

documentação

EROPA



CONSTITUTION AND RULES FOR IMPLEMENTATION

CONSTITUTION

In order to advance the economic and social development of the region through the promotion of the study, practice and status of public administration and adoption of adequate administrative systems, the First Regional Conference on Public Administration held in the Philippines from the 7th to 20th June 1958 decided to set up a permanent regional organization. The first General Assembly of the Eastern Regional Organization for Public Administration, held in the Philippines from the 4th to 10th December 1960, adopted this Constitution, as amended.

NAME, LOCATION AND OBJECTIVES

Article 1. The permanent regional organization shall be called “Eastern Regional Organization for Public Administration” (hereafter referred to as “EROPA”).

Article 2. EROPA shall have its permanent Secretariat General established in Manila, the Philippines. The Secretariat General and/or any other part of EROPA may be located wherever the General Assembly may, from time to time, consider it to be necessary.

Article 3. The general objectives of EROPA shall be:

a. To promote the adoption of more effective and adequate administrative systems and practices in order to advance and implement the economic and social development programme of the region,

especially mindful of distinct cultural and social values of the countries in the region.

b. To develop an increasing appreciation of the value and importance of public administration.

c. To advance the frontiers of the science and art of governmental administration in the region.

d. To develop managerial talent, especially at the executive and middle management levels.

e. To foster the professionalization of public administration in the region.

f. To foster affiliation and maintain liaison with universally recognized international bodies for public administration.

Article 4. In order to realize the objectives stated in Article 3, EROPA, without restricting its general powers, may, among others, use the following means:

a. Organization of periodical international or inter-regional conferences.

b. Publication of research papers and a journal, promoting the development of administrative science.

c. Distribution and exchange of documents.

d. Establishment of continuing committees for research and documentation on special problems related to administrative practices and other sciences.

Establishment of suitable endowment funds to finance its operations either as part of its own resources or through a special foundation organized by it.

f. Establishment of training seminars or short courses on particular subjects.

g. Organization of professional training centres.

h. Exchange of professors, students and experts in public administration.

MEMBERSHIP

Article 5. EROPA shall be composed of:

- a. State Members
- b. Group Members
- c. Individual Members

The General Assembly may confer honorary membership upon any individual who has made distinguished contribution to public administration in the region.

Article 6. In the General Assembly, each State Member shall have one vote; and all other members from a State or a territorial unit in the region shall collectively have one vote.

Article 6-a. Unless otherwise provided for in this Constitution, all questions in the General Assembly shall be decided by an absolute majority of the members present and voting. The quorum for the General Assembly shall be at least one-third of its total membership, provided the one-third includes at least half of the number of its State Members. For this purpose, a fraction of .5 or above will be considered as one and a fraction below .5 will be ignored.

Article 7. Admission of State Members shall be by a two-thirds majority of the General Assembly present and voting, upon the recommendation of the Executive Council. However, upon the recommendation of the Executive Council, the General Assembly may, by a formal resolution adopted by two-thirds vote of its members present and voting, invite a non-member State within the region to become a State Member. The admission of such State as a State Member shall be effective on the day of acceptance of the formal application for membership by the Executive Council in any of its meetings convened before the next session of the General Assembly. All other categories of membership shall be admitted by the decision of the Executive Council.

Article 8. An Organization, Association or Group in a country or territory in the EROPA region, whose purposes and activities are in consonance with the objectives of EROPA, are qualified to join as Group Members.

Article 9. An individual of good standing in his community, in a country or territory in the EROPA region, whose profession and activities would serve to promote the interests of EROPA, is qualified to join as an Individual Member.

Article 9-a. States, organizations and individuals of countries and territories not within the EROPA region but who possess the qualifications for State, Group and Individual Membership as provided for in Articles 7, 8 and 9 may join EROPA as Associate State Members, Associate Group Members or Associate Individual Members, as the case may be.

Associate Group Members and Associate Individual Members shall have the privilege of participation in the deliberations of the General Assembly without the right to vote.

Article 9-b. The formation of national committees should be encouraged in any country where there are State, Group and/or Individual Members of EROPA for the purpose of promoting the objectives of the Organization.

Article 9-c. A state member should designate an institution to act as its corresponding agent to EROPA. Additionally, a state member may, for a period of two years at a time, nominate up to three other institutions and up to ten scholars or practitioners in public administration who would be considered members of EROPA under the state membership of the country. These institutions and individuals would be exempted from payment of the membership fee for so long as the membership of the state continues.

THE GENERAL ASSEMBLY

Article 10. The General Assembly shall be constituted by the gathering of State, Group and Individual Members convened by the Chairman of the Executive Council. Ordinarily, the General Assembly, every second year, shall meet at an appropriate place to be determined by the Executive Council on a date to be fixed by the Council. It may meet in extraordinary session upon convocation by the Executive Council or upon the specific request of one-half of the State Members.

