



Generation 2004
Implementing Rule 1
and
Related modifications of the By-laws

(Adopted by GA 2015 on December 1st 2015)

Implementing Rule 1:
Application for Membership, Acceptance and Registration

1. Scope

Having regard to articles 6 to 10 of the by-laws of Generation 2004 *association de fait*, this Implementing Rule is devoted to application for membership, acceptance and registration as well as other provisions in relation to membership.

2. Definitions and other general provisions

- (1) The different types of membership (full member, adherent member, honorary member) are described in articles 7, 8 and 9 of the by-laws.
- (2) Whenever this Implementing Rule makes reference to 'the by-laws', the by-laws of Generation 2004 in their current version is meant.
- (3) Wherever this Implementing Rule refers to data or information in written form, it can be delivered by a paper document, electronic file, fax or email, unless explicitly stipulated differently. Signatures need to be provided as original, as a (scanned) electronic copy, or in an electronic format that qualifies for providing legally binding declarations.

3. Application for membership

- (1) Any individual who wishes to become a full or adherent member shall fill and sign an application form which requests the following information about the applicant:
 - a) Family name and first name
 - b) Status of employment
 - c) Institution or Agency
 - d) Place of employment/office address
 - e) Grade
 - f) Staff number or other ID number
 - g) Postal address for contacts with the organisation (if different from office address)
 - h) Contact e-mail
- (2) An application for adherent membership shall be accompanied by either of the following, as applicable:



- a) number of the EPSO reserve list the applicant is included in,
 - b) proof of retirement,
 - c) proof of contract termination,
 - d) any other suitable document to proof the status permitting the accession as an adherent member.
- (3) A proof according to paragraph (2) can be handed in later. However, an application is only regarded as being complete, once the requested proof is received.
 - (4) On the application form, the applicant needs to declare his/her commitment to adhere to the political principles of the association, as stated by the preamble to the by-laws, and to respect and abide these by-laws (article 5.7 of the by-laws).
 - (5) The original copy of the duly filled and signed form is sent or handed over to the Secretariat of Generation 2004. Alternatively, a PDF copy can be sent to the functional mailbox of Generation 2004. The application form indicates the (postal and e-mail) addresses to be used for this purpose.
 - (6) The Board can decide to amend or modify the information requested according to paragraphs (1) and (2) in order to comply with new requirements or rules such as legal provisions, data protection rules or other as long as the provisions of the by-laws are respected.
 - (7) Applications in electronic format should also be accepted, provided they are electronically signed, include the same information as requested by the application form and the declaration according to paragraph (4) of this article. Paragraphs (2) and (3) apply accordingly. The Board decides on provisions on how to suitably implement this paragraph.
 - (8) The filled application forms (or electronic applications) and accompanying documents are archived as paper copies or/and in electronic format, as appropriate.

4. Acceptance of membership

- (1) Once a complete application is received and the membership fee due is paid, the new member gets a notification, which testifies the type of membership and the date of accession.
- (2) For full and adherent members, the date of accession is the first date, on which both of the following requirements are met:
 - a) the reception of a complete application by Generation 2004 or, if the application is not complete, reception of the last document/information by which the application can be deemed complete;
 - b) the reception of the payment, either on the account of Generation or in cash - in the latter case the date of the receipt according to paragraph (3) of article 6 is pivotal.
- (3) For honorary members, the date of accession is the date on which the member accepts, in writing, his/her appointment (according to article 9.2 of the by-laws).

5. Register of members and sub-registers

- (1) The Secretary of the Board compiles a register of members and sub-registers, as appropriate. The register and sub-registers are updated regularly.



