

<p><b>Secretary General:</b>  Bill Kearney  6 Coolamber Park  Knocklyon, Dublin  D16Y1F7, Ireland  Email: <a href="mailto:info@entente-florale.eu">info@entente-florale.eu</a>  Tel: 00353871007633</p>	<p>Association Européenne pour le Fleurissement et le  Paysage / aisbl</p> <p><b>Entente Florale Europe</b>  <b>A.E.F.P. Articles 2020</b></p>	
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## **A.E.F.P. – Articles**

### **A.E.F.P. Articles Co-ordinated version.**

**Adopted by the Board of A.E.F.P. on the 14<sup>th</sup> October 2020.**

#### **Title I – Name, Head office and Aims**

Article 1 Name of the Association

Article 2 Head office of the Association

Article 3 Aims of the Association

#### **Title II – Members and Membership**

Article 4 Ordinary Members

Article 5 Associate Members, Public Bodies and Communities

Article 6 Rights and obligations of the Members

Article 7 Termination of Membership and dissolution

#### **Title III – Board and General Assembly**

Article 8 Function, composition, rights and responsibilities of the Board and General Assembly

Article 9 Board Meetings

Article 10 Voting and decisions in the Board

#### **Title IV – Administration**

Article 11 President, President elect and former President

Article 12 Treasurer and Cash Auditors

Article 13 Secretary General (S.G.)

Article 14 Executive Committee (EC)

Article 15 International Jury, committees and working groups

Article 16 Signatures

Article 17 Legal Actions

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## **Title V – General**

Article 18 Amendment of the statutes of A.E.F.P.

Article 19 Dissolution of the Association

Article 20 Special clause

## **Title I - Name, Head office and Aims**

### **Article 1**

#### **Name of the Association**

1. The association is named :

- in French : ‘Association Européenne pour le Fleurissement et le Paysage’, A.I.S.B.L. (Association Internationale Sans But Lucratif);

- in English : ‘European Association for Flowers and Landscape’, I.N.P.A. (International Non Profit Association).

2. It is an international non-profit association is governed by Belgian Law, specifically the law of October 25, 1919 as amended by the laws of June 27, 1921 and December 6, 1954 and May 2, 2002. The Official Belgian Company number of the association is:  
0462.242.315.

3. The acronym ‘A.E.F.P.’ for the Association Européenne pour le Fleurissement et le Paysage will be used in all countries.

4. The official language in the meetings of the Association is English.

### **Article 2**

#### **Head office of the Association:**

A.E.F.P Board Member Belgium

V.L.A.M. - Dirk Vandromme

p.a. Kappaertstraat E/1, B-8550 Zwevegem

Belgium

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## Article 3

### Aims of the Association

The overall aim of the Association is the enhancement of the quality of life in urban and rural communities in Europe through the development of horticulture, tourism, and social/cultural improvements.

In pursuit of these aims, the Association:

1. encourages actions, that foster an increase in environmental awareness, improve environmental education and communication, contribute to sustainable development and to environmentally sensitive landscape policies, thus ensuring a better quality of life for urban and rural dwellers and promotes good urban and rural planning and landscape policies in line with the European Landscape Convention (Florence, 20.10.2000).
2. Organizes the European competition “Entente Florale Europe” to promote a more liveable and sustainable environment with greener and more pleasant European towns and villages and to facilitate international contacts among the participants. A network of towns and villages may further facilitate these contacts.
3. Encourages through this annual competition, public authorities, private bodies, and individuals to cooperate, to modify and to beautify their towns and villages, thereby improving the quality of life for both inhabitants and visitors. The goal can be achieved by the planning, development of natural elements such as water, soil, trees, shrubs, herbaceous plants, ornamental plants, and flowers. Also important in this context is the development and maintenance of open green spaces, natural areas, parks, and landscapes and by generally fostering appropriate development. All these actions are holistic and ecologically and environmentally important for biodiversity.
4. Promotes horticulture, respect for the cultural heritage, landscape, environment, and tourism as the central characteristics of ‘Entente Florale Europe’. Each item is enhanced by this competition.

