

**IFLA EUROPE****THE EUROPEAN REGION OF THE INTERNATIONAL FEDERATION OF LANDSCAPE ARCHITECTS
LA RÉGION EUROPÉENNE DE LA FÉDÉRATION INTERNATIONALE DES ARCHITECTES PAYSAGISTES**

> NOT-FOR-PROFIT ORGANISATION <

REGULATIONS

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1. INTRODUCTION

1.1 - The following Regulations have been compiled to compliment the approved Statutes of IFLA EUROPE in terms of administration and operational procedures in the conduct of its regular everyday functions and business.

1.2 - The Regulations exist to provide guidance and assistance for the efficient, effective and economic operations of IFLA Europe.

1.3 - The Regulations should be utilised for best effect in day-to-day operations and interpreted on every occasion in a manner that allows IFLA EUROPE to move forward in an enlightened and positive manner. They are not to be viewed or utilised as an unnecessarily restrictive code of practice.

1.4 - It is intended that these Regulations conform to those set out by the International Federation of Landscape Architects (IFLA) and where any particular clause or guidance may give rise to a suggestion of conflict this matter must be resolved by a meeting of the IFLA Executive Council.

1.5 - The Regulations may be amended only by agreement at a meeting of the General Assembly of IFLA EUROPE and following a positive, majority vote by two thirds of the eligible voting members present and represented.

2. COMMUNICATION

2.1 - The Secretariat of IFLA EUROPE shall ensure that all communication information is copied to all relevant parties associated, namely all members and associations in each and every category of membership.

2.2 - It is the duty of all members, member associations and any other relevant and appropriate body that wishes to receive information regarding the operations of IFLA EUROPE to ensure that IFLA EUROPE is provided with up-to-date information regarding contact details (i.e. contact names, addresses, telephone numbers, e-mail addresses, website and social networks addresses, etc.).

2.3 - IFLA EUROPE cannot be held responsible for any member or member association that fails to comply with clause 2.2 of these Regulations.

2.4 - IFLA EUROPE will endeavour to inform all relevant parties of all pertinent information relating to the operations, opportunities and business of IFLA EUROPE and its associated organisations in an efficient and effective manner. This will comprise for the most part email communications and the posting of all relevant information on the IFLA EUROPE website, news brief,

blog, social networks accounts, etc. The website will be updated regularly as appropriate.

3. DELEGATED POWERS & DUTIES *BOARDS, COMMITTEES, WORKING GROUPS, PRESIDENTS, DELEGATES & REPRESENTATIVES*

3.1 - In addition to the responsibilities placed upon the Executive Council and the principal officers of IFLA EUROPE under the official Statutes, the following guidelines outline the delegated powers and operational duties that are granted to direct the various Boards, Committees, Working Groups and individual Presidents, Delegates and representatives in the effective and efficient delivery of the demands made by the Strategic and associated Action Plan(s) of IFLA EUROPE.

3.2 - IFLA EUROPE shall establish Boards, Committees and Working Groups tasked with specific objectives to deliver the aims and objectives of the Strategic and associated Action Plan(s).

The nominated Chairs of Committees/Working Groups shall be granted delegated powers to prepare and make statements on behalf of their Committee/Working Group on those specific subjects they have been granted specific responsibility for. No other member or representative of any Committee or Working Group has the power to make statements on behalf of IFLA EUROPE.

Such statements shall be made by the Chairs without reference to the Executive Council or the General Assembly subject to the following conditions:

- a. the statements must be agreed by a simple majority of the members of the Committee (see also article 3.8 below);
- b. the President and Secretary General are presented with a report of the action taken to include a copy of any statement made and any additional relevant information to be signed and dated by the Committee Chair confirming the agreement of the Committee;
- c. the statement must be referred to the Executive Council before being issued when this is specifically requested in the case of there being strong objection by a dissenting member of the Committee or when, in the opinion of the Committee Chair, the advice of the Executive Council should be sought;
- d. following consultation on any such statement the Executive Council may decide to refer the matter to the General Assembly in order to further develop the appropriate guidelines for the organisation and operations of the Committees and Working Groups.

3.3 - Each Committee and Working Group shall maintain appropriate records and minutes of its meetings



and proceedings. Copies of these records and minutes shall be posted onto the website within one calendar month of the completion of any such meeting to be made available to all IFLA EUROPE members.

3.4 - Any matters that require determination at any Committee or Working Group meeting shall be decided by a simple majority vote cast by the members or representatives present and eligible to vote. In the case of a tied vote, the Chair shall have a deciding or possibly second vote.

3.5 - In order for any Committee or Working Group to be quorate there needs to be a minimum of fifty percent of the acknowledged committee members present at the meeting.

3.6 - Each Committee and Working Group shall assess, no later than two calendar months before the planned meeting, the scope and financial implications of its predicted operations for the forthcoming year - in accordance with the Strategic and associated Action Plan(s) - to be presented to the Treasurer prior to the General Assembly in order that an appropriate budget can be allowed for in the financial statements to be presented to that General Assembly.

3.7 - Committees and Working Groups may invite individual experts or specialist groups from outside IFLA EUROPE to help assist with the accomplishment of its delegated responsibilities. The financial implications of any such involvement must either fall within the pre-agreed financial budget of the committee or working group or specific, written, prior approval must be obtained from the Treasurer to go ahead with any such proposal.

3.8 - Working Groups will be set up from time to time either under the direct leadership of the predetermined Committees or by special request of the Executive Council or General Assembly. The designated Chair of any such Working Group will either be the elected Chair of the specific Committee or an elected member of the Executive Council. Only the Chair of the Working Group will have the delegated power to speak on behalf of IFLA EUROPE in relation to matters pertinent to the Working Group.

4. ALL PARTIES - ROLES & RESPONSIBILITIES

4.1 - IFLA EUROPE ASSOCIATIONS – PROFESSIONAL BODIES & MEMBERSHIP

All Professional Bodies that attain any level of membership within IFLA EUROPE shall...

- a. help define, establish, contribute to, reinforce and promote all IFLA EUROPE policies identified within the Strategic and associated Action Plan(s);

- b. encourage all members within their associations to become involved and engaged with the effective and efficient implementation of IFLA EUROPE projects identified within the Strategic and associated Action Plan(s);
- c. help define, establish, contribute to, reinforce and promote the school recognition process within IFLA EUROPE;
- d. encourage appropriately established landscape schools to apply for IFLA EUROPE recognition of their landscape architectural courses.

