

# **T.I.M.E. Association**

**(TOP INTERNATIONAL MANAGERS IN  
ENGINEERING)**



Top International  
Managers in Engineering

## **STATUTES**

**The T.I.M.E. association is a private non-profit association under French law.**

**The original T.I.M.E. charter was signed by the sixteen co-founders of the T.I.M.E. network on 13 October 1989.**

**The T.I.M.E. association was officially constituted on 10 July 1997, with twenty-nine founding members.**

**The head office of the T.I.M.E. Association is :**

**CentraleSupélec  
8-10 rue joliot-curie,  
91190 GIF SUR YVETTE,  
France**

## Preamble

European higher education institutions dedicated to engineering education have developed programmes enabling selected students to obtain engineering degrees from institutions in two different countries provided that the students extend the duration of their studies by a maximum of one year while respecting the statutory rules for awarding these degrees. The engineering courses referred to here are those which correspond to the longest course of study when several courses of this type are available in a given country.

The network was founded by the sixteen co-signatories of the initial charter :

- Danmarks Tekniske Universitet - Copenhagen,
- École Centrale Paris,
- Ethniko Metsovio Polytechnio - Athens,
- ETSEIB, UPC - Barcelona,
- ETSII, UPM - Madrid,
- Friedrich-Alexander Universität - Erlangen-Nürnberg,
- Instituto Superior Técnico - Lisboa,
- Kungliga Tekniska Högskolan - Stockholm,
- Politecnico di Milano,
- Politecnico di Torino,
- Rhenish-Westphalian Technical University - Aachen,
- Technical University - Munich,
- Technische Universiteit - Eindhoven,
- Universidad Pontificia Comillas - ICAI - Madrid,
- Universität Stuttgart,
- Université Libre de Bruxelles,

with the following charter governing the programme (signed on 13 October 1989):

*The signatories of this document declare that they are associated with the aim of promoting high-level training programmes for engineers and industrial managers, preparing them to operate across national borders in the European Community and worldwide. Dual cultural affiliation is considered an indispensable component of an effective and comprehensive scientific and technical education.*

*These objectives are to be achieved through the development of exchanges between high-level national engineering schools and universities, which may lead to double degrees recognised on an equal footing in the participating countries.*

*Each signatory institution will designate a representative on a coordinating committee to be known as T.I.M.E. (Top International Managers for Engineering). T.I.M.E. will be the means of internal communication between its members and will represent the association in matters involving other national or international organizations.*

*The first institutions from a country to join the association will be considered as founding members of T.I.M.E. Among them, some members will constitute a board of directors of the association and will guide its policies as well as the admission process of other members. Initially, T.I.M.E. will concern only the countries of the European Community, although it will be possible to extend membership of the association to other countries at a later stage.*

*The activity of the association will be limited, until further decision, to facilitating the establishment of voluntary bilateral agreements for the exchange of students and the bilateral accreditation of diplomas between two member institutions. Any member of the association is free to contact another member in order to set up a procedure that takes into account the specific characteristics of both partners.*

It has since expanded to include new members:

- École Centrale de Lille,
- École Centrale de Lyon,
- École Centrale de Nantes,
- École Nationale Supérieure de l'Aéronautique et de l'Espace,
- École Nationale Supérieure des Techniques Avancées,
- Faculté Polytechnique de Mons,
- Helsinki University of Technology,
- Norwegian University of Science and Technology,
- SUPELEC - École Supérieure d'Électricité,
- Technische Hochschule - Darmstadt, o Technische Universität - Wien,
- Université Catholique de Louvain la Neuve,
- Université de Liège.

Following the General Assembly of 17 and 18 October 2019, the T.I.M.E. network adopts a new name: Top International Managers in Engineering - T.I.M.E. Association.

There are several reasons for this, namely:

- to ensure the sustainability of the network and extend it beyond the people initially involved;
- to ensure recognition of its reality;
- to ensure that its activities are better known both internally and externally;
- to jointly implement and adopt the same management, information and advertising methods.

École Centrale Paris has ensured the organisation and monitoring of the network's activities since its creation, and will continue to ensure coordination between the institutions; however, it hopes that the association will be able to provide effective assistance in the operation of the organisation in the future.

