

**EVERYTHING YOU
ALWAYS WANTED
TO KNOW ABOUT
AESOP COUNCIL OF
REPRESENTATIVES
MEMBERSHIP BUT
WERE AFRAID
TO ASK**







Association of European Schools of Planning (AESOP), established in 1987, is an international association of universities teaching and researching in the field of spatial planning. The association is subject to the Belgian Act of 25 October 1919, as amended by the Act of 6 December 1954.

MISSION

AESOP has the aims of:

- + promoting within Europe the development of teaching and research in the field of planning;
- + instigating cooperation and exchange between planning schools in Europe, and encouraging the harmonisation and equivalence of degrees which they award;
- + coordinating initiatives which include other stakeholders in planning and
- + representing the interests of European planning schools, particularly within Europe, at national and international level, and before both public and private institutions.

AESOP Charter defines the institutional framework of the Association.



*In 2012
more than*

150

*institutions
mainly European
universities
were AESOP
members*

Registered address:

B 3001 Leuven

Kasteelpark Arenberg 51

BELGIUM

There is no AESOP office at the registered address.
All the activities are co-ordinated by the AESOP
Secretariat General.

AESOP Secretariat General (2011-2015):

AESOP Secretary General: Izabela Mironowicz

Mailing Address:

Wrocław University of Technology

Faculty of Architecture, Department of Planning

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AESOP.SG



MEMBERSHIP CATEGORIES

Full Membership

may be granted to a European School, running an autonomous programme in planning which meets the criteria defined in the core curriculum of AESOP.

Full members hold voting rights and hence, through their representatives, co-determine AESOP policies and procedures.

Membership Fee: 600 €/year

or 300 €/year for countries with low GNP according to the World Bank criteria.

Associate Membership

may be granted to a European School, running courses or modules in planning.

Associate members do not hold voting rights but are associated to AESOP activities and benefit from AESOP services.

Membership Fee: 300 €/year

or 150 €/year for countries with low GNP according to the World Bank criteria.

Corresponding Membership

may be granted to a non-European School, running courses or modules in planning.

Corresponding members do not hold voting rights but are associated to AESOP activities and benefit from AESOP services.

Membership Fee: 300 €/year

or 150 €/year for countries with low GNP according to the World Bank criteria.

Affiliate Membership

may be granted to an enterprise, company, institution, organisation, agency or other entity being a legal person focused on planning.

Affiliate members do not hold voting rights but are associated to AESOP activities and benefit from AESOP services.

Membership Fee: 300 €/year

or 150 €/year for countries with low GNP according to the World Bank criteria.

Individual Membership

may be granted to a person involved in planning.

Individual members do not hold voting rights but are associated to AESOP activities and benefit from AESOP services.

Membership Fee: 150 €/year

or 75 €/year for countries with low GNP according to the World Bank criteria.

Honorary Membership

may be conferred to a person who has made a significant contribution to the discipline of planning.

GOVERNING STRUCTURE

General Assembly (GA)

General Assembly acts as formal means of consultation, discusses planning education, research and practice issues and considers the activities and general policy of the Association.

The General Assembly is open to individual members and representatives of institutional members, as well as to academics and students from schools represented in the Association.

The General Assembly takes place during AESOP Annual Congress in July.

Council of Representatives (CoRep)

All the powers of the AESOP rest within the Council of Representatives, which is a body elected by Full Members. Among other functions, it defines the policies and programmes of the Association and elects the Officials of AESOP.

Executive Committee (ExCo)

Executive Committee operates with delegated powers on behalf of the Council of Representatives and is subject to its authority. It holds the managerial and administrative powers of the Association.

COUNCIL OF REPRESENTATIVES (CoRep)



AESOP

All of the powers of the Association rest with the Council of Representatives.

The following functions are exclusive to the Council:

- + defining the policies and programmes of the Association,
- + defining and modifying the internal rules of the Association,
- + setting membership fees and other payments,
- + approving of annual financial statements and the budget,
- + appointing financial auditors,
- + ratifying membership of the Association in other organisations,
- + ratifying membership applications,
- + establishing prizes,
- + electing and dismissing the Officials,
- + deciding disputes between members of the Executive,
- + expelling members,
- + dissolving the Association.

The Council of Representatives consists of the following members:

- + the National Representatives;
- + the Officials;
- + up to three additional persons designated by the President.

List of AESOP Council of Representatives Members is available from AESOP website.

National Representatives

If a country has one Full Member, its delegate represents the member schools of that country.

If a country has two Full Members, both their delegates represent the member schools of that country.

If a country has more than two Full Members, all Full Members of that country elect two representatives of member schools of that country.

The Secretary General is responsible for the general oversight of this process.

National Representatives are responsible for strengthening the links between AESOP and Member Institutions from their country.

Substitutes

Each National Representative has one Substitute, elected in the same way as National Representative. The Substitute is allowed to attend the meetings of the Council, but is only allowed to vote in case of absence of the National Representative.

The Officials

An Official is an elected member of the Executive or other person confirmed by the Council, assigned to special tasks or conferred specified powers. In particular AESOP Officials are:

- + Executive Committee Members
- + Chair of the Excellence in Teaching Prize Committee
- + Chair of the Best Published Paper Prize Committee
- + Chair of the Best Conference Paper Prize Committee

Council of Representatives Members nominated by the President

The President can designate persons to the Council only from the European planning schools represented within the Association.