Article 11. The General Assembly shall elect a conference President for the Assembly period.

Article 12. The General Assembly shall formulate the policies to be implemented by the Executive Council and give financial direction thereto.

Article 12-a. The accounts of EROPA shall be audited annually by the Commissioner of Audit appointed by the General Assembly.

THE EXECUTIVE COUNCIL

Article 13. The activities of EROPA shall be directed by the Executive Council composed of:

1. All State Members

Representatives of Group Members, whose number shall be 1/3 of the number of State Members, a fraction of .5 or above to be counted as 1.

3. The representative of the Individual Members.

4. The immediate past Chairman of the Executive Council.

Notwithstanding the provisions of Article 6, the representatives of Group Members and Individual Members shall be elected through secret ballot during the period of the General Assembly from among the members of their respective categories by an absolute majority of

those categories present, but subject to the provisions of Article 14. If an absolute majority shall not be attained, a second vote shall be taken in which election shall be by a simple majority. In case of a tie, the President of the General Assembly shall cast the deciding vote.

The Executive Council shall, upon its election, elect from its own members a Chairman, First Vice-Chairman, Second Vice-Chairman and Third Vice Chairman, all of whom shall not be eligible for immediate re-election to the same posts.

Article 13-a.1. All State Members shall formally designate their members to the Executive Council of EROPA. Letters of accreditation for such appointments shall be transmitted directly to the Secretary General of EROPA, who shall, accordingly, notify the Executive Council of such accreditation. It is to the interest of EROPA and for purposes of continuity that members designated to the Executive Council should be of senior rank and of continuing tenure.

Article 13-a.2. Elected officials of EROPA shall automatically become Individual Members and shall have the rights, privileges and responsibilities of Individual Members of the Organization.

Article 13-a.3. If the Chairman and the three Vice-Chairmen of the Council cease to be accredited representatives of their respective governments, they shall continue their tenure of office in their capacity as Individual Members and the respective governments shall appoint their duly accredited representatives to the Organization.

Article 13-3. 4. In the case of Group Members, every Group Member should designate an official representative to the General Assembly who shall participate in the election of Group Members to the Executive Council. The groups concerned shall formally designate their representatives to the Executive Council with official accreditation to the Secretary General in the same manner as the designation of the Council member by State Members. The same provision in respect of State Members shall also govern Group Members as to tenure, incapacity and substitutions.

Article 13-a. 5. Members of the Executive Council must act in an individual capacity in the interests of EROPA.

Article 14. There shall not be more than two nationals of any State in the Executive Council.

Article 15. The Executive Council shall be responsible for:

- a. The general direction of the activities of EROPA.
- b. Determining the working procedures of the various services EROPA.
- c. Preparing the budget and administering the finances of EROPA, subject to the approval of the General Assembly.
- d. Determining the agenda, date and place of the General Assembly sessions.
- e. Finally, it shall be empowered to take such measures and actions deemed appropriate in the interests of EROPA.

Article 16. The Chairman of the Executive Council shall have supervisory responsibility over the execution of the decision of the General Assembly.

Article 17. The three Vice-Chairmen shall assist the Chairman and one of them shall act in the absence of the Chairman when the latter cannot act for himself.

Article 18. The Executive Council shall meet ordinarily once a year at the headquarters of the Secretariat General or at any other convenient date and place as it may decide. The Secretary General shall attend the meetings of the Executive Council without vote.

Article 19. Decisions of the Executive Council shall be taken by a vote of two-thirds of its members present and voting with the minimum of four affirmative votes.

THE SECRETARIAT GENERAL

Article 20. There shall be a Secretary General appointed by the Assembly.

Article 21. The Secretary General shall be responsible to the Executive Council for:

- a. The administration of the activities of the Secretariat.
- b. The execution of the decisions and instructions of the Executive Council.
- c. The coordination of the following Technical Centres:
 1. Development Management Centre
 2. Training Centre
 3. Local Government Centre
 4. Conference and Assembly Services
 5. Any other Centres or Services that may be established from time to time.
- d. Preparation for the meetings of the General Assembly.
- e. The supervision of the meetings of the General Assembly.
- f. Communications and correspondence of EROPA.
- g. At the end of each fiscal year, submitting a detailed report on the activities of EROPA.
- h. Submitting a work plan for the coming year.

Article 21-a. The Secretary General and the Assistant Secretary General, if any, shall reside in the country where the Secretariat is established.

