

SKÅL INTERNATIONAL

EUROPE AREA COMMITTEE STATUTES



19th of June 2020

MODEL STATUTES FOR AN AREA COMMITTEE

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N.B. Words herein which imply the male sex may equally be taken to imply the female sex.

Preamble: The A.I.S.C., also known as Skål International, is an international association of travel and tourism professionals. Membership is voluntary and open to those travel and tourism professionals in managerial positions of recognised honesty and integrity who qualify according to the regulations of Skål International.

By accepting Membership in Skål International, travel and tourism professionals undertake to work towards the achievement of the Mission, Principles, Objectives and Purpose of Skål International, as defined in the Statutes¹, and to respect the official publications listed in the By-Laws of Skål International to regulate the organisation of the Skål Movement.

To carry out the Mission, Principles, Objectives and Purpose of this Association of Travel and Tourism Professionals, Skål International operates with the following structures, each one having a different function:

- (a) **Clubs** - the basic unit of Skål is the Club which shall act on behalf of Skål International in regard to the Skål activities within the Club's geographical boundaries.
- (b) **Area Committees** - Area Committees incorporate National Committees and/or Affiliated Clubs by geographical regions. Area Committees are approved, suspended and terminated by the Executive Committee of Skål International.
- (c) **International Skål Council** - The Council is an advisory body to Skål International.
- (d) **General Secretariat** - The General Secretariat is the administrative body of Skål International which employs salaried personnel and is led by an appointed Secretary General who is accountable to the Executive Committee.
- (e) **A.I.S.C. Executive Committee** - The Executive Committee is the governing body of Skål International and comprises six elected members who are accountable to and speak for the General Assembly. The President of Skål International will represent the Association.
- (f) **General Assembly** - The General Assembly of Club Delegates is the supreme body of Skål International and as such ensures the involvement of the Clubs and membership in the decisions which affect the Association.

All the above structures are part of Skål International and cannot operate or exist independently of it. All the regulations which govern the above organisation emanate from the Statutes of Skål International, which take precedence over any other set of regulations within the Skål Movement, followed by the By-Laws of Skål International. All additional regulations must comply with the current valid Statutes and By-Laws of Skål

¹ See Article II of the Statutes of Skål International

International. The Model Statutes for an Area Skål Committee have been drawn up by Skål International to provide each Area Committee with the guidelines under which to operate. Skål International must officially approve the Statutes of every Area Committee.

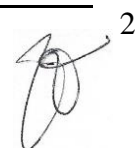
ARTICLE I – NATURE, NAME, AFFILIATION, ADDRESS AND OFFICIAL REGISTER

- a) Skål International Area Committees shall be formed by the joining of National Committees and/or Affiliated Clubs in a particular area.
- b) The A.I.S.C., also known as Skål International, is an international non-profit making organisation, legally registered in Spain, which follows the objectives shown in Article II of these Statutes for a membership qualified under the classifications shown in Article I of the By-Laws of the Association.
- c) Skål International Europe Area is a structure of Skål International that groups all existing Skål Clubs within its boundaries and its official address will be at a location authorised by the Area Committee's Executive Committee on behalf of Skål International.
- d) The Executive Committee of Skål International has the power to approve, suspend or dissolve an Area Committee, which is formed and exists only under the decision and authority of Skål International, to assist in the administration of the Skål Clubs and to promote the Vision, Mission, Objectives and Principles of Skål.
- e) This Skål Area Committee should be legally registered as a non-profit making association of Skål National Committees and/or Affiliated Clubs by presenting these Statutes, which are complementary to the Statutes and By-Laws of Skål International, according to the local laws and procedures of the country where it is formed.
- f) As a non-profit making organisation, members have no personal rights to the revenue or assets which are administered by the Area Committee and which must be dedicated to the aims and objectives established by Skål International for the fulfilment of the Skål Mission.
- g) The Secretary General of Skål International certifies that the Executive Committee approved the formation of Skål International Europe Area as a structure of Skål International, on 19th of June 2020 and that the last updated and valid version of its Statutes was approved on²

Name and signature of the Secretary General of Skål International

Official Stamp of Skål International Date

² Section h) to be completed by the Secretary General of Skål International

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ARTICLE II - REPRESENTATION AND AUTHORITY

