

## EAS Bylaws

Version: 2nd June 2024

The following Bylaws stand alongside the [EAS Regulations](#) that were approved by the EAS members at the 2021 General Meeting. They clarify further formal processes, rights and obligations in the EAS vzw.

### 1. Membership

There are three types of Members in the EAS: Regular, Acceded and Honorary Members.

- a. **Regular Members** have a vote at the General Assembly (individual and institutional). Regular Members have to be able to attend the General Assembly (GA) regularly. They remain as Regular Members during the period in which they have one of the following roles in the network; after their time in a role ends, they are no longer a Regular Member:
  - i. EAS Board Member
  - ii. National Co-ordinator (NC)
  - iii. Student Forum (SF) and Doctoral Student Forum (DSF) Leaders
  - iv. SFG Coordinator
  - v. Editorial Board Member
  - vi. Honorary Member
- b. **Acceded Members** are all Non-Regular Members (individual and institutional). One becomes an Acceded Member by paying the EAS Membership fee. They can be part of the GA in discussion, that is, they cannot vote. Acceded Members can apply to become Regular Members. They have to clarify in their application that they are able to contribute to the network and that they will be part of the upcoming General Assemblies. They have to agree that they will be named in the next GA. They can apply prior to the yearly GA; the deadline is ten weeks before the GA. Their application will be decided upon at the GA. The applicants will be part of the GA from the following year not in the GA when they are appointed. This position lasts until Membership is terminated either by non-payment or by no longer meeting the Regular Member requirements.
- c. **Honorary Members** are, in principle, Regular Members but can deviate from that. They do not pay the Membership fee. Any Regular Member can propose an Honorary Member to the Board. The Board decides on whether the proposal is accepted.

### 2. Board

- a. *Election*: Board Members are elected for a period of two years by the General Assembly. Election is based on a nomination by two Members. Every Regular or Acceded Member can be nominated. The nominees must have been EAS Members for at least two years. (Current board Members vote in the board elections).
- b. *Board Elections* are organised and executed by the past president and the secretary.
- c. *Executive Board*: As well as appointing a president and vice president, the EAS board selects a secretary and a treasurer. These 4 form the Executive Board. The Executive Board prepares Board meetings,

supports the preparation of conference, and can decide on small financial decisions (see also 7.b.). The president, sometimes deputised by Executive Board members, represents the association within a variety of national and international activities.

- d. *Re-Election of Board Members:* Re-election is possible on two occasions. This time can be extended for special duties such as president, vice-president, secretary or treasurer.
- e. *Types of Board Members:* Within the regulations there exist **Board Members** (elected) and **Co-Opted Board Members** (who can be installed by the Board after an elected Board Member has to finish their duties before the end of the Board term). The EAS Board can nominate so-called **Invited Board Members** to the Board for special expertise.
- f. *Student Board Members:* Student Board Members are not elected but are INVITED. There are always 2 Student Board Members: one student delegate is from the conference host institution and one from the next conference institution. A Student Board Member begins their time in the year before the conference takes place in their own country, during the winter Board meeting. This is so that they can become familiar with all aspects of the EAS, including the work of the Student Forum which they joint lead with the Student Forum Staff Leaders. A Student Board Member leaves their position after the conference the year after the one in their own country.
- g. *Past President:* the immediate past president is added to the Board as a full Member after his/her term as president, without election. In principle, he/she keeps this role until the end of the new president's first or second term. The past president takes a less active role, works mainly in an advisory capacity, and is therefore not a Member of the Executive Board. The past president plays an active role in the election procedure (see point 2.b.). They may also lead and work on certain ad hoc themes. A past president is also well placed to act, when relevant, as a mediator or confidant for the Membership.

