



## General Council 2017

Date: **Friday 17th November 2017 at 09:00**

Place: **Fleming's hotel, Vienna**

The General Council will take place during the 16th EPEA conference.

1. **Opening**, by Chair Annet Bakker

2. **Reports and status**

Reports on EPEA activities, development, accounts and economy.

Chair Annet Bakker

Secretary Cecilie Høisæter

Treasurer Nyggi Aggernæs

3. **Proposals of alterations of the Constitution**

The EPEA Steering Committee (SC) has suggested several changes for the constitution. The suggested new full constitution, based on these suggestions and including earlier amendments, is attached this agenda as Appendix 10 (pages 8-14). The *current* constitution can be found at the EPEA web page ( [www.epea.org/portfolio/epea-constitution/](http://www.epea.org/portfolio/epea-constitution/) )

### **Votation over proposed changes**

The suggested changes to the constitution are also broken down into 9 items, listed as Appendixes 1-9 to this GC agenda (pages 4-7). Each of the appendixes with proposed changes will form the basis for the votation at the GC.

### **Need for revision of Constitution and organizational roles?**

The SC would like to draw the attention of the GC to the Constitution and the organization structure. We would suggest that it would be healthy for the EPEA to discuss some aspects of the Constitution and the organization structure (f.i. RRs, LPs, branches, elections etc), to make sure that the EPEA has the optimal base for reaching our goals. The SC therefore encourages the LPs, members and branches to discuss this broadly in the organization, both nationally, regionally and internationally. The SC would be pleased to receive input from the GC towards how to conduct such a process.

#### **4. Elections for EPEA Steering Committee**

All Steering Committee members will be up for election in 2018. The SC has proposed an amendment to the Constitution to make it possible conduct all elections electronically, which will hopefully make election processes easier and more transparent.

#### **The Treasurer**

The Treasurer is actually up for election in 2017. Due to the work load of the conference and the need for an experienced treasurer before and after this important event, the Steering Committee kindly asks the GC to accept that Nyggi Aggernæs continues his office until 1<sup>st</sup> July 2018.

#### **Regional Representatives (RR)**

There are no Regional Representatives (RRs) up for election until 2018. The Eastern RR post (currently Ioana Morar) is due to be up for election in 2019. The other 4 Regional Representatives were elected for 3 years at the 2015 GC. This means that these RR posts will be up for election in 2018.

#### **The Secretary**

The Secretary position will be up for election in 2018. The current Secretary has asked to leave office before that. The SC has looked for an interrim Secretary, in accordance with the constitution:

*5.d)(vi) Vacancies arising within the Steering Committee during a term of office may be filled for the remainder of the period by the Steering Committee itself*

The Secretary vacancy was announced in the EPEA September Newsletter, and 3 interesting and qualified candidates responded, from Greece, Belgium and Portugal. Only one candidate was an EPEA member and had been notably involved in EPEA activities. He has highly relevant experience and background. He also represents a country which has not been represented in the Steering Committee (at least not for long). The Steering Committee has therefore chosen Jose Alberto Pereira Pinto from Portugal as the interim secretary from November 2017 – 1.July 2018. The SC kindly asks the GC to warmly welcome Jose Alberto.

### **The Chair**

The Chairperson will also be up for elections in 2018.

### **Election process in 2018**

The SC aims to announce and conduct all elections during Spring 2018, and 1<sup>st</sup> July 2018 will be the start date for elected Chair and Secretary.

The SC therefore suggests that the other newly elected SC members also start office on this date.

On behalf of the  
EPEA Steering Committee

**Annet Bakker**

Chair Person

# Appendixes

as described under agenda item 3. *Proposals of alterations of the Constitution.*

The EPEA Steering Committee would like to propose the following changes to the Constitution of the EPEA:

## Appendix 1

At present, Section 3.a) reads:

*Full membership is open to individuals and organisations involved in the field of prison education, or in related areas with offenders or ex-offenders, in Europe. Associate membership is open to others.*

Proposed change for Section 3.a) to read:

*Full membership is open to individuals and organisations involved in the field of prison education, or in related areas with prisoners or ex-prisoners, in Europe. Associate membership is open to others.*

## Appendix 2

At present, Section 3.e) reads:

*Postal ballots shall be restricted to full members as follows:*

Proposed change for Section 3.e) to read:

*Postal or electronic ballots shall be restricted to full members as follows:*

## Appendix 3

At present, Section 4. reads:

*Elections*

*All the elections within the association shall be by secret ballot and by means of the single transferable vote.*

Proposed change/addition for Section 4 to read:

*Elections*

*a) All the elections within the association shall be by secret ballot, physical or electronic (endnote), and by means of the single transferable vote.*

*b) Only members of the EPEA can run for elections*

*Endnote: Physical in the sense of an envelope containing the paper ballot, either used in a General Council by a voting person or an envelope sent by regular mail during a postal election procedure for all members. Electronic in the sense of a vote collected electronically during a General Council or collected by an online electronic platform - specially designed used for this purpose - during an election procedure for all members. All voting system should provide elections by secret ballots*