Article 22. The Secretary General shall also act as Treasurer of EROPA. In this capacity, he shall be responsible to the Executive Council for:

- a. Submitting to the Executive Council at the annual meeting a statement of accounts for the past financial year.

b. Submitting to the Executive Council for its approval, in advance of the biennial General Assembly meeting, draft estimates for the forthcoming two-year period.

c. Submitting regular statement of audit.

RESOURCES

Article 23. The resources of EROPA shall consist of:

a. Members' subscriptions and subsidies from States.

b. Payments for services rendered by EROPA.

c. Proceeds from the sale of publications.

d. Donations and legacies.

e. Subsidies from organizations or individuals

e.1 Earnings from investments of endowment of funds or the EROPA Foundation.

f. Other fees.

Article 24. Minimum subscriptions by the members shall be determined by the General Assembly. Subscriptions shall be payable at the beginning of each fiscal year in currencies specified by the Executive Council. The fiscal year of EROPA shall be from 1 July to 30 June of the succeeding year.

Decisions of the General Assembly on budgetary questions shall be made by a vote of two-thirds of its members present and voting.

AMENDMENT OF THE CONSTITUTION

Article 25. The present Constitution may be amended by the General Assembly upon the proposal of the Executive Council or upon the request of an absolute majority of State Members. Amendments shall be adopted by a two-thirds majority of the General Assembly.

RESIGNATION AND REVOCATION

Article 26. Any member may withdraw from membership in EROPA by notifying the Secretary General in writing, upon the settlement of all outstanding financial obligations.

Article 27. Any member whose conduct proves incompatible with the objectives of EROPA may have his or her membership suspended or revoked.

Each suspension or revocation shall be decided by a vote of three-fourths of the total State and Group Members in a regular session of the General Assembly or, if necessary, in a session convened by the Executive Council.

DISSOLUTION

Article 28. The dissolution of EROPA may be proclaimed by the General Assembly convened for this purpose, through a vote of three-fourths of the total number of State Members and Group Members.

Article 29. In case of dissolution, EROPA liabilities shall be allocated in accordance with the specific wishes of the General Assembly, to an organization having a similar purpose or to other recipients considered to meeting the objectives of EROPA.

The General Assembly shall, at the same time, appoint a Liquidation Commission composed of at least three State Members.

Article 30. The Executive Council shall lay down the rules of implementation of the present Constitution.

RULES FOR IMPLEMENTATION

OF THE CONSTITUTION

I

MEMBERSHIP

(IMPLEMENTING CONSTITUTION, ARTICLES 5-9)

Article 1. Any country within the region may apply as a State Member of EROPA by transmitting an application addressed to the Secretary General of the Organization. The Secretary General shall transmit such application for action of the Executive Council at its next meeting. The Council, by a vote of two thirds of its members present and voting, shall recommend such application for approval of the next General Assembly.

Article L.a. The Executive Council shall define the EROPA region by designating by name the countries and territories comprising this region, and shall, when necessary, redefine and redesignate the same. This definition shall take effect upon approval by the General Assembly.

Article 1.b. An Organization, Association or Group in a country or territory in the EROPA region, whose purposes and activities are in

consonance with the objectives of EROPA, is qualified to join as Group Members.

Article 1.e. An individual in good standing in his community in a country or territory in the EROPA region, whose profession and activities would serve to promote the interests of EROPA, is qualified to join as an Individual Member.

Article 1.d. Organizations and individuals of countries or territories not within the EROPA region but who possess the qualifications for Group and Individual Members as provided for in articles 8 and 9 may join EROPA as Associate Group Members or Associate Individual Members, as the case may be.

Article 2. A group or individual may apply for admission as a Group Member or Individual Member by transmitting an application in writing addressed to the Secretary General. Applications for Group Membership shall be accompanied by a brief information or big-data of the applicants. The Secretary General shall transmit all applications for Group and Individual Membership, together with the relevant papers, to the Executive Council for action at its next meeting. This provision shall also apply to Associate Group and Individual Members.

Article 3. The term "Group" shall apply to national or country organizations, institutions, schools, associations or societies which have for their main purpose, the study of promotion of public administration. The term shall also apply to local governments, local authorities, as well as to government corporations or statutory authorities.

Article 3.a. Further, the category of the group membership shall be divided into the following classes:

a. *Ordinary Group Member I* — Organizations within the region which do not have other income than what is given to them by their supporting agencies or by grants and donations.

b. *Ordinary Group Member II* — Governmental Organizations within the region which generate all or part of their budget by direct taxation, collection of fees, or sales of their services and/or products.

c. *Associate Group Member I* — Organizations outside the region which do not have other sources of income except what is given to them by their supporting agency or by grants and donations.

d. *Associate Group Member II* — Governmental organizations outside the region which generate all or part of their budget by direct taxation, collection of fees, or sales of their services and/or products.

e. *Associate Group Member III* — States outside the region who are accepted as associate group members.

f. *Honorary Associate Group Member I* — Organizations belonging to the private sector and the economy.

g. *Honorary Associate Group Member II* — Organizations outside the region which belong to the private sector of the economy.