4.2 – IFLA EUROPE MEMBERS’ ETHICAL AND PROFESSIONAL CONDUCT

All members of any IFLA EUROPE association, whatever their category of membership, must behave in accordance with the standards of professional conduct and practice laid down by the IFLA EUROPE ‘Code of Ethics and Professional Conduct’ (available from the Secretariat). Members are expected to be guided in their professional conduct and work as much by the spirit of the Code as by its express terms.

4.3 - IFLA EUROPE WORKING DELEGATES

All Delegates and volunteers working on behalf of IFLA EUROPE in whatever capacity shall...

- a. act as the specific point of contact and liaison between their national association (professional body) and IFLA EUROPE;
- b. be fully briefed by their professional body in order to represent the views of the national association at any specific Working Groups or IFLA EUROPE meetings or General Assemblies;
- c. recognise they represent IFLA EUROPE as the European Region of IFLA; where there are two independent Delegates each representing one of the organisations they must ensure they collaborate and communicate effectively and efficiently to the benefit of the organisation in its entirety;
- d. be a member of one of the IFLA EUROPE Committees and participate in at least in one Working Group or project identified within the Strategic and associated Action Plan(s);
- e. encourage all members within their associations to become involved and engaged with the effective and efficient implementation of IFLA EUROPE projects identified within the Strategic and associated Action Plan(s).

4.4 IFLA EUROPE PRESIDENT

The elected President of IFLA EUROPE shall...

- a. be elected by the IFLA EUROPE eligible voting members (at that time) attending the IFLA EUROPE General Assembly for a minimum period of two years effective from the elective General As-



- sembly; the President may be re-elected for a period of no more than two additional years immediately following their first term in office;
- b. represent the organisation in an effective, efficient, collaborative and cooperative manner on all appropriate European Union and Council of Europe organisations, attending committee meetings, congresses, seminars, juries, etc., wherever it is practicable and reasonable to do so, in the best interests of IFLA EUROPE and the profession, in accordance with the Statutes and the Strategic and associated Action Plan(s);
 - c. direct the Executive Council operations and activities in close collaboration with all other elected officers and the IFLA EUROPE Secretariat;
 - d. take overall responsibility for the implementation and administration of the Strategic and associated Action Plan(s) in accordance with the approved timetable and financial constraints;
 - e. attend and chair the Executive Council meetings, the annual General Assemblies and any other extraordinary general meeting that may be convened from time to time unless there are constitutional reasons preventing this;
 - f. check and appropriately correct, no later than fourteen days after their receipt, the draft minutes of any such meeting mentioned above in order for them to be distributed thereafter by the IFLA EUROPE Secretariat;
 - g. automatically become the elected representative for IFLA EUROPE on the IFLA Executive Committee in the post of Regional President of IFLA Europe;
 - h. endeavour to ensure full collaboration, coordination and cooperation between the World and European levels of IFLA;
 - i. prepare and submit annual reports, in a timely fashion, for presentation at the IFLA EUROPE General Assembly and IFLA World Council meetings; interim reports are to be made available for each and every Executive Council meeting held throughout the year, as appropriate.
- 4.5 - IFLA EUROPE SECRETARY GENERAL**
The elected Secretary General of IFLA EUROPE shall...
- a. be elected by the IFLA EUROPE eligible voting members (at that time) attending the IFLA EUROPE General Assembly for a minimum period of two years effective from the elective General Assembly; the Secretary General may be re-elected for a period of no more than two additional years immediately following their first term in office;
 - b. attend the meetings of the Executive Council, acting as Chair in the absence of the President or as necessary and appropriate;
- c. coordinate the activities and meetings of the Executive Council generating the agendas and timetables for such meetings;
 - d. coordinate the activities and work of those in paid employment at IFLA EUROPE Head Office to ensure they remain focussed and in line with the aspirations and details set out in the Strategic and associated Action Plan(s);
 - e. coordinate, in collaboration with the concerned Chairs, the activities of all Committees and Working Groups to ensure they remain focussed and in line, under the direct responsibility of the respective Chair, with the aspirations and details set out in the Strategic and associated Action Plan(s);
 - f. remain directly responsible for the strategic elements of management, policy and communication as set out for these specific elements in the Strategic and associated Action Plan(s);
 - g. support and help promote the development of the relationships of IFLA EUROPE with the European Union, the Council of Europe and other European-wide bodies and appropriate related professions;
 - h. check and appropriately correct, no later than fourteen days after their receipt, the draft minutes of any such meeting mentioned above in order for these to be distributed thereafter by the Executive Secretary based at Head Office;
 - i. prepare and submit annual reports, in a timely fashion, for presentation at the IFLA EUROPE General Assembly; interim reports are to be made available for each and every Executive Council meeting held throughout the year, as appropriate.
- 4.6 - IFLA EUROPE TREASURER**
The elected Treasurer of IFLA EUROPE shall...
- a. be elected by the IFLA EUROPE eligible voting members (at that time) attending the IFLA EUROPE General Assembly for a minimum period of two years effective from the 1st January immediately following the elective General Assembly; the Treasurer may be re-elected for a period of no more than two additional years immediately following their first term in office;
 - b. attend the meetings of the Executive Council;
 - c. remain directly responsible for the strategic control of all matters relating to the financial, administrative and sponsorship operations and obligations of IFLA EUROPE as set out in the Strategic and associated Action Plan(s);
 - d. be responsible for the day-to-day financial prudence of IFLA EUROPE;



