

CHARTER OF THE EUROPEAN LITERACY NETWORK



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CHARTER OF THE EUROPEAN LITERACY NETWORK

PREAMBLE

Networked we proclaim literacy to be a critical tool for human development, freedom, and universal peace. Literacy is a fertile capability (a substantive freedom), at which core lies a competence with an external, permanent script. Development of this capability is ever more critical in present-day, complex, digital, multilingual societies, where literacy underpins the way for a myriad of adaptive behaviors –especially the full realization of human potential and allowing for effective participation in communities and fostering societal change.

Effective participation in communities entails that a threshold level of literacy in a given area is attained. Written language is at the core of a wealth of literate practices (e.g., from accounting to literature; from law to science) and this opens the way for a multitude of literacies, as it is often acknowledged by the adjectivization of literacy with qualifiers such as digital, health, financial, civic, environmental, and so forth. Not everything is literacy, but as far as written language, documents and skills in managing literate resources play a role in the area highlighted by the adjective, that domain needs to be considered a specialization of the literate mind. Providing optimal conditions for threshold crossing to all children in core literacy areas (e.g., reading, writing, math, science, humanities, arts) is a main duty of universal, compulsory education.



Since modern, digital and highly bureaucratic societies rest on a wealth of documents, diverse technologies, and codified practices, introducing societal change normally requires that an expert level in a given area is attained so that effective change might be pursued. Providing means for transformative actions of society typically demands a set of literacy skills that are the focus of higher education. Concluding, we acknowledge that in present day bureaucratic societies, becoming literate implies crossing two literacy thresholds, one for allowing effective participation, another for pursuing societal changes.

Defined this way, literacy is an extraordinary exercise of human freedom and flourishing. Nevertheless, literacy is also just but a tool. As with any tool, thoughtful consideration needs to be taken about the plethora of goals and values of which the tool might become servant. This is why, in this preamble to the Charter of the European Literacy Network, we want to name some fundamental human values for which we deem ethical the instrumental use of literacy. Patently, literacy can be used to promote values antithetical to the ones proclaimed here; when that might be the case, the signatories of this Charter may well oppose that use and warn on the deleterious effects that such practices can have for the human species.

The set of values that we claim as ours is the one which roots were laid in ancient Greece; were revived in the ages of the Renaissance and the Enlightenment; were affirmed in the French Revolution and in the United States Constitution; presided to the establishment of the United Nations and the European Union; and were proclaimed in the Universal Declaration of Human Rights and in the Charter of fundamental rights of the European Union. This set of values we rest upon are commonly referred to as humanistic or European values as they are inherently related to the history of the continent and the



globalization of its culture all over the globe. Although, a particular case can be built surrounding the geopolitical origins of this set of values, more relevant is its potential for universality and its independent emergence in other cultures that had little contact with Europe. Humanistic values span from the acknowledgment of human dignity to the affirmation of universal human rights, thus encompassing a series of steps towards establishing a humanistic worldview, which embraces the fundamental values of: humanism, rationality, secularism, rule of law, democracy, and human rights.

Humanism places human dignity, human agency and the human being as the inalienable core and unit of society. All humans are equal and their dignity sacrosanct. Human development is a necessary condition for the full actualization of human potential and nature.

Rationality holds that human reason is a source of insight and can establish truthfulness through a set logical and empirical procedures, irrespective of the human who applies them. This means that reason can distinguish false from true claims, or at least proceed through continuous falsifiability. Philosophy and science are blossoms of rationality.

Secularism proposes the separation of the realms of religion and worldly affairs. To a certain extent secularism derives from rationality, as it is through exercising reason that humans might come to question the validity and authority of religious dogmas. As this questioning might be central to the scientific endeavor, it seems wise to separate both realms. Secularism does not imply any judgment over religious affairs, only that it should be a matter of one's private life to profess or not religious beliefs and hosting a general view that godly power ought to be kept separate from human activities not directly pursuing religious goals.



Rule of law is founded on written language and on a view of how human cooperation and authority ought to be enforced. Equality before the law, separation of powers, calculability of governmental actions and a system of checks and balances are the basic tenets of the rule of law and common features of modern well-developed states.

Democracy is the sovereignty of the people. Democratic states are those that met and enforce a set of standards which include among others: free elections, democratic constitution (rule of law), existence of opposition, freedom of speech, and protection of minorities.

Universal human rights are the summit of the humanistic world view and settle the standards for evaluating well-developed and decent societies in which individuals are free to realize their full potential. Human rights rest upon three pillars: freedom, equality, and solidarity; are typically specified in five areas: political, civil, economic, social, and cultural human rights; and are universal, inalienable, imprescriptible, and indivisible.

From the stated six fundamental values, many others can be derived so that a non-exhaustive list would also include: human development, education, science, truth, freedom, privacy, equality, diversity, peace, and solidarity. The signatories and members of the European Literacy Network abide by these values and recognize that a better world for all can be pursued by coupling literacy and humanistic values. In observance of the aforementioned values and given the instrumental nature of literacy, all members of the European Literacy Network affirm their engagement in perfecting and spreading literacy so that a truly human world can be established.



CHARTER OF THE EUROPEAN LITERACY NETWORK

STATUTES

Chapter 1: Name, Registered office, Mission, Duration

Article 1 – Name

The association is an international not-for-profit organization called “European Literacy Network”, in short “ELN”, hereinafter referred to as the “Network”, “Association” or “ELN”.

This name must appear in all acts, invoices, announcements, publications, letters, order forms and other documents issued by the Network, and must be immediately preceded or followed by the words “non-for-profit organization” or the abbreviation “NFP”, with a precise indication of the registered office of the network.

Article 2 – Registered Office

The registered office of the Network is located in Louvain-la-Neuve, Place Mercier, 10, L3.05.01, Belgium. The Network depends on the District Court of Nivelles. The registered office may be transferred elsewhere, preferably but not mandatorily located in Brussels Capital Region by a decision of the General Assembly, which will vote on this point in accordance with the quorum established as part of statutory amendments by the law of 27 June 1921.



Article 3 – Mission

ELN is a worldwide non-profit network of individual literacy researchers and practitioners established by COST Actions IS1401, IS1404, IS1410, and CA15221. The Association fosters networking among its members, promotes literacy research worldwide, and aims to bridge the gap between literacy science and education. Networking, advancement of literacy research, and better literacy education are not ends in of themselves, but means to strengthen individual researchers or practitioners capabilities, improve literacy education worldwide, promote human development, and spread humanistic values.

To achieve its goal, the Network may carry out the following activities (non-exhaustive list): organization of the Literacy Summit, conferences, organization of short-term exchange missions, training schools, workshops, meetings and communication activities.

The network may, occasionally, carry out commercial acts in order to achieve the objectives it has set itself.

Article 4 – Duration

The Network is constituted for an indefinite duration and can be dissolved at any time.