Mandatory period of the National Representatives and their Substitutes

The mandatory period of the National Representatives and their Substitutes is two years. National Representatives and their Substitutes can be re-elected. Ongoing mandatory period of the National Representatives is 2012-2014.

Council of Representatives Meetings

According to the Charter the Council shall meet at least once a year on the call of the President.

Usually the Council of Representatives Meeting takes place twice a year: during the AESOP Heads of Schools Meeting in spring and during AESOP Annual Congress in July. The dates of the Council of Representatives meetings are always displayed in the calendar on the AESOP website. Secretary General informs National Representatives about provisional dates of the meet-

ings at the beginning of the year and confirms date and venue as well as makes the agenda available from the File Repository on AESOP website three weeks before the meeting.

Quorum and Voting

The quorum for the Council is set at 15% of the Council members and at least 50% of the quorum must be National Representatives.

Resolutions are passed on a simple majority with the exception of special cases listed in the Charter (expelling the Member, dismissing the Official, dissolving the Association).

Where voting is evenly split, the President has the casting vote.

e-voting

AESOP Secretary General can address Council to decide about urgent issues between meetings using electronic votes. The only way of doing this is an official email from AESOP Secretariat General with clear de-

scription of the case and instruction of voting. Secretary General will address only regular National Representatives to vote.

Communication

Members of the Council of Representatives have to register on AESOP website as users. This allows them to benefit from sharing a few parts of AESOP database. In particular, each member of the CoRep has the direct access to the File Repository where documents and materials for the meetings and e-voting can be found. Secretariat General does NOT send any materials by traditional post or as an attachment to an email.


Members of the Council of Representatives are supposed to keep all their contact details updated in the AESOP database.

Minutes from the meetings are made available for Council of Representatives members in the File Repository on AESOP website.

Financial issues

Members of AESOP Council of Representatives are NOT reimbursed for their travel or accommodation costs. In case the institution of the Member of the Council is in difficult financial situation AESOP can support this Member to attend the meeting up to 500 EUR by using hardship fund. The application for support should be sent to the Secretary General at least 3 weeks before the Council of Representative meeting.

AESOP EXECUTIVE COMMITTEE (ExCo)



The Executive Committee holds the managerial and administrative powers of the Association. In particular, the Executive Committee manages membership issues, decides on the composition of the Prize Committees and assesses and proceeds the bids.

Representing the Association and managing its current affairs in between the meeting of the Executive Committee is delegated to the President and Secretary General.

The Executive Committee is allowed to confer special powers, duties or to assign tasks to other persons.

Only an academic from a European school of planning represented in the Association may be elected as a member of the Executive Committee. Work of the Executive Committee members is voluntary.

According to the AESOP Charter the Executive Committee shall meet at least twice a year on the call

of the President or at least three other members of the Committee. Usually, the Executive Committee meets three times a year: in spring, just before the AESOP Heads of Schools meeting, in July, before AESOP Annual Congress and in autumn.

The Executive Committee meeting is chaired by the President. The quorum is four members.

The resolutions of the Executive Committee are passed on a simple majority. On a split vote, the President has the casting vote.

The resolutions of the Executive Committee are made available for inspection by any AESOP member from the Secretary General.

Composition of the Executive Committee

At minimum, the Executive Committee consists of:

- + a President,
- + a Vice President,
- + a Secretary General,
- + a Treasurer,
- + an Event Officer,
- + two other members.

Unless the Council of Representatives decides otherwise these two non-defined seats may be taken by GPEAN and Young Academics representatives.

Mandatory periods of the Executive Committee members

The mandatory period of the **President** is two years.

The elections take place one year before the beginning of the mandatory period. During this year, the President-elect occupies the position of the Vice President.

Having completed the mandatory period, the President again moves to the position of the Vice President for a period of one year.

On the expiry of their period of office, the President is not eligible for re-election.

The mandatory period of the **Secretary General** is four years.

The election take place one year before the beginning of the mandatory period. During this year, the Secretary General-elect occupies the position of the Vice Secretary General and attends the meetings of the Executive Committee. After two years of the mandatory period the Secretary General shall be re-evaluated by the Council of Representatives.

On the expiry of their period of office, the Secretary General is eligible for re-election.

The mandatory period of the **Treasurer** and **Event Officer** is four years. After two years of the mandatory period they shall be re-evaluated by the Council of Representatives.

On the expiry of their period of office, both Treasurer and Event Officer are eligible for re-election.

The mandatory period of the **two other members** is no longer than four years. The exact duration of the mandatory period is decided upon the Council of Representatives.

If one of the other members is GPEAN representative the Council may extend their mandatory period up to six years.

If one of the other members is Young Academics representative their mandatory period is one year.

On the expiry of their period of office, both other members of the Executive Committee are eligible for re-election.

The elections of the members of the Executive Committee take place in July, during the Council of Representative meeting preceding AESOP Annual Congress.

PROMOTING EXCELLENCE IN PLANNING EDUCATION AND RESEARCH

