

Bylaws – European Party Caterer Association

ARTICLE I NAME OF ASSOCIATION

The name of the association is the European Party Caterer Association, hereafter referred to as EPCAS.

ARTICLE II PURPOSE OF ASSOCIATION

The purpose of EPCAS is to look after the interests of European party caterers. EPCAS offers a platform for exclusive party caterers in which networking and knowledge sharing on mutual and current subjects are key components. With this, EPCAS creates transparency within this line of business so that differences between regulations and legislation in the participating countries can be addressed at various governing bodies, such as the European Parliament.

ARTICLE III MEMBERS OF ASSOCIATION

EPCAS recognizes 3 types of members: Country Ambassadors, Committee of Related Branches and National Associations. A company, and not a person within the company, becomes a member of EPCAS. EPCAS does recognize one person as the representative per company.

Article III.I Country Ambassadors

Section 1 The criteria to be eligible for membership as a Country Ambassador are that the company must be a leading party caterer who aims for quality and volume.

Section 2 A maximum of 3 members per European country can join the association.

Section 3 The Board, Advisory Council and Members can make a recommendation for a new Country Ambassador.

Section 4 The membership fee and payment conditions for Country Ambassadors are determined by the contract.

Article III.II Committee of Related Branches

Section 1 EPCAS recognises 13 related branches with the party catering industry:

- Catering equipment
- Glassware
- Tableware
- Disposables
- Food
- Beverages
- Cash & Carry
- Staff
- Temporary accommodation
- Hygiene/Cleaning
- Rental
- AV–rental
- Event organisers

Section 2 The criteria to be eligible for Committee of Related Branches membership are that the company must aim for volume and quality. The company must supply to multiple countries Europe.

Section 3 Each branch will have a maximum of 2 representatives within the Association.

Section 4 The Board, Advisory Council and Members can make a recommendation for a new Committee of Related Branches member.

Section 5 The membership fee and payment conditions for Committee of Related Branches members are determined by the contract.

Section 6 A maximum of 2 attendants per Committee of Related Branches member are allowed to attend the General Assemblies.

Article III.III National Associations

Section 1 The National Association for party caterers per European Country has the right to become a member of EPCAS.

Section 2 The National Association may join EPCAS free of charge.

ARTICLE IV THE BOARD

Section 1 The board consists of at least three (3) and at most five (5) natural and/or legal persons; including the president, secretary and treasurer. The president is elected by the members, whilst the other positions, the board members appoint amongst themselves.

Section 2 The board is responsible for the publication of a pre-advice, at least a verbal indication of the opinion of the board on a proposal, during the General Assemblies.

Section 3 The duties of the board members of EPCAS are stated in the following articles (Article IV.I to Article IV.III).

Article IV.I President

Section 1 The President of EPCAS shall lead the board meetings and the meetings during the General Assemblies.

Section 2 The president signs all official documents, excluding the membership contracts.

Section 3 During every official representation of EPCAS, the president will be the spokesperson for EPCAS. He has the opportunity to delegate this task to another board member.

Article IV.II Secretary

Section 1 The Secretary is responsible for the management of the Articles of Association, the Bylaws of Association and the archive of EPCAS.

Section 2 The Secretary is responsible for the upkeep of the correspondence, both internal as external.

Article IV.III Treasurer

Section 1 The treasurer is responsible for monitoring the Secretariat on all financial matters, together with an audit committee.

Section 2 The treasurer will present the financial budget to the members during the General Assemblies.

Article IV.IV Elections

The term of office for the Board is a maximum of three (3) years that coincide with the Association's fiscal year, January 1 to December 31. The Board will be elected during the first General Assembly of the fiscal year. The year of the election will count as the first year of their reign.

ARTICLE V THE ADVISORY COUNCIL

Section 1 The Advisory Council is a group of representatives from industry, both members and non-members. Their main role is to advise the Board.

