

## STATUTES OF ANSE

These statutes are allowed by the Austrian police for associations ('Vereinspolizei') in Vienna October 1997.

### 1. Name and seat

- 1.1. Name of the association: Association of National Organisations for Supervision in Europe (ANSE).
- 1.2. ANSE is an umbrella organisation of national organisations for supervision in Europe.
- 1.3. ANSE is registered in Vienna and operates throughout the whole of Europe.

### 2. Aims

Goals of the association:

- 2.1. To promote co-operation and exchange of information between national organisations for supervision in the various European countries.
- 2.2. To promote co-operation on a professional level and of exchange of information between the members of national organisations for supervision.
- 2.3. To promote and disseminate supervision and coaching and its forms of application in the various fields of work in all European countries.
- 2.4. The development of comparable standards and curricula of education for supervision and coaching in Europe and therefore adaptation of professional standards used by the various national organisations for supervision.
- 2.5. To promote the further development of the theoretical basis and methodology for supervision and coaching and for research and teaching concerning this subject in the European region.
- 2.6. To promote the exchange of ideas between institutions of education for supervision and coaching and organisations which make use of supervision and coaching.
- 2.7. To shape and foster contacts and the exchange of ideas with national organisations for supervision in non-European countries and on other continents.
- 2.8. To promote supervision and coaching on a European level and to attach it to political institutions of the European Union.

### 3. Finances

- 3.1. The association is a non-profit organisation. It is operating exclusively and directly for public benefit in conjunction with the Austrian tax law (*Bundesabgabenordnung*) paragraphs 34 ff.
- 3.2. Revenue to further her aims shall be obtained from membership fees, donations and possible subsidies by third parties.
- 3.3. Her funds shall be used exclusively for purposes specified in the statutes.

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**Board:** Wolfgang Knopf (A) President Sijtze de Roos (NL) Vice-President Barbara Gogala (SI) Secretary  
Eva Nemes (H) Treasurer Beatrice Conrad (CH) Barbara Baumann (D)

**Members:** Austria Bosnia and Herzegovina Croatia Czech Republic Estonia Finland Germany Great Britain Greece Hungary  
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#### 4. Means of furthering the association's aims

- 4.1. Regular exchange of information between national organisations for supervision, about developments within them, about theories of supervision and coaching, practical experiences and the training of supervisors and coaches in their countries.
- 4.2. Installation of committees.
- 4.3. Organising and stimulating events on a supranational level for representatives of the bodies and members of national organisations for supervision.
- 4.4. Representing the association's interests to other organisations and authorities on the national and supranational level.
- 4.5. Offering public relations and professional initiatives at the supranational level, directed especially at national and European bodies.
- 4.6. Offering assistance respectively organising projects in the field of supervision and coaching dealing with research, teaching and supervision and coaching practice as well as to publication of scientific work.
- 4.7. Stimulating and giving assistance to initiatives of supervisor education in those European countries with little or no opportunities to study and to train in supervision and coaching.
- 4.8. Quality assurance of supervision and coaching, among other things by promoting comparable standards of supervisor/coach education throughout Europe.

#### 5. Membership

##### 5.1. Conditions of membership

5.1.1. **Full membership** can be granted to national organisations for supervision, which in their country satisfy the following conditions combined:

- a) They exist as a legal entity in their own country;
- b) They represent graduates of at least two different educational programs for supervision/coaching. If this condition cannot be met, the national organization is granted the period of five years to fulfil the requirements with the professional activities, guided by the ANSE executive board.
- c) They try to create a network of supervisors/coaches in their country offering them organisational structures;
- d) They understand supervision as a method for professional self-reflection;
- e) They represent a meeting-point for supervision and coaching, which spanning various professional fields and methodological schools;
- f) Supervisors and coaches must have completed a specific post-graduate (third degree) education.
- g) The educational programs for supervisors and coaches are open for students descending from different professions.

5.1.2. **Associate membership** can be granted to national organisations for supervision, which have a position as a legal entity in their own country and are striving for co-operation on a European level, although they have not yet reached the standards mentioned in paragraph 5. 1. 1. in the full sense.

5.1.3. **Sponsoring membership** can be granted to natural persons and legal entities who wish to support ANSE financially.

5.1.4. **Honorary membership** can be granted to persons who are considered to have made an outstanding contribution to the development of supervision and coaching in Europe. Honorary memberships are given by the general assembly.

