

Statutes

Section 1.

Name, legal form, registered office, objectives, term

Article 1

The Association bears the name “European NORM Association – ENA” (hereinafter called “Association”). The Association is organised under the Belgian Law on International Non-Profit Organisations of June 27, 1921, as amended.

Article 2

The registered office of the Association shall be located at 1190 Brussels, rue du Tulipier 32, in the judicial district of Brussels. It may, however, be transferred to any other location in Belgium by a decision of the General Assembly.

Article 3

The European NORM Association (ENA) is a platform of experts from:

- industry operators and industry associations that are dealing with natural radioactivity in their raw materials, processes and residues;
- governmental and regulatory authorities in the field of radiation protection;
- service providers such as laboratories and consultants;
- research and scientific organisations.

The mission of the European NORM association is to promote and advance radiation protection in the context of exposure to NORM¹ by operating as a European platform and forum for discussion, dissemination and exchange of information, training and education and by supporting scientific knowledge and new directions of research related to NORM issues. The overarching objective of the ENA is to support the management of NORM in compliance with European standards and Member State legislation and according to best practice so that legal and regulatory uncertainty is

¹ NORM (naturally occurring radioactive material) is defined in the IAEA Safety Glossary as “*Radioactive material containing no significant amounts of radionuclides other than naturally occurring radionuclides*” where the exact definition of ‘significant amounts’ would be a regulatory decision.

minimised, and humans and the environment are protected in an optimised way that is acceptable to society.

Article 4

The Association's objectives are:

- to promote research and development of knowledge in all aspects of NORM,
- to promote awareness on NORM aspects and radiation protection in the industries,
- to be a platform of exchange and discussion for scientists, industries and regulators involved in NORM;
- to serve as a consultative body to international organisations with regards to laws and regulations concerning NORM and with regards to quality standards in NORM measurements;
- to promote and organise training in NORM;
- to organize an annual NORM conference or workshop combining scientific and technical presentations and technical exhibitions from companies working with NORM.

The Association is non-profit in its activity. In their use for the public benefit, its funds may only be utilised for purposes in accordance with the statutes. It may not favour any person by means of expenditures which are foreign to the objectives of the Association.

Article 5

The Association is constituted for an unlimited period.

Section 2

Members, Membership, dues

Article 6

All members have the right to be informed on the decisions of the General Assembly, the Executive Committee, the accounting system and the membership lists. They have the right to attend the meeting of the General Assembly, the right to appeal when being excluded (2/3 majority and the right for defence), the right to attend the events organized by the Association.

Article 7

Each member of the Association must adhere to the Code of Ethics and pay their membership annual dues within a period of time specified by the Treasurer of the Association. Members who fail to pay their annual due and who fail to respond to a late payment reminder notice within 2 months of its delivery will be considered as having resigned from the Association.

Article 8

Each individual or organization is entitled to have their own views and opinions on any NORM-related aspect. The individual opinion of the members of the Association does not necessarily reflect the opinion of the Association as a whole.

Article 9

Membership is open to all natural and legal persons that are involved in any aspect of the field of NORM. Membership is acquired via submission of an application, support by at least one member of the association, and acceptance by the Executive Committee. Upon admission a member acknowledges these statutes.

Article 10

Ordinary Membership in the Association is available to natural persons from European countries – where European countries are the countries listed in the United Nations European area codes² - and from different sectors (i.e. educational and research institutions, authorities, corporations, private organizations, partnerships, etc.) interested in and supportive of the purposes and activities of the Association. Ordinary Members in good standing are entitled to identify themselves as a Member of the Association, to use the ENA Logo appropriately but exclusively for non-commercial purposes, vote at the General Assembly according to the voting rules set out in Art. 33 and enjoy all other rights, privileges and benefits of the Association.

Article 11

Corporate Membership is available to companies active in the NORM field (i.e. corporations, private organizations, universities, research centres, authorities etc.)

² <http://unstats.un.org/unsd/methods/m49/m49regin.htm>

interested in and supportive of the purposes and activities of the Association. Company Members in good standing are entitled to identify themselves as a Member of the Association, to use the ENA Logo appropriately for commercial purposes, vote at the General Assembly as described in Article 33 below (two votes per Company Member), and enjoy all other rights, privileges and benefits of the Association.