The Area Committee has the following representation and authority:

1. To represent and assist Skål International, as required, as an executive and consultative body in its relations with its National Committees and Affiliated Clubs and to generally represent the Skål Movement as a whole at regional level in the relation with third parties.
2. The representation and authority of the Skål Movement is vested in Skål International. The Skål Clubs are represented at the General Assembly of Club Delegates - the supreme body of Skål International - and not by the National or Area Committees. The Executive Committee represents the General Assembly and is the Governing body of Skål International. The General Secretariat is accountable to the Executive Committee as the administrative body of Skål International. Skål International grants the Area Committee the authority and representation specified in point 1 above. This is not conferred on it by the National Committees, Skål Clubs or Skålleagues in the Area concerned who themselves are members of Skål International.
3. The Members of the Executive Board of the Area Committee can attend, with the right to speak, any meeting of a Club or National Committee within the Area Committee. As a courtesy the President of the National Committee or Club should be advised in advance.
4. The use of the Skål name, badge, insignia, logotype, emblems and other identities of the Skål Movement, shall be used only after authorisation and in accordance with the guidelines and instructions given by Skål International.

ARTICLE III – DUTIES OF THE AREA COMMITTEE

- 1) The Area Committee has the following general duties:
 - a) To publish a Skål information bulletin for members at least once every three months if the Committee groups more than five National Committees and Affiliated Clubs.
 - b) To organise annually an “Area Skål Congress” and, optionally, to organise, promote and present “Area Skål Tourism Awards”.
 - c) To encourage and promote the formation of new Skål Clubs in those countries with sufficient tourism professionals who qualify for active membership but where the Skål Movement is not yet represented by a Skål Club.
 - d) To promote the category of Active Individual Membership (AIM) under the umbrella of the Area Committee where a club does not yet exist, or formerly existed, in line with the Skål International By-Laws Article 1, Section 1.1 (b).
 - e) To enhance the Skål image in the Area by promoting the acceptance, understanding and recognition of Skål

and Skålleagues and their role in the travel and tourism industry with other tourism professionals, national associations or organisations, tourism employers, official government bodies, tourism media and the community.

- f) To coordinate, promote and assist in fund raising, publicity and sponsorship programmes for Skål generally.
- g) To elect the officers of the Area Committee at the Annual General Meeting held in conjunction with the Area Congress.
- h) To contract full-time or part-time employees to assist in the fulfilling of its duties.

2) In its relations with Skål International:

- a) To provide Skål International with proposals for the betterment of the Skål Movement, regionally and as a whole.
- b) To assist, whenever required and in consultation with Skål International, with the administration of the National Committees and Affiliated Clubs, the circulation of information and the main Skål policies set out in the Strategic and Operational Plans for Skål International.
- c) To assist, advise and follow at all times the guidelines or instructions given by Skål International and to deal with matters of regional or international interest which may be referred to the Area Committee by Skål International.
- d) To assist and support the fulfilment of the duties of the ambassadors appointed by Skål International to promote the agreed Skål policies within the Area.
- e) To communicate regularly with the General Secretariat with information on the evolution of the Skål policies in the Area and the well-being of each National Committee and Club.
- f) To forward its annual report to the General Secretariat within one month following the Annual General Meeting, giving detailed information on its activities, those of its clubs and National Committees as well as the composition of the Area Committee Board. To send a copy of the minutes of the Area Committee meeting and its financial status when requested by the General Secretariat.
- g) To participate actively in the meetings of the International Skål Council, through their chosen Councillor and to be responsible for the expenses incurred by the Councillor when attending the meetings of the Council.

3) In its relations with the National Committees and Affiliated Clubs

- a) To ensure that all the Skål Clubs within its area of influence comply with the Statutes and By-Laws of Skål International and that the financial policy of each National Committee and Affiliated Club is in accordance with the needs and interest of the Skål Movement.