II

THE SECRETARY GENERAL

(IMPLEMENTING CONSTITUTION, ARTICLES 20-22)

Article 4. In order to foster and bring about the unification of the policies of EROPA and effective coordination of its various centres, there shall be close contact and exchanges of information and views between these centres and the Secretary General. The Chairman of the Executive Council shall be informed by the Secretary General of the important developments in the Organization.

Article 5. The Development Management Centre, the Training Centre, the Local Government Centre, and other such Technical Centres of EROPA, shall enjoy a large measure of autonomy in their internal operations. The heads of these Centres, on their own, may initiate the

necessary steps towards strengthening their respective Centres, including initiating moves to solicit subsidies from organizations and individuals. However, the Secretary General, and through him, the Chairman of the Executive Council, shall be kept informed of such steps for outside assistance.

Article 6. All negotiations in the higher stages with external resources for subsidies and other forms of financial assistance, shall be centered in the Secretary General.

Article 7. The Chairman of the Executive Council shall approve the design of any major programmes or projects before they are presented to outside organizations for financial assistance. Actual contracts in writing to be drawn between EROPA and outside organizations, such as private foundations and others involving financial assistance for such programmes and projects, shall be made by the Chairman of the Executive Council in behalf of EROPA.

Article 8. Similarly, all donations and legacies made to EROPA or to any of its Centres shall be accepted by the Chairman of the Executive Council in behalf of the Organization.

Article 9. A report of such transactions involving outside financial assistance and of donations and legacies to the Organization or to any of its Centres, shall be rendered by the Secretary General to the Executive Council. The Secretary General shall make a similar report to the next General Assembly.

Article 10. The Secretary General shall appoint his assistants and clerical and other personnel of the Secretariat General. All expert personnel of the Organization shall be appointed by the Chairman of the executive Council upon the recommendation of the Secretary General.

Article 11. The Secretary General shall take steps to negotiate for the site of the Executive Council and General Assembly meetings to be held in each succeeding year.

III

SUBSCRIPTION FEES

(IMPLEMENTING CONSTITUTION, ARTICLES 23-24)

Article 12. Unless otherwise decided by the General Assembly, upon recommendation by the Executive Council, the annual rate of minimum subscription for State, Group and Individual Members shall be as follows:

State Members	US\$3,000/\$3,750/\$4,500*
Ordinary Group Member I	US\$150**
Ordinary Group Member II	250
Individual Members	20**
Associate Group Member I	200
Associate Group Member II	1,000
Associate Group Member III	5,000
Honorary Associate Group Member I	500
plus US\$1,000 entrance fee	
Honorary Associate Group Member II	1,000
plus US\$2,000 entrance fee	

* Subscription rates vary, depending on the per capita income and size of the country. New rates approved by the Executive Council during its 39th meeting in Korea, 5 October 1992 effective Fiscal Year 1992-93 (01 July 1992-30 June 1993).

** New rates approved by the Executive Council during its 38th meeting in Beijing, People's Republic of China, 13 October 1991, effective Fiscal Year 1991-92(01 July 1991-30 June 1992).

Article 12.a. The provision in Article 12 covering the annual rate of subscription for individual members notwithstanding, such Individual Members are given the option of paying their membership fees in one of three categories, namely:

For Five Years' Membership	US\$100
For Ten Years' Membership	200
For Life Membership	400***

Article 12.b. The provision in Article 12 covering the annual rate of subscription for Group Members notwithstanding, such Group Members are given the option of paying their membership fees annually at intervals of three, five or ten years. Furthermore, a Group Member by paying 20 times the annual fee at once could become a permanent member with no further fee to pay.

Article 13. Subscription fees shall be payable in United States Dollars unless the Executive Council decides otherwise in respect of a particular member or category of members or members generally. All checks shall be transmitted to the Secretary General who shall issue an official receipt for every payment received by him. He shall also be the Treasurer of the Organization and shall keep an account of all monies received and submit an annual financial report of receipts and expenditures to the Executive Council for its approval. He shall also render an overall report of the activities and financial state of the Organization during the preceding fiscal year to the next General Assembly for its approval.

Article 13.a. EROPA has to deposit the fee paid by life members and permanent Group Members to a bank under time deposit arrangement and use the interest for annual income of the Organization.

*** New rate approved during the 39th EC meeting in Korea, 5 October 1992.

Article 14. The Executive Council shall take action deemed appropriate on the status of any member in respect of the Organization, upon failure by any such member to pay the annual subscription due for three consecutive fiscal years.

