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# Entente Florale Europe

## Internal Bye-Laws

### Chapter One

### Name, competition, language, and logo of the Organisation

#### 1.1 Name of the Organisation

The name of the Organisation “Entente Florale Europe” can be used as the member country prefers. It is recommended to use the acronym of the Organisation in its original form: E.F.E.

#### 1.2 The Name of the European Competition

It is recommended that Ordinary and Associate Members, Public Bodies and Communities 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 Organisation

The official language of the Organisation is English, and English is the working language. Every document of the Organisation 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 Organisation

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

Official logo of the competition: ‘Entente Florale Europe’

## Chapter Two

## Ordinary Members, Associate Members, Public Bodies, Communities and Observers

### 2.1 Ordinary Members E.F.E.

**a**. Ordinary Members are bodies under whose aegis participation in the competition “Entente Florale Europe” is organised.

**b**. Ordinary Members represent their respective countries.

**c**. Every Ordinary Member may appoint representatives to E.F.E. as follows; as Board, Jury, National Coordinator, and Special Committees (if any).

**d**. The number of representatives is defined as follows:

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

**e**. In circumstances where it is unavoidable for operational reasons, a member of the Jury of Entente Florale Europe can also be appointed and act as a Board Member of E.F.E. Such an appointment is considered to be of an interim/temporary nature, until such time as a permanent Board Member is appointed. All Entente Florale Jury members shall have a wide professional expertise to ensure competence in carrying out assessments and in the application of the awards criteria.

**f**. The President of the Organisation cannot be a jury member, his/her jury member function is deferred for that two-year period.

**g**. Jury members are nominated by the ordinary members of each participating country. New jury members participate as observers for the first year. After this probation year and after consultation with the Chairman of the jury, new jury members are then appointed by the Board of E.F.E.

**h**. Each country can be represented by only one board member regardless of the number of competitions in that country. Board Members may be assisted by an adviser/translator without voting rights, where necessary.

**i.** A country can remain a member without paying a full fee. All rights are suspended by the E.F.E. for a maximum of 1 year. Country representatives can participate in meetings and events as observers, without voting rights.

**j**. A country can pay a reduced membership fee of 525 euros. Country representatives can take part in meetings and events with full rights. Participation in the jury is possible. However, no costs are covered by the E.F.E.

**k.** A country’s membership shall cease on the 31/12/22. After that date, all rights and obligations also expire.

**2.2. Associate Members,**

**a**. Official representatives of organisations or entities with a national, European, or international network closely related and accepting the aims of E.F.E. and who pay an annual membership fee of €2,500, may become Associate Members.

**b**. Associate Members cannot be members of the International Jury, Board member E.F.E. or be a National coordinator.

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

**d.** Individual Towns, Villages or Cities are eligible for Associate membership and can enter the Competition with prior approval of the Board and without the need to assume observer status in the first year.

**2.3. Public Bodies and Communities**

**a**. Public Bodies and local communities in countries that are not an ordinary member of E.F.E. or do not have associate membership, may apply to E.F.E. to have an assessment carried out by the jury of Entente Florale Europe.

**b**. The fee payable to E.F.E. per assessment is as follows:

- Village up to 3,500 population = €1,200
- Small town from 3,500 to 20,000 population = €1,500
- Town from 20,000 to 50,000 population = €1,700
- City greater than 50,000 population = €2,200

**2.4 Observers E.F.E.**

**a**. Representatives of organisations of nation-wide importance or individual towns, villages or cities 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 rights.

**b**. Observer status is for one year to enable them to become familiar with the work of the Organisation, after which they may apply for Ordinary Membership.

**c**. Observers do not pay a membership fee, but shall cover all costs relating to their participation in meetings of the Organisation or in tours by the International Jury.

## Chapter Three.

## Organs of the Organisation:

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

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

The General Assembly or Board meeting held at least once per year, comprises representatives of the Ordinary Members, namely the Board members, one per country with voting rights.

### 3.2. General Meeting (G.M.)

The General Meeting is a mixed meeting with Board members and Jury members, to discuss a range of general issues. If necessary, specialists may be invited to this meeting in a consultative capacity. The General Meeting can make proposals to the Board, for final decision by the Board.

### 3.3 Executive Committee (E.C.).

**a**. The Organisation is administered by an Executive Committee (E.C.) chaired by the President. The Executive Committee makes recommendations concerning the policy and strategy of the Organisation.

**b**. The Executive Committee comprises the President, Former President (outgoing), President-Elect (incoming), Treasurer, Chair of the Entente Florale Europe Jury, Secretary General and other invited persons/consultants/specialists or advisers.

**c**. Other functions include the preparation of agendas for meetings of the General Assembly. 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.

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

**e**. Meetings of the Executive Committee shall be prepared by the Secretary General in co-operation with the President or in the absence of the President, with the President-Elect.