Chapter 2: Membership to the Network

Article 5 – Members

The number of members is unlimited but may not be less than eight. The founding members are the first ELN Council members. Founding members



enjoy full rights granted to members by the law and the present Articles of the Network, including the right to vote in the ELN Council (General Assembly).

All natural persons engaged in relevant activities in the field of literacy have the right to apply for membership of the Network.

Article 6 – Members' general rights and duties

Without restrictions, all ELN members have the right to be timely informed on the projects, activities, and events of the Network; to attend ELN events including the Literacy Summit and the Business meeting; to use the Network tools as means to improve the quality and impact of their literacy-related works; and to have free access to works published under ELN editorial initiatives. Also without exception, all members are requested to agree with and pursue ELN purposes; to comply with the current Charter, internal rules, and ethical principles of the Association; to acknowledge ELN support in presentations and publications to which the Association has contributed, either financially or not (e.g., through networking); to engage in dissemination platforms of the Network and contribute to its communication strategy; and to pay a membership fee as specified in Article 8.

Article 7 – Members categories

The Network has six categories of members: Members of the ELN Council, Full Members, Honorary Members, Associate Members, ELN Friends, and ELN Partners.

§1. Members of ELN Council (General Assembly)



Members of the ELN Council shall be any natural person, holding or not a doctoral degree, complying with the following minimum requirements: (a) exceptional and active engagement in any field of activity related to literacy, (b) at least three years of research or working experience in a literacy-related field, and (c) application's support from two full members from two countries represented at the ELN Council, and from one full member from the applicant's home country.

Some members of the ELN Council might be designated as country representatives as mentioned in Article 12.

Members of the ELN Council shall have the right to vote, to take a position in any body of the Network, to propose, coordinate, and integrate any project, activity, or event organized by the Network, and to register for any ELN event at a reduced registration fee. In addition to the general duties specified in Article 6, Members of the ELN Council are requested to be actively engaged in the Association, by taking a position at ELN bodies, proposing, coordinating, and integrating ELN projects, activities, and events, or providing contents for dissemination (e.g., videos or popular abstracts); as well as to contribute to the Network through regular correspondence and attendance to meetings.

§2. Full members

Full Members shall be any natural person, holding or not a doctoral degree, complying with the following requirements: (a) exceptional and active engagement in any field of activity related to literacy, (b) at least three years of research or working experience in a literacy-related field, and (c) application's support from two full members or Members of ELN Council from two countries with or without representation at the ELN Council (see Article 12).



Full members have the right to participate in the projects, activities, or events organized by the Network, as well as to register for any ELN event ELN event at a reduced registration fee.

§3. Honorary members

Honorary members shall be any natural person engaged in the Network as a Full member for at least 5 consecutive years, complying with the following minimum requirements: (a) outstanding research or working experience in any field related to literacy; (b) remarkable scientific and/ or professional contribution to the purposes of the Network; and (c) chronological age equal to or above 65. Honorary members shall have the same rights and duties of Full members, with the exemption of paying the fees.

§4. Associate members

Associate members shall be any natural person, including PhD students, schoolteachers, or practitioners, complying with the following minimum requirements: (a) graduation in any field related to literacy (bachelor, master or country equivalent), and (b) application's support from one full member from any country with or without representation at the ELN Council (see Article 12). Associate members have the right to participate in the projects, activities, or events organized by the Network, as well as to register for any ELN event ELN event at a reduced registration fee. Associate members have no voting rights and cannot hold officer positions in the bodies of the Network. Associate members are encouraged to apply for full membership by complying with the requirements stated in Article 7.



§5. ELN Friends

ELN Friends shall be any natural person interested in literacy-related matters (e.g., parents, teachers, undergraduates) regardless of their academic degree, working experience, or field of activity. ELN Friends shall have the general rights and duties specified in Article 6.

§6. ELN Partners

ELN Partners shall be any legal entity, including schools, universities, research centers, scientific societies, NGOs, charities, ministries, governmental organizations or any organized group pursuing profitable or non-profitable endeavors relevant to the field of literacy and aligned with the purposes of the Network. ELN Partners shall have the right to have their logo, webpage link, and activities promoted through the Network communication channels.

ELN Partners shall have the general rights and duties specified in Article 6.

Article 8 – Membership Fees

Members of the ELN Council and Full Members are required to pay an annual membership fee, the amount of which is set by the General Assembly and may not exceed EUR 500.

The fees for other member categories are settled as a ratio of the Full and ELN Council membership, as follows: (a) fees for Associate members shall be two thirds; (b) fees for ELN friends shall be one third; (c) fees for ELN partners shall be three times plus that of the individual Full member.

Article 9 – New members and resignation



New members may be admitted by the Executive Board. The General Assembly shall ratify the decision of the Board of Directors by a two-thirds majority of the votes of the members present.

Members have the right to resign from the Network by submitting a registered letter to the Executive Board, who shall accept the resignation. The resignation is effective at the end of the financial year and with a minimum four-weeks notice.

After six consecutive years of non-payment of dues, members will be considered as resigning from the Network and invited to submit a new application, in accordance with the standard procedure (Article 7).

A decision on permanent member exclusion needs to be formally ratified by the General Assembly by fulfilling the quorum defined by the law.

Article 10 – Founding Patrons

The European Cooperation in Science and Technology (COST), the University of Porto and the Université catholique de Louvain played a major role in the foundation of the Network, thus in recognition of their involvement, these three institutions are considered “Founding Patrons” of the Network. They need not commit to providing financial support to the Network.

Article 11 – Patrons of the Network

The Network can have patrons. Patron of the Association shall be any natural person or legal entity with unmistakable agreement with ELN values, mission and Charter, and committed to provide extensive financial support to the regular activities of the Network.



Chapter 3: Bodies of the European Literacy Network

Article 12 – Bodies of the ELN

1. The mandatory bodies of the Network are the ELN Council (General Assembly), the Executive Board, and the Secretariat.
2. Committees for counseling or advisory purposes, Scientific Committees, Steering Committees, Honor Committees associated with Network events shall be created by the Executive Board.
3. The secretariat is settled to support the other bodies of the Network in the daily management of the Association.
4. Further details on composition and functioning of the Network bodies are provided in the Internal Rules of the Network.

Chapter 4: ELN Council (General Assembly)

Article 13 – Composition of the ELN Council (General Assembly)

The ELN Council is composed of the members of the Executive Board during their term and the representative (or substitute) of each ELN country with a seat in the council.

The country representative are nominated and elected according to the following criteria and the procedure described in the Internal Rules:

1. Any country in the world may be represented at the ELN Council provided that the number of Full and ELN Council Members from that country is equal to or above the average number of Full and ELN Council Members per country. For the purposes of constituting the ELN council, the countries that equal or surpass the average number of Full Members per



country are labelled ELN Council Countries, those below are labelled non-ELN Council Countries.