- e. be responsible for the preparation of management accounts, in a timely fashion, prior to every meeting of the Executive Council;
- f. prepare and present the final accounts for the financial year ending 31st December annually for distribution and discussion with the Executive Council prior to presentation to the elected Auditors; the accounts shall be ready for the scrutineers to effectively audit no later than the 31st March in the year following the year's end;
- g. convene the annual (and where deemed necessary also additional) meeting(s) of the Board of Auditor immediately after the scrutineers' assessments on the final/estimate accounts for the previous/current financial year prior to the writing and submission of their report to the Executive Council;
- h. be responsible for the preparation of the annual accounts and accompanying report, in a timely fashion, prior to the annual General Assembly;
- i. act as Chair for the meeting(s) of the Financial, Administrative and Sponsorship Committee and Working Group both at the annual IFLA Europe General Assembly and at any other time the Committee and Working Group meets either in person or via electronic means.
The Chair reports directly to the Executive Council on behalf of the Financial, Administrative and Sponsorship Committee and Working Group;
- j. be responsible for the compilation of annual budgets for the Financial, Administrative and Sponsorship Committee and Working Group operations and for the distribution of the agreed budgetary sums in accordance with progress made in the implementation of the approved Action Plan;
- k. prepare and present an annual budget for each forthcoming year in collaboration with all other elected officers of the Executive Council, the Committee Chairs and the Board of Auditors, in a timely fashion, in preparation for its presentation at the annual General Assembly;
- l. collaborate, cooperate and coordinate with the elected Treasurer of IFLA on all matters pertaining to the joint financial operations of IFLA EUROPE (e.g. Head Office, fee calculations, etc.);
- m. be responsible, following discussion and agreement with all other elected officers of the Executive Council, for approving extraordinary expenditure beyond the approved annual budget giving due consideration to the immediate and long-term implications of any such expenditure;
- n. cooperate and collaborate with others responsible for the calculation and submission of budgetary sums for approved Working Groups and projects in accordance with those elements identified within the Strategic and associated Action Plan(s);
- o. investigate and pursue additional sources of income for IFLA EUROPE in the form of corporate sponsorship, possible European Union funding or any other appropriate means that does not conflict with the fundamental principles of IFLA EUROPE;
- p. prepare annually for distribution the invoices for fees to all professional member associations no later than 31st January each year; where necessary, reminders are to be sent no later than 31st March each year and final warnings of membership suspension sent by 30th April each year;
- q. appoint a volunteer to act as the representative of IFLA EUROPE and point of contact for all existing and potential corporate sponsors;
- r. regularly review the funding sources available to IFLA EUROPE in order to ensure the future financial viability of the organisation;
- s. prepare and submit annual reports, in a timely fashion, for presentation at the IFLA EUROPE General Assembly; interim reports are to be made available for each and every Executive Council meeting held throughout the year, as appropriate;
- t. ensure that IFLA EUROPE complies with all financial obligations placed upon it by the Belgian authorities in a timely and appropriate fashion.

4.7 - IFLA EUROPE VICE-PRESIDENT 'EDUCATION'

The elected Vice-president 'Education' of IFLA EUROPE shall...

- a. be elected by the IFLA EUROPE eligible voting members (at that time) attending the IFLA EUROPE General Assembly for a minimum period of two years effective from the elective General Assembly; the Vice-president 'Education' may be re-elected for a period of no more than two additional years immediately following their first term in office;
- b. attend the meetings of the Executive Council;
- c. be responsible for overseeing the implementation of the aims and aspirations of the Education policies and objectives of IFLA EUROPE in accordance with the relevant elements identified within the Strategic and associated Action Plan(s);
- d. help to promote and support the development of landscape architectural education in all countries identified within the Council of Europe and the European Union, or, as appropriate, other non-European countries where help is needed for the improvement of educational standards across the professional in the wider world;



- e. help to promote and support, where needed, the establishment of new programmes of landscape architectural education in all countries identified within the Council of Europe and the European Union, or, as appropriate, other non-European countries where help is needed for the improvement of educational standards across the professional in the wider world;
- f. oversee the compilation, development and coordination of all educational documents in relation to the educational aims and objectives of IFLA EUROPE as set out in the Strategic and associated Action Plan(s);
- g. cooperate, collaborate and coordinate all educational activities between the European and world levels of IFLA;
- h. represent IFLA EUROPE in terms of educational collaboration and cooperation with all appropriate and recognised educational organisations such as ECLAS, ELASA, Le:Notre and other bodies;
- i. establish and coordinate the operations and influence of the School Recognition Panel specifically to determine the recognition of appropriate landscape architectural courses;
- j. act as Chair for the meeting(s) of the Education Committee and Working Group both for the annual meeting of the Education Committee at the IFLA EUROPE General Assembly and at any other time the Education Committee or Working Group meets either in person or via electronic means.
The Chair reports directly to the Executive Council on behalf of the Education Committee and Working Group;
- k. be responsible for the compilation of annual budgets for the Education Committee and Working Group operations and for the distribution of the agreed budgetary sums in accordance with progress made in the implementation of the approved Action Plan;
- l. check and appropriately correct, no later than fourteen days after their receipt, the draft minutes of any such meeting mentioned above in order for these to be distributed thereafter by the Executive Secretary based at Head Office;
- m. prepare and submit annual reports, in a timely fashion, for presentation at the IFLA EUROPE General Assembly; interim reports are to be made available for each and every Executive Council meeting held throughout the year, as appropriate.

4.8 - IFLA EUROPE VICE-PRESIDENT 'PROFESSIONAL PRACTICE'
The elected Vice-president 'Professional Practice' of IFLA EUROPE shall...

- a. be elected by the IFLA EUROPE eligible voting members (at that time) attending the IFLA EUROPE General Assembly for a minimum period of two years effective from the elective General Assembly; the Vice-president 'Professional Practice' may be re-elected for a period of no more than two additional years immediately following their first term in office;
- b. attend the meetings of the Executive Council;
- c. be responsible for overseeing the implementation of the aims and aspirations of the professional practice policies and objectives of IFLA EUROPE in accordance with the relevant elements identified within the Strategic and associated Action Plan(s);
- d. give guidance and support to prospective new professional associations and members to help them secure IFLA Europe membership at the most appropriate level for the applicant;
- e. consult, cooperate and collaborate with all appropriate organisations and other professional bodies in order to promote most effectively the landscape architectural profession at local, regional, national and European levels, and, as appropriate, via IFLA on a global level;
- f. engage, where appropriate, with the consultation exercises in relation to landscape architecture within the Council of Europe and the European Union;
- g. research, monitor, analyse and report on the implementation of European Union directives and policies in relation to the landscape architecture profession;
- h. oversee the compilation, development and coordination of all professional practice strategies, projects and documents in relation to the professional practice aims and objectives of IFLA EUROPE as set out in the Strategic and associated Action Plan(s);
- i. act as Chair for the meeting(s) of the Professional Practice Committee and Working Group both for the annual meeting of the Professional Practice Committee at the IFLA EUROPE General Assembly and at any other time the Professional Practice Committee or the Working Group meets either in person or via electronic means.
The Chair reports directly to the Executive Council on behalf of the Professional Practice Committee and Working Group;
- j. be responsible for the compilation of annual budgets for the Professional Practice Committee and Working Group operations and for the distribution of the agreed budgetary sums in accordance with progress made in the implementation of the approved Action Plan;
- k. check and appropriately correct, no later than fourteen days after their receipt, the draft of any



such meeting mentioned above in order for these to be distributed thereafter by the Executive Secretary based at Head Office;

