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Bye-laws approved at the Board meeting on 19.02. 2017. in Prague in replacement of the Bye-laws of 04.03.2006 and in addition to the Statutes of A.E.F.P. adopted in Vienna on 08.02.2015.

Chapter One

Name, language and logo of the Association

1.1 Name of the Association

The name of the Association “*Association Européenne pour le Fleurissement et le Payage*” can be used as the member country prefers: translated or in the original version in French. In the English language we use: “*European association for flowers and landscape*“. It is recommended to use the acronym of the Association in its original form: A.E.F.P.

1.2 The Name of the European Competition

It is recommended that Ordinary and Associate Members use the name of the competition “*Entente Florale Europe*” (E.F.E.) in its original form. However, each organisation is free to use the most appropriate form in their national language.

1.3 The Language of the Association

The official languages are French and English, provided that English is the working language. Every document of the Association is issued in English and communication in different meetings, including the meetings of the International Jury, shall be in English.

1.4 The Logo of the Association

Each Ordinary and Associate Member may use without payment the logo of the Association in connection with the aims of the Association and the organisation of the Competition Entente Florale Europe.

Chapter Two

Ordinary Members, Associate Members and Observers

2.1 Ordinary Members A.E.F.P.

Ordinary Members are bodies under whose aegis participation in the competition “Entente Florale Europe” is organised. Ordinary Members represent their respective countries. Every Ordinary Member may appoint several representatives to work in the different bodies or functions of the Association: the Board, the Jury, as National coordinator and in the Special Committees.

The number of representatives is defined as follows:

- Board member: 1 person per Ordinary Member or country
- Jury member: minimum 2 persons per Ordinary Member
- National coordinator: maximum 1 person per Ordinary Member
- Special Committees or Working Groups: number of persons is not determined

The Ordinary members appoint for themselves a Board member as a representative of a member country of A.E.F.P..

Jury members and National coordinators are also appointed by the Ordinary members themselves.

The President of the association cannot be a jury member, his/her jury member function is dismissed for that two-year- period.

Jury members are delegated by the national board member for one year.

New professional jury members start working the first year on probation. Only after this probation year and after consultation of the Chairman of the jury, jury members are officially appointed by the Board of A.E.F.P. Appointed jury members receive an authentication of membership of the International Jury.

In counties where more than one national or regional association or organization is responsible for a competition as Entente Florale Europe, the different associations / organizations in that country shall appoint in consultation one member for the Board. Together they shall also appoint a National coordinator and the different jury members for Entente Florale Europe.

Every ordinary member may appoint one Board Member only, who may be assisted by consultants. The consultants can participate at the Board Meetings in a consultative capacity without voting right.

2.2. Associate Members A.E.F.P.

Official representatives of organisations or entities with a national, European or international network closely related and accepting the aims of A.E.F.P. and pay an annual membership fee may become Associate Members. Associate Members can not be members of the International Jury, Board member A.E.F.P. or National coordinator.

Individuals or private persons are not eligible for Associate membership.

Associate Members have the right to take part in the Board meeting of A.E.F.P. with one representative in a consultative capacity without voting right.

2.3 Observers A.E.F.P.

Representatives of organisations of nation-wide importance that are willing to join the competition of Entente Florale Europe in the future, may be granted Observer status. Observers may participate in Meetings of the General Assembly and the International Jury without voting right.

The term of Observer status is one year. Each new applicant has to act as an Observer so as to become familiar with the work of the Association. Once their full term expires, Observers may apply for Ordinary Membership.

Observers shall cover all the costs relating to their participation in Meetings of the Association or in tours by the International Jury. Observers are exempt from the duty to pay membership fee.

Chapter Three

Organs of the Association:

General Assembly, General Meeting, Executive Committee, Special Committees, International Jury E.F.E.

3.1 General Assembly (G.A.) or *Board*

The General Assembly or Board meeting is composed by the representatives of the Ordinary Members, namely the Board members. Together they form the Board.

