



European Council for Qualification and Certification of Stage and Event Technicians

Household rules

Consolidated version date 18/12/2019

1 General articles

This chapter describes the general purpose of the household rules.

1.1 Function of the household rules

1. The household rules regulate all matters that concern functioning of the internal bodies of the association, the quality insurance of the activities and the procedures for accreditation and certification.
2. The household rules are binding for all members.

1.2 Conflicts

1. In case of conflicts, the articles of the association and the vzw law prevail.

1.3 Changes

1. The household rules can be changed by the board of directors for minor changes, updates, additions and clarifications. Changes have to be motivated. The members of the General Assembly are notified in writing of all changes. The changes are valid until the next General Assembly validates or refuses them.
2. The latest version of the consolidated household rules prevails from the moment of publication after acceptance by the Board of Directors.

2 Seat and offices

This chapter deals with the exact place of the legal seat and the office.

2.1 Legal seat

1. The association takes as legal seat the Brussels region, with the address: "Sainctelettesquare 17, 1000 Brussel"

2.2 Office

1. The association takes as office address: "Sainctelettesquare 17, 1000 Brussel"



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3 Communication and notification

This chapter deals with the way the association organises its internal and external communication.

3.1 Legal requirements

1. All documents originating the association will carry following sentence: "ETTEC vzw in oprichting, Sainctelettesquare 17, 1000 Brussel, RPR in aanvraag, under Dutch speaking court of Brussels, E-mail: info@ettec.eu, Web: www.ettec.eu"

3.2 Communication

1. All communication is done by E-mail. This includes all references in the articles to communication "in writing".
2. Every member is asked to provide an E-mail address to be used by the organisation for all communication.
3. A legal entity provides an organisational E-mail as well as an E-mail address for the representing individual.
4. For legal entity members, the communication will be send to the organisation as well as its representative.

3.3 Notification

1. In all cases where the articles of the association, the household rules or the procedures request a notification of the members of the General Assembly this is done as follows:
 - a. The notification is published immediately on a digital platform that can be consulted by the members
 - b. On a monthly base, an overview of new notifications is send to the members.

3.4 Signing

1. The association accepts digital signed pdf documents for all purposes.

3.5 Data protection

1. The association treats all personal data according the GDPR regulation.
2. Every working member is asked to sign a GDPR declaration.
3. The GDPR statement will be made public.



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3.6 Digital identity

1. The official E-mail address of the association is info@ettec.eu
2. The official website address is www.ettec.eu

3.7 Visual identity

1. The visual identity of the organisation is to be used only for publications related and approved by the BoD.

3.7.1 Logo

1. The official logo of the associations looks as follows:



2. The logo has to be used in all official communication of the organisation.

3.7.2 Use of the logo for course or assessment material

1. Course or assessment material can only contain the logo if the content is approved by the BoD.
2. The logo will be used with the text “approved by”.

3.7.3 Use of logo by members

1. Working members are allowed to use the ETTEC logo, but only in combination with the text “Member of”
2. Associated members are not allowed to use the logo.

3.7.4 Use of logo by assessment centres

1. Certified assessment centres are allowed to use the ETTEC logo, but only in combination with the text “certified assessment centre”.



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4 Meetings

This chapter deals with the way meetings of the different entities of the association are conducted.

4.1 Way of conducting meetings

1. All meetings can be conducted digitally by video conference or other means on condition all members wanting to participate have access to these means and are able to express themselves as if they were present.
2. Meetings can be recorded and archived for reporting and future, internal use.

4.2 Reports of meetings

1. Reports of meetings are gathered in a digital meeting report book per group (BoD, WG, ...)
2. The reports are placed on a digital platform that can be consulted by the members.

5 Consultation of documents

This chapter deals with the way members can consult the documents produced or used by the different entities of the association.

5.1 Consultation

1. In all cases where the articles of the association refer to the possibility to consult documents in the head office, the organisation will provide an online consultation platform.
2. Members can ask access to the platform by simple request to the BoD.
3. The original documents will be safeguarded in the office.

5.2 Exception

1. Exception to this consulting method are:
 - a. Privacy-sensitive documents
 - b. Documents that require discretion, for example assessment procedures.

6 Copyright

This chapter describes the copyright policy of the association.



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6.1 Creative commons

1. The association supports the ideas of Open Learning Resources and Creative Commons Licences to ensure a maximum impact on education and the professional field.
2. We promote sharing of information under a Creative Commons Licence “Attribution-NonCommercial-ShareAlike” .

- a. The following text and logo can be added:



Attribution-NonCommercial-ShareAlike
CC BY-NC-SA

- b. This license lets others remix, adapt, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms.
3. All content developed in European or otherwise supported projects will be published under this licence.

6.2 Neighbouring rights

1. The association will provide all information it has to ensure the writers and collaborators can claim their neighbouring (or related) rights.
2. The association asks to all users that print or publish their material to notify the association in order to gather the necessary information.