2. Only Full Members of the Network can be appointed as country representatives.
3. Country representativeness is established on the basis of the members' main affiliation or place of regular activity.
4. No person shall be eligible to represent more than one (1) country, and
5. Each country shall be represented by a single person.

The ELN Council is chaired by the Coordinator of the ELN Council, or the Vice-Coordinator in his or her absence, or if both are absent, by another member of the Executive Board appointed by the Coordinator.

Article 14 – Powers of the ELN Council

The specific powers of the ELN Council include but are not limited to the following:

- a) to amend the Articles of the Network and the Internal Rules of the Network;
- b) to appoint and dismiss the managers of the Executive Board;
- c) to appoint and dismiss the auditors and to set their remuneration in cases where remuneration is granted and in cases where it is necessary to appoint an auditor;
- d) to grant discharge to the administrators or, if applicable, to the auditor;
- e) to approve the annual accounts of the preceding financial year and of the budget for the next financial year;
- f) to voluntarily dissolve the Network;
- g) to transform the association into a social society;



- h) to exclude Members from the Network;
- i) to determine the fees to be paid by ELN Members upon recommendation of the Executive Board;
- j) to approve the constitution of ad hoc Committees proposed by the Executive Board as well as give advice to the Executive Board on the constitution of external advisory boards for special purposes;
- k) to appoint Patron(s) and Honorary Members of the Network, after having sought advice and recommendation from the Executive Board;
- l) to monitor the implementation by the Executive Board of decisions, policies, and plans of activities adopted by the ELN Council;
- m) to elaborate recommendations to the Executive Board concerning any issue or activity of the Network;

The ELN Council is responsible for deliberating and deciding upon any matter concerning the long-term strategy of the Network, its role as a global literacy player.

Article 15 – Convening the ELN Council (General Assembly)

The ELN Council is convened by the Executive Board whenever the interests of the association so require; it must also be convened at least once a year within six months after the closing date of the financial year in order to approve the annual accounts for the previous year and the budget for the current year.

Article 16 – Calling notice for the General Assembly

1. The Executive Board must send the calling notice by regular letter, by e-mail or by registered letter to all members of the ELN Council at least 30



- days before the meeting. The calling notice will be signed by the Coordinator or by two administrators, on behalf of the Executive Board. The calling notice must include time, place, and the preliminary agenda of the meeting determined by the Executive Board, along with relevant supporting documents relating to items of the agenda to be discussed.
2. Furthermore, the ELN Council needs to be convened whenever one-third (1/5) of the members from ELN Council requests them. This request should be addressed to the Executive Board by registered letter including clearly and thoroughly the details of the request. The Executive Board should convene the ELN Council within two months of receipt of the request. The time and place of extraordinary meetings shall be determined by the Coordinator.
 3. Similarly, any proposal signed by at least 1/20 of the members must be placed on the agenda. Such a proposal must be sent to the Coordinator by registered letter, at least 15 working days before the date set for the meeting.

Article 17 – Meetings of the ELN Council (General Assembly)

Decisions of the ELN Council may be taken in a physical or virtual meeting. ELN Council members may attend the virtual meeting by videoconference or any other electronic means giving them the possibility to hear and speak each other simultaneously and to cast definitively and in real time their vote on the items on the agenda.

The ELN Council deliberates validly as soon as half (1/2) of the ELN Council members (i.e., members of the Executive Board plus one representative per ELN country) are present or represented, except in cases where the law of 27



June 1921, adapted and amended by the law of 2 May 2002, requires a quorum of attendances and a quorum of votes:

- a) Amendment to the articles of the status: quorum of two-third (2/3) of the members – quorum of two-third (2/3) of the votes;
- b) Amendment of the purpose of the association, dissolution of the association or transformation into a company with a social purpose (the points must be on the agenda of the meeting): quorum of two-third (2/3) of the members – quorum of four-fifths (4/5) of votes;
- c) Exclusion of members: no quorum of attendances – quorum of two-third (2/3) of votes.

Unless the Statutes or the Law require another majority, resolutions of the ELN Council are taken by simple majority of the eligible voters.

If this quorum is not met, a second meeting should be immediately convened, and be held at least 15 days after the reconvening. In this case, the convening must explicitly mention that this is a second meeting in which no quorum of presence will be required to valuably vote on items on the agenda.

When the ELN Council has been given an equal number of votes, the Coordinator of the meeting can give a casting vote.

Article 18 – Minutes of the ELN Council (General Assembly)

The minutes of all meetings of the ELN Council shall be signed by the Coordinator (or deputy) and by a member of the ELN Council. This document shall be entered in an appropriate register, that may be consulted at the registered office of the Network by members or third parties who can prove an interest.



The said member or third parties may appoint an extract, signed by the Coordinator and the secretary or two administrators, or, failing that, two members from the ELN Council.

Chapter 5: Executive Board

Article 19 – Composition of the Executive Board

The administrators are appointed by the ELN Council from amongst the ELN Council members for a period of 3 years.

All Board members must be Full or ELN Council member of the Network for at least three (3) years and can neither be country representatives at the ELN Council nor hold a position in any other Board. Country diversity within the Executive Board is strongly advised. At the very minimum, three (3) countries must imperatively be represented.

The Executive Board is composed of a minimum of seven (7) persons holding the following mandatory positions: ELN Coordinator, Vice-Coordinator, Treasurer. In addition to these mandatory positions, other positions within the Executive Board aligned with the strategic plan of the Network are specified in the Internal Rules. Their roles are defined as follows:

1. ELN Coordinator
 - a) To represent the ELN in all fora in which the network participates; representation of the Network can be delegated by the coordinator to any network's member;
 - b) to establish a three-year Network's Strategy and Action Plan to be approved by the ELN Council;



- c) to establish a one-year Work and Budget Plan to be approved by the ELN Council;
- d) to prepare and propose the agendas for the Executive Board and the ELN Council meetings as well as for the General Assembly meetings, in articulation with its President;
- e) to convene the meetings of the Executive Board and the ELN Council;
- f) to assure the adoption of the current Charter and of the Internal Rules of the Network;
- g) to be responsible for securing two locations and teams for organizing the next two Literacy Summits.

2. Vice-Coordinator

- a) To represent the Network in the absence or impediment of the ELN Coordinator;
- b) to monitor and report annually on the execution of the Strategy and Action Plan to assure the tight articulation of science and practice in all actions and activities of the Network;
- c) to report annually on the implementation of the approved Work and Budget Plan;
- d) to secure two locations and teams for organizing the next two Literacy Summits, in close articulation with the Coordinator.

3. Treasurer

- a) To maintain all fiscal records and reports, and prepare the annual budget under the direction of the Coordinator;
- b) To oversee the custody of all ELN funds and receipt of all dues and other monies owed to the Network;



- c) Jointly with the Coordinator and the Vice-Coordinator, to authorize the disbursement of funds in accordance with the annual budget approved.