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## Title II – Members and Membership

### Article 4

#### Ordinary members

1. Ordinary members are national or regional associations or organizations in European countries under whose aegis a competition with comparable aims is operating within their country.
2. Each country shall appoint one person to the board of A.E.F.P. Where more than one national or regional association or organization is responsible for a national or regional competition, the different associations or organizations shall appoint one ordinary member for the Board per country.
3. Application for membership is made by the said associations or organizations to the President of A.E.F.P. The period of membership begins January 1st and may end in case of resignation or exclusion December 31<sup>st</sup>.
4. Ordinary members pay an annual participation fee to the A.E.F.P. The determination of the extent of this membership fee is a responsibility of the Board.

### Article 5

#### Associate Members, Public Bodies and Communities


##### 1. Associate Members

- a) Are organisations and Enterprises from European nations, closely related to practice and education in environmental and landscape matters, horticulture, sustainability, heritage, and tourism, supporting the aims of A.E.F.P.
- b) Pay an annual participation fee to the A.E.F.P.  
The determination of the extent of this membership fee is a responsibility of the Board.

##### 2. Public Bodies and Communities:

Public Bodies,

- a) are Government agencies or local authorities interested in submitting their administrative area for assessment as part of the Entente Florale Europe competition.
- b) Must pay a fee to A.E.F.P. for the assessment process.
- c) Must provide free transport, accommodation, and meals for Jury members during their visit, as is the case with ordinary members.

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d) Must confirm that they will undertake mentoring in advance of the Jury visit.

Communities,

- a) Are Non-Governmental Agencies (NGO's), Corporate bodies or locally based formal groups, such as cities, towns and villages, interested in submitting a project on their territory' with which they have been involved, for assessment as part of the Entente Florale Europe competition.
- b. Must pay a fee to A.E.F.P. for the assessment process.
- c. Must provide, free transport, accommodation, and meals for jury members during their visit, if not done during a jury visit to a municipality.
- d. Must confirm that they will undertake mentoring in advance of the jury visit.

Public Bodies and local communities in countries that are not an ordinary member of A.E.F.P. or do not have associate membership, may apply to A.E.F.P. to have an assessment carried out by the jury of Entente Florale Europe. It is a matter for the A.E.F.P. board to decide on the application and the level of fee.

Public Bodies and Communities involved in the Entente Florale Europe competition may use the official logo of the competition 'Entente Florale Europe' (see article 6).

## **Article 6**

### **Rights and obligations of the members**

#### 1. Ordinary members

- a) Have the right to delegate one representative, namely an individual to the Board and professionals to the international Jury of Entente Florale Europe, to arrange all events and participate in all activities of the A.E.F.P.
- b) Have the right to vote in the Board and to appoint a Vice-President and the subsequent President of the association in a successive order. One European country can have only one vote in on the Board. Only the Board member has the right to vote.
- c) Must be committed to support the policy and set out the strategy of A.E.F.P. to support all decisions and resolutions of the Board and to pay an annual membership fee.

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- d) Ordinary members, paying a membership fee, have the right to call their national or regional competition 'Entente Florale' plus the name of their country and use the A.E.F.P.- logo.



Official logo of the competition: 'Entente Florale Europe'

## 2. Associate members

Associate members, paying an annual membership fee, shall have the right to participate in Board meetings of A.E.F.P. with one representative, in a consultative capacity without voting rights.

Associate members may use the official logo of Entente Florale Europe.

## Article 7

### Termination of membership and dissolution

Membership of A.E.F.P. shall end either by resignation, by exclusion or by dissolution of the association:

#### Resignation:

Ordinary and associate membership can be terminated by written notice to the A.E.F.P. President with a three-month term before December 31st of each year.

#### Exclusion:

Ordinary and associate membership can be excluded, in the following cases:

- the membership fee is not paid for the running/current year before August 31st.
- the rights and obligations set out in article 6 are not fulfilled. The decision by the Board will become definitive and irrevocable.

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**Dissolution of the association:**

All memberships end following the dissolution of the association (article 19).

On ceasing to be a member of A.E.F.P., the ordinary members have no rights in respect of the Association's funds or even a part thereof.

The resignation, the exclusion, or the dissolution of the association A.E.F.P. has to be approved by the Board (article 8).

