



FEDERATION OF EUROPEAN LABORATORY ANIMAL SCIENCE ASSOCIATIONS

(For the table of terminology equivalences see annex 1)

1. Name

- 1.1. The organization shall be known as the Federation of European Laboratory Animal Science Associations, abbreviated as FELASA.
- 1.2. FELASA takes over all rights and obligations of the “Federation of European Laboratory Animal Sciences Associations”, established in the United Kingdom in 1978.
- 1.3. The organization’s head office is at the International Association Centre (MAI) in the judicial district of Brussels (Belgium). It may be transferred to any other location within Europe upon approval of FELASA members in a General Assembly (GA).
- 1.4. By decision at a GA, FELASA may set up offices, sections, representations and correspondents, permanent as well as temporary, in Belgium or abroad.

2. Definitions

- 2.1. Laboratory Animal Science is that discipline whose objective is to ensure and promote further development of optimal conditions for the humane use of animals for scientific purposes.
- 2.2. For the purposes of the Statutes, a Laboratory Animal Science association is one whose objectives are the furtherance of several aspects of the discipline.

3. Objectives

- 3.1. To act as an international body to represent common interests of member associations in the furtherance of all aspects of Laboratory Animal Science in Europe.
- 3.2. To contribute and advance the further development and implementation of the Reduction, Refinement and Replacement [3Rs] of Laboratory Animals used for scientific purposes.
- 3.3. To act as the specialist European reference network on Laboratory Animal Science and welfare contributing to the advance and development of all aspects of Laboratory Animal Science and practice in Europe.
- 3.4. To establish and maintain appropriate links with national, international or governmental bodies as well as other organisations concerned with Laboratory Animal Science.

- 3.5. To organise, promote and/or coordinate scientific meetings, publications, events and actions contributing to the enhancement of the quality of all activities related to the field of Laboratory Animal Science.

4. Membership

- 4.1. FELASA has Full Members and Affiliated Members. For the purpose of registration, the number of Full Members of FELASA is declared to be unlimited and never lower than five.
- 4.2. Full Membership is open to Laboratory Animal Science associations of nations in Europe at large and countries with specific cooperation agreements with the European Union. Only one association from any European nation(s) will be admitted to Full Membership. Federal and joint associations recognised in several European countries will also be admitted to Full Membership.
- 4.3. Admission to Full Membership shall be subject to the approval of the FELASA members in a GA upon the applicant organisation's request.
- 4.4. Full Membership requires the payment of an annual fee to FELASA. Fee value is approved by the Members in a GA under Treasurer's proposal. This amount may not exceed 25.000 Euros per Full Member. Absence of fee payment within one financial year will block voting rights of that Full Member until full outstanding payment has been received.
- 4.5. Affiliated Membership is available to national, international or governmental bodies, as well as other organizations concerned with Laboratory Animal Science.
- 4.6. Affiliated Membership is exempt from paying the annual fee and does not have a seat at the General Assembly.
- 4.7. Affiliated Membership is approved by FELASA Members in a GA upon the applicant organisation's request. After a minimum of five years, Affiliated Members can apply for Full Membership. This change can only be approved in a GA by a minimum of ninety per cent vote of the Members entitled to vote.
- 4.8. Full Members have the right to one vote. Affiliated Members do not have voting rights.
- 4.9. Membership may be terminated by resignation in writing from the officers of that member association, delivered to the President or Secretary of FELASA. Such resignation will only become effective at the end of the financial year in which it has been notified. All outstanding invoices and debts must be paid.
- 4.10. Any kind of membership of FELASA may be withdrawn subject to the approval of the FELASA GA if a member ceases to meet the requirements for membership set out in the FELASA Bylaws.

5. Management

- 5.1. FELASA Members are represented by delegates in all meetings. Two delegates have to be appointed by each Member that should also determine the period of office of this representation.
- 5.2. The General Assembly has the broadest powers for the management of FELASA. Anything that is not reserved, by law or by these Statutes, to the GA is in the competence of Members' Delegate Meetings (MDM). FELASA Members may

delegate powers to the FELASA Executive Committee in Members' Delegate Meetings or General Assemblies.

- 5.3. There must be minutes of all FELASA Members' Delegate Meetings and General Assemblies that include presences and decisions. Minutes are brought to the notice of the members by mail or making them available on the restricted Members' area of the FELASA website.
- 5.4. The Full Members' delegates will meet at least once a year in an Annual General Assembly (AGA). General Assemblies are responsible for member admission and exclusion, fee and accounts approval, election of the Executive Committee [EC], changes in the Statutes and Bylaws. In addition, Members' delegates should hold one or more meetings during the year that are called Members' Delegate Meetings (MDM).
- 5.5. The EC is responsible for implementing and carrying out the decisions from all meetings. To fulfil such tasks, EC may hire and dismiss personnel after approval of the FELASA Members.
- 5.6. Those eligible to attend MDM are: Full and Affiliated Members' delegates and EC officers. General Assemblies are attended by Full Members' delegates and EC officers.
- 5.7. Each Full Member shall have only one vote. The FELASA President has the right of the casting vote.