Section 2 The Advisory Council members each have voting rights within EPCAS.

Section 3 The Advisory Council shall hold two regular meetings each fiscal year.

Section 4 The Advisory Council members are chosen by the Board.

ARTICLE VI THE SECRETARIAT

- Section 1** The Secretariat is responsible for the marketing and sales of EPCAS. They are responsible for acquiring new members, including the legalities involved with gaining a new member, such as the construction of the contract
- Section 2** The Secretariat is responsible for the upkeep of the correspondence, both internally as externally, conceiving of the minutes for the board meetings, the General Assemblies, and the communication of notices and descriptions to the members.
- Section 3** The Secretariat shall report during all board meetings on the developments that have occurred within the association and the content of the correspondence received and sent since the previous meeting. They must keep a copy of all outgoing communications.
- Section 4** The Secretariat is in charge of the management of the funds.
- Section 5** A Service Level Agreement has been set up between EPCAS and Service Center HotelloTOP B.V. The Secretarial tasks are thus performed by Service Center HotelloTOP B.V.

ARTICLE VII GENERAL ASSEMBLIES

- Section 1** There will be two (2) General Assemblies held per fiscal year, on a date and at a location to be determined by the Board and the Secretariat.
- Section 2** The General Assemblies are organised by the Secretariat and led by the Board.
- Section 3** One (1) representative per member can attend the General Assembly without extra costs incurred. Each additional representative of a member will be charged an additional charge per General Assembly.
- Section 4** The Summer General Assemblies are normally organized in a member country, and hosted by one or more Members.

ARTICLE VIII COMMITTEES

EPCAS recognizes three (3) committees: the Quarterly EPCAS Monitor (QEM) Steering Committee, the Food Waste Initiative Committee and the Audit Committee.

Article VIII.I QEM STEERING COMMITTEE

- Section 1** The QEM steering committee will consist of at least three (3) and at most five (5) members. This committee may be made up of Country Ambassadors, Committee of Related Branches members, National Associations and Advisory Council members.
- Section 2** The duties of this committee shall be to help construct the questions for the QEM with help of an external company, such as Amplex Interaction Management. The QEM steering committee will help stimulate the involvement of the other members to fill out the QEM and once filled out, the QEM steering committee may help collect and present the results during the Annual Meetings.

Article VIII.II FOOD WASTE INITIATIVE COMMITTEE

- Section 1** The food waste initiative committee will consist of at least three (3) members. This committee may be made up of Country Ambassadors, Committee of Related Branches members, National Associations and Advisory Council members.
- Section 2** The duties of this committee shall be to further expand the EPCAS Food Waste initiative and to manage it once it has been developed.

Article VIII.III AUDIT COMMITTEE

- Section 1** The audit committee will consist of at least three (3) and at most five (5) members. Two of the members must be the President and the Treasurer of EPCAS. The remaining board members must be a representative of a Member company.
- Section 2** The duties of this committee shall be to review the budget for the fiscal year, to oversee any finances, to monitor all budgetary expenditures in accordance with the current bylaws, and to prepare and deliver a report on the status of funds at the Annual Meetings.

ARTICLE IX INDEMNIFICATION

Each board member of EPCAS shall be indemnified against all expenses actually and necessarily incurred in connection with the defence of any action, suit or proceeding to which he or she has been made a party by reason of being or acting as such board member.

ARTICLE X RULES OF ORDER

EPCAS has set up a Code of Conduct that all members must adhere to.

ARTICLE XI AMENDMENTS TO BYLAWS

Amendments to Bylaws

The bylaws shall be reviewed, as needed, by the Board. Suggestions for changes or amendments, with supporting arguments, should be addressed to the Board. Bylaws changes proposed by the Board shall be published to the members via e-mail. The members have two (2) weeks to vote on the changes. No vote submitted by e-mail to the Secretariat will be counted as a vote for the changes. These Bylaws shall be amended by a two-thirds vote.