**Title III – Board and General Assembly (G.A.)**

**Article 8**

**Function, composition, rights and responsibilities of the Board and General Assembly**

1. All ordinary members have the right to be represented by one individual or be substituted by proxy (article 10.1) in the Board. The board member is the authorized national representative of his/her member-country and provides the official national vote to the Board. Only the board member may sign documents of the A.E.F.P. in the name of his/her national or regional associations or organizations. All ordinary members have one vote in the Board.

2. A General Assembly (GA) or the directional body of A.E.F.P. is a meeting of all the Board members of A.E.F.P. in terms of the foresaid Belgian law (article 1). The Board is the ultimate decision-making authority of the Association.

3. The A.E.F.P Board has the following principal responsibilities.

- a) Affirmation of a President and two Vice-Presidents,
- b) Appointment of the Secretary General
- c) Election of the Treasurer and Cash Auditors
- d) Setting and terms of subscriptions, membership fees for ordinary members and associate members, assessment fees for public bodies and communities or any other funding,
- e) Approval of accounts and budgets,
- f) Adoption of the Treasurer's Report.
- g) Approval of membership applications.

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- h) Approval of membership resignation, or dismissal from the Board and E.C.
- i) Determination of location and date of the annual Awards Ceremony of the Entente Florale Europe competition of A.E.F.P.
- j) Amendment and approval of the Articles of the Association, internal Bye Laws and Regulations
- k) Dissolution of the Association.
- l) Final approval of the International Adjudication Panel Report and Decisions.

4. On invitation by the Board, members of the international Entente Florale Europe Jury (article 15) or a representative person can participate at a Board meeting in a consultative capacity without voting rights.

5. The Board has the right to meet in private session, without anyone else being present. -

## **Article 9**

### **Board Meetings**

1. The Board holds at least one General Assembly meeting per year. The proposed invitees to the meeting, should be circulated with the agenda 21 days in advance by electronic means by the Secretary General. The meetings are convened by the President of A.E.F.P.
2. A special meeting of the Board can be called under the following circumstances:
  - a) at the request of more than half of the ordinary members.
  - b) if the President, after consultation with the Executive Committee, shall deem it necessary to hold such an extra meeting.
3. The quorum for a valid meeting of the Board is two thirds of the ordinary members present or represented. If this cannot be achieved a new meeting arrangement has to be put in place. Then the number of ordinary members present or represented by proxy suffices for the voting. In the latter case, a time limit for arranging the meeting is not necessary.



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## **Article 10**

### **Voting and decisions in the Board**

1. Ordinary members (article 4) have one vote per country. The national or regional associations or organizations decide which person from their country will represent them (article 4). This representative is the Board member. Only the Board member has one general voting-right (article 8). If a board member is unable to attend and vote at a meeting, he/she can appoint a substitute with a letter of proxy, who is then authorised to attend and vote
2. Associate members (article 5) and the members of the Entente Florale Europe Jury (article 15) or a representative person or group of this jury have no voting rights on the Board.
3. The Jury chair has voting rights on the Executive Committee (article 15). If the jury chair is also a member of the Board, she/he have one vote on the Board.
4. Decisions in the Board are reached by simple majority. Amendments to the articles and the exclusion of a member (articles 7 and 8) shall require a majority of two thirds. The dissolution of the association (Article 19) requires a majority of three quarters.
5. The chairing President has a casting vote in the Board in the case of a split decision.
6. Amendments to the articles and changes in the composition of the Board will take effect only after publication in the appendices of the Belgisch Staatsblad/Moniteur Belge in accordance with the aforesaid Belgian law regarding the non-profit associations, the international non-profit associations and the founding principles (see Article 1).
7. Resolutions and decisions of Board meetings must be recorded in minutes, being made available to all members and the Jury of Entente Florale Europe.

## **Title IV – Administration**

### **Article 11**

#### **President, President Elect and Former President**

1. The Association has a President and two deputies, one President Elect or incoming President, and one Former President or outgoing President. These three appointments shall be affirmed by the Board from amongst the representatives of the ordinary members with voting powers.

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2. The President Elect serves a two year period before becoming President.
  