Article 20 – Powers of the Executive Board

The Executive Board has all the power of management and administration of the Network, including on issues absent from the current Charter, as long as in agreement with the Law, the present Charter, and the decisions of the ELN Council. In particular, the powers of the Executive Board include, but are not limited to the following:

- a) to decide on the overall strategy and determine the policy of the Network;
- b) to be responsible for the day-to-day management of the Network;
- c) to elaborate reports on the annual accounts of the preceding financial year and on the budget for the next financial year;
- d) to supervise the implementation of the activities of the Network, including those implemented by ad hoc Committees, assuring that legal requirements are met;
- e) to appoint members for constituting ad hoc Committees for counseling or advisory purposes as well as for organizing ELN activities or pursuing specific scientific or practice projects – these Committees shall serve for such time as specified at the time of appointment, during which, one representative of the Committee may be invited to hold a temporary position at the Executive Board without voting right;
- f) to organize, coordinate, and follow-up on ELN activities as well as establish new activities aligned with the mission and purposes of the Network;



- g) to establish methods and procedures for evaluating proposals submitted as part of ELN activities;
- h) to determine the location of the Literacy Summit;
- i) to propose the strategic and temporary admission of some non-ELN Council countries as observers to the ELN Council;
- j) to validly represent the Network with respect to judicial and extrajudicial matters by (i) the Coordinator and the Vice-Coordinator, or (ii) two other appointed members of the Executive Board jointly, who will not have to justify to third parties the powers conferred to that end.
- k) to decide to hear any other person or organization concerning any issue related to the Network.

Article 21 – Calling notice for a meeting of the Executive Board

The Executive Board meets at least twice a year when convened by the Coordinator, or if absent, by other member of the Executive Board, or at the request of two administrators. The calling notice must include time, place, and the preliminary agenda of the meeting.

The Coordinator must send the calling notice by e-mail or letter to all Board members at least 30 days before the meeting.

Article 22 – Meetings of the Executive Board

The Executive Board may only deliberate and validly vote if half of its members are present.

Decisions of the Executive Board may be taken in a physical or virtual meeting. Members of the Executive Board may attend the virtual meeting by videoconference or any other electronic means giving them the possibility to



hear and speak to each other simultaneously and to cast definitively and in real time their vote can vote on the items on the agenda.

If this quorum is not met, after thirty (30) minutes of the starting time specified on the agenda, the Coordinator (or substitute) may proceed with the meeting, which can validly resolve irrespective of the number of Members present or participating in the meeting.

When the Executive Board has been given an equal number of votes, the Coordinator, or if absent, his replacement, has a casting vote.

Article 23 – Items on the agenda of the Board meeting

Provided that, on the one hand, all the administrators are presents and, on the other hand, they agree on the inclusion of these items on the agenda, the Executive Board can validly vote on items not in the agenda.

Article 24 – Resolutions of the Board

The resolutions of the Executive Board are taken by simple majority of the eligible present voters.

Article 25 – Minutes of the Board meeting

The minutes of all meetings are taken. They are submitted at the next meeting for the approval of the Board. After, the minutes shall be signed by the Coordinator (or substitute) and by a member of the Executive Board appointed by the Coordinator to take the minutes. This document shall be entered in an appropriate register.

Article 26 – Resignation of Executive Board members



A Board member is free to resign voluntarily at any time, but he must notify the Coordinator in writing of his decision. However, an administrator may not leave his office abandoned. He will therefore ensure that his resignation is not untimely and does not cause any prejudice to the Network.

Article 27 – Delegation of day-to-day management

The Board may delegate the day-to-day management of the Network, with the use of the signature relating to this management, to one or more persons whose powers it shall determine.

This daily management includes all the acts that must be carried out on a daily basis to ensure the functioning of the association, and which, because of their minor importance or the need to take a prompt decision, do not require the intervention of the Executive Board.

The daily management includes in particular the power to receive registered mail and bailiffs, to make payments of less than EUR 5,000 and to take any measure necessary to implement the Council's decisions.

Article 28 – Limits to the administrators' actions

The powers of the administrators to bind the association are set out in this article. It is recalled that the powers to bind the association may only be used within the limits of the budgetary framework provided for in the budget or in the decisions of the Executive Board.

- a) In banking matters, accounts are opened by two administrators signing two by two
- b) With regard to real estate or rental commitments, the documents must be signed by two administrators



- c) As for agreements with public authorities, they are signed by two administrators
- d) As for legal actions, they belong to the Coordinator alone or to two administrators after a decision of the Executive Board
- e) With regard to the recruitment and management of staff, contracts are signed by two administrators.

Article 29 – Internal Rules of the Network

The Executive Board may establish Internal Rules of the Network in which all points not expressly provided for in the Articles of Network and/or not expressly vested in the Articles by the Law of 27 June 1921 as amended by the Law of 2 May 2002 shall be settled.

The regulations may be amended by the Executive Board at any time by a two-thirds majority of the votes cast.

The Internal Rules and their amendments are brought to the attention of the members.

Chapter 6: Accounts and Budget

Article 30 – Financial year

The financial year of the Network runs from August 1st to July 31st. By way of exception, the first financial year shall begin on the day on which these Articles of Network are signed and end on 31 July 2020.

Article 31 – Annual accounts



Each year and at the latest six months after the end of the financial year, the Executive Board submits to the General Assembly for approval the annual accounts for the previous financial year, drawn up in accordance with the law, as well as the budget for the following financial year.

After approval of the annual accounts and the budget, the General Assembly shall decide, by separate vote, on the discharge to be given to the directors and possibly to the auditor.

Article 32 – Auditing

The General Assembly may appoint an auditor to report to it after auditing the accounts of the association.

Article 33 – Logging of the accounts

The Executive Board ensures that the annual accounts and other documents mentioned in the NPI Act are filed within thirty days of their approval with the clerk of the Commercial Court or, if required by law, with the National Bank of Belgium.

Chapter 7. Dissolution of the Network

Article 34 - Dissolution

Except in cases of judicial dissolution and automatic dissolution, only the General Assembly may decide on the dissolution, in the manner described by law.



In the event of voluntary dissolution, the General Assembly, or failing that the court, shall appoint one or more liquidators. It also determines their powers and the conditions of liquidation.

The net assets shall be split in equal shares among the founding patrons.

Article 35 – Entry into force

The law of 27 June 1921 amended by the law of 2 May 2002, as well as the general legal provisions and practices in this area apply to all matters not expressly governed by these Articles of Association.

The founders unanimously take the following decisions, which will only become effective from the date of filing with the registry of the articles of association, acts relating to the appointment of persons authorized to represent the association.