- i. prepare and submit annual reports, in a timely fashion, for presentation at the IFLA EUROPE General Assembly; interim reports are to be made available for each and every Executive Council meeting held throughout the year, as appropriate.

4.9 - IFLA EUROPE VICE-PRESIDENT 'COMMUNICATIONS'

The elected Vice-president 'Communications' of IFLA EUROPE shall...

- a. be elected by the IFLA EUROPE eligible voting members (at that time) attending the IFLA EUROPE General Assembly for a minimum period of two years effective from the elective General Assembly; the Vice-president 'Communications' may be re-elected for a period of no more than two additional years immediately following their first term in office;
- b. attend the meetings of the Executive Council;
- c. be responsible for overseeing the implementation of the aims and aspirations of the communications policies and objectives of IFLA EUROPE in accordance with the relevant elements identified within the Strategic and associated Action Plan(s);
- d. act as central coordinator for the strategic Communications Network of IFLA EUROPE in cooperation with the Secretary General and other members of the Executive Council;
- e. operate as the designated editor of the IFLA EUROPE website in cooperation with the Secretary General and other members of the Executive Council;
- f. act as the direct administrative link for coordination and cooperation with the website provider of IFLA EUROPE;
- g. act as Chair for the meeting(s) of the Communications Committee and Working Group both for the annual meeting of the Communications Committee at the IFLA EUROPE General Assembly and at any other time the Communications Committee or the Working Group meets either in person or via electronic means.
The Chair reports directly to the Executive Council on behalf of the Communications Committee and Working Group;
- h. be responsible for the compilation of annual budgets for the Communications Committee and Working Group operations and for the distribution of the agreed budgetary sums in accordance with progress made in the implementation of the approved Action Plan;
- i. check and appropriately correct, no later than fourteen days after their receipt, the draft of any

such meeting mentioned above in order for these to be distributed thereafter by the Executive Secretary based at Head Office;

- j. prepare and submit annual reports, in a timely fashion, for presentation at the IFLA EUROPE General Assembly; interim reports are to be made available for each and every Executive Council meeting held throughout the year, as appropriate.

5. SECRETARIAT – ROLES & RESPONSIBILITIES

5.1 - IFLA EUROPE EXECUTIVE SECRETARY

The Executive Secretary of IFLA EUROPE shall...

- a. direct the day-to-day operations of IFLA EUROPE in close cooperation and collaboration with and under the guidance and advice of the President and the Secretary General;
- b. present, no later than fourteen days after the completion of the event in question, the draft minutes of each and every meeting and thereafter distributes these to all relevant parties and participants; the draft minutes are to be checked by the Secretary General and the Chair of that meeting before general distribution takes place;
- c. assist in an appropriate manner all elected officers of the Executive Council;
- d. attend all meetings of the Executive Council and record the events of the meetings in the form of typed minutes to be distributed, no later than fourteen days following the conclusion of such meeting, initially in a draft format for checking by the President and the Secretary General, and thereafter to all members of the Executive Council and in a format to be uploaded to the website;
- e. assist in an appropriate manner all committees and working groups established by IFLA EUROPE to achieve the aims and objectives of the Strategic and associated Action Plan(s);
- f. represent IFLA EUROPE, where necessary and appropriate, at certain meetings held in Brussels or elsewhere reporting directly to the Executive Council via the submission of a brief report within fourteen days after the conclusion of any such meeting;
- g. distribute all appropriate and necessary information to all IFLA Europe members, professional partners and other interested parties;
- h. be the designated individual responsible, in cooperation with the Secretary General and the Communications Committee Chair, for the compilation and coordination of the IFLA EUROPE Calendar, ensuring it is kept up-to-date and distributed to all relevant parties in a regular and timely fashion;



- i. act, in cooperation with the Secretary General, as administrator and organiser of all meetings (virtual or otherwise) for the General Assembly, the Executive Council, the Education Committee, the Professional Practice Committee, the Communications Committee and all Working Groups offering to attend as official minute-taker at each meeting where possible and practicable;
- j. organise in a timely fashion and in accordance with the Statutes (i.e. in advance of the General Assembly) the election process in relation to elected officers for the Executive Council;
- k. act as the liaison officer on behalf of all elected members of the Executive Council in relation to invitations extended to attend meetings, lectures, seminars etc., on behalf of IFLA EUROPE;
- l. ensure that all financial transactions of IFLA EUROPE are directed in the first instance to the elected Treasurer and thereafter to the Bookkeeper in a timely fashion to ensure appropriate standards of business operations and financial prudence are maintained;
- m. cooperate and liaise with the appointed Bookkeeper of IFLA EUROPE as appropriate and necessary;
- n. undertake translation of appropriate documents as and when this is deemed necessary.

5.2 - IFLA EUROPE BOOKKEEPER

The Bookkeeper is an independent consultant to IFLA EUROPE paid for the work produced and submitted on its behalf in relation to the financial operations of the organisation and shall...

- a. report directly to the elected Treasurer at frequently appropriate timely intervals to ensure effective and efficient communications in relation to the finances of IFLA EUROPE;
- b. be directed by the Treasurer in relation to the day-to-day financial operations and management of IFLA EUROPE;
- c. attend Executive Council meetings when requested to do so in order to report on the financial bookkeeping matters related to IFLA EUROPE;
- d. assist all elected officers of IFLA EUROPE when deemed necessary and appropriate;
- e. undertake translation of appropriate financial documents as and when this is deemed necessary and has been approved by the Executive Council;
- f. report to the Treasurer any changes in the demands made by the Belgian authorities in relation to legal requirements, financial or otherwise, placed upon not-for-profit organisations operating in Belgium;

- g. submit monthly invoices at pre-agreed rates to cover the work completed on behalf of IFLA EUROPE.

