

## **ESRAD Concord Document**

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### **EUROPEAN SOCIETY FOR RESEARCH IN ADULT DEVELOPMENT**

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#### **§ 1. Name and domicile of the association**

The name of the association is European Society for Research in Adult Development.

The association can use an unofficial abbreviated name in its operation, the ESRAD.

The domicile of the association is the city of Jyväskylä, Finland. The association can also have officers and members elsewhere in Finland and internationally in other countries. The languages of the Association are Finnish and English.

#### **§ 2. Purpose and charter of activity**

The European Society for Research in Adult Development (ESRAD) is a non-profit, scientific organization, whose aim is to promote, discuss and help publish research and theory on adult development. Its' aim is also to create a network that supports researchers and professionals in the field through conferences, symposiums, publications, online forum environments, website and other social media tools. The membership of the European Society for Research in Adult Development includes people from all disciplines who are interested in positive adult development. Positive adult development refers to development starting in late adolescence and continuing through to the end of life. The focus is on expanded capabilities and changes that improve the quality of life. Research and discussion within the field of positive adult development may include, but are not restricted to, topics such as cognitive and moral development, wisdom, therapy, adult education, political development, societal and spiritual development. Both empirical and theoretical research are encouraged.

The association is religiously and politically non-aligned.

The association carries out its purpose:

- By organising conferences, symposiums, workshops and lectures in line with its aims and areas of interest;

- By publishing printed materials electronically or in printed form, like books, journals and articles;
- By creating environments for social networking between researchers and professionals both online and in person;
- By maintaining a scholarship fund if necessary, to facilitate study and conference attendance opportunities;
- By maintaining connections to other similar organisations internationally.

The Association supports its activities:

- By collecting admission fees;
- By collecting membership fees and symposium / conference attendance fees;
- By accepting grants, donations and bequests, and by possessing movable and immovable property necessary to its operation.

Any monetary surpluses arising from the activities of the Association in supplying educational services, such as conferences, symposia, training, research etc. are to be used solely for the continuation and improvement of such activities.

### **§ 3. Members**

Anyone who behaves according to the rules of the association can join as a member. Also legal entities can join as members. The Executive Board approves applications for membership.

The Executive Board of the Association can nominate a person who has made a substantial donation to the Association as a Donor Member. The Donor Member is freed from paying the membership fee.

The Executive Board can invite Honorary Members and appoint an Honorary President. The Honorary Members and Honorary President are freed from paying the membership fee.

Members are obliged to inform the Executive Board's secretary of their address and email-address and any changes of them, which will be kept in a membership list.

#### **§ 4. The resignation and expulsion of a member**

A member has the right to resign from the Association by informing this in writing to the secretary of the Executive Board or informing this in General Meeting to be noted in the minutes.

The Association's Executive Board can expel a member if that member has forfeited paying the membership fee or in some other way not fulfilled the obligations to which they agreed on joining the Association, or by her/his actions either within the Association or outside it caused the Association harm or no longer fulfils the prerequisites for membership as stated by law or the Association rules.

If an expelled member sees their expulsion as unfair, she/he is entitled to petition an Association General Meeting to decide on the case. The petition must be made within thirty (30) days of the expulsion in writing to the Executive Board of the Association, which must submit the question to be assessed in an Association meeting within sixty (60) days of the petition.

A resigned or an expelled member has no claim to any of the assets of the Association<sup>1</sup>.

#### **§ 5. Admission fee and membership fee**

The Annual General Meeting decides the amount of the admission- and membership fee for individuals and legal entities.

#### **§ 6. Association's Executive Board**

The President and a minimum of two (2) and maximum of six (6) other members, and two (2) vice-members of the Executive Board, are elected in the General Meeting. At least one of the Executive Board's members must have Finnish citizenship.

The Executive Board's and officers' term of office is two (2) years. Board members' and officers' terms of office may be ended by individual resignation or by a vote of the Executive Board.

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<sup>1</sup> For instance, membership fees are non-refundable.

The Executive Board of Association elects a Vice-President from within the Board and appoints a secretary, a treasurer and other officers as needed from within or outside the Board.

The Executive Board comes to session by the invitation of the President or, if s/he is incapacitated, the Vice-President when they see it fit, or when at least half of the Executive Board members demand an assembly due to an issue they represent.

The Executive Board is quorate when at least half of its members, including the President or Vice-President, are present. Matters shall be decided on a simple majority rule vote. If the votes for a resolution (except such resolutions to elect a Vice-President or officer) are tied, the President, or Vice-President in lieu of the President, has a second, deciding vote. In the case of a tied election, the outcome shall be determined by the drawing of lots.