### **Article 1: Name and registered office**

In accordance with the French law of 1 July 1901, the decree of 16 August 1901 and the present statutes, the above-mentioned higher education institutions have agreed to create a non-profit association.

The name of the association is "**Top International Managers in Engineering**", abbreviated to "**T.I.M.E. Association**".

The registered office of the association thus founded is located at the following address

CentraleSupélec,  
8-10 rue joliot curie  
FR - 91190 Gif-sur-Yvette

The name, abbreviation of the name and address of the Association may be changed at any time by decision of the Advisory Committee ratified by the General Assembly.

### **Article 2: Objectives**

The objectives of the association are the following:

- to promote European educational programmes of a high level for engineers while aiming specifically at working towards the acquisition by participants of a dual culture recognised by the award of a double degree ;

- promote bilateral agreements between institutions ;
- promote exchanges between member institutions (research, continuing education, etc.);
- facilitate organised contacts with institutions which cannot become members because of their own internal organisation or geographical location.

### **Article 3: Duration**

The life of the association is unlimited.

### **Article 4: Strategies**

The objectives of the association will be achieved by :

- Regular consultation among members to promote visits by representatives, professors and students to encourage them to participate in the program;
- Assistance in canvassing for funding from the European Union or any other source in order to obtain the financial support and resources necessary for the smooth running of the programme;
- To facilitate the exchange and sharing of information concerning double degrees and to seek solutions to specific problems involving regulatory constraints which may hamper the admission procedure and the final award of the degree ;
- Foster the growth and development of the program by communicating details to the media and maintaining the presentation brochures that will be made available to members.

### **Article 5: Membership**

The members of the association are European institutions for the training of engineers in higher education that meet the following criteria :

- To provide a high level scientific engineering education that corresponds to the longest standard of study duration for a first degree in the country;
- National and international recognition of educational excellence ;
- National and international recognition of research excellence ;
- A well-established tradition of relationships with industry in the areas of education and research.

Finally, the wish to become a member of the association must be made effective by actions that make obtaining a double degree a realistic possibility for the students involved in the programme.

The members of the association belong to two categories:

a) **Active** members who fulfil the conditions laid down in the rules of procedure and whose main objective is the award of double diplomas

b) **Associate** members, i.e. newly admitted members, who are required to meet certain conditions laid down in the rules of procedure before becoming full active members, including the development of double degree programmes and the admission of students to these programmes within a specified period.

Associate members have the right to vote but are not eligible for election to the Advisory Committee. This distinction is defined in the Association only for its functioning.

All members, regardless of their category, are required to pay the same annual membership fee as determined by the General Assembly.

### **Article 6: Admission - Resignation - Exclusion**

New members will be admitted after examination of the application file. An Admissions Committee deliberates on applications for membership and presents its findings to the General Assembly.

Members are free to withdraw from the Association by submitting a letter of resignation to the President, in accordance with the rules of procedure.

The exclusion of a member can only take place by a decision of the General Assembly by a two-thirds majority, the majority being composed of the members present or represented.

Non-payment of the annual fee will be considered as a letter of resignation. A reminder to this effect will be issued with the final request for payment of royalties.

A member who has resigned or been expelled has no right to the property of the association.

### **Article 7: The General Assembly**

The General Assembly is composed of representatives of the active members and associate members.

Each institutional member must designate one delegate as its representative; the delegate may be accompanied, but the persons accompanying him/her shall not have the right to vote. In the following text, the term "member" shall also refer to the person representing an institution that is a member of the Association, it being understood that the institution may change its representative at any time without the Association having the right to object.

The General Assembly shall be convened at least once a year in ordinary session by the President of the Association in accordance with the conditions laid down in the Rules of Procedure.

The General Assembly is chaired by the President, failing that by the Vice-President, otherwise by the oldest member of the Management Committee present. Members unable to attend may be represented by a member of the same capacity. No member may represent more than two absent voters, only one of whom is from another country.

The General Assembly shall discuss the general policy of the Association, in accordance with the aims set out in Article 2, in order to take the necessary measures to implement the decisions and to set up committees and working groups whenever necessary.

The General Assembly is empowered to :

- to approve the rules of procedure (statutes) ;
- deliberate on the budget and accounts of the previous year ;
- vote on the proposed budget and accounts for the coming year ;
- set the amount of the annual fee and its payment date ;
- appointing the advisory committee ;
- ratify the admission of new members
- to exclude members who break the rules;
- change the statutes ;
- dissolve the Association;
- exercise any right that is legally granted to him.