#### **Appendix 4**

Proposed additional element under for Section 5.a) Branches:  
*(iv) each country may only have one branch*

#### **Appendix 5**

At present, Section 5.b) ii) reads:

*(ii) Each region will have one Regional Representative elected to the Steering Committee from among the members of the constituent countries of that region.*

Proposed change for Section 5.b) ii) to read:

*Each region will have one Regional Representative elected to the Steering Committee from among the members of the constituent countries of that region. The Regional Representatives will be elected by each regions Liaison Persons and serve the SC for a period of three years. If there is no concluding outcome of this election procedure, the SC will decide who will serve as the Regional Representative.*

#### **Appendix 6**

At present, Section 5.c)i) reads:

*The General Council shall consist of the two liaison persons from each affiliated country together with the officers of the association.*

Proposed change for Section 5.c)i) to read:

*The General Council shall consist of the two liaison persons from each affiliated country's branch together with the officers of the association.*

## **Appendix 7**

At present, Section 5.d)i) reads:

*The Steering Committee shall consist of officers elected by a postal ballot of members and members elected by Regional Sections.*

Proposed change for Section 5.d)i) to read:

*The Steering Committee shall consist of officers elected by a postal or electronic ballot of members and the Regional Representatives*

*The Officers will be:*

- 1. The Chairperson*
- 2. The Secretary*
- 3. The Treasurer*

## **Appendix 8**

At present, Section 5.d)i)b) reads:

*No one member can serve more than 6 consecutive years on the SC (except for the Chair who can serve to a maximum of 7 years) without taking a subsequent break of 3 years before being allowed to take part in any reelection. If a Steering Committee member leaves before reaching their maximum term they may return after an absence of 3 years.*

Proposed change for Section 5.d)i)b)to read:

*No one member can serve more than 6 consecutive years in the same position in the SC (except for the Chair who can serve to a maximum of 7 years) without taking a subsequent break of 3 years before being allowed to take part in any reelection. If a Steering Committee member leaves before reaching their maximum term they may return after an absence of 3 years.*

## **Appendix 9**

At present, Section 5.d)viii) reads:

*A group of 4-7 individuals who have contributed to the growth and formation of the EPEA shall be constituted as advisers to the Steering Committee and the Association. These individuals shall be offered such a role by the Steering Committee.*

Proposed change for Section 5.d)viii) to read:

*The Steering Committee can grant lifelong membership to those individuals who have significantly contributed to the growth and formation of the EPEA.*

## **Appendix 10 – See pages 8-14**

Full, new constitution as suggested by Steering Committee.

Including amendments from previous GCs and also including changes as suggested in Appendix 1-9.

# **Full Constitution**

## **as adopted by the General Council**

**Vienna, November 2017**

### **1. Name**

The name of the Organisation shall be the European Prison Education Association (EPEA).

### **2. Aims**

(a) The aims of the association shall be:

(i) To promote education in prison according to the Recommendation No. R (89) 12 of the Committee of Ministers to member States of the Council of Europe (1989).

(ii) To support and assist the professional development of persons involved in education in prison through European co-operation.

(iii) To work with related professional organisations.

(iv) To support research in the field of education in prison.

(b) 'Education in prison' is defined as formal, informal and non-formal education provided for all persons who are under the supervision of the judiciary, whether sentenced or awaiting trial, and whether serving a sentence in prison or in the community.



(c) 'Persons involved' are defined as all those working in the field of education in prison and in related disciplines.

### **3. Membership**

(a) Full membership is open to individuals and organisations involved in the field of prison education, or in related areas with prisoners or ex-prisoners, in Europe. Associate membership is open to others.

(b) The Steering Committee shall have the right to accept or reject applications for membership of the association.

(c) An annual membership subscription shall be charged for each category of membership as determined from time to time by the Steering Committee.

(d) Voting at meetings shall be restricted to full members as follows:

(i) individual member: one vote

(ii) organisations: two votes for each organisation. Organisation representatives may not also vote in an individual capacity.

(e) Postal or electronic ballots shall be restricted to full members as follows:

(i) individual member: one vote

(ii) organisation: two votes per organisation.

(f) The Treasurer shall maintain an updated register of all members and this shall be available on request to any member.

### **4. Elections**

(a) All the elections within the association shall be by secret ballot, physical or electronic<sup>i</sup>, and by means of the single transferable vote.

(b) Only members of the EPEA can run for elections

## **5. Organisation**

(a) Branches

Country members in any country which has its own prison system may form a branch affiliated to the association subject to:

(i) having at least 10 individual members of the EPEA,

(ii) its affiliation being approved by the Steering Committee.

(iii) its adherence to the rules and policies of the Association. Branches may, if desired, divide into sub-units. Each country's branch shall elect two liaison persons to represent it on the General Council, at least one of who should be in daily contact with prisoners.