- b) To assist, instruct, encourage and develop the Skål Movement within the Area, with the assistance of the National Committees and Affiliated Clubs.
- c) To promote the knowledge of the Skål Movement, its Mission, Objectives and Core Values along with the promotion of the Florimond Volckaert Fund among members.
- d) To check that the information held by the General Secretariat relating to each National Committee and Club is correct and updated annually.
- e) To promote and organise events with area and international participation and include training or seminars promoting the Future Leaders Programme or similar topics.
- f) To maintain regular contact with the National Committees and Affiliated Clubs to ensure that the Area Committee is aware of the situation of the Skål Movement regionally.
- g) To encourage maximum participation of Club delegates at the General Assembly of Skål International and to present suggestions and motions for discussion when considered of general interest; to encourage maximum participation at the Annual World Congress of Skål International and other National or Area Committee events worldwide.

ARTICLE IV - COMPOSITION

The needs and organisational requirements of an Area Committee may not be exactly the same in every region. When an Area Committee due to size, legal system, current structure, economic and other situations cannot fully adopt these Model Statutes, this must be communicated to the General Secretariat, together with the proposed modifications, for a further decision by the Executive Committee. A National Committee/Affiliated Club is not required to be a member of the Area Committee where one exists.

a) Area Committee *Meetings*:

1) *Composition*:

- The delegates of the Clubs, who must be Active, Life, Retired or Associate (By-Laws Article 1, Section 1.1 (f) (i)) members, are the only authorised persons to vote on all subjects included on the Agenda.
- Each Club with up to 65 Active, Life and/or Retired members shall have one vote. Those Clubs with 66 or more Active, Life and/or Retired members will have the right to two votes whatever the total number of its members. No proxies will be permitted.

2) *Voting*:

- A Quorum shall exist when a minimum of 50% of the Clubs are represented by at least one voting delegate.
- Unless otherwise stated in these Statutes or Skål International regulations, all decisions will be by a simple majority.

3) *Meetings*: The Area Committee General Meeting is held once annually. Extraordinary General Meetings may be called in accordance with the procedures.

b) Area Committee Board of Officers:

1) *Meetings*: Meetings must be held at least twice annually, including on the occasion of the Area Committee General Meeting. One of these meetings can be held electronically if the ability exists for all National Committees and Affiliated Clubs to participate.

2) *Composition and elections*:

- *Elected Officers*: The President, one or two Vice Presidents, the Secretary and the Treasurer are elected by the delegates. The Board should also include a Public Relations/Communications Officer and a Membership Development Officer
- *International Councillor*: The Area Committee Annual General Meeting elects this position. Candidates for International Councillor, who must be either an Active or Life member shall be from one of the Affiliated Clubs.

c) Area Secretariat: The creation of a permanent Area Secretariat is encouraged, with an employed Executive Secretary/Treasurer to provide administrative and operational support to the National Committees and Affiliated Clubs and Skål International. The Area Committee General Meeting shall decide on the creation of the permanent Area Secretariat or the maintenance of an ordinary and voluntary Secretary and Treasurer.

ARTICLE V – NOMINATIONS AND ELECTION OF BOARD OFFICERS

1. *Nomination of Officers* - The nomination of candidates for officers of the Area Committee Board shall be made in writing to the Secretary at least 30 days prior to the Area Committee Meeting. The candidate must be supported by a curriculum vitae and must be an Active, Life, Retired or Associate member, except that Retired and Associate members may not hold representative office. The presentation of candidates “en bloc” is not permitted. In the event of no nominations being received for a position at the time of the election, candidates may be nominated from the floor. Should no candidates be presented, the existing Officers will remain, provisionally, and the General Secretariat must be informed for further action.
2. *Election of the Officers* – Election of officers shall take place at an Area Committee Annual General Meeting. In case of vacancies they may also be an item on the Agenda for an Extraordinary General Meeting called for this purpose.

3. *Voting procedure* – The first ballot will require an absolute majority (50% +1 of the valid votes cast). In the event of a second ballot being necessary, a simple majority (most votes) will decide.