6. Officers

- 6.1. The Executive Committee [EC] is elected at a FELASA GA. It comprises President, Vice-Presidents, Secretary and Treasurer and such other officers as the Members may decide. The President should preferably be elected from present or past EC Members. All other positions of the EC shall be selected from delegates or the membership of the FELASA Full Members.
- 6.2. Term of each office shall be for two years from the 1st of January of the year after being elected. Each officer, with the exception of the Presidential officers, is eligible to stand for re-election, subject to a maximum of three consecutive terms.
- 6.3. EC members shall not be entitled to vote with the exception of the casting vote of the President.
- 6.4. Presidential position comprises a period of four years, one year as President Elect, two years as President, and one year as Past President. As President Elect and Past President, the duties will be to support the role of the President.
- 6.5. Vice Presidents are in charge of specific activities as defined by the Bylaws.
- 6.6. Disqualification of EC members shall be decided by the Members' delegates in a General Assembly.
- 6.7. In judicial and extrajudicial acts FELASA is legally represented by the President and another member of the EC acting jointly.

7. Meetings

- 7.1. FELASA shall hold an Annual General Assembly during the first semester of each year, provided that the first is held within 18 months of its registration. The AGA shall be announced providing at least twenty-eight days' notice.
- 7.2. Extraordinary General Assemblies (EGM), may be convened by resolution at any Members' Delegate Meetings or AGA, by the President or by a requisition to the

- President or Secretary signed by not less than four FELASA Full Members, and with not less than fourteen days' notice.
- 7.3. In the absence of the President at any meeting, the EC members should appoint the Chair according to the FELASA Bylaws. Such a chairperson will be able to exercise a casting vote in the event of a tie vote.
 - 7.4. A quorum at any meeting shall be fifty percent plus one of those members entitled to vote.
 - 7.5. Bylaws or their changes have to be approved at a GA.
 - 7.6. The EC can decide to invite Observers or Consultants to Members' Delegate Meetings when it will be considered in the interests of FELASA.
 - 7.7. The organization of scientific meetings and activities will depend on an approval at a Members' Delegate Meeting. FELASA may organize such events in partnership with any of the Members or other organizations in the spectrum of FELASA objectives.

8. Finances

- 8.1. FELASA financial year shall run from 1 January up to and including 31 December.
- 8.2. The Treasurer of FELASA shall keep a running main account in a Belgian bank and the accounts should be submitted to the Members.
- 8.3. The Treasurer is responsible for preparing the accounts for auditing according to the Belgian Law. Those accounts will be presented for approval in an Annual General Assembly during which the Treasurer will report on the financial situation of FELASA and will, as appropriate, propose the amount of the annual membership fee.
- 8.4. At any time, any group of four Full Members may require an external audit of the FELASA accounts.
- 8.5. Delegates attending any FELASA meeting shall be at the financial responsibility of the Member they represent.
- 8.6. The EC is empowered by the FELASA Members to negotiate financial agreements with appropriate outside bodies in support of FELASA's activities previously approved by the FELASA members in a MDM or GA.
- 8.7. A clearly defined specific agreement of allocation of profits should be drawn up in advance of each event FELASA shall organize in collaboration between FELASA and the partner involved.

9. Representation of FELASA to other bodies and meetings

- 9.1. Representation of FELASA in other organizations, bodies or meetings is the responsibility of the President and the EC members. In case of unavailability of the EC members, the EC may select an expert from the Full Membership to represent FELASA at any organization or at any meeting or series of meetings. A report should be submitted to the next MDM.
- 9.2. The President has discretion to attend meetings or engage in correspondence in order to represent FELASA, reporting each such occasion to the Members' Delegates in the next MDM. Expenses so incurred will be reimbursed by FELASA after submission of the report within a year.

9.3. Failure of report submission on any representation activity may endanger the refund of expenses in whole or in part. The report should be written or, in the case of the EC members, a presentation report on the next MDM is acceptable.

10. Amendments to the Statutes

Statutes may be amended or replaced by and only by a two-thirds majority vote of the Members entitled to vote at the General Assembly.

11. Dissolution

- 11.1. FELASA has unlimited duration, however, if membership drops under 5 Members or if it is decided by the Members in a General Assembly, the organization can be dissolved.
- 11.2. The Members represented by their appointed delegates in a General Assembly may appoint one or more liquidators. After having settled all the debts of the dissolved organization, the liquidator will attribute free of charge FELASA's total assets according to the GA decision.
- 11.3. On dissolution, remaining FELASA funds shall be distributed to one or more regularly organized and qualified charitable, educational scientific, or philanthropic organizations, that accomplish the objectives and purposes specified in these Statutes, selected by a GA.

These approved Statutes dated

Signed:

FELASA President

[name]xxxxxxxxxxxxxxxxxxxxxxxx

Annex 1

Table of terminology equivalences

Former designation - FELASA UK	New designation
General Meeting, Annual or Extraordinary (AGM or EGM)	General Assembly, Annual or Extraordinary (GA, AGA or EGA)
Board Member	Member's Delegate
Board of Management (BoM)	Members' Delegates
BoM meeting	Members' Delegate Meeting (MDM)