



NETWORK CHARTER

Article 1 - Name

A non-profit association according to articles 60-79 of the Swiss Civil Code has been established under the name of European Basic Skills Network, with the official abbreviation EBSN, and an official website, www.basicskills.eu. The association shall operate as a network and may hereafter be called so.

Article 2 – Legal status

2.1. This non-profit association is domiciled in Switzerland, c/o Schweizerischer Verband für Weiterbildung (SVEB), Oerlikonerstrasse 38, 8057 Zürich.

2.2. The status of EBSN as an association is regulated by the present Charter.

Article 3 – Vision and objectives

3.1 The EBSN's vision is to make sure that all inhabitants of Europe have the level of basic skills they need to have access to lifelong learning, ensure their employability and be active citizens.

3.2 The objective of the network is to foster policy developments in the field of basic skills for adults, providing a platform for proactive cooperation and collaboration between policy makers and policy providers in the field.

3.3 The term basic skills implies in particular literacy, numeracy, digital competence, oral communication and language for inclusion of immigrants.

Article 4 - Activities

4.1 - Working through its members the network will

4.1.1 – promote the establishment of a European consensus at policy level regarding the field of basic skills for adults,

4.1.2 - promote cooperation, collaboration and knowledge exchange and transfer between existing institutions and networks involved in policy development and implementation in the field,

4.1.3 - organize or support the organization of conferences, workshops and seminars to

raise awareness and promote knowledge based policy development in the field,

4.1.4 – recommend, facilitate, foster, and disseminate results of relevant research and development at European level,

4.1.5 - make available information about current developments in the field within and beyond European borders,

4.1.6 - participate in world-wide cooperation and collaboration, and encourage its members to take part in collaborative projects,

4.1.7 - advise relevant national and international bodies, governmental and non-governmental, regarding the development of basic skills training in Europe.

4.2 - The network as such will in no case incur financial obligations such as those that could be the consequence of participation in international projects or of the organization of conferences and seminars. Such activities will formally be entirely the responsibility of the involved members but not of the network itself.

Article 5 – Membership

5.1. Target group and general characteristics

5.1.1. Membership is open to policy makers and policy providers in the area of basic skills for adults. The main target group of the EBSN are Europe-based institutions, but relevant institutions beyond Europe are also invited to join.

5.1.2. Membership is only institutional, not individual. Each institution can nominate up to three contact persons but can cast only one vote at elections.

5.1.3. Full members pay full membership fee, have a vote at the annual General Assembly (GA) and are eligible for the Executive Committee (EC).

5.1.4. Associated members pay a reduced fee, are listed on the project's web site and are welcome to the annual conferences and other activities.

5.2. Membership types

Full membership:

- Ministries and governmental agencies (GOV)
- Regional educational authorities and agencies (REG)
- Research institutions and universities (RES)
- National provider associations (NP)
- Relevant NGOs at significant policy providing level (NGO)
- International institutes and agencies (INT)
- European and national networks (NET)

Associated members:

- Relevant international associations and networks (INET) and relevant institutions outside Europe (NE)

5.3. Establishment of membership

5.3.1. Institutions may apply for membership in writing using forms prepared by the Executive Committee and presented through the network's web site.

5.3.2. Applications are evaluated by the Executive Committee according to the network's eligibility criteria (see membership types), and a list of preliminary accepted candidates is presented at the annual GA. The GA accepts or rejects each of the candidates by simple majority. The decision is definite and not appealable.

5.3.3. Membership starts officially at the date of acceptance by the GA. New members will be invoiced for 50% of the annual fee on their first year.

5.4. End of membership

5.4.1. Membership ends:

- by dissolution of the member institution,
- by withdrawal from the association,
- by expulsion.

5.4.2. A member can withdraw from the association by giving a six months' notice in writing to the Secretariat. Withdrawal shall take effect at the end of the financial year in which the notice of withdrawal is received by the Secretariat.

5.4.3. A member of the association can be expelled from membership for acting against the charter of the association, or for failing to meet the financial obligations for more than one year. The Executive Committee shall be entitled to expel a member. Its decision is definite and not appealable.

Article 6 - Governance of the Association

The Association consists of:

- the General Assembly (GA)
- the Executive Committee (EC)
- the Secretariat.

The GA governs the network and delegates its authority to the EC. The administrative running of the network is in the hands of a Secretariat.

6.1. General Assembly

6.1.1. There shall be an annual General Assembly (GA) of the association, where all eligible members are entitled to participate with one voting member per institution.