3. The term of office of the period of Presidency is two years, with an additional two years beforehand as President Elect, two years as President and two years afterwards as Former President. Each successive incoming President Elect shall be from a different country. The order of succession by country is according to the internal bye-laws. –The function of President is separate to the function of Chairman of the jury, Treasurer or Secretary General.
  
4. The order of succession of Presidency can change to the next following member where
  - the member is not ready to assume the presidency because of internal national or personal reasons
  - the member cannot or will not assume the duties set out in Article 6 to fulfil.
  
5. The President represents the A.E.F.P. and chairs meetings of the Board and the Executive Committee.  
If the President is not available for any period, his/her role can be fulfilled by the President Elect or the Former President, in that order. In all cases, they shall be required to speak fluent English without the need for a translator.
  
6. Approval of the termination or the dismissal of the President, President Elect and Former President.  
The function and period of office of the above officials is outlined in article 11.3 and can be modified by a decision of the board.  
The Board is authorized, if necessary, to dismiss any of these officials with a two thirds majority decision.

## **Article 12**

### **Treasurer and Cash Auditors**

1. The Treasurer shall be elected by the Board from amongst the representatives of the ordinary members and from the members of the Jury of Entente Florale Europe for a period of two years, renewable. Deselection is possible.
2. He/she is a member of the Executive Committee with voting rights. If the Treasurer is also a member of the Board , he/she shall have one vote on the Board.

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3. The Treasurer is responsible for the annual budget, the accounts of the association and for monitoring and adherence to the terms of the budget. The Board approves the annual incomes and expenditures of A.E.F.P. (Article 8).

4. The financial year begins January 1st and ends December 31st each year.

5. The Treasurer and the President of A.E.F.P. may not be from the same country.

6. The A.E.F.P has 2 Cash Auditors who do an annual control of the A.E.F.P. accounting and report directly to the Board and Treasurer.

7. The Cash Auditors are elected by the Board from amongst the jury members of Entente Florale Europe. The function of Cash Auditor is for a period of two years and is restricted to an examination and commenting on the accounts.

8. Approval of the termination or the dismissal of the Treasurer.

The termination of the function of Treasurer is stipulated in article 12.1.

The Board is authorized, if necessary, to dismiss the Treasurer. In this case, the decision of the Board shall require a majority of two thirds.

## **Article 13**

### **Secretary General (S.G.)**

1. The Secretary General shall be appointed by the Board for a period of 6 years, which can be renewed within that period. The Secretary General provides a continuity in the policy and management of A.E.F.P.

2. He/she is a member of the Executive Committee with voting rights. He/She is not a Board Member.

3. He/she is responsible for the active daily business of the Association. In accordance with the President (Art.11) or another Board member, he/she is a formal representative of the A.E.F.P. in accordance with article 16 and 17.

4. Approval of the termination or the dismissal of the Secretary General.

The termination of the function of Secretary General is stipulated in article 13.1.

The Board is authorized, where deemed necessary, to dismiss the Secretary General by a two thirds majority decision.

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## Article 14

### Executive Committee (E.C.)

1. The association is governed by an Executive Committee (E.C.). The Executive Committee organizes the daily management of the Board of A.E.F.P. and holds a minimum of two meeting per year. The date and time of meetings together with the agenda has to be circulated 7 days in advance. The meetings are convened by the President of A.E.F.P.

2. Permanent members of the Executive Committee with voting power in the E.C. are:

- the President, President Elect, Former President by virtue (Art.11)
- the Treasurer by election (Art. 12)
- the Secretary General by appointment (Art. 13)
- the Chairperson of the Entente Florale Europe Jury by function (Art 10 and 15).
- All members of the E. C. may participate in Board meetings.

3. The E.C. can co-opt a maximum of two persons as consultants, by simple majority for special purposes or projects. Such persons have no voting rights and can be appointed or dismissed by a simple majority decision of the E.C.


4. The responsibilities of the E.C. are:

- factual and organizational preparation of the annual Board assembly and other meetings of the Association,
- draft of the annual budget and account results,
- preparations for the annual award ceremony in association with those ordinary members involved,
- management of the day to day business of the Association,
- management of the international Jury of Entente Florale Europe, in association with the Jury Chairperson (Art. 15).

