Statutes of the Lifelong Learning Platform

LLLPlatform

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(*) Approved at the General Assembly which took place in Vilnius (Lithuania) on 2 June 2014; amended on 22 September 2015 in Brussels (Belgium); amended on 25 March 2019 in Brussels (Belgium); amended on 11 December 2023 online; amended on 30 June 2026 in Brussels (Belgium).

Lifelong Learning Platform
Rue des Deux Églises 14/16, 1000 - Bruxelles
info@lllplatform.eu I www.lllplatform.eu

Article 1 Name, place, duration, legal status

1.1. An international non-profit association is established. The name of the association is: "**Lifelong Learning Platform**", or "**LLL-P**" or "**LLLPlatform**" in its abbreviated form.

1.2. The association's registered office is in **Belgium, in the Brussels Region**. It may be transferred to any other address in Brussels following a simple decision of the Steering Committee which shall then be published in the Annexes of the Belgian Official Gazette (*Annexes du Moniteur belge*).

1.3. The association exists for an unlimited period.

1.4. Lifelong Learning Platform is an independent international, non-governmental and not-for-profit association. The association is governed by the provisions of the law on Associations and Companies, and in particular the provisions in the Book X of the Code of companies and associations".

Article 2 Aims, objectives, roles, activities

2.1. Envisaged as a forum in which to exchange views, hold meetings and debates and develop proposals, the association is also a structure for fostering popular and civic ownership of the concept of lifelong learning.

As a contact and communication partner of the European Commission and especially of the Directorate-General for Education and Culture, Lifelong Learning Platform shall ensure that education does not take second place to the objectives expressed exclusively in terms of employment and growth rates, but that it is also considered within the framework of personal achievement and as a means of civic and intellectual emancipation for our fellow European citizens.

The association is open to all European organisations actively working in the fields of formal, non-formal and informal education for children, adults, and vocational training.

2.2. The association sets out to:

- Enter into dialogue with the European Institutions (Commission, Parliament, European Council, EESC…) in order to ensure that the principles of lifelong learning and the interest in the work carried out by its members are taken into account;
- Promote exchanges, meetings and debates between its members and possibly set up joint projects;
- Provide all members with any information relating to their sphere of interest and activity;
- Organise one or several annual meetings (seminar, conference or symposium) on the key thematic topics that are of interest to its members;
- Oversee the promotion of good practices identified in every European country;
- Ensure that the dimension of lifelong learning is taken into account in the building of a Europe that is decisively more democratic, civic and social, and is of greater solidarity;
- Engage in advisory activities in order to convey the viewpoints of civil society on all subjects related to education and training to organisations, institutions, and associations.

Article 3 Members

With the exception of the founding members, the association is exclusively made up of organisations falling under different membership categories (see below) . The founding members can be identified in the constitutional act.

All members are networks and federations that are European in nature and are active in designing and drafting policies in the domain of lifelong education and training. Organisations first join as candidates for a year before becoming members.

All members shall meet the following general criteria:

a) Networks or federations composed of organisations from several European[1] countries;
b) Networks or federations which operate non-profit making activities and are non-governmental organisations;
c) Networks or federations which engage in the promotion of the **general common and/or public** interest and contribute to the educational process as well as to socio-economic cohesion. They shall play a significant role in putting forward the needs of the population, in taking these needs into account and in ensuring the respect of their rights;
d) Networks or federations that have a proper legal identity;
e) Be structured on democratic governance principles (democratic method of election, applying regular accountability measures, regular statutory meetings and participatory structures, all of which shall be reflected in their statutes, etc.)
f) a minimum existence of the entity of 2 years.

The LLLP membership is composed of the following categories:

1. Full
2. Associate
3. Observer
4. Candidate

3.1. Full members

Full members are EU-wide networks with the following specific criteria and rights:

a) Have members from at least 8 European countries.

Rights and obligations of full members

a) Determine the association's priorities and course of action and contribute towards its activities on a permanent basis;
b) Must nominate a representative (a natural person) who shall be the "contact" point with other members of the association and the secretariat. Where applicable, any change in the representative must also be brought to the attention of the Steering Committee as soon as possible;
c) Pay the membership fees.

Full members have the right to:

a) Vote and speak during statutory meetings;
b) Propose amendments;
c) Nominate candidates for governing body(ies).

Voting rights

a) A full member has 1 (one) vote;
b) A full member can hold a maximum 2 (two) proxy votes.

3.2. Associate members

Associate members are EU-wide networks which also respect the following criteria

a) Could be present in fewer than 8 Member States ;

[1] https://en.wikipedia.org/wiki/Council_of_Europe

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Rights and obligations of associate members

Associate members may take part in the association's activities. They shall be informed on a regular basis of the activities underway and shall be invited to take part in activities of interest to them.

a) Participation and speaking rights in all statutory meetings;
b) Propose amendments;
c) May apply to become a full member if they fulfill the necessary criteria. This application shall be reviewed according to the procedure laid down in the Internal Rules of Procedure;
d) Pay the membership fees.

