



Learner Centric Advanced Manufacturing Platform



## **D2.1 PART I - Statutes of the Learner Centric Advanced Manufacturing CoVEs Alliance**

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WP2: Alliance of learner centric advanced manufacturing CoVEs



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# ARTICLES OF ASSOCIATION OF THE LEARNER-CENTRIC ADVANCED MANUFACTURING PLATFORM FOR CENTRES OF VOCATIONAL EXCELLENCE – LCAMP STATUTES

## Title I.- Name, place, legal status

**Art. 1.1.** An international non-profit-making association (*Association Internationale Sans But Lucratif*), “AISBL” in its abbreviated form, has been established for the purpose of the achievement of scientific and pedagogical actions. The name of the association is: “Learner Centric Advanced Manufacturing Platform for Centres of Vocational Excellence”, or “LCAMP” in its abbreviated form.

**Art. 1.2.** LCAMP is an independent international and not-for-profit association governed by the provisions under the Companies and Associations Code.

**Art. 2.** The association’s registered office is in Brussels in the Brussels Capital Region. It may be transferred to any other address in Belgium if the move doesn’t imply a change in the language of the statute according to the linguistic legislation in force, following a simple majority decision of the Board of Directors which shall then be published in the *Moniteur Belge* (Official Journal of Belgium).

## Title II.- Object

**Art. 3.** The association aims at facilitating collaboration among its members, as well as providing an open and flexible forum for debates, exchange of knowledge and practices, promoting joint projects, contributing to policy making and facilitating the dialogue with the European Union Institutions, international organisations, and other associations in the Advanced Manufacturing sector.

**Art. 4.** The Association’s objectives are to build a pan-European network of institutions and professionals in the Advanced Manufacturing sector in order:

- To facilitate networking and partnership between VET centres.
- To stimulate the creation of collaborative projects and thematic networks/working groups/task forces aimed at improving VET education for Advanced Manufacturing.
- To enable widescale promotion and dissemination of innovative measures and transnational projects in the field of Advanced Manufacturing and/or Advanced Manufacturing VET education.
- To further develop the Collaborative Learning Factory as a means of technology modernisation, knowledge diffusion, applied research, and student education in VET centres.
- To promote collaboration between VET centres and other actors, such as universities or companies, to generate or disseminate new knowledge related to Advanced Manufacturing and VET.
- To collect and share information about the main trends related to technology and employment and to share it with VET centres and SMEs.
- To provide technical support and advice to its members and help them improve VET education for Advanced Manufacturing.



- To promote projects between VET centres and small and medium-sized companies in the field of Advanced Manufacturing.
- To facilitate student and staff exchanges between VET centres in the field of Advanced Manufacturing.
- To act as an agent for collaborative projects with VET organisations outside Europe.
- To represent the views of its members in international fora.
- To become a reference platform for international associations and other stakeholders in Advanced Manufacturing VET to consult.

## **Title III.- Members**

### **Composition of the association**

**Art. 5.** The association is exclusively made up of legally constituted organisations active in the field of vocational education and training and/or Advanced Manufacturing which may either be full members ('members') or associate members.

Full members may only be institutions for vocational education and training recognised as such by the country where they are established as educational institutions or representatives of education. An educational institution which, besides vocational education and training, also provides other education than technical education can also be admitted as a member. Members must be active in the field of Advanced Manufacturing.

Any other legally constituted organisations active in vocational education and training and/or the Advanced Manufacturing sector can be proposed and approved as associate members.

Applicants should apply for membership by filling in the membership application form and submitting it to the President of LCAMP.

Associate members can only participate in the Board, the General Assembly and/or other association's activities upon invitation and in an advisory capacity.