### 3. Fora: Student Forum (SF) and Doctoral Student Forum (DSF)

- a. *Tasks and Duties:* The SF and DSF leaders are responsible for organising and carrying out the annual EAS Fora together with the Student Board Members and in consultation with the responsible Board Member. They are also responsible for providing information for the EAS website (e.g. the annual SF and DSF report, calls for participation) and for evaluating their forum each year.
- b. *Appointment and Duration:* Student Forum Leaders and Doctoral Student Forum Leaders are assigned by the Board for the duration of four years. Their periods possibly overlap in order to pass on experience. The period can be extended for one or two years by a Board decision (e.g. to create an overlap).

### 4. National Coordinators (NCs)

- a. *Tasks and Duties:* National Coordinators represent music educators in their own country. They form a team, which is responsible for the dissemination and implementation of the EAS mission in European countries. National Coordinators' responsibilities include:
  - i) contributions to EAS's international work, helping to motivate people and institutions within their country to participate in EAS activities,
  - ii) reporting on music education in their countries and regularly updating the Country page on the EAS Website,
  - iii) acting as a contact point for national associations,
  - iv) representing the EAS at a national level: supporting music education activities and initiatives in their countries, building up and developing a national team of practitioners, music teacher educators and researchers.
- b. *Appointment and Duration:* National Coordinators are appointed by the Board for a period of 2 years initially. This can be extended.

## 5. Special Focus Groups (SFGs)

- a. *Tasks and Duties:* EAS Special Focus Groups (SFGs) are working groups of EAS Members with defined aims which have been agreed with the EAS Board. EAS provides SFGs programme time at the annual conference, publicity, scheduling, viability and the prestige of EAS affiliation. EAS offers SFGs the use of the EAS webspace and social media to publicise their work.
- b. *Appointment and Duration:* Every Member who has been a Member for at least two years can propose a Special Focus Group to the EAS Board. A consistent concept and the name of one SFG leader is proposed. The Board decides on whether or not the application is successful. The EAS Board appoints one person as SFG leader. This person liaises with the Board via one Board Member who oversees the SFG work.

## 6. Editorial Board (EB)

- a. *Tasks and Duties:* The Editorial Board steers and evaluates the publication activities of EAS.
- b. *Appointment and Duration:* It consists of Members that are appointed by the Board until their position is revoked. The Board also appoints one Member as the Chair of the Editorial Board. The editors of the upcoming book engage with the Editorial Board on issues related to that publication.

## 7. Finances

- a. *Reimbursement Policy:* In the case of a (Board) Member performing a duty on behalf of EAS vzw that requires making a personal cost, they can apply for reimbursement by complying with the following conditions and procedure. Before making any expenses on behalf of EAS, the person performing the duty should consult with the Board about the prospective cost(s). The cost(s) should be accounted for in the budget plan of the current fiscal year. After approval by the Board, the costs made can be submitted for reimbursement by filling out the allocated form and including the related receipts as proof of payment. The digital form and receipts should be sent via e-mail to the treasurer; the paper copy - including the original receipts - should be sent by post to EAS' registered office.

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- b. *Urgent Financial Decisions:* The EAS Executive Board has the authority to make urgent and unexpected financial decisions that are not accounted for in the budget plan if the cost does not exceed €150,00. In any other cases, financial decisions are made by the Board.
- c. *Financial support for people in EAS roles:* Wherever financially possible, the EAS should provide full payment of travel costs for all people with EAS roles who cannot be supported by their institution. Such people should first research whether there are other possible funds that could be applied for, such as Erasmus.  
If other funds are not available:
  - I. The person must contact the board with their suggested cost – before they book.  
This notification must happen by December 31st of the year before the conference.
  - II. The full board will then discuss every case on its own merit.
  - III. After a decision is made, the board contacts the applicant.
  - IV. If they are to be supported, they complete a reimbursement form - [EAS Reimbursement Form - Google Sheets](#)

V. The digital form and receipts are sent via e-mail to the treasurer; the paper copy - including the original receipts - is sent by post to EAS' registered office.

Funding is for one year only.

The board reviews the EAS finances each year to ensure that there is sufficient money for this support.