

23 November 2012

**EUROPEAN PARTNERSHIP OF
AIR FORCE ASSOCIATIONS**

EPAA



STATUTE

&

REFERENCE MANUAL

STATUTE

Statute approved in Rome the 4TH of December 2004

Revised the 30th of May 2009

Revised the 23rd of November 2012

PREAMBLE

The Air Force Associations of Belgium, France, Germany and Italy, bearing in mind :

- The common identity of ideals, values and friendship among European aviators both in active and in the reserve;
- The friendship ties that link their nations;
- The need to maintain alive the spirit of the history and traditions of European aviators;
- The need to promote among European citizens, especially the youth, the concept of European security and defense in all its aspects and, in particular, the role played by the Air Forces in such a context;
- The increasing cooperation among European nations which is manifested also in a closer and closer cooperation among their Air Forces;
- The gradual progress of a European security and defense identity and a European Union contribution to peace and stability;

Met in Rome on December 4th 2004 to found the European Partnership of Air Force Associations (EPAA) and to approve and sign the following related Statute.

1. OBJECTIVES

Article 1 – Goals

The goals of the EPAA are to:

- Promote the concept of European Security and Defense among European citizens especially the youths;
- Support European Air Forces;
- Maintain and highlight European aviator's history and traditions;
- Open the Association to all European Air Force Associations that would apply for membership and conform to the principle expressed in the Preamble;
- Promote friendship links among its members;
- Maintain close links with the Associations of other Armed Forces;
- Organize activities related to the goals mentioned above, also in cooperation with EU authorities when possible.

Article 2 – Logo

The EPAA logo is an asymmetric, triangular wing enclosing the name of the Partnership and a wing of the Greek statue of the Nike of Samothrace. On the far left bottom four blue stars represent the founder nations,

2. ORGANIZATION

Article 3 – Presidency

The Presidency of EPAA is held by each nation present in the partnership by a rotating appointment for two years.

Every nation has the right and the duty to be part of the rotation.

Article 4 – Board of national representatives

A Board of National Representatives (BNR) is established.

Each participating nation will appoint one member as National Representative.

The BNR represents the highest office of the EPAA; the BNR will meet at least once a year on request of the EPAA President in office.

Article 5 – Steering Committee

The Steering Committee (SC) is the executive body of the EPAA.

Each participating nation will appoint two delegates to the Steering Committee.

It is chaired by one of the two delegates of the nation that has the EPAA Presidency.

The SC meets at least once a year on request of the EPAA President.

Article 6 – Eligibility criteria and affiliation procedures

European Air Force Associations wishing to become members of the EPAA must: be national in vocation, abide the same principles stated in the Preamble of this Statute, and pursue the same goals as the EPAA.

National Associations wishing to become members of EPAA must send a formal request to the President in Office. The President in office will forward the request to the other BNR members for discussion at the following BNR meeting.

The Association's admission must be approved with the unanimity of the member nations. The President in office will formally inform the requesting Association about the decision made. The decision does not need to be motivated.

The President in office can invite a National Association of any nation as an observer if the requesting association complies with the criteria and principle of this Statute. The observer position allows for the participation of one delegate of the requesting association to the Steering Committee meetings and to other EPAA activities as decided by the SC but does not grant voting rights.

Article 7 – Removal

Membership in EPAA is rescinded:

- By resignation of a member national association formally presented to the BNR;
- By expulsion agreed by the members of the BNR with unanimity of the other member nations on the base of a motivated decision.

No Association can be expelled definitively before its representative has been invited to provide explanations to the BNR

Article 8 – Modification of the Statute

The Statute can be modified on request of a member nation. The President in office will put the issue on the agenda of the following BNR meeting. If agreed to by all member nations, the President in office will provide a new Statute draft by a date agreed to or ask one of the members to prepare such a draft.

To be valid any total or partial Statute revision as well as date of application must be approved with the unanimity of the BNR member nations.

Article 9 – Official Language

The official language of the EPAA is English.

Article 10 – Reference Manual

This Statute is applied through a set of working rules and procedures established by the Steering Committee, approved by the BNR and written in the Reference Manual.

REFERENCE MANUAL

This Reference Manual has been approved the 13th of November 2008

Revised on the 23rd of November 2012

PREAMBLE

This Reference Manual (RM) of working rules and procedures is set according to Article 10 of EPAA Statute.

It comprises several parts following the same order of the Statute.

Article 1 – Reserved

Article 2 – EPAA Logo

The EPAA logo will be used in all documents/activities originated by and for EPAA use; a participating association can use the logo for documents/activities related to EPAA activities.