6. INSTRUMENTS OF PROXY REPRESENTATIONS & VOTING

6.1 - Elected members of the Executive Council and the eligible IFLA EUROPE voting members may all be appropriately represented by another member of the Executive Council or eligible voting member of IFLA EUROPE.

6.2 - Elected members of the Executive Council may only represent other members of the Executive Council or the eligible voting members from their own country association.

6.3 - An eligible voting member can hold only a single instrument of proxy on behalf of another eligible voting member via the presence of either the President or Delegate.

6.4 - Any eligible voting member wishing to represent another eligible voting member of IFLA EUROPE may do so only in accordance with the rules determined within the Statutes.

7. FINANCIAL ADMINISTRATION

7.1 - The following section details the Regulations in relation to the financial administration and control of revenue and expenditure.

7.2 - Committee, and, where appropriate, Working Groups Chairs of IFLA EUROPE shall be responsible for the calculation and compilation of annual budget requests set out in relation to the aspirations of the Strategic and associated Action Plan(s). The budget requests are to be submitted to the Treasurer for consideration and inclusion in the budget report for the subsequent operational year, no later than two calendar months' prior the approved date of the General Assembly.

7.3 - Committee and, where appropriate, Working Groups Chairs of IFLA EUROPE shall be responsible for the appropriate expenditure of the budgetary sums agreed for each of the Committees or Working Groups.

7.4 - ATTENDANCE AT THE ANNUAL GENERAL ASSEMBLY

7.4.1 - Executive Council Officers – Travel

- a. Executive Council officers may request reimbursement from IFLA EUROPE on the submission of the electronic copies of paid receipts for economy class travel (round-trip basis) to attend the annual General Assembly.
- b. Each reimbursement request must be submitted in the form of an appropriately completed electronic 'IFLA EUROPE Expenses Claim Form' (available from the Secretariat).



- c. Failure on behalf of the elected officer to provide full details of bank account etc., to enable the electronic transfer of funds or to produce the required electronic copies of paid receipts will mean that reimbursement will not be made.
- d. Claims for reimbursement shall be submitted within one calendar month following the completion of the General Assembly. IFLA EUROPE shall not be held responsible for claims for reimbursement made after this time or for any inaccuracies presented within the Expenses Claim Form.
- e. Reimbursement of expenses shall be made following attendance at the General Assembly except in exceptional circumstances and when approved in writing, in advance, by the Treasurer. Failure to attend the General Assembly will forfeit the officer's right to request reimbursement or demand repayment to IFLA EUROPE where advance payment has been made.

7.4.2 - Executive Council Officers – Accommodation & Subsistence

- a. Executive Council officers may request reimbursement from IFLA EUROPE on the submission of the electronic copies of paid receipts for a maximum of three night's accommodation (bed and breakfast) and three day's subsistence (excluding alcoholic beverages) following attendance at the General Assembly.
- b. The hotel choice shall be pre-determined by IFLA EUROPE after discussion within the Executive Council. Officers choosing to stay elsewhere other than the selected hotel will be reimbursed to a maximum of the cost per night of the chosen hotel following the submission of the electronic copies of paid receipts accompanied by the appropriately completed electronic 'IFLA EUROPE Expenses Claim Form'.
- c. Failure on behalf of the elected officer to provide full details of bank account etc., to enable the electronic transfer of funds or to produce the required electronic copies of paid receipts will mean that reimbursement will not be made.
- d. Claims for reimbursement shall be submitted within one calendar month following the completion of the General Assembly. IFLA EUROPE shall not be held responsible for claims for reimbursement made after this time or for any inaccuracies presented within the Expenses Claim Forms.
- e. All claims submitted for subsistence must be considered fair and reasonable by the Treasurer before they will be reimbursed. Reimbursement of subsistence expenses shall be made in accordance with this procedure following attendance at the General Assembly.

7.4.3 - Delegates (or their Representatives) – Travel

- a. Delegates (or their representatives) may request reimbursement from IFLA EUROPE on the submission of the electronic copies of paid receipts for economy class travel (round-trip basis) to attend the annual General Assembly.
- b. The reimbursement request must be submitted in the form of an appropriately completed electronic 'IFLA EUROPE Expenses Claim Form' (available from the Secretariat).
- c. Failure on behalf of the Delegate (or their representative) to provide full details of bank account etc., to enable the electronic transfer of funds or to produce the required electronic copies of paid receipts will mean that reimbursement will not be made.
- d. Claims for reimbursement shall be submitted within one calendar month following the completion of the General Assembly. IFLA EUROPE shall not be held responsible for claims for reimbursement made after this time or for any inaccuracies presented within the Expenses Claim Form.
- e. Reimbursement of expenses shall be made following attendance at the General Assembly except for exceptional circumstances and when approved in writing, in advance, by the Treasurer. Failure to attend the General Assembly will forfeit the Delegate's (or their representative's) right to request reimbursement or demand repayment to IFLA EUROPE where advance payment has been made.

7.4.4 - Delegates (or their representatives) – Accommodation

- a. Delegates (or their representatives) may request reimbursement from IFLA EUROPE on the submission of the electronic copies of paid receipts for a maximum of two night's accommodation (bed and breakfast) following attendance at the General Assembly.
- b. The hotel choice shall be pre-determined by IFLA EUROPE after discussion within the Executive Council. Delegates (or their representatives) choosing to stay elsewhere other than the selected hotel choice will be reimbursed to a maximum of the cost per night of the chosen hotel following the submission of the electronic copies of paid receipts accompanied by the appropriately completed electronic 'IFLA EUROPE Expenses Claim Form'.
- c. Failure on behalf of the Delegate (or their representative) to provide full details of bank account etc., to enable the electronic transfer of funds or to produce the required electronic copies of paid receipts will mean that reimbursement will not be made.



