



## Generation 2004

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### *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 refers to 'the By-laws', the By-laws of Generation 2004 in their current version are meant.
- (3) Wherever this Implementing Rule refers to data or information in written form, it can be delivered on paper document or electronically, 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) 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 electronic signature is also accepted. 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) 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 that it includes 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 enclosed 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 bank account of Generation 2004, other widely accepted electronic payments or in cash - in the latter case the date of the receipt according to paragraph (4) 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).
- (4) In derogation of Paragraph (2), members who have been exempted from payment of the membership fee in accordance with Article 6, Paragraph (5), shall be deemed to be members as of the date of the decision of the Board.

#### **5. Register of members and sub-registers**

- (1) The Secretary of the Board is responsible for compiling 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;
  - f) exemption from paying the membership fees, if and as long as it applies.
- (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 who provided these data, on a voluntary basis, for direct debit of membership fees.
  - (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 Chair, the Vice-chair, 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 three staff of the Secretariat of Generation 2004 can be granted access. Appropriate measures must 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.
  - (9) The Secretariat of Generation 2004 supports the Secretary of the Board in her / his tasks according to this article.

## **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 Board decides, after consultation with the Treasurer, about the applicable modes of payment (e.g., bank transfer, direct debit, PayPal). The members are informed in a suitable way about how they can pay their membership fees.
- (3) In case a member or applicant pays the fee in cash to a representative of the organisation, the payer gets a 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.
- (4) With reference to Article 14.4 of the By-laws, the Board may, at the request of the member or the applicant and after consulting the Treasurer, grant an exemption from the obligation to pay membership fees. Such an exemption may be granted for up to 3 years and is subject to any of the following conditions:
  - a) The monthly salary of the member/applicant is less than 50 % of the salary of a contract agent grade 1 step 1 on the day of application; and membership payments cause disproportionate costs to the member
  - b) Payments in Euros are prohibited at the place of employment



The application is supported by the latest payslip and evidence of payment costs or prohibition of payments in Euros.

- (5) If a member or applicant for membership chooses a payment method that incurs any costs (e.g., transaction costs), these costs shall be borne by the member. This applies also to costs charged to Generation 2004 by the provider of the payment service; information on those costs will be provided in conjunction with the membership fees to be paid.

#### **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 (EU) 2018/1725 or subsequent modifications of it.

#### **9. Transitory provisions**

(Deleted)

#### **10. Entering into force**

This Implementing Rule was adopted by the General Assembly on 08/06/2023 and enters into force the following day.



## **Proposed Modifications to the By-laws**

Amendment of Art. 14 with a new sub-article 14.4

14.4 In exceptional cases, the Board may grant an exemption from the obligation to pay membership fees for serious economic, social, or legal reasons. The details and procedure for such exemptions shall be regulated by *Implementing Rule 1: application for membership, acceptance, and registration*.