Decisions of the General Assembly shall be taken by a majority of the members present.

In addition to its ordinary annual meeting, the General Assembly may be convened in extraordinary session by the President of the Association or if members representing at least one third of the voting rights send a written request to this effect to the President. The rules of procedure shall lay down the conditions for convening this extraordinary session.

### **Article 8: The Advisory Committee**

The association is administered by an advisory committee. He is vested with extensive powers to administer and manage the association, provided that these powers are not reserved to the general assembly by article 7 or bylaw.

The Advisory Committee is composed of ten representatives of the active members. The representative of Ecole Centrale Paris (now CentraleSupélec) is a full member. The remaining nine representatives are elected by the General Assembly. Their term of office expires after six years. One third of the Advisory Committee shall be renewed every two years. Appointments may be renewed.

The Advisory Committee elects from among its members every two years a President, a Vice-President, a Secretary and a Treasurer who form the Management Committee (or the Board of Directors of the Advisory Committee) which is responsible for the day-to-day running of the Association and for the preparation and execution of the decisions taken by the Advisory Committee.

The first advisory committee is elected by the first general assembly, chaired by the host institution. At the end of the first and second initial two-year periods, the members of the Advisory Committee who will leave their seats will be determined by drawing lots.

The advisory committee appoints the members of the admission committee.

### **Article 9: Representation**

The Association is legally committed to third parties by the signature of the President together with that of the Secretary.

In the event that the above-mentioned persons are prevented from exercising their powers, the advisory committee chaired by the oldest member present shall take the necessary measures.

All actions, whether the Association appears as plaintiff or defendant, shall be pursued and monitored on behalf of the Advisory Committee by the President or by a director appointed by him for this purpose.

## **Article 10: Budgets and accounts**

The Association's resources consist of :

- membership fees ;
- any subsidies which may be granted by the various States, regional or local authorities ;
- any grants that may be awarded by European or international bodies ;
- income from property and shares it owns;
- grants or subscriptions from persons or institutions accepted by the Advisory Committee ;
- resources created in exceptional circumstances and, where appropriate, with the approval of the competent authority ;
- the proceeds of payments received for services rendered ;
- in-kind donations ;
- and any other resources permitted by local laws and regulations.

Reserve funds shall consist of appropriations voted by the General Assembly on the proposal of the Advisory Committee and arising from any excess of resources after expenditures for a financial period.

The expenses and operating costs of the association include :

- the operating costs of the association (rent, stationery, postal and telephone charges, electricity, gas and water, travel expenses);
- the salaries of the Association's staff ;
- office and computer equipment ;
- taxes and official charges and levies ;
- legal fees and miscellaneous other costs ;
- documents and advertising material ;
- and all other costs necessary for the proper functioning of the Association which are authorized by the law and regulations in force.

This expenditure must be included in the proposed budget that is adopted by the General Assembly.

It is specified that all elected functions for the Association as well as participation in the meetings of the Advisory Committee and the General Assembly are unpaid.

The dates of the financial and accounting year of the Association shall be fixed by the Rules of Procedure.

### **Article 11: Amendment of the statutes of the association**

The General Meeting alone is empowered to deliberate on any amendment to the Articles of Association.

The General Assembly may be convened in ordinary or extraordinary session if necessary and the item must be included on the agenda. The proposed amendment must be explicitly stated on the written notice sent to members.

The majority required to approve the amendment is three quarters of those present or represented, the quorum itself being three quarters of the founding, active and associate members.

Any amendment to the Articles of Association only becomes valid after it has been officially registered.

### **Article 12: Rules of Procedure**

The Advisory Committee shall establish the rules of procedure governing the operation and application of these Statutes. The rules of procedure shall be approved by the General Assembly.

### **Article 13: Dissolution of the Association**

The Association may be dissolved according to the same procedures as those indicated in Article 11 concerning amendments to the Statutes.

If the Association remains inactive for two consecutive years, it may be dissolved by a simple majority vote of the members present or represented at an Extraordinary General Assembly convened for this purpose.

In the event of dissolution of the association, the net assets shall be allocated to one or more similar associations. The General Assembly will designate the association(s) concerned and determine how the assets are to be distributed.