same country are members of CPLOL, they will decide in advance among themselves who will represent their country and indicate which representatives will be reimbursed by CPLOL in accordance with the existing rules.

Article 68: In accordance with the unanimous decision taken by the General Assembly in Köln/Cologne on 19th February 1994, a flat rate sum to cover food costs will be given to any member of the Executive Committee who is travelling on official business for CPLOL.

SECTION XIV: The administrative CPLOL secretariat

Article 69: The Secretary is the key point for circulation of information amongst member associations.

Article 70: The Secretary will hold original documents and send copies to the appropriate recipients. It will circulate annually a list of documents and texts that are held there for use by a member association.

Article 71: The Secretary will co-ordinate the practical arrangements for working groups and General Assemblies.

SECTION XV: Scientific congresses

Article 72: Specific rules cover the organisation of CPLOL scientific congresses and are published separately

SECTION XVI: CPLOL professional and scientific publications

Article 73: Regulations covering the publication of professional and scientific journals by CPLOL has been drawn up by the working group for Research/documentation/congresses and is published separately

SECTION XVII: Copyright of CPLOL publications and documents

Article 74: Any organisation or representative of any member association wishing to publish CPLOL documents previously not published by the Standing Committee may not circulate them without the express permission of the CPLOL Executive Committee. When making a request for authorisation, the request should clearly state who it is destined for, the publishing medium, the recipients and the reasons for the request. The association or the representative will undertake to maintain the confidentiality of any information contained in documents which were intended for internal circulation within CPLOL. Any unauthorised copying, duplicating or reproduction will constitute an infringement of copyright. CPLOL must be acknowledged and referenced accurately as the author of its publications and documents.

Article 75: Congress proceedings and all professional and scientific publications produced by CPLOL are covered by copyright in accordance with international rules currently in force. Their reproduction part or in full is subject to express permission being obtained from the CPLOL Executive Committee.

SECTION XVIII Retention and destruction of financial documents.

Article 76: CPLOL produces financial documents as part of its normal operations. These documents need to be kept to fulfill several purposes, including internal monitoring and audit, dealing with queries from members and outside bodies, and to meet legal requirements. Some documents need to be kept indefinitely, as essential records of CPLOL's activities; others can be disposed of after an agreed retention period.

Article 77: The summary of accounts produced each year, and the detailed spreadsheets supporting them, should be retained in electronic form indefinitely.

Article 78: Bank statements in hard copy should be kept for 10 years.

Article 79: All other papers relating to finances of CPLOL should be kept for the period of one EC mandate after the General Assembly when they are audited. This will include correspondence relating to the collection of subscriptions, correspondence and contracts with hotels and other bodies, and expense claims with supporting papers from individuals.

Article 80: Papers which reach the end of their retention period should be destroyed by shredding or similar means, to protect the security of personal and confidential information.

Article 81: It should be borne in mind that electronic storage on writable CDs is not reliable as a long term storage option, because of the risk of physical deterioration of the disc.

SECTION XIX Changes to the Internal Regulations

Article 82:

The Executive Committee is responsible for updating these Internal Regulations and informing the General Assembly of such changes.