CHARTER OF THE EUROPEAN LITERACY NETWORK

INTERNAL RULES (draft)

Article 1 – Internal Rules of the Network

1. In order to implement and further detail the present Charter as well as to facilitate the regulation and management of the Network, the Executive Board shall draw up a document with the Internal Rules of the Network, to be adopted by the ELN Council. At the very least, this document shall provide further provisions on:
 - a) The decision-making process, the voting rights and procedure including for electronic voting, and the quorum and majority rules of the General Assembly, the ELN Council, the Executive Board, and the Fiscal Board;
 - b) Candidatures and election procedure for the members of the Board of the General Assembly, the ELN Council, the Executive Board, and the Fiscal Board, including rules for anticipated elections upon resignation or removal of one or more Boards as a whole;
 - c) The criteria for a country to be appointed as ELN Council Country as well as on the procedure to nominate country representatives and substitutes;
 - d) Rules regulating the reimbursement of travel and representation expenses incurred by members of the Board of the General Assembly, the ELN Council, the Executive Board, and the Fiscal Board;



- e) The procedure for (i) exclusion of members; (ii) dismissal of Board members, including the procedure to fill in vacant positions; and (iii) dissolution of the Network.
2. The Internal Rules of the Network must be available to all Members and may be amended according to the rules specified in the present Charter. In case of contradiction between the Internal Rules and the Charter, the latter shall prevail.

Article 2 – Amendments to the Charter and Internal Rules

1. In agreement to the rules specified in Article # of the present Charter, the ELN Council may vote to amend Articles of the current Charter and the Internal Rules of the Network. Such amendments shall be proposed by the ELN Council or the Executive Board, or by petition signed by two-thirds (2/3) of the Full Members.
2. Amendments must be noted in writing as items of the agenda of the meeting of the General Assembly in duly time and be accompanied by a thorough justification for the amendment proposed. Pro and con statements shall be included in such justification, unless these are deemed unnecessary by the ELN Council. Amendments to the Charter will only come into effect once the publication and approval conditions have been fulfilled as required by Law.

Chapter 1: Name, Registered office, Mission, Duration

Article 2b – Registered Office



The Executive Board may decide to open operation centers or offices of the Network in other countries with prior consent of the General Assembly.

Chapter 2: Membership to the Network

Article 7b – Members categories

§3. Honorary members

Honorary members are proposed by the Executive Board to the General Assembly that shall take a final decision in a Business meeting. A maximum of two Honorary members can be appointed in a Business meeting.

§6. ELN Partners

Partnership shall work on the basis of reciprocity and creating synergies. Partners can be invited to and provided an exhibition stand at the Literacy Summit (or other ELN's event) so to disseminate their information and activities as long as they are aligned with ELN values and mission. Partners carrying voluntary work in the literacy field are entitled to free registration at the Summit. Up to three individuals from the partner are entitled to complimentary registration at the Summit. A fee shall be requested to partners pursuing profit. Natural persons affiliated with ELN partners are encouraged to join as ELN members.

Article 8b – Membership fees

Regarding the fees of ELN partners, a maximum of three members from ELN not-for-profit Partners can be exempted from membership fees.

Generally, membership fees should be kept at the lowest possible amount so to keep Network's regular functioning and activities.



Article 9b – Member Exclusion

On the case of denunciation of alleged misconduct perpetrated by one of the Network members, the Executive Board has the right to nominate an Ethical Committee that will run a formal inquire and produce a report with a pronouncement about the charges and suggested actions. Actions can be not founded, verbal admonition, temporary exclusion or permanent exclusion from the Network. Disciplinary decisions are taken by the ELN Council upon proposal from the Executive Board.

Article 11b – Patronage

The Executive Board is responsible for seeking prospective patrons, conduct negotiations, and if agreement is in place, seek approval decision from the ELN Council and ratification from the Network's General Assembly. Patronage can be exercised by providing full financial support to any of the Network's initiatives or by covering the registration fees of all the members in the network in a given period.

Article 11c – Sponsors of the Network

The Network activities can be sponsored. For any planned activity, the Executive Board can seek out financial and logistic supports that help to the effective realization of the activities. A sponsor of the Network shall be any natural person or legal entity with unmistakable agreement with ELN values, mission and Charter, and committed to provide financial or logistical support to the organization of the Network events.

Article 15b – Membership Application



All natural persons developing activities relevant for literacy are entitled to apply for membership to the Network. Each member category has its rights and duties as stated in Article 7. The procedure for admission is executed by a designated manager at the Executive Board and largely publicized through ELN communication channels.

Chapter 3: Bodies of the Network

Article 12b – Bodies of the Network

1. The mandatory bodies of the Network are the ELN Council (the General Assembly), the Executive Board, the ELN Business meeting, the Fiscal Board, and the Secretariat.
2. Committees for counseling or advisory purposes, Scientific Committees, Steering Committees, Honor Committees associated with Network events shall be created by the Executive Board.
3. The secretariat is settled to support the other bodies of the Network in the daily management of the Association.
4. Further details on composition and functioning of the Network bodies are laid down in the Internal Rules of the Network.

Chapter 4: ELN Council (General Assembly)

Article 13b.

Each ELN country may appoint one (1) representative plus two (2) substitutes per country.



- Country representatives are to be elected in each country among all eligible members.
- The countries represented at the ELN Council shall be updated every three (3) years based on the number of registered members two (2) days before the start of the Literacy Summit.
- The updated list of ELN countries shall be presented at the ELN General Assembly.
- Representatives of non-ELN Council Countries with legitimate interests may be invited as Guests at the ELN Council without voting right.

Article 14b.

The power of the ELN Council includes the following:

- a) to elect the Board of the Fiscal Board;
- b) the GA should approve the *account and budget*, upon recommendation from the Fiscal Board

Article 15b.

The meeting of the ELN Council that are taking place in the year of the Literacy Summit shall occur in conjunction with the Summit and at the same venue. The time and place of the other meetings shall be specified by the ELN Council with the advice of the Executive Board.

Article 16b.

The agenda is determined by the Executive Board, though any representative of ELN Countries is entitled to propose agenda items until two (2) weeks before



the meeting. The final agenda should be sent to the ELN Council at least one (1) week before the meeting and approved at its beginning.

Article 17b.

Any Observers with legitimate interest can be invited by the Executive Board or the ELN Council to attend the meeting of the ELN Council without voting right.

Regarding votes, abstentions, blank or invalid votes do not count in the calculation of the majority.

Voting can be done by show of hand, by secret ballot or by electronic means in real time. Secret ballot takes place upon decision of the Coordinator or a request of at least one quarter (1/4) of the members present or participating in the meeting. Voting can also validly be done by electronic voting prior to the ELN Council meeting. In such case, all supporting documents shall be sent to all Members with voting right at least two (2) weeks before the opening of the voting.

Article 18b.

The minutes are taken by a member of ELN Council appointed by the Coordinator. The minutes must be sent to all Members of the ELN Council by e-mail within one (1) month of the meeting, and available for consultation on the ELN website.

Chapter 5: Executive Board

Article 19b.