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## 5.2. Application procedure

- 5.2.1. The application for membership according to points 5.1.1. , 5.1.2. and 5.1.3. must be presented to the executive board in writing, enclosing the necessary documents.
- 5.2.2. The executive board examines the qualification of the candidate with the submitted documents and makes a recommendation for decision-making at the general assembly.
- 5.2.3. The general assembly decides on the admission with simple majority,
- 5.2.4. The executive board will inform the applicant of the decision in writing. If rejected, the applicant will receive a written explanation.

## 5.3. Membership fees

- 5.3.1. The Membership fee is collected annually.
- 5.3.2. It must be paid before the 31st of January of the current financial year. The financial year corresponds to the calendar year.
- 5.3.3. The amount of the membership fee shall be determined by the general assembly.

## 5.4. Ending Membership

Membership ends with:

- 5.4.1. **Dissolution of the national organisation for supervision.** In this case membership ends automatically.
- 5.4.2. **Resignation.** Resignation is possible only at the end of the financial year. The resignation must be declared in writing. The report in concern must arrive at the ANSE office, by recorded delivery, at least three months before the end of the financial year.  
Until the moment of resignation, the member remains committed to pay full membership fees.
- 5.4.3. **Cancellation.** Should a member be in arrears with payment of the membership fee for more than six months, a reminder and a grace period of one month shall be given. Should no payment be made during the grace period, a second reminder shall announce the member's cancellation if payment is not made after another two months. Cancellation is made by the decision of the executive board.
- 5.4.4. **Expulsion.** Should members be guilty of violating the interests of the association, they can be expelled from the association by a decision made at the general assembly. Before making the decision, the executive board must grant the member the opportunity to give an oral or written statement. This statement must be submitted to the board within one month after the announcement of the intended expulsion. At the next general assembly the members shall decide, at the request of the executive board, whether the member will be expelled. The decision taken by the general assembly shall be submitted to the member in a letter with an explanation by recorded delivery.

## 5.5. Rights and duties of members

### 5.5.1. Rights

1. All full and associate members have the right to make motions in the general assembly.
2. All members have the right to participate at events organised by the association under preferred conditions.

### 5.5.2. Duties

1. Full and associate members must pay membership fees determined at the general assembly.
2. Members are obliged to recognise the statutes of the association, to promote its aims and to preserve the image of the association.

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## 6. Bodies

The bodies of the association include:

- 6.1. The general assembly;
- 6.2. The executive board;
- 6.3. The committees;
- 6.4. The auditors.

## 7. The general assembly

### 7.1. Composition

- 7.1.1. All members can participate in the general assembly.
- 7.1.2. Full and associate members are represented by two delegates from their association.

### 7.2. Regular general assembly

This shall be convened at least every two years.

### 7.3. Extraordinary general assemblies

These assemblies shall be convoked by the executive board if the interest of the association require them or by a petition stating the assembly's purpose and reasons signed by at least one third of the full members and presented to the executive board.

### 7.4. Invitations

Invitations must be sent out by the executive board at least 120 days before as a letter including the agenda. The invitation is considered sent to the member if it has been addressed to the latest address announced to the association.

### 7.5. Agenda

- 7.5.1. The agenda shall be fixed by the executive board.
- 7.5.2. Every member shall have the right to submit an addition to the agenda within thirty days of the assembly. The chairperson of the assembly shall cite the addition at the beginning of the assembly.
- 7.5.3. The assembly shall decide by simple majority about additions to the agenda which will be presented during the general assembly.

### 7.6. Tasks

The general assembly has the following tasks:

- 7.6.1. Discussion and decision of the agenda.
- 7.6.2. Acceptance of the annual report.
- 7.6.3. Acceptance of the annual accounts (including reports of the auditors).
- 7.6.4. Approval of performance and election of the members of the executive board.
- 7.6.5. Approval of performance and election of the members of the committees.
- 7.6.6. Approval of performance and election of the auditors.
- 7.6.7. Determination of the activity plan.
- 7.6.8. Deciding on the budget.
- 7.6.9. Deciding on membership fees.

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7.6.10. Deciding on the admission and rejection of members.

7.6.11. Deciding on statutes.

7.6.12. Deciding on deliberate dissolution of the association.

7.6.13. Offering of honorary memberships.

### **7.7. Decision-making**

7.7.1. All full members have the right to vote.

7.7.2. The general assembly makes her decisions, if not otherwise established by the statutes, with simple majority. The associate members have consulting functions.