- d. Claims for reimbursement shall be submitted within one calendar month following the completion of the General Assembly. IFLA EUROPE shall not be held responsible for claims for reimbursement made after this time or for any inaccuracies presented within the Expenses Claim Forms. Reimbursement of accommodation expenses shall be made in accordance with this procedure following attendance at the General Assembly.

7.4.5 - Presidents and other Attendees

Presidents and other attendees shall not be entitled to claim reimbursement of any expenses for attendance at the General Assembly unless they are representing the Delegate of their home country association (in the absence from the General Assembly of that Delegate) and thus, the Regulations stipulated in Clauses 7.4.3 and 7.4.4 shall apply.

7.4.6 - General Information

- a. Reimbursement of expenses for travel will be paid on the basis of having to use public transport, namely railways, airlines, trams, metro (or under/overground equivalent) or buses. Taxi fares will not be reimbursed except in exceptional circumstances to be approved, preferably in advance, by the Treasurer.
- b. Where attendees at the General Assembly or any other allowed meeting choose to drive to the event, reimbursement will be made on a per-kilometre rate pre-determined at the beginning of each year by the Treasurer.
- c. IFLA EUROPE may choose to provide those present at the General Assembly with a light buffet lunch; if this is the case no claims can be made by anyone eligible to do so for subsistence on these occasions.
- d. IFLA EUROPE may also choose to invite General Assembly attendees to a celebratory evening event for which it will pay the cost of all food and non-alcoholic beverages. Any such event shall be advertised to all IFLA EUROPE members in a timely fashion in advance of the General Assembly. Those wishing to accept such an invitation shall be required to confirm their attendance no later than one calendar month in advance of the event. Anyone failing to notify the Secretariat in advance of their attendance may forfeit their right to attend on the day or have to pay the cost of attendance themselves.
- e. The Secretariat shall make hotel reservations prior to the General Assembly in order to secure financially beneficial rates and based upon estimated numbers of elected officers and other eligible members (or their representatives) attending the General Assembly.

Unless the officers and the other eligible members (or their representatives) inform the Secretariat of their non-attendance at the General Assembly, they shall become liable for payment of any un-occupied hotel reservations taken out in their name. The Treasurer shall demand reimbursement of any such outstanding hotel bills from the member association or the individual member in question.

7.5 - **ATTENDANCE AT EXECUTIVE COUNCIL, BOARD, COMMITTEE OR WORKING GROUP MEETINGS**

7.5.1 - Executive Council Officers – Travel

- a. Executive Council officers may request reimbursement from IFLA EUROPE on the submission of the electronic copies of paid receipts for economy class travel (round-trip basis) to attend all appropriate Executive Councils, Boards, Committees or Working Group meetings at which their attendance is required.
- b. Each reimbursement request must be submitted in the form of an appropriately completed electronic 'IFLA EUROPE Expenses Claim Form' (available from the Secretariat).
- c. Failure on behalf of the elected officer to provide full details of bank account etc., to enable the electronic transfer of funds or to produce the required electronic copies and of paid receipts will mean that reimbursement will not be made.
- d. Claims for reimbursement shall be submitted within one calendar month following the completion of the meeting(s). IFLA EUROPE shall not be held responsible for claims for reimbursement made after this time or for any inaccuracies presented within the Expenses Claim Form.
- e. Reimbursement of expenses shall be made following attendance at the relevant meeting(s) except for exceptional circumstances and when approved in writing, in advance, by the Treasurer. Failure to attend the meeting(s) will forfeit the officer's right to request reimbursement or demand repayment to IFLA EUROPE where advance payment has been made.

7.5.2 - Executive Council Officers – Accommodation & Subsistence

- a. Executive Council officers may request reimbursement from IFLA EUROPE on the submission of the electronic copies of paid receipts for a maximum of two night's accommodation (bed and breakfast) and two day's subsistence (excluding alcoholic beverages) following attendance at the relevant meeting(s). In case the length of the meeting(s) dictates that the stay of the officers has to be extended, the reimbursement shall be made on the basis of the presentation of receipts for the actual number of nights and days.



- b. The hotel choice shall be pre-determined by IFLA EUROPE after discussion within the Executive Council. Officers choosing to stay elsewhere other than the selected hotel will be reimbursed to a maximum of the cost per night of the chosen hotel following the submission of the electronic copies of paid receipts accompanied by the appropriately completed electronic 'IFLA EUROPE Expenses Claim Form'.
- c. Failure on behalf of the elected officer to provide full details of bank account etc., to enable the electronic transfer of funds or to produce the required electronic copies of paid receipts will mean that reimbursement will not be made.
- d. Claims for reimbursement shall be submitted within one calendar month following the completion of the meeting(s). IFLA EUROPE shall not be held responsible for claims for reimbursement made after this time or for any inaccuracies presented within the Expenses Claim Forms.
- e. All claims submitted for subsistence must be considered fair and reasonable by the Treasurer before they will be reimbursed. Reimbursement of subsistence expenses shall be made in accordance with this procedure following attendance at the meeting(s).

7.5.3 - Board, Committee and Working Group Members and Invitees – Travel

- a. Board, Committee and Working Group members and invitees may request reimbursement from IFLA EUROPE on the submission of the electronic copies of paid receipts for economy class travel (round-trip basis) to attend Board, Committee or Working Group meeting(s) at which their attendance is requested.
- b. Each reimbursement request must be submitted in the form of an appropriately completed electronic 'IFLA EUROPE Expenses Claim Form' (available from the Secretariat).
- c. Failure on behalf of the Board, Committee and Working Group members or invitees to provide full details of bank account etc., to enable the electronic transfer of funds or to produce the required electronic copies of paid receipts will mean that reimbursement will not be made.
- d. Claims for reimbursement shall be submitted within one calendar month following the completion of the relevant meeting(s). IFLA EUROPE shall not be held responsible for claims for reimbursement made after this time or for any inaccuracies presented within the Expenses Claim Form.
- e. Reimbursement of expenses shall be made following attendance at the relevant meeting(s), except for exceptional circumstances and when

approved in writing, in advance, by the Treasurer.

Failure to attend the meeting(s) will forfeit the Board, Committee and Working Group member's or invitee's right to request reimbursement or demand repayment to IFLA EUROPE where advance payment has been made.