For the purposes of the association, vocational education and training is to be understood as:

the education and training which aims to equip young people and adults with knowledge, skills and competences required in particular occupations or more broadly on the labour market. It may be provided in formal and in non-formal settings, at all levels of the European Qualifications Framework (EQF), including tertiary level, if applicable

For the purposes of the association, advanced manufacturing is to be understood as:

the application of digitalisation (Artificial Intelligence, Big Data, Internet of Things, Internet of Machines, etc.) and cutting-edge manufacturing developments (3D printing, Additive Manufacturing, High precision Machining, etc.) to manufacturing processes with the aim of increasing flexibility, productivity, and efficiency.

### **Admission of the members**

**Art. 6.** The admission of new members (full and/or associate) is submitted to the following conditions:

**Art. 6.1.** Candidates (full and/or associate) direct their applications to the Association's President via any official written communication channel. They should adhere to LCAMP's



articles of association (statutes) and internal rules. They are approved by the General Assembly upon proposal from the Board.

The General Assembly can decide without appeal and without any motivation not to accept a candidate as a member. An application that has not been endorsed by two members with at least two years of membership or by two funding members of LCAMP will not be accepted.

**Art. 6.2.** Full members agree to pay a contribution and are represented at the General Assembly where they have deliberation and voting power.

**Art. 6.3.** Associate members agree to pay a smaller contribution and may take part in some of the association's activities. They shall be informed on a regular basis of the activities underway and may attend the General Assembly upon invitation and with an advisory role and no voting power.

### **Resignation – Exclusion of a member**

**Art. 6.4.** Members can resign by sending to the Association's President a letter justifying their resignation.

**Art. 6.5.** The exclusion of a member can be proposed by the Board after having heard the concerned member's defence and should be pronounced by the General Assembly with a majority of two-thirds of the present or represented members.

**Art. 6.6.** Any organization that is excluded from the Association has no legal rights on the social capital (social funds) and will not be entitled to any compensation. It remains bound to pay its full yearly contribution relating to the current year and to fulfil all possible due payments to the association.

### **Membership Fees**

**Art 7.1.** The members of the LCAMP aisbl shall be required to pay an annual fee. The amount of the fee shall be proposed by the Board in accordance with the procedure for setting the exact amount as described in the Internal Rules and approved by the General Assembly. The General Assembly shall have the authority to modify the amount of the annual fee if the activities approved in the annual action plan warrant it.

**Art 7.2.** Associate members pay a yearly membership fee that is also proposed by the Board and approved by the General Assembly. The fee will be smaller than the one applicable to full members. The fee can be reduced by half if the member joins in the last six months of the financial year.

**Art. 7.3.** The membership fees should be paid within 3 months following the sending of the invoice by LCAMP Secretariat during the first trimester of the financial year.

**Art 7.4.** A member who does not pay its contributions during the last two consecutive years may be excluded from the association consistent with articles 6.5 and 6.6. The full debt incurred by the leaving member can be claimed by the association.

## **Title IV.- Partners**



**Art 8.** The Board may decide to sign a Memorandum of Understanding with European or international organisations, in some exceptional cases. A Partner could also be an organisation that meets the criteria to become a member and that wishes to work in close cooperation with LCAMP whilst not in a position to be able to commit to it as such. The latter may become a partner for a duration not exceeding one year. After this period, the partnership shall automatically lapse, and the organisation may apply to become a member.

The General Assembly must be informed of the Board's decision. Full members may express their opposition to this partnership within one month following the sending of the notification. These rules do not apply to partnerships signed within the framework of European projects.

The Memorandum of Understanding must specify the aim, objectives and duration of the partnership according to the procedure laid down by the Association's Internal Rules of Procedure

## **Title V.- General Assembly**

### **General Assembly Meetings**

**Art. 9.** The General Assembly meets at least once a year. This is the highest level of authority within the association, and it has all the powers necessary for achieving the association's objectives.

A decision by the General Assembly is needed for:

- Where appropriate, the appointment and dismissal of the association's auditor and his/her retribution.
- the approval of the yearly accounts
- others, as required by the statutes and/or law

#### **Art. 10.1. *Composition***

The General Assembly is made up of all the association's members. However, only full members have the right to vote and associate members attend in an advisory capacity. Each full member has a vote if they are up to date with their membership fees for the year in question.