The Board can assign more responsibilities.

5. The quorum for a valid meeting of the E.C. is four members present with voting powers, one of whom shall be the President, President Elect or Former President. Decisions and resolutions of the Executive Committee are reached by a simple majority. The chairing President has a casting vote in the case of a split decision.

6. Resolutions and decisions of the meetings of the E.C. are recorded in minutes, being made available to all members of the Board and Jury.

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7. All reasonable costs associated with attendance at Executive Committee meetings will be borne by Entente Florale Europe, subject to the prior approval of those costs by the Secretary General in consultation with the Treasurer. In the case of Board or General Assembly meetings, such costs will remain the full responsibility of Ordinary Members.

## **Article 15**

### **International Jury, committees and working groups**

1. The competition “Entente Florale Europe” is the principal means through which the A.E.F.P. achieves its aims (Article 3). Hence an assessment Jury, to which each national member body appoints their Jury Members, that has the status of a permanent standing committee.

2. The Jury is empowered to elect it’s own chairperson and vice-chairpersons. The Chairperson is a member of the Executive committee by function. In conjunction with article 10.3 he/she is empowered to vote on the Executive Committee and on the Board by function (only when she/he is a Board member as well).

The duration of the function of Chairperson and Vice-chairpersons of the Jury is 2 years with eligibility to be re-elected. The term can be extended by a decision of the Board where necessary.

The Board is authorized, if necessary, to dismiss the Chairperson or Vice-chairpersons by a two thirds majority decision.

3. The international Jury of Entente Florale Europe is empowered by the Board. They organize their own meetings, prepare the assessment criteria and their decisions according to the assessment and arrangements of the participating towns and villages. Members of the Board of A.E.F.P. can take part in the Jury meetings without voting rights.

4. Every member has one vote in the Jury.

5. Decisions of the Jury, taken by simple majority, must be taken to the Board as a recommendation, the final decision will be taken by the Board.

6. Other committees or working groups can be set up if required.

7. Resolutions, proposals or decisions of the Jury, the committees and working groups are recorded in minutes which have to be made available to all members of the international Jury and members of A.E.F.P.

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## **Article 16**

### **Signatures**

1. Official undertakings made on behalf of the Association are signed by the Secretary General and by the President. If one of them, or both, are unable to sign, two members of the Executive Committee can replace each of them. No further proof is needed of their authority to sign on behalf of the Association.
2. All the financial documents and transactions of the A.E.F.P. have to be approved and signed by the Treasurer.

## **Article 17**

### **Legal Actions**

Legal actions, whether as plaintiff or defendant, are undertaken by the Secretary General or the President or another member of the Executive Committee designated by the President for this purpose.

## **Title V – General**

## **Article 18**

### **Amendment of the statutes of A.E.F.P.**

Changing the articles of the statutes is a responsibility of the Board (Art. 8.3 j.). The quorum for a valid change of the statutes of A.E.F.P is two thirds of the ordinary members present or represented. Where, the quorum of two thirds for a valid Board meeting cannot be followed, a new meeting arrangement has to be made. The amount of ordinary members present or represented by proxy of those attending suffices for the voting. In the latter case, a time limit for arranging a date and time for the meeting is not necessary.

## **Article 19**

### **Dissolution of the Association**

The Board may decide on the dissolution and the liquidation of the A.E.F.P.

Possible net assets remaining, after liquidation, shall be assigned to a European wide working non-for-profit corporate body, non-profit Association or Foundation with similar social, horticultural, or cultural aims.

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## **Article 20**

### **Special clause**

Matters not catered for in the present articles and in particular the requirements relating to notices which fall to be published in the appendices of the Belgisch Staatsblad-Moniteur Belge, shall be dealt with and made in accordance with the aforesaid Belgian law regarding the non-profit associations, the international non-profit Associations and the Foundations. Any other issues concerning A.E.F.P. will be decided in accordance with the authority provided in the Articles of the Association.

Adopted by the General Assembly in ....., on ..... 2020.

Signed:

**Rüdiger Paul Kirsten – President**

**William Kearney – Secretary General**