7 Procedures

This chapter deals with the development and use of procedures.

7.1 development

1. To ensure compliance with legislation, the articles of the association and the household rules, procedures are developed under responsibility of the BoD. The procedures describe how a specific activity has to be conducted and who is responsible.
2. The BoD notifies all changes of procedures to the members of the GA. The procedures stay in place until the next GA, where the members accept or refuse them. This is done by a simple majority vote on the whole of the procedures, except if members ask a vote on a single procedure at the meeting.



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3. The procedures are gathered in the digital procedure book that can be consulted by every member.

8 Membership

This chapter deals with the different types of membership, the application process, and the membership fees.

8.1 Founding members

(In reply to art 6a of the articles of the association)

1. Founding members are members that founded the association.
2. Additionally, members that were part of the ETTE Erasmus+ Strategic Partnership nr. 2014-1-DE02-KA202-001393 or acted as experts in the project can claim founding membership within a year after the foundation of the association.

8.2 Application for associated membership

(In reply to art 14b of the articles of the association)

1. To apply for associated membership an individual or an organisation can write a request to the BoD stating:
 - Name, first name
 - Address
 - Nationality
 - Interest / motivation
 - Agreement to support the objectives of the association
2. If the request is accepted, the BoD will send a request to pay membership fee.
3. The BoD does not need to motivate a denial.
4. The BoD can delegate the administrative part of this task.
5. Once the membership fee is payed, the individual or organisation is member.
6. Holders of a certificate become automatically associate member through the procedures of Assessment Centre where they have been assessed.

8.3 Application for working membership

1. To apply for working membership an individual or an organisation can write a request to the BoD using the appropriate forms.
 - a. The application is done to the GA according to the articles of association.
 - b. The GA can delegate the administrative part of this task.



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8.4 Membership fees

(In reply to art 10a, 16a and 21a6 of the articles of the association)

1. For the year 2020 the membership fees are set as follows:
 - a. Working member – natural person – 50 €
 - b. Working member – legal entity – 500 €
 - c. Working member – Assessor – 50 €
 - d. Working member - Assessment centre – 500 €
 - e. Associated member – natural person – 25 €
 - f. Associated member – legal entity – 250€

9 General Assembly

This chapter includes additional regulations on the organisation of the General Assembly. In case of conflict the articles of the organisation and the vzw law prevails.

9.1 Organisation of the general assembly

1. The organisation of the General Assembly is conducted as described in the articles of the association.

10 Board of directors

This chapter deals with the organisation of the board of directors, in order to fulfil the requirements or article 28d of the articles of the association.

10.1 Functions in the board

(In reply to art 28d of the articles of the association)

1. The functions and duties in the board are divided amongst the members of the board. The chairman is appointed by the General Assembly.
2. Two members of the board can represent and bind the organisation externally according art. 30b of the articles of the association.
3. If a member is in the impossibility to function, the other members of the board can take over their responsibilities.

10.1.1 The board as a college

1. The board as a college:
 - a. Performs all acts of internal management (art 29a)



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- b. Steers and overviews the work of the working groups

10.1.2 Chairman

1. The chairman will in relation to the General Assembly:
 - a. Convey, administer the agenda, and chair the General Assembly (art 20b, 23a)
 - b. Can appoint a representative to chair the General Assembly (art 20b)
2. The chairman will in relation to the Board of Directors:
 - a. Chair the Board of Directors (art 28e)

10.1.3 Secretary

1. The secretary will in relation to the General Assembly:
 - a. Administer the votes registration of the general assembly
 - b. Make, communicate and keep the reports of the General Assembly
2. The secretary will in relation to the Board of Directors:
 - a. Chair, in absence of the chairman, the Board of Directors (art 28e)
 - b. Convey the Board of Directors (art 32a), by invitation including the agenda and the needed documentation, at least one week in advance (32b)
 - c. Make, communicate and keep the reports of the Board of Directors

10.1.4 Treasurer

1. The treasurer will in relation to the General Assembly:
 - a. Provide the cash auditor with the necessary documents (art 23d)
 - b. Prepare and present the financial statement of the past year (40b)
 - c. Prepare and present a budget (40b)
2. The treasurer will in relation to the Board of Directors:
 - a. Report and keep up to date the budget

10.1.5 Other members

1. The other members can be given concrete responsibilities by the Board of Directors.

10.1.6 Ex-officio members

1. The board includes ex officio members without voting rights:
 - a. chairmen of the working groups



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10.2 Meetings of the board

2. The board meets when the organisation of the activities requires this.
3. There is at least one meeting of the board per year,
4. The Board of Directors meets after being convened by the secretary as often as the interest of the association requires, and at the request of a director, addressed to the secretary.
5. The method of convocation is worked out in 10.1.3 art. 2b of the household rules.
6. The board of directors can be conducted through digital means partly or in whole.