7.7.3. In specific cases, which shall be decided by the executive board, a decision-making by postal votes is possible.

7.7.4. No decisions can be made on motions not set on the agenda.

7.7.5. A minute shall be drawn of the decisions taken and signed by the minute-drawing person and the president. The record shall be mailed to the members no more than 12 weeks after the general assembly.

7.7.6. Decisions about questions outside the association's statutes and rules must be taken at the general assembly.

7.7.7. Decisions taken by the general assembly are definite and final for the association.

## **8. The executive board**

### **8.1. Formation**

8.1.1. Full members can be elected to the executive board.

8.1.2. In order to underline the European character of the association, members of the executive board shall represent different national organisations for supervision.

8.1.3. There is a possibility to co-opt associate members onto the board for consultative functions.

### **8.2. Election of members of the executive board**

8.2.1. Members of the executive board are elected by the general assembly upon recommendation.

8.2.2. Members of the executive board are elected for a four-year period, or until a new executive board has been elected.

8.2.3. Members can be re-elected once.

8.2.4. Election is by simple majority.

### **8.3. Composition**

8.3.1. The executive board consists of a minimum of 3 or a maximum of 7 persons.

8.3.2. The president, the secretary and the treasurer must be elected for the board.

8.3.3. The executive board shall also elect from its members a vice-president and a deputy-treasurer, if it has more than three members.

### **8.4. Duties**

The executive board has the following duties:

- organisation of the general assembly;
- handling of correspondence;
- carrying out the decisions of the general assembly in accordance with the regulations;
- co-ordination of the work of committees, commissions and task groups.

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## 8.5. Representation

The association is represented, in court and out of court by two members of the executive board, one must be the president or vice-president. In cases of financial affairs the second representative must be the treasurer.

## 8.6. Responsibilities of the president

8.6.1. The regular or, if necessary, the special calling of the executive board.

8.6.2. Calling the ordinary or special general assembly.

8.6.3. Chairmanship in meetings of the executive board and the general assembly.

## 8.7. Meetings of the executive board

Meetings of the executive board are to be convened if required by the interests of the association (at least once a year), or if one third of the members of the executive board have signed a petition demanding the holding of a meeting, which states the reasons of this meeting.

## 8.8. Decision-making

8.8.1. The executive board has a quorum if all of the members have been invited and half of the members are present.

8.8.2. The executive board makes its decisions with simple majority.

8.8.3. The decisions must be included in the minutes, which has to be signed by the secretary and the president and mailed no more than 12 weeks after the meeting to the members of the board.

8.8.4. The executive board gives itself rules of procedure.

8.8.5. Should one elected member retire, the executive board has the right to co-opt another eligible member, whose mandate must be ratified at the next general assembly.

## 9. Committees

9.1. The committees, as well as their duties, direction and limitations are determined at the general assembly.

9.2. The committees have an outline of their tasks, which must be approved by the executive board.

## 10. Court of arbitration

10.1. The court of arbitration shall preside over all conflicts arising inside the association.

10.2. The court of arbitration consists of five full members of the association. In the case of a conflict each party shall give the executive board the names of two members to serve as arbitrators, within 21 days. These members shall elect a fifth person as president of the court of arbitration. In the event of a tied vote, the president is decided by drawing lots among the proposed candidates.

10.3. The court of arbitration shall make its decisions before all of its members with a simple majority. It shall decide to the best of its knowledge and belief. Its decisions shall be final for the association.

## 11. Amendments of the statutes

11.1. Applications for amendments of the statutes must be presented to the executive board at least 90 days before the general assembly and mailed at least 30 days before the assembly to all members.

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11.2. Amendments of the statutes need a voting by a majority of two thirds.

## 12. Dissolution of the association

12.1. The deliberate dissolution of the association shall be possible only in an extraordinary general assembly convened specially for this purpose and by a voting majority of two thirds.

12.2. The last executive board holding office at the dissolution has to report the deliberate dissolution of the association in writing, it must announce the dissolution publicly and liquidates the association.

12.3. The association's property present at liquidation shall not in whatever way benefit the members of the association, but shall be donated exclusively to charitable organisations or used to benefit of the public in conjunction with the paragraphs 34 ff. Austrian tax law (*Bundesabgabenordnung*).

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