Every ordinary member or member country has the right to send one representative to the Board. This person has the right to vote.

Each member country represented by an entity responsible for organising the participation of that country in the Entente Florale Europe Competition may be represented at meetings of the General Assembly by one person, namely the Board member.

There is at least one Board meeting per year.

3.2. General Meeting (G.M.)

The General Meeting is a mixed meeting with Board members and jury members. This General meeting can discuss different issues. If necessary, specialists are invited to this meeting in a consultative capacity. The General Meeting can make proposals to the Board. The Board then takes the final decisions.

3.3 Executive Committee (E.C.)

The Association is administered by an Executive Committee (E.C.) which works closely with the President. The Executive Committee makes recommendations concerning the policy and the strategy of the Association.

The Executive Committee will prepare a recommended Agendas for the meetings of the General Assembly, the General Meeting and the Jury Meeting. The decisions concerning recommendations will be reached by a simple majority. The President has a casting vote in the case of a split decision. Recommendations shall be sent to the Members 21 days before the meeting of the General Assembly. The President, Vice-Presidents, Secretary General, Treasurer and the Chairman of the Entente Florale Europe Jury and other invited specialists or advisers can participate the meetings of the Executive Committee.

EC meeting should be organized to take place before the General Assembly meeting.

The meetings of the Executive Committee shall be prepared by the Secretary General in close co-operation with the President or in the absence of the President, with the Vice-Presidents.

The Executive Committee meeting will be convened by the Secretary General on behalf of the President.

The Executive Committee shall meet on at least two occasions in the year: once to prepare the General Assembly meeting in spring and once preceding the Prize Giving Ceremony. At the request of the President or one of the two Vice-Presidents, the Executive extraordinary meetings may also be called.

If a member of the Executive Committee can not be present at the meeting, his/her deputyship is not possible by an other ordinary member of his/her country. Electronic meetings, such as via new media, are possible.

3.4 Special Committees and Working Groups

The General Assembly can decide to establish Special Committees or Working Groups with a permanent or ad hoc statute. The members of such committees may comprise Board and Jury members and specialists forming the delegation of an Ordinary member country or an Associate Member. Special and ad hoc committees or Working Groups will have their own chair person and secretary.

Electronic meetings, such as via new media, are possible.

3.5. International Jury E.F.E.

Each Ordinary Member of A.E.F.P. shall provide jury members to the International competition of Entente Florale Europe (E.F.E.) with a minimum of 2 jury members pro country. The jury of Entente Florale Europe has the status of a permanent standing committee.

The Board of A.E.F.P. can determine how much jury members there annually may take part in the international E.C.E. jury rounds.

Chapter Four

Meetings of the Association: in general

The organisation, preparation and the convocation of the different meetings shall be the duty of the Secretary General, in close co-operation with the President or in the absence of the President, with the Vice-Presidents.

Special meetings, ad hoc committees, standing committees and working groups, can be prepared and organised by the leader /chair of those Committees. In every case the General Secretary has to be informed about the convocation. Minutes of all the meetings are required to be sent to the General Secretary whose responsibility it shall be to send copies to all Ordinary Members and to keep filed in a register with other documents of the Association.

Chapter Five

Officials and functions of the Association A.E.F.P.:

President, Vice-Presidents, Project Leader, Treasurer, Secretary General, Secretary

5.1 President

All the decisions of A.E.F.P. are collegial taken by the members of the Board.

The President is responsible for the execution of this decisions.

Each successive President shall be from a different country .The term of the President is two years. He/she cannot be directly re-elected.

The President speaks fluent English without the intervention of a translator.

The term of office of the period of Presidency is six years, thereof two years of incoming vice-presidency, two years of presidency and two years of outgoing Vice-presidency. Each successive incoming Vice-president shall be from a different country.