**f**. The E.C. meeting (by internet if necessary) shall meet on at least two occasions per year, once to prepare the General Assembly meeting in spring and once preceding the Prize Giving Ceremony.

**g**. If a member of the E.C. cannot be present at the meeting, he/she can appoint a deputy subject to the approval of the President.

**h**. All reasonable costs associated with attendance at Executive Committee meetings will be borne by E.F.E., subject to the prior approval of those costs by Secretary General in consultation with the Treasurer. In the case of Board or

General Assembly meetings, such costs will be the full responsibility of individual Ordinary Members.

### 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 status. 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 chairperson and secretary.

### 3.5. International Jury E.F.E.

Each Ordinary Member of E.F.E. shall provide jury members to the International competition of Entente Florale Europe (E.F.E.) with a minimum of 2 jury members per country. The jury panel has the status of a permanent standing committee and elects its own chairperson and 2 vice chairs for a period of 2 years which can be modified by the Jury Panel, in exceptional circumstances. The Board of E.F.E. can determine how many jury members can take part annually in the international E.F.E Jury rounds.

## Chapter Four

## Meetings of the Organisation in general:

The organisation, preparation and the arrangement of the different meetings shall be the function of the Secretary General, in co-operation with the President or in the absence of the President, with the President-elect.

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 Secretary General must be informed about the arrangements. Minutes of all the meetings are required to be sent to the Secretary General whose responsibility it shall be to send copies to all Ordinary Members and to keep filed in a register with other documents of the Organisation.

## Chapter Five

## Officials and functions of the Organisation E.F.E.:

President, President-Elect, Former President, Project Leader, Treasurer, Cash auditors, Secretary General,

### 5.1 President

**a**. All the decisions of E.F.E. are collegial taken by the members of the Board.

**b**. The President is responsible for the execution of such decisions.

**c**. Each successive President shall be from a different country. The term of the President is two years which can be modified by the Board, in exceptional circumstances. He/she cannot be directly re-elected.

**d**. The President shall be required to speak fluent English, without the intervention of a translator.

**e**. The term of office of the period of Presidency is two years, with two years as incoming vice-president and two years of outgoing vice-president. Each successive incoming vice-president shall be from a different country.

**f**. The order of succession follows the alphabetical order of the name in English of the actual member countries who are participating in E.F.E.

1. Czech Republic
2. France
3. Germany
4. Hungary
5. Ireland
6. Italy
7. Spain

**g**. If a country is not willing or not able to assume the Presidency, the role should be transferred to the next country in the above list.

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

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

### 5.2 President Elect and Former President

**a**. The Organisation shall have 2 Vice Presidents consisting of a former President (outgoing) and President-Elect (incoming). A Vice President shall act on behalf of the President on his or her absence.

**b**. 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.

**c**. The Vice Presidents shall speak fluent English without the intervention of a translator.

### 5.3 Project Leaders and advisers

**a**. The General Assembly can appoint one or more project leaders whose functions shall be to act regarding projects managed by the Organisation E.F.E. A project leader will have no voting rights and have only a consultative role.

**b**. The President of E.F.E. can appoint a maximum of 2 advisers within the E.C. in a consultative role with no voting rights.

### 5.4 The Treasurer and Cash Auditors

**a**. The E.F.E. has 1 Treasurer and 2 Cash Auditors.

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

**c**. The Cash Auditors should monitor the accounts of E.F.E. at least once a year, by order of the Board.

**d**. Cash auditors are chosen from the international E.F.E. jury.

### 5.5 The Secretary General.

The E.F.E. has 1 Secretary General who.

**a**. prepares the various meetings of the Organisation.

**b**. is responsible for the day to day management of the Organisation.

**c**. Is in permanent liaison with the national organisations of the E.F.E.

**d**. manages the accounts of the Organisation.

**e**. presents financial documents and invoices to the Treasurer when they are requested, but at least twice a year.

**f**. assists the treasurer in the preparation of the budget of the E.F.E, in accordance with the decisions of the General Assembly.

**g**. shall prepare the Prize Giving Ceremony by managing contracts, meetings, and site visits. He/she shall order diplomas and plaques and any other required trophies.

**h**. co-ordinates the preparation and the running of the Prize Giving Ceremony E.F.E.

**i**. shall be responsible for circulating the documents of the Organisation to every concerned Ordinary or Associate Member and participants. Prior to disseminating a document, the Secretary General shall present it to the President or in the President's absence to the President-Elect.

**j**. is responsible for the general internal and external communications, website, Facebook press releases and press contacts of E.F.E. in co-operation with the President.

**k**. Maintains direct contact with the organizations with which E.F.E. has signed a Memorandum of Understanding (M.O.U).

## Chapter Six

## Validity and changes of the Bye-laws E.F.E.

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 E.F.E. are possible following a 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.

Approved by the E.F.E. General Meeting on 11/01/2023. Text updated 05/11/25 and 15/10/2026.