For other kinds of use there will be the need for a prior approval by the EPAA President in office.

Article 3 – Presidency

The Presidency rotates in increasing alphabetical order, using the English names of the participating nations.

On request of the involved nation the sequence can be changed.

The rotation is planned for two mandates in advance. The four founding countries (Belgium, France, Germany, Italy) will always take the Presidency according the rotation order with no exception at all.

The President of EPAA in office is appointed among the Representatives of the nation that has the EPAA Presidency.

Article 4 – Board of National Representatives (BNR)

- a) The EPAA President in office will act as chairman of the BNR;
- b) To be considered valid the meeting of the BNR needs to have at least $\frac{2}{3}$ of the Representatives present at the meeting. (e.g. The minimum number is obtained by multiplying the total number of member countries by $\frac{2}{3}$ and rounding downward the result to a full number);
- c) The BNR has the following tasks:
 - 1) To decide upon the EPAA objectives to be reached, within at least one year timeframe by setting the appropriate guidelines;
 - 2) To decide upon an appeal against a decision of the Steering Committee;
 - 3) To decide upon the admission or resignation of associations to EPAA;
 - 4) To decide upon the expulsion of associations from EPAA;
 - 5) To approve the revision of the EPAA Statute and/or Reference Manual;
 - 6) To decide on the rotation of the Presidency.
- d) Only in case of resignation or expulsion the Representative of the country of the association upon which has to be decided will not have voting rights;
- e) All decision taken by the BNR needs to be approved by the unanimity of the members present at the meeting;
- f) If a topic in discussion cannot be approved it will be necessary to wait at least six months before it can be brought up to the attention of the Board again;
- g) At the BNR meeting the SC representative of the nation which has the EPAA President in office will participate as Chairman of the SC, he has no voting rights, he will inform the Board on all

- actions taken by the SC and will report to the SC meeting the decisions taken by the BNR;
- h) The agenda of the BNR meeting needs to be forwarded to all participating members at least one month before the date of the meeting;
 - i) The Chairman of the BNR will provide for a report of the meeting, the report will be sent to all members of the BNR;
 - j) It is decided that the EPAA President in office will provide some gift or memorabilia for special events in name of and for the EPAA (e.g. visit to an organization or to prominent personalities); the expense will be equally supported by all countries. Up to an amount of € 1000 the Presidency will act in an autonomous way, for higher amounts he needs to have the approval of the BNR before engaging the expense.

Article 5 – Steering Committee

- a) All EPAA activities, with the exclusion of those listed in Article 4, are managed by the Steering Committee in an autonomous way;
- b) The SC will meet at least once a year, usually in the country that has the Presidency in office;
- c) The agenda of the SC meeting needs to be forwarded to all participating members at least one month before the date of the meeting;
- d) The SC is formed by two members for each participating country; the presence of only one member is considered the minimum necessary for the meeting and if this is not possible the nation which cannot be present at the meeting must forward to the President in office its views on the items in the agenda prior to the meeting; the President will provide copies of the document to all members;
- e) The SC meeting is chaired by one of the two members of the nation that has the EPAA President in office;

- f) The chairman of the SC will provide for the minutes of the meeting and will participate to the BNR;
- g) To be considered valid the meeting of the SC needs to have at least $2/3$ of the countries present at the meeting; (e.g. the minimum number is obtained by multiplying the total number of countries by $2/3$ and rounding the result downward to a full number);
- h) All decisions taken by the SC need to be approved by the majority of participating countries ($1/2$ of participating countries + 1); each country counts for one vote;
- i) The two members of each participating country have the same voting rights;
- j) If there is no agreement between the two members of a country the vote of that country will be considered as abstained and will not be counted for;
- k) A country can appeal to the BNR concerning a SC decision; The BNR has to make a decision upon at its next meeting;
- l) On particular issues that need to be studied, the SC may appoint a specific commission/working group. The Commission/working group report to the SC by the established date;
- m) A virtual office of the SC is established in order to provide to all participating members an archive of all documents;
- n) The office will maintain only an electronic archive of documents;
- o) Documents to be archived are at least: the EPAA Statute, EPAA Reference Manual, EPAA Logo, the minutes of the SC, the agenda of the meeting;
- p) The office will provide all available documents in electronic format upon request by a participating member;
- q) All other events not depicted in this manual will be managed by the SC according to the common sense and the voting rules.

23 November 2012

Article 6 – Reserved

Article 7 – Reserved

Article 8 – Reserved

Article 9 – Reserved

Article 10 - Reserved