The Executive Board is composed of a minimum of seven (7) persons holding the following mandatory positions: ELN Coordinator, Vice-Coordinator, Treasurer, Membership Manager, Communication Manager, Projects Manager, and ESPR (Early-Stage Practitioners and Researchers) Manager. In addition to these mandatory positions, candidate lists may include other positions within the Executive Board aligned with the strategic plan proposed for the mandate and needed for its fulfillment. Without prejudice to Article # of the present Charter, the competences of the mandatory positions within the Executive Board include but are not limited to the following:

1. ELN Coordinator
 - a) To represent the ELN in all fora in which the network participates; representation of the Network can be delegated by the coordinator to any network's member;
 - b) to establish a three-year Network's Strategy and Action Plan to be approved by the ELN Council;
 - c) to establish a one-year Work and Budget Plan to be approved by the ELN Council;
 - d) to prepare and propose the agendas for the Executive Board and the ELN Council meetings as well as for the General Assembly meetings, in articulation with its President;
 - e) to convene the meetings of the Executive Board and the ELN Council;
 - f) to assure the adoption of the current Charter and of the Internal Rules of the Network;
 - g) to be responsible for securing two locations and teams for organizing the next two Literacy Summits.



2. Vice-Coordinator

- a) To represent the Network in the absence or impediment of the ELN Coordinator;
- b) to monitor and report annually on the execution of the Strategy and Action Plan to assure the tight articulation of science and practice in all actions and activities of the Network;
- c) to report annually on the implementation of the approved Work and Budget Plan;
- d) to secure two locations and teams for organizing the next two Literacy Summits, in close articulation with the Coordinator.

3. Treasurer

- a) To maintain all fiscal records and reports, and prepare the annual budget under the direction of the Coordinator;
- b) To oversee the custody of all ELN funds and receipt of all dues and other monies owed to the Network;
- c) Jointly with the Coordinator and the Vice-Coordinator, to authorize the disbursement of funds in accordance with the annual budget approved.

4. Membership manager

- a) To deal with all issues involving membership, including the admission of new members, Partners, and ELN Friends;
- b) to coordinate the Secretariat of the Network, which assists administratively the Executive Board in the fulfilment of the Network daily tasks, and support to carrying ELN activities;
- c) to report annually on the operations of the Secretariat to the Executive Board and to the ELN Council.

5. Communication manager:



- a) To outline and report annually on the inside and outside communication strategy of the Network;
- b) to be responsible for maintaining updating ELN communication tools (see Article # of the current Charter);
- c) To establish synergies with organizations and societies with legitimate interest in the works developed by the Network.

6. Projects manager:

- a) To monitor the implementation of the Scientific or Practice projects planned in Strategy and Action Plan of the Network;
- b) to outline and report annually on specific Scientific or Practice projects planned in the Strategy and Action Plan of the Network;
- c) to propose new Scientific or Practice projects and seek its approval by the Executive Board and the ELN Council;
- d) to supervise the activities of ad hoc Committees constituted under specific projects and for special purposes.

7. ESPR manager:

- a) To outline and report annually on the strategic plan of the Network to target ESPRs in the Network activities;
- b) to be responsible for the Training Schools and Short-Term Exchange Missions, including procedures for opening calls, evaluating proposals, and allocating the funds;
- c) to propose new actions and activities to promote networking and capacity building, particularly for ESPR, and seek its approval by the Executive Board.

Article 22b



In the year of the Literacy Summit, one of the meetings necessarily takes place in conjunction with the Literacy Summit and at the same venue. The meetings are chaired by the Coordinator, or, in case of impediment or absence, by the Vice-Coordinator, or, if both are absent, by other member of the Executive board nominated by the Coordinator.

Any Guests with legitimate interest can be invited by the Coordinator to attend the Executive Board meeting without voting right.

The agenda is determined by the Coordinator, though any Board member is entitled to propose agenda items at least two (2) weeks before the meeting. The final agenda should be sent to Board members at least one (1) week before the meeting and approved at its beginning.

Article 23b

Abstentions, blank or invalid votes do not count in the calculation of the majority. Voting can be done by show of hand or by electronic means in real time.

Article 24b

The minutes shall be sent to all Members of the Executive Board by e-mail within one (1) month of the meeting, and available for public consultation on the ELN website.

Chapter 6: Accounts and Budget

Article 30b – Accounts and Financial Resources

1. The annual accounts of the preceding financial year, as well as the budget for the next financial year, shall be drawn up by the Executive



Board each year and submitted to the Fiscal Board for approval at its annual meeting, taking place between the second and third month after the end of the financial year. The financial statement of the Fiscal Board shall then be submitted to the ELN Council for final approval at its annual meeting, taking place between the fourth and fifth month after the closure of the financial year. Within a maximum of six (6) months after the end of the financial year, the annual accounts shall be deposited in the Network's file kept at the clerk's office of Brussels Commercial Court, in accordance with the Law.

2. The Fiscal Board has the power to instigate an internal or external auditing procedure to verify the accuracy of the annual accounts or if required by the Law.
3. The financial resources of the Network shall be derived from: (i) membership fees; (ii) grants, awards, and donations; (iii) the proceeds of the Network's activities; (iv) assets inherited or received as a bequest or legacy; and (v) capital proceed or any other legally allowed resources that might be paid or granted to the Network.

Chapter 7: Dissolution of the Network

Article 33b

The proposal to dissolve the Network shall emanate from the ELN Council according to Article # of the present Charter, or from a petition signed by four-fifths (4/5) of the Full Members. In either case, good and sufficient reason for dissolution must be provided in writing to the President of the Board of the



General Assembly, who shall bring this issue to the attention of all Full Members at least two (2) months before the extraordinary meeting.

Chapter 8: Fiscal Board

Article 34 – Composition of the Fiscal Board

The Fiscal Board is composed of the President and two Vice-Presidents, who must be Full Members for at least three (3) years and come from at least two (2) countries. Members of the Fiscal Board can neither be country representatives at the ELN Council nor hold a position in any other Board.

Article 35 – Powers of the Fiscal Board

The Fiscal Board of the Network provides nonbinding advice and oversight of the financial well-being of the Network. Specific powers of the Fiscal Board are:

- a) to approve the annual accounts of the preceding financial year;
- b) to approve the budget of the Network for the next financial year;
- c) to request the financial documents deemed necessary to exercise its powers;
- d) to pronounce on any financial issue of the Network, including making recommendations to the Executive Board regarding long-term financial matters;
- e) to request an internal or external audit to verify the accuracy of the annual accounts.