The order of succession follows the alphabetical order of the name in English of the actual member countries who are participating in A.E.F.P. :

1. Austria
2. Belgium
3. Czech Republic
4. Germany
5. Hungary
6. Ireland
7. Italy
8. Netherlands
9. Slovenia

If a country is not willing or not able to assume the Presidency, it can be offered to the following country in the list one year before of the term of the serving President expires.

Countries can change of the order of succession. The change should be announced one year before the term.

The President of the Association must be a person who has a minimum of two years of experience in the work of the Association. The President may not be the International Jury Chairperson.

5.2 Vice-Presidents

The Association shall have two Vice-Presidents, an outgoing as senior and an incoming as junior.

A Vice President, in order of seniority as Vice-president, shall act on behalf of the President on his or her absence. A Vice President, as designated by the President, shall perform the duties delegated to him/her by the President and on the President's behalf.

All Ordinary members of the General Assembly shall be eligible for election to the Vice presidency but it is desirable that candidates should have been Board members for at least two years.
The vice Presidents are speaking preferably fluent English without the intervention of a translator.

5.3 Project Leaders and advisors

The General Assembly can appoint one or more project leaders whose functions shall be to act with regard to the projects managed by the Association A.E.F.P. This project leaders will have no voting rights and have only a consultative task.

The President of A.E.F.P. can appoint maximum 2 fixed advisors within the E.C. These counselors have no voting rights and have only a consultative task.

The E.C. can appoint maximum 2 advisors

5.4 The Treasurer and Cash Auditors

The Treasurer is responsible for the preparation of the annual budget of the Association and for monitoring adherence to the terms of the budget and to this end he/she shall carry out audits of funds and accounts. He /she shall also prepare reports for the General Assembly.

The A.E.F.P. has 1 Treasurer and 2 Cash Auditors. The Cash Auditors control the accounts of A.E.F.P. at least once a year by order of the Board.

A Cash auditor cannot be a board member but is always a member of the international E.F.E. jury.

5.5 The Secretary General

The A.E.F.P. has 1 Secretary General.

The Secretary General:

- prepares the various meetings of the Association.
- is responsible for the day to day management of the Association.
- Is in permanent liaison with the national organisations of the A.E.F.P. members and their national competition under the name of Entente Florale.
- manages the accounts of the Association.
- presents financial documents and invoices to the Treasurer when they are requested, but at least twice a year.
- prepares the budget of the Association in accordance with the decisions of the General Assembly in co-operation with the Treasurer.
- shall prepare the Prize Giving Ceremony by preparing contracts, meetings and site visits. He/she shall order diplomas and plaques and any other required trophies,
- co-ordinates the preparation and the running of the Prize Giving Ceremony E.F.E..
- shall be responsible for circulating the documents of the Association to every concerned Ordinary or Associate Member. Prior to disseminating a document, the Secretary General shall present it to the President or in the President's absence to the first Vice-President.
- is responsible for the general internal and external communication, website, Facebook press releases and press contacts of A.E.F.P. in close co-operation with the President.

5.6 Secretary of A.E.F.P.

The Secretary shall, with the agreement of the President, and under the general supervision of the Secretary General, be responsible for day to day matters of the Board, jury and E.C. meetings. The secretary is preparing the annual assessment trips of the jury members E.F.E. He/she may also be involved in the preparation of draft agendas for different A.E.F.P.-meetings, for the taking of minutes and their subsequent circulation. The secretary works always under the supervision of the Secretary General.

Chapter Six

Validity and changes of the Bye-laws A.E.F.P

The provisions of the Internal Bye-Laws take effect once approved by a vote of the Board members in a General Assembly. Amendments to the Bye-laws A.E.F.P. are possible on proposal of the Executive Committee to the Board.

The Board members shall adopt in a General Assembly the Internal Bye-Laws and its modifications by a simple majority.

19th of February 2017

Janos Prutkay,
Secretary General A.E.F.P.

Vandromme Dirk,
President A.E.F.P.