#### **Art. 10.2. *Representation***

**Art. 10.2.1.** Each member is responsible for the composition of its delegation at the General Assembly.

**Art. 10.2.2.** A member can be represented by another member through a power of attorney. Each member can only hold two proxies as a maximum.

#### **Art. 10.3. *Invitation and agenda***

**Art. 10.3.1.** The dates of the annual General Assembly must be determined at least five months in advance.

**Art. 10.3.2.** The General Assembly's agenda must take into account any subject put to the Board of Directors by at least one-third of full members. The request to place any additional question





on the agenda must reach the Board of Directors at least four weeks before the General Assembly.

**Art. 10.3.3.** The Board sends the notice and meeting agenda at least two weeks before the General Assembly takes place. Extraordinary General Assemblies can be called upon if requested by the Board or a quarter of the association's members.

#### **Art. 10.4. Procedures**

**Art. 10.4.1.** The President, or in the President's absence the Vice-President who has held the position the longest, shall chair the General Assembly. If both are absent, the General Assembly shall be chaired by an appointed member, to be decided by the General Assembly. The General Assembly, to take place needs to count with at least one-third of the association's members (quorum).

The person chairing the General Assembly shall declare the sessions open and closed, shall appoint a meeting secretary, outline the agenda, lead the discussions, ensure that the rules are respected, give the floor to speakers and announce any decisions that have been made.

**Art. 10.4.2.** The General Assembly, on the condition that at least one-third of its members are present, must approve by a simple majority before 31 December each year the proposed budget for the following year. The balance sheets of the preceding year must be approved also by a simple majority before 30 June each year.

**Art. 10.4.3.** Any decisions to be made regarding items on the agenda shall be made with a simple majority of the members present or represented. Abstentions shall not be taken into account in calculating the majority obtained. A member with suspended voting rights shall not be counted among the persons present or among those represented when calculating the quorum or majority obtained.

**Art. 10.4.4.** Decisions cannot be taken for topics that are not included in the agenda.

**Art. 10.4.5.** Decisions concerning the elections of the President, Vice-Presidents, Treasurer and other Board members shall be carried out according to the procedure laid down by articles 12 and 13.

**Art. 10.4.6.** The General Assembly's decisions are recorded in the minutes, must be retained by the Secretariat and made available to members through any means of communication and be at their disposal at the Association's official headquarters.

### **Title VI.- Amendments to the statutes and dissolution of the association**

**Art. 11.** Any proposal aiming to introduce amendments to the statutes, including the decision to dissolve the association, should be proposed by the Board or at least two thirds of the association's members. The proposal should be announced and sent to the members at least one week before the General Assembly.

The General Assembly cannot deliberate in a valid way if it is not composed of two thirds of the members, present or represented, that have deliberative ability. No decision will be valid if it has not been voted with a majority of two thirds of the ballots.



If the association is dissolved, the General Assembly must nominate two liquidators and determine their role and tasks. The General Assembly must determine the end to which the association's assets must be used. This must correspond with the objectives set by the association and should be affected to a non-profit making legal body of private law.

## **Title VII.- Administration**

### **Composition of the Board**

**Art. 12.** The Association is administrated by a Board composed of a minimum of three to a maximum of seven members of the Association. The members of the Board are appointed by the General Assembly from among its members. The General Assembly elects for a mandate of four years, the members that will be part of the Board, in a first convocation and with the absolute majority of its members. If a second or more convocations are necessary, the demanded majority is a third of the members of the Association.

The Board members can be immediately re-elected for an ulterior mandate.

The Board members can be revoked by the General Assembly that deliberates with the majority of two-thirds of the effective members present or represented.

The mandate of the Board members is a non-lucrative mandate.

The Board members are responsible for their mandate only.

