

BYLAWS TO THE CASEE STATUTES

Approved by the CASEE Board May 21st 2010

Ad Article Four:

CASEE's objectives are:

- to support the development of a Central and South Eastern European dimension to higher education, research and capacity building
- to act as platform for developing joint educational / research / capacity building projects
- to represent the interests of the CASEE members institutions within ICA
- to co-operate with other relevant institutions and professional organisations, particularly ICA and its Standing Committees
- to represent the general interest of higher education in the life sciences in Central and South Eastern Europe
- to secure funds to reach these objectives

Ad Article Six

Full CASEE membership is open to Life-Science institutions¹ from countries in Central, Eastern and South Eastern Europe. Associate Membership is open to appropriate institutions from other countries.

Life Science Higher Education Institutions which award the minimum of a Master degree with both taught and research elements (not a taught only Master) are eligible for membership of CASEE and ICA. (resolution of the ICA Board 2 December 2009)

Ad Article Eight

Members of CASEE shall normally pay an annual membership fee of 1200 € plus a contribution to the fund for incentives of 500 € as approved by the General Assembly on 21st May 2010. It was also agreed that:

- CASEE members that are also ICA members will benefit from a reduced membership fee of 900 € (In total 1800 € to both networks)
- CASEE Members that are not able to contribute to the fund for incentives should submit a written request for approval by the General Assembly.
- CASEE members that are not able to contribute to the fund for incentives are not entitled to obtain project funding from the fund for incentives,

Ad Article Ten

The General Assembly is made of all member institutions who have paid their membership fees in the previous financial year.

Ad Article Thirteen

The number of proxies that can be given to the Chair is not limited. The proxies will be considered as contributing to the number of members required to achieve a quorum.

¹ Agriculture	Animal science and management	Business management
Biotechnology	Crop science and management	Economics
Education and training	Environmental science and technology	Engineering
Ethics	Food science and technology	Fisheries, aquaculture
Forestry	Horticulture	Human nutrition
Landscape architecture	Law	Mathematics and statistics
Nutrition	Policy	Plant science
Renewable resources	Risk analysis	Rural development
Sociology	Soil science	Tropical / Subtropical agriculture
Veterinary science	Viticulture and Wine production	Wood technology
Biodiversity Conservation	Wildlife Management	

Ad Article Fourteen

"The General Assembly is validly constituted when one third of the members, who have paid their membership fees in the previous financial year, are represented"

Ad Article Fifteen, Seventeen and Twenty:

The Auditors, Board members and ExCo members elected should have overlapping terms of function in order to ensure continuity in the CASEE Management.

The expectation being that the Vice-President becomes the next CASEE President.

The ICA Secretary General will be invited to attend Board / ExCo meetings

Ad Article Seventeen – Election of the Board:

The Board members are elected by the General Assembly. The election list should be a list of individuals acting in a personal capacity and not a group vote. A balanced distribution of Board members over the different regions of Central and South Eastern Europe will be assured.

Those eligible for election to the Board are Rectors, Vice-rectors, Heads of Schools / Colleges, Deans, or persons exercising comparable responsibilities within the senior management of a higher education institution.

The CASEE members will be invited to propose persons for election to the Board in the convening announcement of the General Assembly 45 days prior to the date of the General Assembly. Nominations must be received by the Secretary General fourteen days before the date of the meeting. The nominations will be circulated to members seven days in advance of the meeting.

Ad Article Nineteen and Twenty-three:

Board and ExCo Members (as well as persons invited to report at their meetings) may have their travel expenses reimbursed. Payment rules for reimbursement of travel expenses are as follows:

- use cheapest airfare connection possible (business class tickets will not be reimbursed)
- whenever possible, use train connections (second class tickets)
- accommodation and subsistence costs should not normally exceed 150€ / day
- the use of a private car will be reimbursed at 0.40 €/km the first 200 km of a round trip and 0.25 €/km thereafter.

Ad Article Twenty-Two:

Invoices exceeding the amount of 1000 €, or subsistence expenses exceeding 150 € per day shall be signed by two of the following persons: the Secretary General / the Treasurer / the President / the Vice-President.

Ad Article Twenty-five

Membership fees outstanding in the 2 years prior to the current financial year will be written off in the accounts in the current financial year (if current year is 2007 then the year written off will be 2005). This is in line with the rule that defines when a member will be suspended for non payment of membership fees – see article seven point 3 of the Statutes.

Ad Article Twenty six

The responsibility of the auditors is to:

- To carry out a random check of the transactions entered in the Bank Movements Accounts sheet against the actual income and expenditure paperwork
- To review selected items of the income and expenditure paperwork, invoices, expense claims
- To check the opening and closing bank statements against the Bank Movements Accounts sheet
- To check the income and expenditure accounts
- To check the opening and closing balance sheet
- To review the previous Auditor's report and to confirm as to whether or not the recommendations have been adopted
- To write and sign an auditors report which will be presented to the ICA General Assembly

The auditors are required, if they agree, to include in their report the following statement:

“The auditors noted that the Income and Expenditure statements for the year XXXX and the Balance Sheet at 31st December XXXX represent the financial position correctly. The auditors noted that the accounts are proven as to the relation between Income and Expenditure statements and the Balance Sheet is correct.”