3.3 Observer

Observing members are nation-wide and / or professional networks which respect the following criteria:

a) must be a national network or a professional network,
b) cover at least 5 LLLP sectors (including partnership for individual organisations),
c) they must not be members of LLLP members.

Rights and obligations of observer members

Observer members may take part in the association's activities. They shall be informed on a regular basis of the activities underway and shall be invited to take part in activities of interest to them. No membership fee is foreseen for observer members.

a) Contribute to policies;
b) Speaking rights in statutory activities;

3.4 Candidate member

The candidate status is a temporary status for organisations applying for membership, starting when the Steering Committee recommends them to the General Assembly and until the General Assembly pronounces itself.

They participate in LLLP activities and speak to contribute to discussions.

3.3. Resignation – Exclusion of a member

Any member may decide to withdraw from the association with immediate effect provided that the Steering Committee has been notified of the resignation by one of the means of communication laid down in the Internal Rules of Procedure.

Any member that contravenes or is no longer consistent with the provisions of the Statutes or Internal Rules of Procedure, or that acts in such a way that is detrimental to the association or its members, may be excluded from the association by the General Assembly following the recommendation of the Steering Committee and a hearing at the General Assembly. The Internal Rules of Procedure set out the exact procedure that must be followed when excluding a member.

3.4. Voting rights & Membership fees

The amount of the annual contribution made by members is set each year by the General Assembly following a proposal from the Steering Committee. The amount, terms of payment, and calculation or indexation methods of this fee shall be determined by the General Assembly and detailed in the Internal Rules and Membership Procedures.

Full members have the right to vote at General Assemblies provided they have paid full membership fees up to and

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including the year preceding the one in which they are voting.

3.5. Liability of the members

Members do not incur any individual liability due to the commitments taken in the name of the association and the liability of each member is limited to the amount of their fee and their contribution to the spending related to the management of the association.

Article 4 General Assembly

4.1. The highest decision-making body is called the General Assembly, composed of all members. This is the highest level of authority within the association, and it has all the powers necessary for achieving the association's objectives.

The General Assembly shall be responsible for:

a) The budget and financial monitoring;
b) Amendments to the statutes and internal rules;
c) Adhesion and exclusion of members;
d) Election and discharge of the Steering Committee (administrators);
e) Organisational strategies and policies;
f) Dissolution of the association.

Every year, the Steering Committee shall convene a General Assembly.

4.2. Representation

Each full and associate member must nominate a representative, who must be a natural person, in order to attend the meetings of the General Assembly and be able to vote and / or speak on their behalf.

4.3. Invitation and agenda

4.3.1. The date of the annual General Assembly must be announced at least six months in advance. The General Assembly must meet at least once a year. The agenda of the General Assembly must be sent out to all members three weeks before the General Assembly.

4.3.2. The General Assembly's agenda must consider any subject put to the Steering Committee by at least one-third of full members. The request to place any additional question on the agenda must, in accordance with Belgian law, reach the Steering Committee at least four weeks before the General Assembly. The Steering Committee must inform all members of this additional item at least three weeks before the General Assembly using any means of communication outlined in the Internal Rules of Procedure.

4.3.3. Invitations to the General Assembly must be sent out to members through the Secretariat. Appointing a representative as stipulated in article 4.2. must be differentiated from the right of the full member in question to be represented at the General Assembly meeting by a person holding power of attorney, as stipulated by article 3.1, last paragraph, and in the Internal Rules of Procedure.

The General Assembly is able to take decisions if at least half of the members with valid voting rights are present or represented.

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4.4. Procedures

4.4.1. The President, or in the President's absence the Vice-President who has held the position the longest, shall chair the General Assembly. In the absence of both, the General Assembly will be chaired by another member of the Steering Committee or by a full member appointed by the General Assembly.

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.

4.4.2. Any decisions to be made regarding items on the agenda shall be made with a majority of two-thirds of members present or represented. According to the Statutes and Internal Rules of Procedure, abstentions shall not be taken into account in calculating the majority obtained.

4.4.3. Decisions concerning the elections of the President, Vice-Presidents, Treasurer, and other members of the Steering Committee, shall be carried out according to the procedure laid down in the Internal Rules of Procedure.

4.4.4. The minutes of the General Assembly must be retained by the Secretariat and made available to all members through the association's official office.

4.5. Extraordinary General Assembly

The Steering Committee must convene an Extraordinary General Assembly at the request of one-third of full members. This invitation must be sent out to members by any of the means of communication outlined in the Internal Rules of Procedure within a period of three weeks starting on the date of the request.

In exceptional cases and when the urgency of the subject requires it, if the Extraordinary General Assembly will be able to take decisions by modern means of telecommunication that allow members to speak to each other, such as a conference call or a video conference. This is possible if the decisions of the General Assembly do not have to be recorded in an authentic deed.

Article 5 Administrative body

5.1. The association's administrative body is called the Steering Committee. This is the body in charge of the management and administration of the association, implementing the decisions made by the General Assembly and representing the association in all administrative, judicial, and extra-judicial acts. It has all the powers that do not fall within the sphere of competence of the General Assembly laid down in the Statutes and in the Internal Rules of Procedure.