ARTICLE VI – INTERNATIONAL SKÅL COUNCILLOR

- (a) The International Skål Councillor must be an Active or Life member and be from one of the Affiliated Clubs in the Area.
- (b) The International Councillor shall be a full voting member of the Area Board.
- (c) The International Councillor attends the Council meetings as representative of the Area Committee. This representative capacity bestowed by the National Committees and Affiliated Clubs is limited to perform the advisory and other powers and duties, which are given by the regulations of Skål International, to the International Council. This responsibility does not include the official and legal representation of the Area Committee, which is vested in the President.
- (d) The International Councillor shall ensure that the Area Committee Board is fully informed on all matters related with the duties as Councillor as specified in the Council Operations Manual.
- (e) The term of office for the Councillor shall be two years with the possibility for two further terms of two years. The office of International Councillor cannot be combined with any other Skål position.
- (f) If the Councillor is unable to attend a meeting of the Council, the Area President or another member of the Area Committee Board shall deputise. The Council President must be informed.
- (g) The President and Officers of the Area Committee Board can attend any meeting of the International Council, as observers. As a courtesy the President of the Council must be advised in advance.

ARTICLE VII – BOARD VOTING

1. *Quorum* - the quorum for all meetings of the Board of Officers shall exist when at least 50% of the Officers are present.
2. *Voting* - Each Officer of the Area Committee Board will have one vote. To present any motion at a Board meeting, a proposer and a seconder are required. A member of the Board cannot be deputised nor represented by a proxy vote at any meeting. In case of urgency, the President may ask the Officers for a mail or electronic vote at any time. In the event of a tied vote, the President will have the casting vote.
3. *Majority* - Unless otherwise stated in these Statutes or Skål International regulations, voting results will be decided by a simple majority (most votes).

ARTICLE VIII - AREA COMMITTEE MEETINGS

1. *Area Committee Annual General Meeting* – Each Area Committee must designate a date by which this meeting should be held annually. The Agenda shall include the election of Board Officers, as required, the report of the President, Secretary and Treasurer and annual budget and financial reports.
2. *Notice of meetings* - The President will inform the National Committees and Affiliated Clubs, the Officers of the Board and Skål International, in writing, sixty days prior to the meeting, of the time and place of the meeting and include an agenda, specifying the Area Committee offices due for election.
3. *Agenda* – National Committees and Affiliated Clubs must submit, in writing, to the Area Committee Secretary, any items they wish included on the Agenda and the name, together with a professional and Skål curriculum vitae, of any Skålleague they wish to nominate as candidate for the offices due for election, at least 30 days prior to the date of an Area Committee Annual General Meeting. Officers and Skål International may also submit any item to be included in the Agenda at least 30 days prior to the fixed date. The final Agenda, approved by the President, shall be sent to Board Officers, National Committees and Affiliated Clubs and Skål International by the Secretary at least fifteen days before to the date of the meeting.
4. *Extraordinary General Meetings* - These will be called if two-thirds of the Board Officers, or two-thirds of the member Clubs/National Committees, or one auditor or Skål International so require. Extraordinary meetings must be held within 30 days of the request for the meeting, at a generally convenient time and place decided by the Board. At the request of the Area Committee President, the Area Secretary convenes the National Committees and Affiliated Clubs, with copy to Skål International, at least 15 days before the date set and indicates in the convocation the detailed Agenda, according to the petition, for the meeting.
5. *Area Skål Congress* – Is held at least once a year and is open to all Skålleagues. The attendance at the Area Committee Congress is restricted to Skålleagues, who may be accompanied by up to four persons as long as these persons are first degree family members.

ARTICLE IX - TERM OF OFFICE³

- a) The term of office for President, Vice President, Secretary and Treasurer shall be 2 (two) ⁴years, with possible re-election up to a maximum of four years. The term of office for the positions of Public Relations/Communications Officer and Membership Development Officer shall be determined by the vote

³ *International Councillor term of office is covered under Article VI*

⁴ *one or two years*



at the Area meeting. The position of Secretary and Treasurer may be combined.

- b) Any member of the Area Committee Board who, without valid reason, fails to attend two consecutive Board meetings is considered to have resigned from the Board.
- c) If for any reason an Area Board Officer is unable to complete his term of office, the Area Board will co-opt an Active, Life or Retired member, for non representative office, from one of their National Committees or Affiliated Clubs to fulfil the vacant position until the next Area Meeting, when a new election will take place. The duration of this appointment will not be taken into consideration for time limit purposes.

ARTICLE X - COMMITTEES

The Area Committee Board may co-opt members to serve on committees for the purpose of studying special projects, or of carrying out specific duties as required.