- (2) The following personal data of each member are included in the register of members of Generation 2004:
 - a) information as requested by paragraph 1 of article 3 and, if applicable, its amended/modified information according to paragraph 7 of the same article;
 - b) accession date;
 - c) type of membership (full/adherent/honorary member) and its change, if applicable;
 - d) section to which the member belongs, if applicable;
 - e) effected payments of membership fees.
- (3) For adherent members, who are laureates on a standing EPSO reserve list, before becoming official or other servant of the European Union Institutions, the number of the EPSO reserve list is also included in the register (article 10.1, no. b of the by-laws).
- (4) The register also includes the bank account data of members that provided these data, on a voluntary basis, for direct debit of membership fees according to paragraph (2) of article 6.
- (5) Separate sub-registers of members can be established according to articles 10.2 and 10.3 of the by-laws.
- (6) Members are fully responsible for communicating to the Secretary of the Board, in writing, any variation of his/her professional status and/or contact data. The Secretary shall ensure that the data are properly recorded.
- (7) Any member is entitled to verify at any moment the details of his/her inscription at the register, presenting a written request to the secretary (article 10.1 of the by-laws).
- (8) The access to the register and sub-register(s) is limited to the President, the Vice-presidents, the Secretary and the Treasurer of Generation 2004 *adf*. In addition, for a section's sub-register the section chair and, if need may be, one additional representative of the section can also be granted access. In addition, maximum two staff of the Board's secretariat can be granted access. Appropriate measures have to be implemented by the Board to restrict the access and to withdraw access rights, once a person is not any longer in a position that allows him/her access according to this paragraph.

6. Payment of membership fees

- (1) The membership fee is paid per calendar year. It is due in January of each year and shall be paid within 4 weeks, i.e. by 28 February the latest.
- (2) The membership fee shall be paid preferably via direct debit from the member's bank account. To this end, all members and applicants are asked to give authorisation for this type of payment. At least 10 working days before the deduction, the Treasurer sends an advance notice via e-mail to the payer informing about the date of deduction. With the authorisation the member/applicant commits to make sure that there is enough money on the account to cover the payment. The member can withdraw the authorization at any time.
- (3) In case a member or applicant decides not to give the authorisation according to paragraph (2), he/she shall pay the fee to the bank account of Generation 2004 or in cash to a representative of the organisation. In the latter case the payer gets a formal receipt mentioning the payer's name, the amount paid and the date on which the payment has been received. Generation 2004 keeps a copy of this receipt.



7. Termination of membership

The membership is terminated as stipulated in the by-laws (article 7.6).

8. Protection of personal data

All personal data (such as name, address, grade etc.) requested according to this Implementing Rule and/or the by-laws of Generation 2004 are collected, processed and stored in full respect of the rules on the protection of personal privacy and personal data as laid down in Regulation (EC) No. 45/2001 (in line with the Data Protection Directive 95/46/EC) or subsequent modifications of those.

9. Transitory provisions

- (1) Individuals, whose accession took place before these Implementing Rule came into force,
 - a) will get a confirmation of membership analogous to the notification mentioned in paragraph (1) of article 4;
 - b) can be asked to give authorisation for direct debit of membership fees according to paragraph (2) of article 6.
- (2) In case one or more of the data requested according to this Implementing Rule was not received from a member, whose accession took place before these Implementing Rule came into force, the Secretariat takes care that the member is asked for the missing information in order to complete the register of members and sub-registers as appropriate.
- (3) A register or sub-registers of members established before these Implementing Rule came into force, need to comply with the provisions stipulated in article 5 at latest 3 months after entering into force of this Implementing Rule.

10. Entering into force

This Implementing Rule was adopted by the General Assembly on 01/12/2015 and enters into force the following day.



Proposed modification of the by-laws:

Following article 10.5, a new article 10.6 is included:

"10.6 Without prejudice to article 10.5, a record on former members, who have been excluded from membership according to a disciplinary procedure, will be kept. The record shall comprise the last name, the first name, the entry and the leaving date of each former member and is kept for a period equalling the duration of the maximum delay for a re-admission into Generation 2004 *adf* that can be imposed according to *Implementing Rule 3 devoted to disciplinary procedure and guarantees.*"