5.2. The Steering Committee is made up of a minimum of six administrators. These administrators are representatives elected by the General Assembly for a maximum of six years and the number is decided in the Internal Rules of Procedure, renewable by thirds every year. They also occupy the positions of President, Vice-Presidents, Treasurer and General Secretary.

Administrator functions are terminated upon death, resignation, legal incapacity, or dismissal.
Dismissal is decided upon by the Steering Committee or upon a proposal by the General Assembly under the conditions laid down in the Internal Rules of Procedure.

5.3. The Steering Committee must meet at least four times a year, and no proxies may be issued. The Steering Committee may only take decisions if at least a qualified majority (half of its members + 1) of the administrators is present.

5.4. Decisions are made by a two-thirds majority, abstentions will not be considered.
If a member of the Steering Committee is absent from three consecutive meetings without good reason, they shall be considered to have resigned. In the event of a vacancy, the Steering Committee shall be entitled to appoint a provisional replacement until the next General Assembly according to the procedure laid down in the Internal Rules of Procedure.

5.5. Meetings of the Steering Committee are convened by the President, through the secretariat, each time the interests of the association render a Steering Committee meeting necessary, or at the request of one-third of the Steering Committee members. In the event of the latter, the invitation must be sent within three weeks from the receipt of the request. Invitations to meetings of the Steering Committee must be sent out, by any means of communication mentioned in the Internal Rules of Procedure, at least three weeks in advance. The invitation must mention the agenda, where the meeting will be held and the date and time of the Steering Committee meeting.

5.6. The minutes of Steering Committee meetings must be retained by the Secretariat. These minutes must be available to all members at the association's official office.

5.7. *President, Vice-Presidents, Treasurer, Secretary*

The powers and duties of the person in charge of the daily management must be as described in the Internal Rules of Procedure. If necessary, and if called for by the urgency of the matter, the President shall have the power to carry out all appropriate actions following consultation of the members of the Steering Committee.

The Steering Committee, and, in respect of the daily management, the person in charge of the daily management, may also delegate special powers to one or more persons of their choice.

5.8. Representation of the association with regard to third parties and in legal proceedings

All deeds binding the association, except in the case of special powers of attorney, are signed by two members of the Steering Committee or by the President of the Steering Committee, who do not have to justify to third parties the powers conferred for this purpose.

The association shall be represented legally either as an applicant or a defendant by two members of the Steering Committee or by the President alone, or by a person in charge of the daily management who has been specifically appointed for this purpose by the Steering Committee.

Documents relating to the nomination, revocation, or termination of the posts of persons entitled to represent the association, in compliance with the law, are communicated to the Federal Public Justice Service, with a view to being filed in a dossier and are published, at the association's own expense, in the Annexes of the Belgian Official Gazette (*Annexes du Moniteur belge*).

5.9 The Secretariat

The secretariat is accountable to the Steering Committee. The secretariat is led by the Director appointed by the Steering Committee as laid down in the internal rules.

The Steering Committee mandates the Director to:

a) Legally represent the organisation
b) Provide day-to-day management of the organisation

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c) Assist the Steering Committee meetings
d) Present the views of LLLP to third parties
e) Assist the Steering Committee in the execution of the decisions taken by the General Assembly

Article 6 The financial year

The association's financial year runs from the first of January to the thirty-first of December each year.

Article 7 Amendments to the statutes

Any amendments to the statutes, including the decision to dissolve the association, must be made at the association's Annual General Assembly or Extraordinary General Assembly, by a two-thirds majority and if the Assembly has the two-thirds quorum of members with valid votes present or represented.

Article 8 Dissolution

If the association is dissolved, the General Assembly must nominate two liquidators, full members or otherwise, and determine their powers. The General Assembly must define the purpose for which the association's assets are to be used. This purpose must correspond to the objectives pursued by the association.

Article 9 General provisions

9.1. In accordance with the law, any amendment of the Statutes must be made in the form required for the constitutive act. By way of derogation from the preceding paragraph, only the modification of the elements referred to below is recorded by authentic deed:

- the powers, mode of convening and method of decisions of the General Assembly, as well as the way its resolutions are brought to the attention of members and third parties.
- the conditions for amendments to the statutes.
- the conditions for dissolution and liquidation of the association and the disinterested purpose to which the association must allocate its assets in the event of dissolution.

Any amendment to the constitution and the statutes of the association shall be submitted to the competent Belgian authorities for the approval of the statutes to be granted by the King.

9.2. The statutes and registered office of the association as well as the names of the Steering Committee members and the persons in charge of the daily management shall be published in the Annexes of the Belgian Official Gazette (*Annexes du Moniteur belge*).

9.3. The Internal Rules of Procedure adopted by the General Assembly shall provide clarification, if necessary, on the various articles in these Statutes. The last revised Internal Rules were adopted in March 2019.

9.4. All matters which do not come within the provisions of these statutes, particularly regarding the publication of notices in the Annexes of the Belgian Official Gazette (*Annexes du Moniteur belge*), will be governed according to the provisions of the Code of Companies and Associations.

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