



# MILSET STATUTES

(2019 Review)

## **Part I: GENERAL**

### **Article 1: Legal Disposition**

These Statutes relate to the general conduct of the business of the Organisation incorporated under the French Law of July 1<sup>st</sup>, 1901 and the Decree of August 16th, 1901, hereby referred to as the Organisation.

## **Part II: NAME, SEAT**

### **Article 2: Name**

The name of the Organisation shall be "Mouvement International pour le Loisir Scientifique Et Technique".

The acronym in all languages shall be: "MILSET".

The translation of the Organisation name shall only be used with the approval of the MILSET Communication Manager.

### **Article 3: Legal Seat**

The legal seat shall be 58, des Chèvrefeuilles, Villemoisson 91360, France.

The legal seat may be moved to any other location in France by simple decision of the Executive Committee.

## **PART III: VISION, MISSION AND OBJECTIVES**

### **Article 4: Vision**

The vision of the organisation is "Inspiring Youth through STEAM initiatives".

### **Article 5: Mission**

MILSET supports its member organisations to engage youth in science, technology, engineering, art and mathematics (STEAM) through motivation, cooperation, collaboration, networking, and sociocultural interchange.

### **Article 6: Objectives**

- Helping member organisations create a local or national environment to motivate youth to be involved in STEAM.
- Connecting, supporting, and representing member organisations around the world.
- Stimulating and supporting international youth networking and cooperation through STEAM.
- Providing member organisations with global opportunities to engage youth in STEAM.

## **PART IV: GOVERNING BODIES, STANDING COMMITTEES, DIRECTORS AND OFFICERS**

### **Article 7: Governing Bodies**

The Organisation's governing bodies shall be:

- the General Assembly and
- the Executive Committee

### **Article 8: Standing Committees and Special Committees**

- 8.1 The Executive Committee has the authority to put in place any Standing Committees or Special Committees.
- 8.2 A Standing Committee shall be a permanent committee. The primary purpose of a Standing Committee shall be to consider and recommend actions and to propose policies in the functional areas under their mandate, subject to approval by the Executive Committee.
- 8.3 A special committee shall have a temporary mandate. The objective of a special committee shall be to consider and recommend actions on a specific issues, activities or event.
- 8.4 The mandate and composition of any committees shall be set by the Executive Committee.

### **Article 9: Directors**

- 9.1 The Executive Committee shall consist of not less than seven (7) and not more than nine (9) Directors, including the President who is appointed.
- 9.2 The recruitment process of candidates for election or appointment as Directors shall ensure that candidates are nominated from each of the MILSET regions.
- 9.3 A Nominating Committee shall be put in place by the Executive Committee.
- 9.4 The Nominating Committee shall be responsible to solicit nominations for election to the Executive Committee, circulate valid nominations to all voting members, and may nominate additional candidates.
- 9.5 The election of Directors and the approval of the appointment of the President shall take place at the General Assembly. The vote shall be done by secret ballot.
- 9.6 In case of a vacancy during the term, the Executive Committee may appoint a Director for the remainder of the term.
- 9.7 At the 2021 General Assembly only, half of the Directors shall be elected for a term of two (2) years and the remaining Directors shall be elected for a term of four (4) years. Subsequently, all Directors shall be elected for a mandate of four (4) years. During the Executive Committee meeting following the 2021 General Assembly, the term for each Director will be decided by asking for volunteers to serve a two (2) year term. If that is insufficient, the remaining Directors who will serve two (2) year terms will be determined by random draw.
- 9.8 Directors shall only be eligible to maintain office for a maximum of eight (8) years, as measured from the 2017 General Assembly.



- 9.9 Directors who have served their maximum number of terms shall be eligible to return after being absent from the Executive Committee for two (2) years.
- 9.10 Following approval of the modifications to the Statutes during the 2019 General Assembly, article 9.0 shall be implemented over a 2-year transition period. The existing Executive Committee Directors shall continue their mandate during that period.

#### **Article 10: Officers**

- 10.1 The Executive Committee's Officers are:
- President
  - Vice-President(s)
  - General Secretary
  - Treasurer.
- 10.2 The President shall be appointed by the Executive Committee for a mandate of four (4) years.
- 10.3 All others Officers shall be elected for a two (2) years term. They are elected by the Executive Committee, following the General Assembly.
- 10.4 In case of a vacancy during a current term, the Executive Committee may appoint a new Officer for the remainder of the term.