Article 36 – General Functioning of the Fiscal Board



1. The Fiscal Board meets imperatively once a year during the first three (3) months after the end of the financial year.
2. Extraordinary meetings shall be convened and duly justified by the President of the Fiscal Board, who shall also determine its time and place.
3. The meeting of the Fiscal board is closed to Board members, who may either be physically present or participate via any electronic means offering the possibility to members to hear and speak to each other and to cast definitively and in real time their vote.
4. The President must send the calling notice by e-mail to all Board members at least one (1) month before the meeting. The calling notice must include time, place, and the preliminary agenda of the meeting along with relevant supporting documents relating to items of the agenda to be discussed. The agenda is determined by the President, though any Board member is entitled to propose agenda items at least two (2) weeks before the meeting. The final agenda should be sent to Board members at least one (1) week before the meeting and approved at its beginning.
5. The minutes of all meetings of the Fiscal Board shall be signed by the President and one Vice-President, also responsible for taking the minutes of the meeting. This document must explicitly express either the approval of the annual accounts and of the budget, or the request for an audit. The minutes shall be sent to all Members of the ELN Council by e-mail within one (1) month of the meeting for final approval at the ELN Council meeting.
6. The meetings of the Fiscal Board shall be deemed validly constituted and has the quorum to resolve when the President and the two Vice-Presidents are present or participating in the meeting. If one (1) Board



Member is absent, a second meeting for the same purpose shall be convened by the President within two (2) weeks following the first meeting.

7. All decisions taken by the Fiscal Board must require the support of two Board members present or participating in the meeting.
8. Voting can be done by show of hand or by electronic means in real time.

Chapter 9: Business Meeting

Article 37. Business meeting

The Business Meeting is composed of all Full Members of the Network. This body is represented and coordinated by the Board of the Business Meeting, consisting of the President and two Vice-Presidents, who shall be Full Members of the Network and from different countries. The President and Vice-Presidents of the Board of the Business Meeting can neither be ELN Council country representatives, nor hold a position in the other mandatory bodies of the Network.

Article 38 – Powers of the Business Meeting

The Business Meeting is the highest-ranking body of the Network, its powers include, but are not limited to the following:

Article 39 – General Functioning of the Business Meeting

1. The Business Meeting meets every three (3) years, at the time and place of the Literacy Summit. The meeting is chaired by the President of the



Board of the Business Meeting with the assistance of the two Vice-Presidents.

2. In exceptional circumstances, extraordinary meetings shall be held at the call of the President or within three (3) months upon receiving either a petition signed by half (1/2) of the Full Members or a reasoned request from the ELN Council or the Executive Board. In either case the need and purposes of the extraordinary meeting must be clearly and thoroughly detailed in writing. The time and place of extraordinary meetings shall be determined by the President. To allow for the widest possible participation from all Full members, a minimum of three months between issuing the call and the date for the extraordinary Business Meeting is to be respected.
3. The meetings of the Business Meeting are open to all ELN members, who can only participate by physical presence, but only Full Members have voting right. Any Guests with legitimate interest can be invited by the President to attend the meetings of the Business Meeting without voting right.
4. The President must send the calling notice by electronic message to all Members of the Network at least two (2) months before the meeting. The calling notice must include time, place, and the preliminary agenda of the meeting along with relevant supporting documents relating to items of the agenda to be discussed. The agenda is determined by the President in articulation with the Coordinator. New items can be added to the agenda by written request signed by one fifth (1/5) of the Full Members. The final agenda should be sent to ELN members at least two (2) weeks before the meeting and approved at its beginning.



5. The minutes of all meetings of the Business Meeting shall be signed by the President and one Vice-President, also responsible for taking the minutes of the assembly. This document shall be entered in an appropriate register, sent to all Members of the Network by electronic message within one (1) month of the meeting, and available for public consultation on the ELN website.
6. The meetings of the Business Meeting shall be deemed validly constituted and has the quorum to resolve when at least one third (1/3) of the Full Members are present in the meeting. If this quorum is not met, after thirty (30) minutes of the starting time specified in the agenda, the President (or his/her substitute) may proceed with the meeting, which can validly resolve irrespective of the number of Full Members present.
7. Each Full Member shall have one (1) vote in the decisions of the Business Meeting. Unless the current Charter or the Law require another majority, resolutions of the Business Meeting are taken by simple majority of the eligible voters. Abstentions, blank or invalid votes do not count in the calculation of the majority. When the Business Meeting has been given an equal number of votes, the Chair of the meeting can give a casting vote.
8. Voting can be done by show of hand, by secret ballot or by electronic means in real time. Secret ballot takes place upon decision of the President or a request of at least one quarter (1/4) of the Full Members present in the meeting. Voting can also validly be done by electronic voting prior to the Business Meeting meeting. In such case, all supporting documents shall be sent to all Members with voting right at least one (1) month before the opening of the voting. Results from the electronic vote



can only be known after the physical ballot takes place and all votes were cast.

Chapter 10: Elections

Article 40 – Election of Board Members

1. The members of the Board of the General Assembly, the Executive Board, and the Fiscal Board are elected by the Full Members of the Network for a three (3) year term, renewable once. After the first term, the current Coordinator shall state the interest of the Boards in renewing the mandate during the General Assembly. Either after the two terms or after one-term mandate not renewed, an election procedure should be instigated, under the responsibility of the Board of the General Assembly in functions.
2. Six (6) months prior the Literacy Summit, the Board of the General Assembly shall issue a call to all voting members of the Network for #single-list candidatures for the Board of the General Assembly, the Executive Board, and the Fiscal Board. This call must be open for a minimum of two (2) months. Each candidate list shall include candidate names for each position to be filled within the three Boards. In addition to the rules regarding the composition of the Boards as described in the current Charter, it should be noted that: (i) the Network strives for the Boards to be as much as possible gender-balanced and representative of a wide number of Network countries; (ii) for the Board of the General Assembly and for the Fiscal Board the candidate lists need to indicate three (3) plus three (3) substitutes for each board; and (iii) the same



natural person should not hold the same position within the same Board for more than six (6) years.

3. After securing that each candidate list complies with the current Charter and the Internal Rules of the Network and regardless of the number of candidate lists, the President of the General Assembly shall send an e-mail to all Full Members with election ballots with the names and short curricula vitae of all candidate members accompanied by the candidate list mission statement. Full Members shall also be informed on the procedure for voting and its deadline. Voting shall be done electronically according to the procedure specified in the Internal Rules of the Network and must open within a maximum of two (2) months after the deadline of the call for candidatures. Voting must be open for a minimum of three (3) weeks.
4. One (1) month before the Literacy Summit, and jointly with the calling notice for the General Assembly meeting, the President of the Board of the General Assembly shall inform all ELN members about the elected list, that is, the one receiving the highest number of votes. Elected members for the Board of the General Assembly, the Executive Board, and the Fiscal Board will be appointed for the respective positions during the General Assembly meeting and take office immediately.
5. Further provisions regarding candidatures and election procedures for Board members are specified in the Internal Rules of the Network.

Article 41 – Resignation or Removal of Board Members

1. The mandate of one or more Members of the Board of the General Assembly, the Executive Board, and the Fiscal Board shall be terminated



by (i) death, voluntary resignation or legal disqualification, (ii) dismissal by the ELN Council as described in Article # of the current Charter, or (iii) completion of the duration of the mandate. The dismissal of Board members by the ELN Council can only occur in an extraordinary meeting convened by the Coordinator to vote the dismissal and to nominate the replacement for the vacant position. Such meeting shall be proposed by the ELN Council or by petition signed by two-thirds (2/3) of the Full members.

