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Standard Operating Procedure

1. Purpose

The Constitution and Bylaws Committee is a standing committee for the general operation of EFEE in area of update of Constitution and Bylaws.

2. Scope

Articles of Association and Bylaws must be from time to time updated to serve the further development of the Federation.

3. Deliverables

- Proposals of amendments in Article of Association and Bylaws submitted to AGM.

4. Responsibilities

Chairman of Constitution and Bylaws Committee is responsible for:


- Processing the proposals of amendments in Article of associations and Bylaws coming from members through Secretariat.
- Submitting of the amendments in Article of associations and Bylaws to AGM.

Member of Constitution and Bylaws Committee is responsible for:

- Participation and contribution to the work of the Committee according to decisions, instructions and requirements of the Chairman of Committee and the Committee.

5. Procedure

Amendments of Article of associations and Bylaws are conducted by AGM on proposals annexed to the Call for meeting. Any member may propose amendments to the Article of associations and Bylaws. However, such a proposals must be submitted to the Secretariat not later than three months ahead of the meeting. The Secretariat shall immediately forward the proposal to the Board and the Constitution and Bylaws Committee for comments and actions.

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6. References

Articles of Association and By-laws.

7. Definitions

EFEE or Federation - European Federation of Explosives Engineers,
Chairman or Chairman of Committee - Chairman (head) of Election,
Article of Association - EFEE Constitution,
Board - other body of the Federation, which consist of the President, the Vice-President, the Past-President, Treasurer and Board members,
Committee - Constitution and Bylaws Committee, other body of the Federation,
AGM - Annual General Meeting, legislature body of the Federation,
Secretariat and Secretary General - other body of EFEE serving the Board and the Committees in communication matters.