### **Presidency**

**Art. 13.1.** The Board elects a President, Vice President, and a Treasurer with tasks of Secretary among its members.

**Art. 13.2.** The President represents the Association in its external relations and implements the decisions taken by the association's bodies. In agreement with the Board, the President can delegate some tasks to the Vice President. If the President loses his/her quality of member, the Vice President acts as a substitute until the end of his/her current mandate unless during the period of interim an extraordinary assembly is called, and a new President is elected. In the case in which the Vice President is unable to carry on his/her mandate the older member of the board will take his place unless an extraordinary assembly is called

**Art. 13.3.** The Vice president replaces the President in his/her office in case of absence or illness.

**Art. 13.4.** The Treasurer/Secretary is responsible for the administration of finances and for the organisation and ruling of the secretariat. In particular, he/she carries out his/her activity of supervision of the accounts and the budgets that he/she illustrates to the Board and to the General Assembly.

The President remains however the only person responsible for the financial activity of the Association.

### **Board of Directors**



**Art 14.1.** The Board of Directors is the executive body of the Association. It represents the interests of the members of the Association and takes the necessary decisions between one General Assembly and another.

**Art. 14.2.** The Board of Directors:

- introduces its proposals to the General Assembly for the creation of specific work groups that will assist it in its activities; prepares the decisions for the conventions, declarations and decisions that are submitted to the General Assembly; promotes activities on topics that are related to the aims of the Association and if necessary it transmits its recommendations to the General Assembly.
- approves the projects and activities financed or co-financed by the association.

**Art. 14.3.** The Board of Directors is responsible for the preparation of the decisions to submit to the General Assembly; it organises and coordinates the work of the General Assembly.

**Art. 14.4.** The Board of Directors takes its decisions by a simple majority of the votes of the present members. When there is equality in the votes the vote of the President decides.

**Art. 14.5.** The Board of Directors is composed of a minimum of three (President, the Vice president, the Treasurer/Secretary) and a maximum of four other members (seven in total). The composition of the Board can be reviewed in case of an increase or decrease number of the association's members.

**Art. 14.6.** When a Board of Directors member loses the political mandate, an extraordinary election is carried out in the next General Assembly to re-elect a Board member.

**Art. 14.7.** The Board of Directors meets physically at least once every year and whenever else necessary and if proposed by the President. The call for meetings and meeting agenda are sent electronically at least two weeks before the meeting takes place. Other Board members can add items to the agenda. Online and distance meetings are organized whenever necessary and if proposed by any Board member.

**Art. 14.8.** On proposal of the President, the Board adopts internal rules (internal regulation) useful for the ruling of the Association.

**Art. 14.9.** The President, after having heard the Board appoints an office Director who organises the Association's meetings, guarantees the implementation of the decisions taken by the Board and General Assembly and assures that the daily work is carried out. His/her specific tasks are described in the association's internal regulation.

**Art. 14.10.** The association's internal regulation adopted by the Board of Directors must be submitted to the General Assembly for its ratification. The association's internal regulation can be changed following the same procedure.

**Art. 15.** The Board of Directors has all the management and administration competencies that are not entrusted to the General Assembly.

**Art 16.** The Board of Directors' resolutions are recorded in the minutes of the meetings signed by the President and kept by the Treasurer/Secretary and available to the association's members at the association's headquarters.

## Signatures

**Art. 17.** All the actions binding the association are signed by the President (represented by his permanent representative) or by his/her delegate provided that special power of attorneys have been provided.



## **Legal actions**

**Art. 18.** Legal actions both in accusation and in defence are under the responsibility of the Board represented by its President or by another Board member designated for this purpose by the LCAMP President.

## **Title VIII.- Budget and accounts**

### **Budget and accounts**

**Art 19. 1.** The financial year ends on 31 December every year. The Board is due to submit to the approval of the General Assembly the account of the last financial year and the budget of the next financial year.

**Art. 19.2.** Financial resources of the Association are collected as follows:

- membership fees;
- financial means granted by the European Union and by public and private institutions;
- income from own activities;
- any means authorised by the law.

**Art. 20.** Any provision not provided for in these articles of association will be governed by the legislation in force.





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