



## Statutes of the European Small Islands Federation

### § 1. Purpose

ESIN is a non-political federation of associations for small islands and archipelagos in Europe. The federation is a forum for cooperation between member associations that are working for living islands and archipelagos. The federation shall represent the members on issues of mutual importance before the European Union parliament and institutions. The federation shall also be a forum for comparison of experience between the members. The federation has no formal influence of the governance of the member associations.

### § 2. Membership

Associations with national responsibility in Europe, representing small islands and archipelagos, that are not administrative regions of their own, can be accepted as members of ESIN. The applicant association must have as its aim the overall sustainable development of small islands and the improvement of living conditions for the resident island population in that country. Therefore there will be only one member from each country. Membership will not be open to applicants with a more limited objective.

Membership applications can be approved only by consensus decision of the ESIN board. A member that fails to comply with these statutes, or to act in accordance with the aims of ESIN, can be expelled.

### § 3. Membership Fee

All members pay an annual membership fee for administrative costs of ESIN - the fee to be determined according to budget at the annual meeting. Above this, project funding and other contributions can finance activities.

### § 4. Delegates and voting rights

Each member appoints two delegates, one of whom should be nominated voting delegate and a substitute as representatives to the annual meeting. These delegates must be appointed by the Board of the member association.

### § 5. Costs

Each member pays for travel and subsistence costs for their delegates at annual meetings and board meetings. Exceptional costs, i.e. attendance at relevant conferences or other meetings by the Chair or other nominated Board member may be co-funded by agreement among the members.

## § 6. Board, auditor

The Board of the Federation is responsible for the annual work plan. The board is elected for a one year period at the annual general meeting, AGM. Each ESIN member is entitled to one board member and one nominated substitute. The number of board members therefore is the same as number of ESIN members. The AGM also appoints the chair in board and treasurer.

Vacancies in the membership of the Board occurring between AGMs may be filled by nomination by the relevant association for the period up to the next AGM. It is recommended that gender equality be maintained where possible. An auditor shall be elected on the AGM. The board is allowed to nominate a vice-chair.

## § 7. Board meetings

An annual general meeting, AGM, shall be arranged in the third quarter of the year. The location of the annual meeting shall rotate among the federation members.

The board shall meet when necessary. Communication relating to normal business of the federation shall be carried out through email/internet and phone. It is recommended that a formal Board meeting should take place at least once a year in addition to the AGM, this may be conducted by phone or videoconference.

### Annual General Meeting, AGM

- Members shall be notified of the date and venue of the AGM at least twelve weeks in advance.
- The agenda for the meeting shall be agreed by the Board.
- Motions for the AGM shall be sent to delegates at least eight weeks in advance of the meeting.
- The business of the AGM shall include:  
*Chairman's report, Treasurer's report including Audited statement, Appointment of Auditor, Annual general work plan, Adoption of reports, Motions and proposals, Annual membership fees, Election of Board, chairman and treasurer, Next years meeting*

## § 8. Notification of meetings

Notice to attend the annual meeting shall be addressed to the Secretary of each Member Association, Board Members, nominated delegates and substitutes and include a draft agenda. At least twelve weeks notice shall be given for the AGM and at least eight weeks notice for other special general meetings.

## § 9. Protocols

Minutes shall be taken at all meetings and sent to attendees within one month. Amendments to the minutes may be officially adopted at the following meeting.

## § 10. Decisions

The Board may make binding decisions when at least half of the Board members or nominated substitutes are present. There is one vote per country. For ordinary decisions is it a simple majority. The Chairman will have a casting vote in the event of a tied vote.

## § 11. Financial year

The calendar year is the financial year of the federation.

## **§ 12. Fiscal signatures**

Signing for the federation is by the chairman and any other elected officer. Should the chair be unavailable for any reason, another elected officer can sign on their behalf.

## **§ 13. Proposal of motions**

Only ESIN members can raise proposals and motions. They shall be sent to the board at least ten weeks before the annual meeting.

## **§ 14. Change of statutes**

Amendments to these statutes may be made by at least two thirds majority of the delegates of the annual meeting. Proposed changes must be sent to members at least eight weeks in advance of the Annual General Meeting.

## **§ 15. Dissolution**

The federation can only be dissolved if such a decision is taken by at least two thirds majority on two consecutive annual meetings. The proposal for dissolution of the federation must be sent to members at least twelve weeks in advance of the Annual General Meeting. Assets, if any after deduction of debts, shall be shared equally among members.

*These statutes were approved for the first time on September 4<sup>th</sup> 2004, at the 4<sup>th</sup> annual meeting at Eigg, Scotland, the second time on September 15<sup>th</sup> 2005, at the 5<sup>th</sup> annual meeting at Belle-Ile, France, and the third time on September 8<sup>th</sup> 2009 at the 9<sup>th</sup> annual meeting at Elba, Italy.*

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