#### **Article 11: General Assembly**

- 11.1 The General Assembly consists of the Official Delegates, representing the Members of the Organisation.
- 11.2 The General Assembly shall meet once every two (2) years. It is chaired by the President.
- 11.3 General Assembly meetings shall be convened by written notice to all Members by the President, at least sixty (60) days prior to the date of the meeting. The notice shall include the date, time and place of the meeting, the proposed agenda, and shall be delivered to all Members by email and a notice on the home page of the Organisation's website shall be uploaded.
- 11.4 The General Assembly shall have the right to:
- Ratify the amendments to the Charter and the Statutes;
  - Establish Regional Offices, merge or modify boundaries;
  - Ratify the annual membership fee;
  - Approve the President's Report;
  - Receive the Financial Statements and the Report of Activities;
  - Elect the Executive Committee Directors;
  - Dissolve the Organisation.
- 11.5 An Extraordinary General Assembly meetings may be convened at any time by resolution of the Executive Committee, or on the written request of at least thirty (30) percent of the Members.
- 11.6 Extraordinary General Assemblies shall only transact business as stated in the Notice of Meeting sent by email and must be held within thirty (30) days of receiving a request for such a meeting.

- 11.7 Members shall have the right to assign a proxy under the signature of its legal representative.
- 11.8 Only Members' legal representatives may cast a vote for the Member they represent on the condition that the Member has paid its Membership fee.
- 11.9 Quorum for a General Assembly and for an Extraordinary General Assembly meeting shall be achieved when twenty-five (25) percent of the voting Members are represented in person or by proxy.

## **Article 12: Executive Committee**

- 12.1 The Directors of the Executive Committee are of equal status in conducting the affairs of the Organisation. The Executive Committee shall be accountable to the General Assembly.
- 12.2 The powers of the Executive Committee include:
- Overall responsibility for the operation of the organisation;
  - Preparation of updates to the Statutes;
  - Approval of updates to the Internal Rules;
  - Approval and Updates of Policies, Procedures and Standards;
  - Preparation and evaluation of a Strategic Plan;
  - Preparation and implementation of the Annual Actions plan;
  - Monitoring the quality of the Organisation's programmes and events;
  - Approval of the budget and the membership fees;
  - Ratification of new members;
  - Suspension of members for unpaid membership fees;
  - Expulsion of members;
  - Selection and appointment of employees;
  - Establishment of Standing Committees and working groups.

## **Part V: MEMBERS**

### **Article 13: Definition**

- 13.1 The Organisation has one class of membership.
- 13.2 Members shall be organisations, active in STEAM activities or STEAM promotion for children and youth.
- 13.3 A Regional Office shall have the authority to decide the types of organisations allowed as candidates for membership.
- 13.4 National and regional organisations are preferred as MILSET members; local organisations should be an exception.

### **Article 14: Associate Organisations**

- 14.1 Organisations may be designated as Associate Organisations if they are candidates in the preliminary phase of an application for membership.

- 14.2 Organisations having an interest in STEAM activities for youth and in collaborating with MILSET, but not as a member, may be designated as Associate Organisations.
- 14.3 Associate Organisations have no formal relationship, status, or rights within MILSET; however, they may identify themselves as MILSET Associate Organisations.

### **Article 15: Admission**

- 15.1 The membership candidature procedure is governed by the Internal Rules.
- 15.2 The process is managed by each Regional Office; however, approval of a new member must be ratified by the Executive Committee.

### **Article 16: Rights and Obligations**

- 16.1 Members shall have the right to:
- Participate in the General Assembly meetings;
  - Participate in the relevant Regional General Assembly meetings;
  - Participate in the activities of the Organisation and of the Regional Offices;
  - Pay the member's registration fee to participate in ESI and ESR;
  - Take part in organisation governance;
  - Propose their candidature as host organisation of a MILSET event ;
  - Use the Regional MILSET logo.
- 16.2 Members shall abide by the Charter, Statutes, Internal Rules, Policies and Standards of the Organisation.
- 16.3 Members shall pay the annual membership fee on the deadline set by the Organisation.

### **Article 17: Delegates**

A Member is represented by an official Delegate. The process to appoint a delegate is at the Member's discretion.

### **Article 18: Termination**

- 18.1 A Member may resign by delivering written notice to the General Secretary of the relevant Regional Office, which shall then inform the MILSET General Secretary.
- 18.2 A membership shall be terminated when the Member's legal entity is dissolved.

### **Article 19: Suspension**

- 19.1 The Executive Committee or the relevant Regional Executive Committee shall have the authority to suspend any Member for failing to pay, without explanation, their membership fees by the prescribed deadline.

- 19.2 Members who fail to pay the annual membership fee, by the prescribed deadline set by the Executive Committee, shall lose the right to vote or stand for election. They cannot send a team to MILSET events at the member rate.
- 19.3 If the membership fee remains unpaid two (2) years after the issue of the invoice, the member shall be suspended.
- 19.4 Suspension is a temporary process; therefore the organisation shall regain its member status after paying the overdue membership fees.