Executive Board members are required to declare if they stand to gain financially or otherwise from any transactions entered by the Executive Board and, if so, are excluded from voting on any decisions regarding such transactions.

All payments made from Association funds or other financial commitments require the authorisation of the President, or Vice President in lieu of the President and at least one other Executive Board member.

The tasks of the Executive Board are:

- To lead the actions of the Association according to the Charter and the decisions of the General Meetings;
- To approve applications for membership and keep a membership list;
- To manage the Association funds;
- To prepare an annual report and a plan of action and a budget plan;
- To manage official publications of the Association;
- To direct the possible association subdivisions;
- To call up the Annual General Meetings.

## **§ 7. Signatories for the Association**

The signatories for the Association are the President, Vice-President, Secretary or Treasurer. The Executive Board may, at its discretion, authorise any member of the Association to act as a signatory for the Association.

### **§ 8. Accounting Period and Audit**

The fiscal year of the Association is one calendar year.

A main auditor and a deputy auditor (to act if necessary in place of the main auditor) will be appointed at the Annual General Meeting. The term of office of the auditors will be for two years, and they shall be eligible for reappointment at the end of every term. Neither the main auditor nor the deputy auditor will be eligible to be elected as a member of the Executive Board so long as s/he acts as auditor. Neither shall any member of the Executive Board be eligible to act as auditor so long as s/he is a member of the Executive Board. The main auditor or deputy auditor shall have a right of access to the books, accounts, correspondence, documents and vouchers of the Association, and shall be entitled to require from the Board and Officers of the Association such information and explanation as may be necessary for the performance of the auditor's duties.

The financial statement with its supplements and the annual report by the Executive Board shall be given to the auditor at least one month before the Annual General Meeting. The auditor must prepare and submit a written report to the Executive Board at least two weeks before the Annual General Meeting, and shall present the annual report and financial statement to members at the Annual General Meeting.

### **§ 9. Meetings of the Association**

The General Meeting must be held on an annual basis between April and August on a date set by the Executive Board. If Executive board or Annual meeting decide so, it is possible that member can participate in the Meeting via post, telecommunication link, or other technical equipment during or before the Meeting.

An Extraordinary General Meeting must be called when an Association General Meeting so decides or when the Association Executive Board sees it fit or when at least 1/10 of the voting members of the Association so demand in writing for a specific issue. The meeting must be held within thirty (30) days of it being demanded from the Association Executive Board.

In Association General Meetings every member shall have one vote. If a member cannot due to distance or some other appropriate reason be present in the meeting, s/he may give a written power of attorney to another member attending the meeting. The power of attorney must be presented before the meeting is started and its copy must be attached to the minutes.

Questions at General Meetings of whatsoever nature must be determined by a simple majority of votes cast with the exception of alterations to the Constitution and Rules. If the votes for a resolution to be decided by a simple majority (except such resolutions to elect a President, Board Member or officer) are tied, the Chair of General Meeting has a second, deciding vote. In the case of a tied election, the outcome shall be determined by the drawing of lots.

### **§ 10. Summoning the Annual General Meetings of the Association**

Notice of Association General Meetings must be given to members at least thirty (30) days before the meeting, and the agenda for the meeting must be given to members no less than seven (7) days before the meeting, by a letter or an email to a given address. A letter or an email message sent to the address as agreed with the member and stipulated in the membership list shall be regarded as having been received by the member.

Other member bulletins shall be delivered in a similar manner.

### **§ 11. Annual General Meeting**

In the Annual General Meeting the following agenda shall be followed:

1. Opening of the meeting;
2. The Chairman, Secretary, two examiners of the minutes;
3. The legality and quorum of the meeting are stated;
4. The working order of the meeting is accepted;
5. The financial statement, annual report and the auditors' statement are presented;
6. A decision shall be made on the approval of the financial statement and on discharging the Association Executive Board and others accountable;

7. The plan of action, budget and the amount of admission- and membership fees shall be ratified;
8. The President and other Executive Board members are elected in every other year;
9. The auditor and deputy auditor shall be appointed or re-appointed;
10. Such issues brought forth by the Executive Board or by a member at least fourteen (14) days before in writing, which must be notified to members in the agenda for the meeting, will be dealt with;
11. Other possible issues are dealt with.

## **§ 12. Changing the Rules of the Association and Dissolution of the Association**

These rules can be changed or the Association dissolved in a General Meeting if the change proposal or dissolution is approved by at least three quarters (3/4) of the given votes. The meeting invitation must include a note of a proposal of change to the rules or dissolution of the Association.

When the Association is dissolved the assets shall be distributed as decided by the Association General Meeting that approved the dissolution and in accordance with the regulations concerning the non-profit status of the Association.