ARTICLE XI - SKÅL INTERNATIONAL

- (a) Any member of a Club belonging to the National Committee or Affiliated Club who is a current, elected member of the Skål International Executive Committee will automatically be a non-voting member of the Area Committee Board.
- (b) The Executive Committee and Secretary General can attend any Area Committee meeting or activity or nominate a representative of their choice. As a courtesy the President of the Area Committee should be advised in advance.

ARTICLE XII - DUTIES OF THE AREA COMMITTEE PRESIDENT

- a) The President is entrusted with the duty and responsibility of executing the decisions of the General Meetings and the Area Committee Board.
- b) The President will preside over all meetings of the Area Committee, direct the discussions and deliberations, conduct the proceedings and ensure that the Area Committee functions effectively and efficiently.
- c) The President is the official and legal representative of the Area Committee. However, all documents legally binding on the Area Committee must bear the signature of the President jointly with a Vice President. The positions of President and Vice President are the only representative positions of the Area Committee.
- d) A Vice President, in order of seniority, shall deputise for the President and the Secretary for a Vice President whenever the necessity arises.
- e) The Area Committee President shall make a general report to Area Committee meetings concerning the activities of the Area Committee.

- f) The office of President may not be combined with any other position. Derogation to this must be approved by the Skål International Executive Committee.

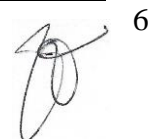
ARTICLE XIII - DUTIES OF THE AREA COMMITTEE SECRETARY

The Area Committee Secretary or the Executive Secretary/Treasurer is entrusted with the tasks of

- (a) drafting the minutes of the meetings of the Area Board and Area Committee Meetings
- (b) drafting and circulating the notice of meetings and reports from the same.
- (c) receiving, circulating, drafting and mailing all correspondence.
- (d) preparing the agenda for all meetings in agreement with the President
- (e) fulfilling the Area Committee responsibilities towards Skål International and the National Committees and Affiliated Clubs.
- (f) ensuring updates to the Statutes of the Area Committee are in line with the amendments to the official publications of Skål International and that the terms therein are respected.
- (g) certifying any matters or information concerning the Area Committee

ARTICLE XIV – DUTIES OF THE AREA COMMITTEE TREASURER

- (a) The Area Board will prepare a budget for the income and expenditure of the Area Committee, including the expenses of the International Councillor, for submission to the Area Committee Annual General Meeting.
- (b) The financial income of the Area Committee is provided by the annual subscriptions, fund-raising, sponsorship, transfers from Skål International, donations and any other forms of legal income.
- (c) The Area Committee funds are used for administrative and other expenses such as development, events, public relations, seminars, etc. but always in keeping with the budget, the duties of the Area Committee and overall aims and objectives of the Skål Movement.
- (d) The Area Treasurer keeps the accounts of the Area Committee, receives, deposits and manages the Area Committee's funds in accordance with Skål regulations.
- (e) The Area Committee Treasurer makes all payments of expenses incurred on behalf of the Area Committee under the control of the President. Vouchers must be signed by the President and Treasurer or in the absence of the President, by a Vice President or by the Secretary in the absence of the Treasurer. Any expenses additional to those in the approved budget must have the prior approval of the Area Committee Board.

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- (f) The Area Committee Treasurer keeps the Area Board regularly informed of the financial situation and presents an annual report and a balance sheet to the Area Committee Board, which after agreement is submitted to the Annual General Meeting for approval.
- (g) The financial year will be from 1 January to 31 December.
- (h) Skål International may intervene to modify the financial policy of the Area Committee when it is considered not in accordance with the needs or interest of the Skål Movement.

ARTICLE XV - ANNUAL MEMBERSHIP FEES

The main finances of the Area Committee are derived from annual membership fees levied on all National Committees and Affiliated Clubs and which shall be paid to the Area Committee Treasurer. The Area Committee Treasurer shall determine the fees with the Treasurer of each National Committee and Affiliated Club.

The amount of the annual membership fees shall be agreed by the Area Committee at an Annual General Meeting held at least six (6) months prior to the membership fees falling due.