7.5.4 - Board, Committee and Working Group Members and Invitees – Accommodation

- a. Board, Committee and Working Group members and invitees may request reimbursement from IFLA EUROPE on the submission of the electronic copies of paid receipts for a maximum of two night's accommodation (bed and breakfast) following attendance at the Board, Committee or Working Group meeting(s) at which their presence is requested. In case the length of the meeting(s) dictates that the stay of the Board, Committee and Working Group members and invitees has to be extended, the reimbursement shall be made on the basis of the presentation of receipts for the actual number of nights and days.
- b. The hotel choice shall be pre-determined by IFLA EUROPE after discussion within the Executive Council. Board, Committee and Working Group members and invitees choosing to stay elsewhere other than the selected hotel will be reimbursed to a maximum of the cost per night of the chosen hotel following the submission of the electronic copies of paid receipts accompanied by the appropriately completed electronic 'IFLA EUROPE Expenses Claim Form'.
- c. Failure on behalf of the Boards, Committee and Working Group members or invitees to provide full details of bank account etc., to enable the electronic transfer of funds or to produce the required electronic copies of paid receipts will mean that reimbursement will not be made.
- d. Claims for reimbursement shall be submitted within one calendar month following the completion of the meeting(s). IFLA EUROPE shall not be held responsible for claims for reimbursement made after this time or for any inaccuracies presented within the Expenses Claim Form.
- e. All claims submitted for subsistence must be considered fair and reasonable by the Treasurer before they will be reimbursed. Reimbursement of accommodation expenses shall be made in accordance with this procedure following attendance at the meeting(s), except for exceptional circumstances and when approved in writing, in advance, by the Treasurer. Failure to attend the meeting(s) will forfeit the Boards, Committee and Working Group member's or invitee's right to request reimbursement



or demand repayment to IFLA EUROPE where advance payment has been made.

7.5.5 - General Information

See the information and details in Clause 7.4.6 above. Wherever possible and practicable, Committee and Working Group Chairs should try to minimise the number of physical meetings to be held each year and concentrate on meetings via virtual media (such as Skype (or similar) in order to reduce the financial burden upon IFLA EUROPE.

7.6 - **MEETINGS VENUE LOCATION**

The default meeting venue for the General Assembly, Executive Council and all Boards, Committee and Working Group meetings shall be Brussels, Belgium. Other locations within the Council of Europe countries may be agreed as appropriate in order to promote the aims and aspirations of IFLA EUROPE within those countries whilst having due regard to the financial implications and demands any such change of venue may place upon the budgets and finances of IFLA EUROPE.

7.7 - **FINANCIAL ARRANGEMENTS**

The following financial arrangements shall also be followed in conjunction with the requirements set out in the Statutes:

7.7.1 - Board of Auditors

- a. The Treasurer IFLA EUROPE shall be supported by a Board of Auditors composed of a minimum of three officers elected at the General Assembly among the nominated eligible voting members.
- b. The Treasurer shall present the elected Auditors the final/estimate accounts of IFLA EUROPE for the previous/current financial year within three months after the year end (31st December) and no later than the 31st March each year, having previously obtained approval and agreement to do so from the Executive Council.
- c. The officers of the Board of Auditors shall arrange to meet with the Treasurer immediately after assessing the submitted final/estimate accounts and prior to the writing and submission of their report to the Executive Council. The meeting shall be convened by the Treasurer and take place at the office of IFLA EUROPE in Brussels, Belgium, unless there are sound financial reasons or economic advantages for the meeting to be held elsewhere.
Where deemed appropriate or necessary, the Treasurer, after the prior approval of the President, may call additional meetings during the year.
- d. Auditors' report shall be presented the Executive Council within two months after the meeting having taken place with the Treasurer. Any mat-

ters of concern raised within the scrutineers' report shall be brought before the subsequent General Assembly for resolution.

7.7.2 - Annual Fee Contribution

- a. All members from each of the fee-paying membership categories shall pay an annual fee contribution in order to assist IFLA EUROPE in the carrying out of the aims, objectives, and aspirations of the Strategic and the associated Action Plan(s). The method of calculation of this fee contribution shall be determined by the Treasurer (and any appropriate working group set up for this specific task and chaired by the Treasurer) and thereafter presented to the General Assembly for approval.
- b. The annual fee contributions shall be paid by the members from each fee-paying category no later than 30 days after the receipt of the annual invoices sent out by the Treasurer, or by the Secretariat or Bookkeeper on behalf and under the direction of the Treasurer.
- c. If, at the time of the subsequent General Assembly, some of the fee-paying members have failed to pay the full contribution in accordance with the invoice received, IFLA EUROPE shall withhold any and all outstanding expenses claims from these specific members until such time as the payments are made in full.
- d. If, at the time of the subsequent General Assembly, the fee-paying member has failed to pay the full contribution in accordance with the invoice received, its President and Delegate (or their representatives) shall have their right to vote at that General Assembly withdrawn.
Voting rights of the specific fee-paying member shall not be restored unless and until the fee contribution has been paid in full. Where there are exceptional circumstances and these have been fully explained and presented to the General Assembly, special arrangements may be put in place at the agreement of the General Assembly, but the fee-paying member in question representatives will not be allowed to vote and there shall be no reimbursement of expenses claims should they be made.

8. CRITERIA FOR MEMBERSHIP

8.1 - This document supplements the Statutes of IFLA EUROPE, Section II 'Constitution', Articles 2 and 3.

8.2 - IFLA EUROPE comprises, conditional upon their formal membership application, national or multi-national associations of landscape architects of member countries of the European Union, the European Economic Area or signatories to bilateral accords recognising the European Union's Directives concerning the



free movement of labour, members countries of the Council of Europe, and countries, not forcibly located in the European Region, empowered to participate in regional activities of IFLA EUROPE because of the importance of their representative character, whose Constitution or Statutes and By-laws have been ratified by the General Assembly.

8.3 - IFLA EUROPE recognises only one national association of landscape architects in each country.

8.4 - All national associations of landscape architects must be (or must be actively endeavouring to become) appropriately constituted legal bodies in their own countries.

8.5 – The Constitution or Statutes of the national associations must determine that it complies with the Constitution, By-laws and Rules of Procedure set down by IFLA and IFLA EUROPE, and that its provisions and resolutions may not conflict with those of IFLA and IFLA EUROPE.