Article 12

Associated membership is available to natural and legal persons, as well as NORM associations outside Europe, pursuing similar objectives as ENA, and to international organizations involved in NORM. Associations must appoint one representative with a formal mandate from their association. Associated members shall not be required to pay annual dues and have no voting rights in the Association.

Article 13

In recognition of exceptional service to the Association or contribution to NORM science and technology, the Executive Committee may elect individuals to honorary membership in the Association. Honorary members shall not be required to pay annual dues and have no voting rights in the Association.

Article 14

Student membership is available on recommendation of his/her supervisor to bona fide, full-time students not employed in a field related to NORM science and technology. Student members shall not be required to pay annual dues and have no voting rights in the association.

Article 15

The Annual Dues applicable to each class of membership is set by the Executive Committee and may be amended as required.

Section 3

The organs

Article 16

The organs of the Association are the Executive Committee and the General Assembly.

Section 4

The Executive Committee

Article 17

The Association is directed and administered by an Executive Committee formed by: a President, a Vice-President, a Secretary, a Treasurer, and at least four and not more than eight Committee Members. All members of the Executive Committee are Ordinary or corporate members elected at an Ordinary General Assembly. All positions on the Executive Committee are voluntary and not salaried. It should be striven for a balance of the composition with respect to various sectors within the NORM field, as well as with respect to national origin and gender. All members of the Executive Committee have voting rights.

The Vice-President takes over the duties of the President in the absence or inability of the latter.

Article 18

The term of each member of the Executive Committee is three years, beginning on January 1 of the year following the year of election. Members of the Executive Committee may be re-elected. Only citizens of European countries (see Article 10) can be members of the Executive Committee. If a member resigns, dies or for other reasons becomes unable to serve on the Executive Committee during his/her term, the Executive Committee shall fill the vacant position for the remaining of the term by appointing another member of the Association. The nomination has to be confirmed by the next General Assembly. If no confirmation can be achieved, a new member of the Executive Committee shall be elected during the General Assembly.

Article 19

The Executive Committee shall meet no less than once a year. It shall meet as often as the President or Vice President deem necessary, or on the initiative or request of 3 of the other Committee Members. A quorum is formed when five Committee Members are present at the first attempt or a minimum of three members at a second, called at least one hour after the first. In both cases, a simple majority of votes is required for decisions to be passed. In the case of a tied vote, that of the Presidents is decisive.

Article 20

The responsibilities of the Executive Committee include:

- a. To organize the scientific and professional activities, financial management and administrative affairs of the Association, and to decide on the necessary contracts and acts.
- b. To enact the decisions of the General Assembly.
- c. To draw up the annual report of the Association (overview of activities, events, status of membership, the annual budget and balance sheet), and to present it to the General Assembly for approval.
- d. To draw up the internal regulations for approval by the General Assembly.
- e. To appoint technical committees on specific topics.
- f. To draw up position papers or statements for approval by the General Assembly.
- g. To admit new members and report to the General Assembly.
- h. To nominate delegates for specific activities of the Association.
- i. To cover vacancies on the Executive Committee by co-option until the next General Assembly.
- j. To schedule the annual General Assembly meeting and scientific meetings.
- k. to appoint a webmaster in charge of IT related aspects such as the maintenance of the website of the association. The webmaster needs to be a member of the association.
- l. Any other activity which is not the exclusive responsibility of the General Assembly.

Decisions concerning (e) to (h) require the positive vote of the majority of the Executive Committee.

Article 21

The Executive Committee shall exclude from the Association those members whose actions are deemed by it to be in breach of the Statutes or the Code of Ethics. The decision has to be approved by at least 2/3 of the members of the Executive Committee. Members have the right to appeal and be heard by the Executive Committee before a final decision is taken by the Executive Committee

Article 22

The President and Vice President shall have the following duties: To act as legal representatives of the Association; to call, preside over and adjourn sessions of the General Assembly and the Executive Committee; to preside over the deliberations of both bodies, to enact the decisions of the Executive Committee; to authorize documents, minutes and correspondence with their signatures; to adopt any urgent measure necessary which the good governance of the Association requires or, in the course of their activities, they deem necessary or convenient (with subsequent account to be given to the Executive Committee). The President and vice-president can be re-elected for two consecutive three years period.