(iv) each country may only have one branch

(b) Regional Section

(i) There will be 5 Regions consisting of at least three countries, which may be formed with the agreement of the relevant liaison persons and the approval of the Steering Committee, or as determined by General Council

(ii) Each region will have one Regional Representative elected to the Steering Committee from among the members of the constituent countries of that region. The Regional Representatives will be elected by each regions Liaison Persons and serve the SC for a period of three years. If there is no concluding outcome of this election procedure, the SC will decide who will serve as the Regional Representative.

(iii) The composition of Regional sections may be altered with the agreement of the relevant countries and the approval of the Steering Committee, or by General Council.

(c) The General Council

(i) The General Council shall consist of the two liaison persons from each affiliated countryies Branch together with the officers of the association.

(ii) It shall be convened at least once every two years.

(iii) It shall determine policy of the association in accordance with the constitution.

(iv) Liaison Persons who are unable to attend General Council can authorise another member of their branch to vote in their place. This authorization must be in writing and given to the Secretary prior to the General Council Meeting.

(d) The Steering Committee

(i) The Steering Committee shall consist of officers elected by a postal or electronic ballot of members and the Regional Representatives

The Officers will be:

1. The Chairperson
2. The Secretary
3. The Treasurer

(ii) Each person elected to officership of the association – with the exception of the Chairperson – shall be elected for a three year period.

(a) Chairperson: The person elected shall serve for one year as Deputy Chairperson, followed by three years as Chairperson.

(b) No one member can serve more than 6 consecutive years in the same position on the SC (except for the Chair who can serve to a maximum of 7 years) without taking a subsequent break of 3 years before being allowed to take part in any reelection. If a Steering Committee member leaves before reaching their maximum term they may return after an absence of 3 years.

(iii) Each officer shall be responsible to the Steering Committee for the proper discharge of his or her duties.

(iv) The Steering Committee shall administer the association in line with policies determined by the General Council.

(v) The Steering Committee shall meet at least three times every two years.

(vi) Vacancies arising within the Steering Committee during a term of office may be filled for the remainder of the period by the Steering Committee itself.

(vii) The Steering Committee can co-opt non-voting specialists if they so wish, at their discretion and for a period of time and a schedule of tasks that they deem appropriate. The Chairperson will invite such individuals to Steering Committee meetings as dictated by the agenda.

(viii) The Steering Committee can grant lifelong membership to those individuals who have significantly contributed to the growth and formation of the EPEA.

## **6. Notice and Administration of Meetings**

### **(a) General Council Meetings**

(i) Three months' notice shall be given of this meeting.

(ii) The meeting shall be called by the Secretary.

(iii) Notices of motion shall be received by the Secretary no later than six weeks prior to the meeting and circulated to participants no later than 21 days prior to the meeting.

### **(b) Steering Committee Meetings**

(i) Two months' notice of Steering Committee meetings shall be given to Steering Committee members.

- (ii) Meetings of the Steering Committee shall be called by the Secretary
  - (iii) The quorum for the Steering Committee meetings shall be 1 Officer together with 4 voting Steering Committee members
- (c) Regional Sections and Country Branches Regional Sections and Country branches shall devise rules and procedures for conducting their own meetings and business. These rules and procedures may be referred by any member to the Steering Committee or General Council for approval

## **7. Finance**

- (a) All monies raised by or on behalf of the Association shall be applied to further the aims of the Association and for reasonable expenses.
- (b) The Association shall keep proper accounts.
- (c) Bank accounts shall be agreed in the name of the Association. The Steering Committee shall authorise, in writing, the Treasurer of the Association and up to three other members of the Steering Committee to sign cheques on behalf of the Association. The Steering Committee shall determine the number of signatures required on transactions.
- (d) The Treasurer shall maintain the financial records of this Organisation in such a manner that will permit a successful audit by a competent auditor.

## **8. Alterations to the Constitution**

- (a) Alterations to this constitution shall receive the assent of no less than two thirds of those present and eligible to vote at a General Council meeting and the assent of more than half of those voting on a ballot of members.

(b) A proposal to change the constitution must be received by the Secretary no later than two months prior to a General Council meeting and be circulated one month prior to the meeting.

## **9. Dissolution**

If the Steering Committee, by a simple majority of its full membership, decides that it is necessary to dissolve the association it shall call a General Council meeting for this purpose, giving the normal notice (as in 6 (a) iii above). A motion favouring dissolution must be approved by two-thirds of those voting at a General Council meeting. Any remaining money shall be disposed of as decided by the meeting.

- o O o -

---

<sup>i</sup> *Note to Section 4.a): Physical in the sense of an envelope containing the paper ballot, either used in a General Council by a voting person or an envelope sent by regular mail during a postal election procedure for all members. Electronic in the sense of a vote collected electronically during a General Council or collected by an online electronic platform - specially designed used for this purpose - during an election procedure for all members. All voting system should provide elections by secret ballots*