8.6 - On becoming Effective members of IFLA EUROPE, all national associations of landscape architects shall be required also to become members of the International Federation of Landscape Architects (IFLA) and to agree with the Code of Ethics and Professional Conduct of IFLA and IFLA EUROPE.

8.7 - In addition, IFLA EUROPE offers alternative categories of membership for those associations, organisations, practices and individuals not immediately fulfilling the requirements for Effective membership.

8.8 – ACADEMIC QUALIFICATIONS AND EDUCATIONAL STANDARDS

The 'DECLARATION OF EFLA', signed in 1989 in conjunction with the founding of the European Foundation for Landscape Architecture (EFLA, now renamed 'IFLA EUROPE'), contains four appendices. *Appendix C* records the reciprocal recognition of academic qualifications awarded by a number of listed courses of the signatory countries. *Appendix D* sets out the general standards for landscape architecture education required for effective membership in IFLA EUROPE:

8.8.1 - Undergraduate entry: a minimum of 4 years full-time academic study (or part-time equivalent) + 2 years professional practice.

8.8.2 - Graduate entry (following a first degree in a related subject of at least 3 years duration and after a selection procedure): a minimum of 2 years full-time academic study (or part-time equivalent) + 2 years professional practice.

8.9 – LANDSCAPE EDUCATIONAL AREAS

The IFLA/UNESCO 'CHARTER FOR LANDSCAPE ARCHITECTURE EDUCATION 2012' states that landscape architectural education involves the acquisition of knowledge within the following areas:

- a. *History of cultural form and an understanding of design as a social art*
- b. *Social, political, economic and natural systems*
- c. *Natural sciences such as geology, hydrology and biology*
- d. *Plant material and horticultural applications*
- e. *Site engineering including materials, methods, technologies, construction documentation and administration, and applications*
- f. *Theory and methodologies in design, planning and research*
- g. *Landscape design, management, planning and science at all scales and applications*
- h. *Ecological studies and principles of sustainability*
- i. *Information technology and computer applications*
- j. *Public policy and regulation*
- k. *Communications and public facilitation*
- l. *Ethics and values related to the profession*

Additional knowledge and skills may be required at regional or local level. The above list of knowledge and skills must be read in conjunction with the education guidelines, requirements and regulations issued by IFLA. The requirements for education are available from both IFLA and IFLA Europe and the latest requirements must be requested from the IFLA Europe Secretariat.

8.10 - In order for the Regulations to fully comply with the membership requirements of IFLA, all applicant national or multi-national associations must, within their Constitution, Byelaws, Rules or Regulations, clearly identify that academic achievement specifically in undergraduate or postgraduate qualification in landscape architecture is a prerequisite for membership.

Only members with these specific qualifications may be identified as full members of the association. Irrespective of whether this criterion was applied in the historic applications of current Effective members, this requirement will be made of all future applicants for effective membership.

8.11 - National or multi-national professional associations who wish to become Effective members of IFLA EUROPE shall accept applications for membership from graduates of all specifically recognised landscape architecture programmes in member countries of IFLA EUROPE, subject to whatever additional professional practice requirements may be suggested or recommended by the specific association.

8.12 – National or multi-national professional member associations should encourage Education Institutions within their jurisdiction offering appropriate landscape architectural courses to be presented for IFLA EUROPE accreditation and recognition.



8.13 - Where the profession of landscape architecture comprises one section of a broader multi-disciplinary or multi-interest professional organisation, to the extent that it independently represents the landscape architectural profession, it may be admitted as an Effective member of IFLA EUROPE provided it can fulfil the requirements determined in these Regulations and Guidelines. In this case, members belonging to the landscape architecture section shall be included in an appropriate separate list.

8.14 - Effective members of IFLA EUROPE may establish alternative or intermediate membership categories reflecting a variety of stages in professional development. They shall be encouraged specifically to provide a category of student membership. Corporate and honorary membership may also be available to individuals, groups, companies or bodies outside the profession on the merit of important promotion of, support for or engagement with the profession of landscape architecture. Such membership classes would not be expected to have voting rights within the national or multi-national associations.

8.15 - Education programmes within Effective member countries are to be regularly monitored, assessed and reviewed by the Effective member associations to ensure standards of education and course content are maintained, developed and improved.

8.16 - Effective members shall be committed to the maintenance and improvement of professional standards and competences and the promotion of the landscape architecture profession in general.

8.17 - Full voting members of national or multi-national associations (effective members) must not have conflicting financial or commercial interests outside the profession that might in any way undermine their professional integrity or judgement in all matters. Any potential conflicting interests must be declared to the Executive Council of IFLA EUROPE for appropriate assessment and the avoidance of doubt.

8.18 - MEMBERSHIP APPLICATION PROCEDURES

Applications from national or multi-national professional associations shall include the following:

- a. a covering letter in English addressed for the attention of the Vice-president 'Professional Practice' signed by the President of the national or

- b. multi-national association confirming the decision of that organisation to apply for membership (at the appropriate level) of IFLA EUROPE;
- b. a copy of the national or multi-national association's constitution, statutes, byelaws, operational rules, and/or regulations (or their equivalent) in the language(s) of the country(ies) concerned and an appropriately translated copy in English;
- c. a copy of the specific educational demands and requirements placed upon potential professional members of the national or multi-national association applying for membership both in the language(s) of the country(ies) and an appropriately translated copy in English;
- d. all applications for membership of IFLA EUROPE shall be presented in written to the Vice-president 'Professional Practice' via the Secretariat (preferably in electronic format) a minimum of two calendar months prior to the date of the General Assembly at which the applicant wishes to have their membership application assessed;
- e. applications for all other categories of membership (i.e. not from national associations) should be presented in written to the Vice-president 'Professional Practice' via the Secretariat (preferably in electronic format) in the form of an explanatory covering letter in English detailing the category of membership applied for and accompanied by supporting documentation that explains in as much detail as possible the reasons for the application;
- f. failure to comply with any of the above Regulation and Guidelines shall delay the assessment of the application or at worst negate the application in total.

These Regulations have been approved by the General Assembly held in Lisbon, 16-18 October 2015.

Under the signature of

IFLA Europe President

Ana LUENGO AÑON

IFLA Europe Secretary General

Bernard CAPELLE