Article 23

The Secretary is responsible for all purely administrative work of the Association. He/she will expedite certifications, maintain the Members and Minutes Records, files and correspondence, and is responsible for the custody of the Association's documents, ensuring the presentation of information on Executive Committee designations, General Assemblies and budget and balance reports to the Authorities.

Article 24

The Treasurer will collect and safeguard the Association's funds, and will comply with the payment orders given by the Executive Committee or, if necessary, by the Presidents. He/she shall intervene in all receipts and payments made by the Association, noting them in the Accounts Book, and will present a state of the accounts as well as an outlook to the financial situation in the current and coming year to the Executive Committee for approval.

Article 25

The Committee Members will comply with their obligations as members of the Executive Committee, as well as those arising from the delegations or working groups assigned to them by the Committee.

Section 5

The General Assembly

Article 26

The General Assembly is the most senior organ of the Association. It shall consist of members who have duly paid their respective membership dues, if applicable.

Article 27

The General Assembly is responsible for

- a. the acceptance of the Executive Committee's annual reports and discharge of the Executive Committee's members
- b. the election and approval of the Executive Committee
- c. the dismissal of Executive Committee members
- d. the approval of the budget and financial report resolved by the Executive Committee and presented by the Secretary
- e. modification to the Statutes
- f. modification to the Code of Ethics
- g. dissolution of the Association

Article 28

An Ordinary General Assembly shall take place every year. The Ordinary General Assembly is called by the Executive Committee together with an announcement of the agenda under the leadership of the Chairperson. The President, or the Vice-President in the absence of the latter, shall chair the General Assembly.

Article 29

Extra-ordinary General Assemblies are called, if required in the interest of the Association. At least four members of the Executive Committee or a third of the

members who have voting rights are requested for calling an Extra-Ordinary General Assembly, whilst informing of the purpose and the reasons. The resolution is directed to the Secretary of the Executive Committee, who shall pass it on without delay to all members of the Executive Committee. Extra-ordinary General Assemblies are chaired by the President or the Vice-President in case of absence of the President.

Article 30

For each Ordinary and Extra-ordinary General Assembly the chair shall appoint an Assembly Secretary and designates 2 members of the Association present to assist in the voting procedure as far as required.

Article 31

The Notice with the agenda, the date, time and location of any General Assembly shall be signed by the President and Vice-President and sent by the Executive Committee Secretary via electronic mail to all members of the Association no later than 1 month prior to the fixed date.

Article 32

Resolutions requiring a Meeting of the General Assembly may be made by the organs and the delegates and must be submitted to the secretary at least six weeks before the Meeting. The General Assembly shall decide by a simple majority vote about the admissibility of resolutions which are received later, and about urgent resolutions.

Article 33

Each ordinary member shall have one vote. Each company member shall have 2 votes per company, independent on the number of individual members belonging to that company. Decisions shall be made by simple majority vote. In the case of an equality of votes, the vote of the President or Vice-President in case of absence of the President, shall be decisive. Resolutions on points that were not included in the agenda may only be adopted by a two-thirds majority vote of the members present or represented. The decisions of any General Assembly shall be recorded in minutes by the Assembly Secretary and signed by the President or Vice-President. Excerpts from, or copies of, such minutes shall be certified by the President, or the

Vice-President.

Resolutions passed about alterations to the statutes or dissolution shall require a two thirds majority of the votes cast.

Article 34

A written record of the course of the meeting is prepared in every case by the Secretary.

**Section 6
Honorary Activity**

Article 35

All members of the organs of the Association exercise their activities in an honorary capacity.

**Section 7
Special Purpose Fund**

Article 36

To achieve the objectives scheduled in Section 1, insofar as a cash flow in excess of the expenditures is achieved, a special purpose fund is to be invested.

**Section 8
Dissolution**

Article 37

In the event of dissolution, the abolition of the Association or in the event of the lapse of the previous purpose, then the entire existing funds are passed to the International Federation of Red Cross and Red Crescent Societies (IFRC) to support their public health activities.