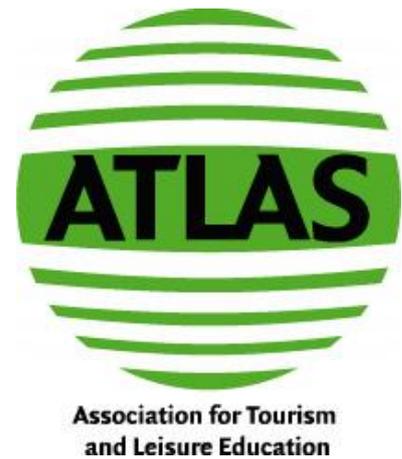


August 2001

ATLAS

**Association for Tourism
and Leisure Education**



Constitution

As adopted by the ATLAS Annual General Meeting (AGM) in September 1997 and amended by the AGM in June 2000.

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1. Title

The Association for Tourism and Leisure Education (abbreviated as ATLAS).

2. Purpose

2.1 ATLAS is a non-profit membership organisation which aims to promote tourism, leisure and arts education and research in education.

2.2 The objectives of ATLAS are:

- a. To promote the teaching of tourism, leisure and related subjects throughout Europe,
- b. To encourage the exchange of staff and students between member institutions,
- c. To promote links between professional bodies in tourism, leisure and associated subjects and to liaise on educational issues, curriculum development and professional recognition of courses,
- d. To promote transnational research which helps to underpin the development of appropriate curricula for transnational education.

3. Membership

3.1 Membership will normally be on an institutional basis, but there will be the option for individual membership where the executive considers this desirable.

3.2 The criteria for full membership are that member institutions have a direct interest in education and/or research in leisure, tourism or an associated subject. Members will normally be educational institutions or professional bodies with an interest in the subject area. Full membership is subject to a membership fee as determined from time to time by the Executive. The membership fee shall be payable annually upon receipt of an invoice from the administration.

3.3 The membership fee may be adjusted for particular groups of members to account for specific geographical or financial circumstances.

3.4 Members who fail to fulfil their financial obligations to the association, or who are deemed to have engaged in misconduct or to have brought the association into disrepute are liable to suspension from membership by the Executive. In the case of misconduct, suspensions shall be subject to confirmation by the AGM.

3.5 Membership can normally only be terminated either by the member or by the association if notified in writing at the end of the financial year. Membership can, however, be ended at one month's notice in case of actions by the member(s) which are in contravention of the statutes or decisions of the association or in the case of failure to pay the annual subscription fee after reminders have been sent. A decision to end membership must be passed by the Management Committee, and the member concerned is free to appeal within one month of notification. Confirmation of the decision must be passed by at least two thirds of the votes at the AGM.

4. Organisation

4.1 The organisational structure of ATLAS comprises:

- a. The Executive,
- b. The Administration,
- c. National coordinators,
- d. The Annual General Meeting (AGM).

4.2 The Executive

4.2.1 The ATLAS Executive is concerned primarily with basic and general issues concerning the direction and development of ATLAS. The Executive shall be accountable to the membership through the AGM.

4.2.2 The Executive shall consist of a maximum of 15 representatives nominated by full member institutions. No single member institution shall have more than one voting member on the Executive. The Executive may from time to time co-opt additional members as it deems necessary, providing co-opted members form less than half of the total Executive membership. Executive members may nominate substitutes from their own organisation if unable to attend a meeting. Such nominations must be made in writing to the Secretary prior to the meeting.

4.2.3 Executive members will normally serve for three years, but terms may be extended in cases where this would entail more than 50% of the Executive positions falling vacant in any one year.

4.2.4 Nominations for positions on the Executive will be sought from eligible member institutions. Nominations will only be accepted if the person seeking election has obtained the support of a suitable proposer within their own institution (e.g. head of department, director).

4.2.5 There should normally be no more than two representatives from each country on the Executive.

4.2.6 The Executive will take decisions by simple majority vote. In cases where no overall majority is achieved, the chair will have a casting vote.

4.2.7 The Executive will meet at least once a year. The meeting will be called by the secretary, who will circulate an agenda to members at least one month prior to the meeting.

4.2.8 The officers of the Executive will consist of the ATLAS Coordinator, who will function as chair of the Executive, a secretary and a treasurer. The term of office for these posts will normally be two years, but can be extended for a further year by Executive vote.

4.2.9 The term of office of any member of the Executive may be ended before the full term is served either by a vote of the AGM (in the case of elected members) or by a vote of the Executive (in the case of co-opted members).

4.3 *The Administration*

4.3.1 The administration of the Association will be located in the City of Arnhem. The Administration is responsible for the day-to-day running of the Association, and is accountable to the Executive and the AGM.

4.3.2 The administration will consist of three members, including the Chair and Secretary.

4.4 *Coordinators Special Interest Groups*

4.4.1 ATLAS activities will be undertaken at local level by regional, national and special interest group coordinators. The coordinators and the boards of regional or special interest sections are responsible to the Executive and the Annual General Meeting of the association. Coordinators will be appointed by the Executive for a period of three years.

4.4.2 Coordinators Special Interest Groups will normally be responsible for the distribution of ATLAS information and materials, co-ordination of responses to ATLAS programmes and the organisation of ATLAS events, either national or international.

4.5 *The Annual General Meeting (AGM)*

4.5.1 The AGM is the ultimate policy-making body of the Association. All decisions and actions of the Officers, Executive and Coordinators Special Interest Groups are subject to approval by the AGM.

4.5.2 The AGM will be open to all full and associate members of the Association, and such observers as the Meeting sees fit. Only full members of the Association are permitted to vote at the AGM.

4.5.3 The AGM will be convened once a year by the Secretary through written notification to all members at least one month prior to the date of the meeting.

4.5.4 An extraordinary general meeting must be called within a month of a written request being submitted by at least 10% of the voting members of the Association.

5. Finances

5.1 ATLAS may incur financial liabilities only to the extent of its available resources derived from membership fees, contributions and donations and from other income.

5.2 No member of ATLAS is liable for any debts incurred by ATLAS.

5.3 The financial year of the Association will run from January 1st to December 31st. At least one AGM will be held, normally within 6 months of the end of the financial year. During this meeting, the Administration will report on the activities of the Association, including the financial report. The financial report must be signed by the members of the Administration present. The financial report must be accompanied by an auditor's report, or a report from a financial commission appointed by the AGM. The commission must consist of at least two members who do not sit on the Executive. The financial report must be submitted to the members of the commission at least one month in advance of the AGM.

6. Changes to the Constitution

6.1 Changes to the Constitution can only be made through a vote of two thirds of the members present at the AGM.

6.2 Notice of any constitutional changes must be given to members at least five days before the AGM, and this notice must also be available for consultation by members at the location of the meeting. Any changes to statutes come into force once these have been officially recorded by a solicitor.

7. Termination of the Association

The AGM can decide on a two-thirds majority vote to terminate the Association and allocate the remaining resources of the Association. The Association will continue to exist for the purpose of winding up the affairs of the association, but during this time the words “in liquidation” must be added to the name of the Association. The records of the Association must be kept for a period of 20 years after liquidation.

8. Articles of Association

The constitution is based on the Articles of Association of the Association for Tourism and Leisure Education (ATLAS) registered with the Chamber of Commerce in Tilburg on April 17th 1997 and amended on January 30th 2001. The text of the Articles of Association shall be considered definitive. The affairs of the Association shall be governed by Dutch Law.

ATLAS

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and Leisure Education**



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