



European Federation of Allergy and Airways
Diseases Patients' Associations

INTERNAL RULES

Approved by the EFA AGM in Oslo, Norway on 27 June 2004.

MEMBERSHIP

Rights

Each member organisation or coalition has one vote at the EFA AGM Annual General Meeting, receives EFA information and has an opportunity to take part in EFA activities.

Criteria

Member organisation shall accept and abide by the Statutes and Internal Rules of governing EFA.

In order to be considered for membership the Organisation must fulfil the following criteria:

- Be a European allergy and/or airways diseases patient or carer organisation or their coalition within one country. Local member organisations of an allergy and/or airways diseases patient organisation in their country of origin are not eligible for membership.
- Have patient's membership or participation.
- Accountability: should reflect the views and opinions of their membership in statements and opinions.
- Legitimacy: have registered statutes in its country of origin and have a status of non-profit making.
- Independence: shall be self-governed, independent of governments, political parties and economic pressure groups. In case of industry funding, should have more than one sponsor.
- Transparency: shall disclose its sources of funding and generally make available their audited financial accounts in accordance with the law of their country of origin.
- Democracy: in membership based organisations governing bodies elected by members or their elected representatives and in non-membership based patient perspective incorporated in policy making in democratic way. Note: the rule of "medical advisory" committee is deleted
- Be working towards EFA's objectives and willing to co-operate with other organisations within the frame of EFA.

Procedure for application

Documents to be submitted by the applying organisation to EFA Board:

- A letter stating that the organisation wants to join EFA and accepts the Statutes and Internal Rules and permanent contact information of the organisation including address, telephone, fax, e-mail and website, signed by the chairperson.
- Legal status: copy of registered statutes/constitution, including registration number.
- Financial accounts from past activity year.
- Membership information form filled-in.

The Board will make decision about the membership of the applying organization on a provisional basis subject to ratification by the next meeting of the AGM. After having been provisionally accepted as a member, the organization is asked to send by letter, signed by the chairperson, a nomination of its representative as a voting delegate for the AGM and a contact person for EFA, including their contact information.

Membership fee

The amount of membership fee is decided by the AGM following a motion from the Board. Only members who have paid their membership fee by the AGM, following a letter calling for subscriptions from the Board, will be considered as members. The AGM has the right to grant a reduction in the fee for organisations in special circumstances.

Honorary membership

Individuals, who have made a particular, exceptional contribution to advance EFA objectives, may be appointed by the AGM from the motion by the Board as honorary members. The nomination is an exceptional reward in the field of allergy, asthma and COPD. Honorary members receive regularly relevant EFA information and may be invited to attend EFA meetings.

Termination of membership

- By member organisation in writing, signed by the chairperson, to the Board.
- By failure to pay the annual membership fee after due notice by the Board who after sufficient investigation will terminate membership which will be ratified by the AGM.
- By breach of the Statutes or Internal Rules. If after due warning by the Board who after hearing defence, may suspend the organisation until next AGM, who will ratify the termination.

Members who have ceased to be part of the Association have no claim to any of the assets.

ELECTIONS

Election procedures

All elections shall be conducted by secret ballot.

- A General Meeting cannot decide on any motion unless at least two-thirds of the members with the right to vote are present or represented at the meeting.
- All elections shall be conducted by a simple majority vote: to be elected, any candidate requires a majority of the votes cast.
- Voting is to continue until a clear majority is reached: where simple majority vote is not achieved in the first round of voting, the candidate receiving least votes will be excluded and the process repeated, until the criterion is met.
- Every AGM delegate shall have the same number of votes, as there are positions to be filled, but may vote only once for each candidate. The candidate with the most number of votes shall be elected. In case of a tie of a vote for any two candidates for the last place to be filled, there shall be a new ballot for the two candidates. In case of a new tie it shall be decided by a draw.
- Votes at the AGM can be done by proxy vote, maximum of one proxy per delegate. Proxy, signed by the delegate to the AGM, will be sent in due time before the AGM to EFA Central Office.
- All candidates to the Board must be proposed by and have support from the member organisation or coalition putting forward their candidature. The nominations and motions shall be sent to EFA central offices at the latest 4 months after the call has appeared.
- The president and two members of the board will be elected every odd and the vice-president and one member of the board every even year. In case of president and vice-president both being up for election due to resignation at the same AGM, at the proceeding AGM vice-president will step down for election in favour of the president. In case of board members, they will mutually choose who will step down for elections.
- In case of more than one candidate to the Board from same country and they are not stepping down in favour of one candidate, there will first be a vote for the candidate from the country in question.

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