2. In the case of the Board of the General Assembly and the Fiscal Board, the elected substitutes should be called to replace the dismissed Board Member. If no substitutes are available the ELN Council can provisionally appoint a Full member to fill the position until elections take place.
3. In the case of dismissal of one of the members of the Executive Board, the vacant position shall be provisionally filled by another Executive Board member nominated by the Coordinator, in agreement with the procedures described in the Internal Rules of the Network. Since the official dismissal of the member, the Executive Board has two (2) months to decide either to turn that provisional solution into a definite one as long as the number of Board members do not drop under the statutory minimum, or to appoint a new member to fill the vacancy for the rest of the mandate. In either case, final approval by vote from the ELN Council is required.
4. The resignation or removal of one or more Boards as a whole shall instigate an election procedure within two (2) months after the official announcement, in agreement to the Internal Rules of the Network. The election procedure shall be coordinated by the Board of the General



Assembly or, in case this later is the Board to be dismissed, by the Executive Board.

Chapter 11: Activities of the ELN

Article 42 – Activities

In accordance to the mission and purpose of the Network, the Executive Board shall assure that the following mandatory activities are successfully carried out: Literacy Summit, Short-Term Exchange Missions, Training Schools, Workshops, Meetings, and Communication Activities. The Network may undertake any other activity and initiative approved by the Executive Board, insofar as they contribute to achieve the objectives of ELN and comply with the Strategic and Action Plan and the Work and Budget Plan.

Article 43 – Literacy Summit

1. Every three years, the Network shall organize the Literacy Summit, which is the main activity of ELN, aimed at disseminating literacy related best practices, discoveries, software and actions of literacy practitioners, researchers or software developers, as well as partners of the Network. The Literacy Summit shall have a minimum of three days in length and shall be held at a time and place deliberated by the Executive Board, who may decide to launch a call for expressions of interest. Preferably, the Literacy Summit should be held in Autumn, in alternating continents.
2. Imperatively, the three pillars of the Literacy Summit are: science, practice, and technology. The interaction among these pillars must be reflected in the program, which may include (i) talks, posters, videos,



demos, and roundtables submitted upon a call for papers and selected by the Scientific Committee, and (ii) a minimum of three invited keynotes delivered by renowned experts in each of the three main pillars. Each Literacy Summit may have a specific theme aligned with the strategic goals of the Strategy and Action Plan issued by the Executive Board in functions, which may guide the organization of the program. The full program of the Literacy Summit, including abstracts of all accepted submissions and keynotes, will be published in the Current Trends in Literacy, which shall be the Official Journal of the Network.

3. Three committees shall be created for each Literacy Summit: Steering Committee, Scientific Committee, and Honor Committee.
 - a) The Steering Committee is composed of the Local Organizing team plus one member of the Executive Board, and it is coordinated by a Conference Manager, who may temporarily integrate the Executive Board. This Committee reports to the Executive Board and is responsible for organizing the Literacy Summit in line with the present Charter and the Internal Rules of the Network.
 - b) The Scientific Committee is composed of the ELN Council and it is coordinated by the Editor of the Current Trends in Literacy. This Committee is responsible for reviewing the proposals submitted to the Literacy Summit and for building the program in articulation with the Conference Manager.
 - c) The Honor Committee is composed of a minimum of three distinguished persons from society (one of them appointed as President of the Honor Committee), whose actions have unmistakably contributed to the field of



literacy. This Committee shall be proposed by the Executive Board, upon hearing the Steering Committee and the ELN Council on this matter.

Article 44 – Short-Term Exchange Missions (STEMs)

STEMs are individually-based visits aimed to support collaboration and networking between ELN members. The main goal of each STEM shall be aligned with the mission and purpose of ELN. The Executive Board is responsible for opening calls for STEM and for providing grants for ELN members, preferably early-stage practitioners or researchers, to visit another ELN member from a different country, for a maximum of three (3) months. Further provisions on the eligibility criteria, application and selection procedures, and reimbursement rules shall be detailed in the Internal Rules of the Network.

Article 45 – Training Schools

Training schools are aimed to promote capacity building by providing training in a particular area relevant to literacy research or practice, including professional development courses. The Executive Board is responsible for opening calls for the organization of Training Schools and for providing grants for ELN members, preferably early-stage practitioners or researchers, to attend them. Though Training Schools can target either international or national audiences, at least two trainers must come from different countries. Further provisions on the eligibility criteria, organization guidelines, application and selection procedures, and reimbursement rules shall be detailed in the Internal Rules of the Network.



Article 46 – Workshops

Workshops are intensive labor initiatives that gather a number of ELN members and held to accomplish some mission or critical step in accomplishing a Practice or Scientific Project that was planned in the Network's Annual Work & Budget Plan. Further provisions on the eligibility criteria, organization guidelines, application and selection procedures, and reimbursement rules shall be detailed in the Internal Rules of the Network.

Article 47 – Meetings

Meetings are short-lived gatherings (maximum duration of three days) of a number of ELN members that are pursuing ELN goals either administrative, scientific, practice, disciplinary, editorial, or strategic, for which they were mandated by the Executive Board and whose outcomes are important for accomplishing the Network's Strategy and Action Plan. Further provisions on the eligibility criteria, organization guidelines, application and selection procedures, and reimbursement rules shall be detailed in the Internal Rules of the Network.

Article 48 – Communication Activities

Under the responsibility of the Communication Manager, ELN shall carry out several activities aimed at supporting communication inside and outside the Network. Unless specifically decided otherwise by the Executive Board, the Network shall keep an updated website, issue a quarterly newsletter preferably in different languages, be present in social media, and be in regular contact with Partners and with the mass media in every country the Network is represented. At the very least, two of these communication means shall be



used in duly time to announce each ELN Activity and report on its main outcomes.

Article 49 – Transition measure

At the founding of the Network and as transition measure, current members of the COST Actions IS1401, IS1404, IS1406, IS1410, CA15221 registering for the 1st Literacy Summit (November, 2018) will be promptly enrolled as ELN Full, Associate, Friends or Partner members according to their stated choice, dues payment, and fulfilment of general status criteria as specified in Article 6.

After the first Literacy Summit every new membership application needs to go through the application procedure as detailed in Articles## and submitted to the Membership Manager (Chapter## III, Article ##). New members can be accepted by decision of the Membership Manager, which nevertheless needs to be ratified in the due time by the Executive Board, the ELN Council and the General Assembly.

Feel free to participate in the public discussion of the ELN Charter. Contribute to improving the ELN Charter. If you have any suggestions, please send them to Marie Van Reybroeck at marie.vanreybroeck@uclouvain.be.