### **Article 20: Expulsion**

A Member may be expelled by the Executive Committee of the Organisation for one or more of the following:

- Serious, repeated breaches of the Statutes and Internal Rules of the Organisation;
- Conduct detrimental to the Organisation, as determined by the Organisation in its sole discretion;
- Any other reasons that the Organisation, in its sole and absolute discretion, considers to be reasonable.

## **Part VI: REGIONAL OFFICES**

### **Article 21: Definition and Composition**

- 21.1 MILSET is divided into geographical areas, defined by the General Assembly, each under the responsibility of a Regional Office.
- 21.2 A country shall be assigned to only one (1) geographical area and the legal seat of the Member shall define its Regional Office.
- 21.3 Establishment of a new Regional Office and the merging of Regional Offices shall be approved by the General Assembly.
- 21.4 Modifications to the geographical area of a Region shall be approved by the Executive Committee with the consent of the concerned Regional Offices.
- 21.5 The governing bodies of a Regional Office shall be: the Regional General Assembly and the Regional Executive Committee.
- 21.6 In case that a Regional Office has issue with its governance and administration process, the Executive Committee shall put in place a process to analyse the situation and to put in place and implement a restructuring plan. During the restructuring process, the Executive Committee shall assume the responsibilities of the affected Regional Office.

### **Article 22: Rights**

Regional Offices shall have the right to:

- Establish a legal entity and define its Statutes and Internal Rules and processes, provided they are consistent with the Organisation' Statutes and Internal Rules. Any subsequent amendments or revisions must be submitted to the Executive Committee to verify their compliance before they may take effect.

- Manage the Members of its geographical area on behalf of the Organisation.
- Levy a supplementary annual membership fee.
- Establish regional programmes. Regional programmes shall have the right to use the MILSET regional name.

### **Article 23: Obligations**

Regional Offices shall:

- Abide by the Charter, Statutes, Internal Rules and Policies of the Organisation, and MILSET Programme Standards.
- Administer and provide services to Members in their region.
- Administer the Organisation's programmes in their region.
- Report annually to the Executive Committee in a manner specified by the Organisation.
- Collect the Organisation's membership fees by the prescribed deadline.

### **Article 24: Regional Assembly**

- 24.1 A Regional General Assembly consists of the delegates representing the Members of a region.
- 24.2 A Regional Assembly meeting shall be convened at least every two (2) years.
- 24.3 A Regional Assembly shall elect the Regional Executive Committee.
- 24.4 A Regional Assembly or the Regional Executive Committee shall approve new Members.

### **Article 25: Regional Executive Committee**

A Regional Executive Committee shall include at least three persons.

## **PART VII: NATIONAL OFFICES**

### **Article 26: Definition**

Use of the MILSET name by a member organisation to operate as a National Office (e.g., MILSET Mexico) may be authorised under the following conditions:

- A request for the establishment of a MILSET National Office has been submitted to the relevant Regional Office.
- The request has been evaluated and approved by the Regional Executive Committee and then forwarded to the Executive Committee for final approval.

## **Part VIII: FINANCES**

### **Article 27: Fiscal Year**

The fiscal year shall begin January 1 and end on December 31.

### **Article 28: Financing**

The revenues of the Organisation include:

- Annual membership fees;
- Portion of participation fees from activities;
- Donations;
- Grants and sponsorships.

### **Article 29: Remuneration**

Members of the Executive Committee shall not receive remuneration for their services.

### **Article 30: Liability**

Members that resign or are expelled from the Organisation have no claim to the Organisation's assets.

## **Part IX: GENERAL DISPOSITIONS**

### **Article 30: Internal Rules, Policies, Standards**

The Executive Committee shall prepare and update Internal Rules, Policies and Standards to regulate the conduct of the Organisation's affairs and programmes, and to define the roles and responsibilities of the Organisation's Officers and committees.

### **Article 31: Dissolution, Liquidation**

In case of dissolution of the Organisation, the General Assembly shall appoint one or more liquidators, determine their attribution, and indicate the manner in which the remaining assets shall be distributed.

The recipient of assets must be a disinterested organisation, foundation or network with objects similar to those of the Organisation.

### **Article 32: Common Right**

Anything unforeseen by these Statutes shall be governed by applicable legislation in France.



## MILSET STATUTES

VERSION	APPROVAL/REVISION DATE	GENERAL ASSEMBLY LOCATION
1	July 16, 1987	Quebec, Canada
2	July 18, 2003	Moscow, Russia
3	July 22, 2015	Brussels, Belgium
4	August 8, 2017	Fortaleza, Brazil
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