



## **ByLaws**

### **AETAP Association of European Threat Assessment Professionals**

#### **Article 1 Title**

Association of European Threat Assessment Professionals (AETAP) is a non-profit organization governed by these statutes and subsidiary by articles 60 and following of the Civil Code of Switzerland.

AETAP is an international organization dedicated to threat assessment and case management in cases of interpersonal violence.

#### **Article 2 Residence**

The seat of the association is Lucerne, Switzerland

#### **Article 3 Objectives**

AETAP works towards the following goals:

- A. To gather in the form of partnership associations
- B. To promote research on threat assessment
- C. To promote research on effective threat management
- D. Provide continuing education in the topic of threat assessment and networking opportunities
- E. Sponsorship of International Conferences on Threat Assessment
- F. Provide ethical guidelines on threat assessment and case management

#### **Article 4 Means and Resources**

The means to realize the purpose of AETAP are made up:

- by membership fees
- by donations
- by conference and workshop admission fees
- and by other proceeds.

The president of AETAP and the Treasurer of AETAP have individual signatory power (sole signature). Organisation indebtedness is covered only to the extent of AETAP funds held.

#### **Article 5 Members**

Association of European Threat Assessment Professionals (AETAP) has following membership types: <sup>4</sup>

- Individual membership
- Collective membership
- Honorary membership

#### **Individual members**

Individual members are professionals who are qualified in threat assessment, or who conduct research in this topic, or who are responsible for structures / facilities based on threat assessment. Professionals applying for membership have to submit to the President of AETAP:

- informal membership application

<sup>4</sup> Membership types added and defined – Individual members and Collective members (AETAP-General Meeting 2020 Lucerne)

- the application must include a written recommendation by one current member<sup>1</sup> of a TAP<sup>2</sup>
- provide a CV (curriculum vitae) with professional background, affiliation and professional career
- provide a list of publications (if possible)

Professionals applying for membership pay an entrance fee of 150 (hundred and fifty) Euros.  
The annual membership fee is proposed by the Board.

The Governing Board nominates members. Members would be entitled to full voting and membership rights.

#### Collective members

Collective members are organisations that are active in the fields of further development, education and networking within the meaning of article 3.

Collective members applying for membership have to submit the President of AETAP:

- informal membership application
- the application must include the current ByLaws

Collective members would be entitled to full voting and membership rights.

#### Honorary members

Professionals who have devoted much of their career to threat assessment may be elected to this honorary membership. Honorary Members may be elected by the proposal of the Governing Board and the approval of the General Assembly. Honorary Members would be entitled to full voting and membership rights.

#### Loss of membership

The membership is lost:

- Per resignation addressed in writing to the President of AETAP
- For non-payment of the contribution, if it is asked by it one, 2 months after its current liability
- By exclusion pronounced by the Governing Board
- The Governing Board is not obligated to indicate the reason for the exclusion of a member

#### Contribution

The annual membership fee is proposed by the Governing Board. Honorary members and collective members do not have to pay the membership fee. The membership fee is due by January 31st of the year following the application<sup>3</sup>.

#### **Article 6 Organization**

The bodies of the association are:

- A. General Assembly
- B. Governing Board

<sup>1</sup> Changed from two to one member (AETAP-General Meeting 2015 Lucerne)

<sup>2</sup> Changed from AETAP Member to a TAP Member (AETAP-General Meeting 2018 Helsinki)

<sup>3</sup> Changed from 1st of January to 31st of January (AETAP-General Meeting 2018 Helsinki)

### **Article 7 Role of the General Assembly**

The General Assembly is the maximum governing body of AETAP.

The Governing Board lays down the meeting of the General Assembly. The General Assembly is held at least every two years. One fifth of the members have the right to demand a meeting of the General Assembly.

All members are invited to the General Assembly not less than six weeks before the General Assembly (date as postmark). Proposals for the agenda must be sent to the Governing Board not less than 4 weeks in advance. Any agenda should have as the last point: miscellaneous.

The General Assembly is validly made up whatever the number of members present. Any change of statutes must be announced by the Governing Board in the agenda and cannot be voted under miscellaneous.

### **Article 8 Capacities of the General Assembly**

The General Assembly

- appoints the members of Governing Board and the President
- takes note of the reports
- will decide all proposals presented by the Governing Board and by members
- defines the yearly membership fee<sup>5</sup>

### **Article 9 Decisions**

The decisions of the General Assembly are made in the majority of the voices of the members present.

### **Article 10 Members of the Governing Board**

The governing board of AETAP is composed of at least 4 members for a serving term of two years.

Re-election is possible. With the exception of the president, who is elected by the General Assembly, the board itself constitutes.

### **Article 11 Capacities of Governing Board**

All activities of the Board are carried out voluntarily and free of charge. The association has no commercial purpose and shall be non-profit.

The work of the Governing Board is primarily done by circulating written documents.

The Governing Board will come together on the initiative of the President, in case of his inability it will be convened by one of the members of the Governing Board. The meeting of the Governing Board is chaired by the President.

The decisions of the Governing Board are made upon simple majority, in case that a simple majority is not reached, the vote of the President is decisive.

The members of the Governing Board can submit their resignation in written form at any time. In case of a resignation of an elected member the Governing Board has the right to appoint another member; an act which has to be approved on the next General Assembly. The resignation of Board members will be effective after appointment/substitution by another member.

<sup>5</sup> 'defines the yearly membership fee' added (AETAP-General Meeting 2020 Lucerne)

The Governing Board is authorized to make all the acts which refer to the goal of AETAP; it is responsible for leading the association. It has to fulfil all the duties, which in accordance with the Statutes, do not fall under the competence of other organs of the association. The Governing Board prepares the General Assembly. It also administers the property of the association. It can delegate whole or parts of its administration works.

The President represents AETAP to outside bodies. He can delegate his capacities to other members of the Governing Board.

#### **Article 12 Committees**

The General Assembly can establish committees in load of various topics. The members of the committee are appointed by the Governing Board. Each committee will have to name a person in charge charged to organize meetings and to write the annual reports.

#### **Article 13 Accounts Department**

The accounting period begins January 1st and ends December 31st of each year.

#### **Article 14 Dissolution**

In the event of dissolution of association, the assets of the association will be given to an institution deploying a goal similar to that of AETAP.

#### **Article 15 Delivery of the Statutes**

A specimen of these statutes will be given to each member of AETAP at the time of its first adhesion.

The present statutes have been approved by the general members meeting of July 2020.

Lucerne, 31<sup>st</sup> July 2020