ARTICLE XVI - AREA COMMITTEE AUDITORS

- a) Two auditors, nominated from among the Active, Life and Retired members and who are not members of the Area Committee Board, shall be elected by the delegates at the Annual General Meeting.
- b) The Auditors shall be elected for a term of office of two years. To ensure continuity, the election of one auditor will be held in alternate years.
- c) The Auditors are directly accountable to the Area Committee Annual General Meeting of Delegates and ultimately to the Skål Movement. They shall not be members of the Board of the Area Committee during their term of office.
- d) The auditors shall check and verify the Area Committee's accounts, balance sheet and financial situation. They shall present a written report, with comments, to the Annual General Meeting. In exercising their duties the Auditors have the right to check all financial documents which shall be done in the presence of the Area Committee Treasurer. The auditors also have the obligation to review the Area Board's operations and include any findings in their annual report.
- e) In the event of irregularities being found, the Auditors will inform all members of the Board, in writing, or by electronic mail immediately. When, in the opinion of an Auditor, the irregularities found are of such a nature that could cause the suspension or expulsion of a member the Auditor must also inform Skål International immediately about the irregularities.

- f) Either Auditor may act independently of the other or in the event of irregularities either Auditor has the right to request that an Extraordinary General Meeting be called.

ARTICLE XVII - AREA COMMITTEE HONORARY TITLES

- (a) The Area Committee Board may propose the distinctions of Honorary President and Honorary Member, followed by the name of the Area Committee, on past and present members of the Area Committee Board who have distinguished themselves in their service to the Skål Movement. Members receiving such distinctions only enjoy special privileges within the area, shall not receive a special badge and the granting of this distinction shall not be reported to Skål International.
- (b) The decision to bestow Area Committee honorary titles shall be an item on the Agenda for the Annual General Meeting. It requires an absolute majority vote to be passed.
- (c) Members receiving these distinctions will retain their active, life or retired membership of Skål International.
- (d) The distinction "Membre d'Honneur" shall not be used by Area Committees, as this distinction is reserved solely for the use of Skål International.

ARTICLE XVIII - MODIFICATIONS TO THE AREA COMMITTEE STATUTES

1. Modifications to these statutes can only be decided at an Area Committee Meeting providing that two-thirds of delegates present approve the proposed modifications. However, when a change in the Area Committee Statutes is made necessary by modifications to the official publications of Skål International, the Board shall prepare the required amendments and inform the National Committees and Affiliated Clubs of the reasons for the changes, without asking for the otherwise, necessary vote. All changes must be approved by the Statutes Director.
2. Proposals for modifications must be made in writing to the Area Committee Secretary at least 30 days prior to an Annual or Extraordinary General Meeting.

ARTICLE XIX - DISMISSAL OF THE AREA BOARD AND DISSOLUTION OF THE AREA COMMITTEE

1. The Executive Committee of Skål International may take the decision to dismiss from their positions the members of the Area Committee Board. The Executive Committee may then decide to put the official and legal representation, supervision of the duties and wealth of the sanctioned body under the control of the General Secretariat.




2. The Executive Committee may decide to suspend or dissolve an Area Committee.
3. If the Area Committee is suspended, dissolved or terminated then the Board, in consultation with Skål International, shall first honour all debts. All payment orders and other vouchers must bear the signature of the President, the Treasurer and the two Auditors. All remaining assets, funds and wealth shall be administered under the authority of Skål International, which may distribute them between the existing National Committees and Affiliated Clubs within the area or preserve them until a new Area Committee is formed.

ARTICLE XX - FINAL AUTHORITY

In case of conflict between the different sets of regulations, the official Skål International Statutes and By-Laws will take precedence followed by these Statutes. Should there be any conflict between the laws of the region covered by the Area Committee and the official publications of Skål International, the Statutes Director of Skål International must be informed immediately, to allow the situation to be deliberated on and a decision made by the Executive Committee.

Area Committee Statutes and subsequent modifications to the same, always require the approval of the Statutes Director of Skål International who will consult with the Executive Committee before publication.

NB: The President and Secretary of the Area Committee must sign each page of these Statutes

DATE & SIGNATURE

19th of June 2020

ERIC ETIENNE
PRESIDENT,
SKÅL AREA COMMITTEE



DATE & SIGNATURE

19th of June 2020

FLORIN TANCU
SECRETARY,
SKÅL AREA COMMITTEE