10.3 Reporting

1. Reports of the board are made by the secretary of the board and published on a digital platform that is accessible to all directors and working members.
2. Decisions that are of importance for the public are published on a public forum. This includes acceptance or exclusion of assessment centres, changes in quality or assessment procedures, ...

10.4 Representation of the board in working groups

1. The BoD will appoint one of its members to follow up each workgroup.
2. The WG will notify the appointed member of the board of its activities and meetings.

11 Working groups

1. The association establishes permanent and ad hoc working groups to organise the work.
2. The purpose of the working groups is to prepare in an informal and efficient way the work of the BoD.
3. A working group
 - a. Supports the BoD and prepares decisions and discussions
 - b. Works under supervision and responsibility of the BoDs.
 - c. Includes at least one member of the BoD in a monitoring role
 - d. Are lead by a workgroup leader, appointed by the BoD
 - e. Organises their work according to the needs and the possibilities of the members.
 - f. Meets face to face, on or offline according to the needs and the possibilities of the members and the work.
 - g. Can develop initiatives on their own initiative or on demand of the BoD or GA.
 - h. Can invite internal and external experts to facilitate their work.



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- i. Can adopt as member of the WG internal and external experts to facilitate their work.
4. The BoD monitors the activities and the deadlines set by the working group.
5. A working group (or its members) cannot
 - a. Bind the association
6. The members of a working group
 - a. Subscribe the mission and the goals of the organisation
 - b. Conduct their work based on high ethical and professional standards
 - c. Notify the BoD of possible conflicts of interest
 - d. Are bound to secrecy for matters that require this
7. A working group works in consensus. If no consensus can be reached the different points of view are reported.

11.1 WG Administration (WGA)

1. The workgroup administration has following tasks:
 - a. Follow up of all legal requirements
 - b. Agenda GA
 - c. Agenda BoD
 - d. Publication of all documents with the required authorities
 - e. Notification of members as required by the articles
 - f. Insurance of members, members of BoD,
 - g. Copyrights and required sending to national libraries
 - h. Secretariat
 - i. Accountancy
 - j. Checking compliance with agreed budget
 - k. Drawing up budgets
 - l. Administration of membership
 - m. Administration of assessment centres
 - n. Administration of safety passports
 - o. Publishing of all required documents
2. The WG reports on a regular base to the BoD about its activities and plans.
3. The WG reports on a yearly base to the GA.

11.2 Workgroup Research and Development (WGRD)

1. The workgroup Research and Development has following tasks:
 - a. Develop and update profiles for certification
 - b. Develop and update content for profiles
 - c. Develop and update assessment procedures
 - d. Develop and update training for assessors
 - e. Support new members in translation and setting up assessment centres



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- f. Consulting of the BoD and GA
2. The WG reports on a regular base to the BoD about its activities and plans.
3. The WG reports on a yearly base to the GA.

11.3 Workgroup Quality (WGQ)

1. The workgroup Quality has following tasks:
 - a. Advise the board on quality issues
 - b. Develop and update quality standards
 - c. Check if all developed material is conform the agreed quality standards
 - d. Support the accreditation of new assessment centres
 - e. Support the mediation procedure
2. The WG reports on a regular base to the BoD about its activities and plans.
3. The WG reports on a yearly base to the GA.

12 Mediator

(In reply to art 21,a,4 of the articles of the association)

1. The mediator is the person who mediates:
 - a. in the appeal process between the local assessment centres and the candidates, after all local means have failed.
 - b. In the appeal or complaints process between a local assessment centre or a working member and the organisation.
2. The way mediation is conducted and organised is described in procedures.
3. The mediator is an independent individual appointed by the GA.
4. The mediator can only be suspended or relieved from his/her task by the GA.
5. The BoD, the local assessment centres and the members provide the mediator with all information and support needed to fulfil the task on simple request.
6. The mediator can ask advise to the WG or external experts.
7. The mediator has a confidentiality duty.
8. The mediator is bound by the ethical code.
9. The mediator reports on a regular base to the BoD about its activities and findings.
10. The mediator reports on a yearly base to the GA.

12.1 Contacting the mediator

1. The association and all the accredited assessment centres will
 - a. Notify the candidates of the possibility of mediation.
 - b. Mention the contact information of the mediator on their website



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13 Cash auditor

(In reply to art 21,a,3 of the articles of the association)

1. The cash auditor and the deputy verify the accounts of the organisation on behalf of the GA.
2. The cash auditor and the deputy are independent individuals appointed by the GA.
3. The cash auditor and the deputy can only be suspended or relieved from their task by the GA.
4. The BoD provides the cash auditor with all information and support needed to fulfil the task.
5. The cash auditor and the deputy have a confidentiality duty.
6. The cash auditor reports on a regular base to the BoD about its activities and findings.
7. The cash auditor reports on a yearly base to the GA.