6.1.2. The GA is the one legislative organ and ultimate forum of appeal of the association.

6.1.3. The agenda of the ordinary annual session of the general assembly must include:

- approval of the record of the previous General Assembly
- presentation of the EC's annual report on activities
- formal approval of new members
- presentation of financial report by the treasurer
- approval of the budget
- approval of reports and accounts
- election of members for the Executive Committee
- other business

6.1.4. Except if otherwise specified in the present Charter, for all decisions and elections the simple majority is decisive. Those present and those represented through a written proxy to another member are eligible to vote. If a situation arises where a majority of the members is unable to attend the GA, the Executive Committee may allow members who cannot attend to cast their vote by e-mail before the GA. In case of equality of votes, the chair of the Executive Committee shall have the casting vote. No members should represent by proxy more than three other members.

6.1.5. No business shall be transacted at any GA unless a quorum of one third of the members is present at the time when the meeting proceeds to business. If a GA is found to be inquorate, the next meeting is quorate with no regard to the number of participants providing the same agenda.

6.2. Executive Committee

6.2.1. The GA shall be entitled to delegate the running governance of the network to the Executive Committee.

6.2.2. The Executive Committee shall be composed of five to seven individuals representing member institutions, and shall be elected at the annual GA.

6.2.3. Among the elected members of the Executive Committee shall be one Chair. The chair is chosen by the GA among the elected members of the EC.

6.2.4. The term of office of an Executive Committee's member shall be two years. The term of office of the Executive Committee's newly elected members begins immediately after the conclusion of the meeting at which they have been elected. No person shall serve more than three consecutive two year terms as a member of the Executive Committee.

6.2.5. Although membership in the network is institutional, the election to the EC is personal. EC members leaving the institution in which they worked at the time of their election shall leave their seat vacant until the next GA.

6.2.6. The EC has the power to elect a temporary member of the EC in case of withdrawal or expulsion of a sitting EC member. The vacant seat will be up for ordinary election in the next GA.

6.2.7. Every voting member has the right to nominate candidates for election to the Executive Committee. The invitation for nominations shall be included with the announcement of the annual GA. The Executive Committee shall see that there are nominations of at least one candidate for each of the vacant seats.

6.2.8. The Executive Committee will convene at least twice a year, once in connection with the GA and at least once virtually or in person. For decisions and elections of the Executive Committee the simple majority of the present members shall be decisive. In the event of an equality of votes, the Chair shall have the casting vote.

6.3. Secretariat

6.3.1. The EBSN Secretariat shall be hosted by one of the member institutions.

6.3.2. The host institution is elected by the General Assembly for a minimum period of one year.

Article 7 – Convening Meetings and Putting Items on the Agenda

7.1. Unless exceptional circumstances make it impossible, the annual GA shall take place before 1st July at a date and place announced by the Executive Committee at least two months in advance.

7.2. The GA must be convened no later than 20 days prior to the date of the meeting by written message to the members.

7.3. Members may propose to extend the agenda fixed by the EC to include issues submitted in written form to the Secretariat thirty days prior to the GA.

7.4. For the amendment of this charter, a notice of the proposed amendment must be mailed to the entire membership of the association at least thirty days in advance of the GA.

7.5. For the dissolution of the association, the Secretariat shall circulate by letter sent to every member of the association no later than 21 days before the extraordinary GA the exact terms of any proposal to dissolve the association.

Article 8 - Finance

8.1. The income of the association consists of membership fees paid by its members. Donations are accepted.

8.2. The rate and method of payment of fees shall be determined (maintained or revised) by the annual GA on the recommendation of the EC.

8.3. An annual budget shall be prepared by the EC for consideration and approval by the annual GA.

8.4. The annual budget shall cover the running costs of the Secretariat (including maintenance of web site and information material, if approved by the GA).

8.5. Neither the Secretariat's hosting institution nor the network's official domicile shall be made accountable for the possible negative results of economic decisions taken by the Executive Committee and/or the General Assembly.

8.6. The financial year runs from 1st January to 31st December.

Article 9 – Amendments

9.1. This Charter may be amended or altered at the annual GA with the support of at least 2/3 of the members present at voting.

9.2. Amended charters shall be signed by the sitting Executive Committee.

Article 10 – Dissolution

10.1. The EBSN can be dissolved by decision of the annual GA or at an extraordinary GA called for that purpose. For the dissolution of the association a two thirds majority of the members present and voting is required.

Article 11 - Adoption

This amended Charter, which replaces the founding Charter approved by the GA on 27th June of 2011 in Vaduz, was adopted by the GA gathered in Prague, Czech Republic, on May 30th of 2012.

On behalf of the Executive Committee:

Prague, May 30th of 2012

Graciela Sbertoli
Chair of the Executive Committee

Bernhard Grämiger
Member of the Executive Committee