



**European Movement
Mouvement Européen**

INTERNAL RULES

European Movement
- December 2008-

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Application for membership:

Art 1:

An international association or national organisation applying for membership of the European Movement International (EMI) as a member organisation, an associate member or a corresponding member shall submit its application to the International Secretariat. Its application should include a completed copy of the official questionnaire for this purpose, its statutes with a note on the composition of its governing body, the two most recent reports on its activities, its most recent financial balance sheet, and its programme of future activities.

Art 2:

The EMI member organisations, associate members and corresponding members must seek to cooperate among themselves and with the EMI.

Art 3:

The International Secretariat shall pass on to the Board all the applications of admission received, after checking they are complete.

Art 4:

The International Secretariat shall update the list of member organisation, associate members and corresponding members, taking into account the decisions taken with regard to admission, resignation, suspension or exclusion. The list of member organisations, associate members and corresponding members shall be annexed to the Internal Regulations.

Membership fees:

Art 5:

Any decision to grant membership shall include setting the amount of the membership fee as well as detailed provisions for representation within the organs of the EMI.

Art 6:

The Board shall propose to the Federal Assembly the amount of the membership fees:

- a) of the member organisations:
 - for national Councils on the basis of the population and standard purchasing power of the country concerned;
 - for international associations, on the basis of the number of their members as well as other criteria to be established by the EC.
- b) of the associate members;
- c) of the corresponding members.

Art 7:

In the event of resignation or exclusion, members shall not be entitled to any reimbursement of their membership fees.

Art 8:

Half of the annual membership fees owed to the EMI must be paid by June 1 and the other half by December 1 for each financial year.

The Treasurer shall, before April 1st each year, notify member organisations, associate members and corresponding members of the amount of subscription they are to pay for the current year, and also of any sums due to the EMI which were still outstanding as on December 31st of the previous year.

Art 9:

In the event of a member experiencing insurmountable difficulties in meeting its financial obligations by the prescribed dates, it has to write to the Board before June 1st setting out its reasons and proposing either

- an alternative date, together with a plan for clearing its debts, or
- a temporary arrangement by which, for an agreed period and for a fixed subscription whose amount must be stated, it will transfer to a membership status with entitlement to one vote only.

The Board will decide on one or the other of these propositions on the basis of a report presented by the Treasurer and the Secretary-General.

If the Board finds that the obligations accepted under the previous paragraph are not respected, it shall suspend the defaulting member's right to vote in the Federal Assembly.

The Board shall inform the defaulting member of this suspension.

It shall take this situation into account when EU grants are distributed via the EMI.

The statutory rights of suspended members will be restored by the Federal Assembly once they have paid their subscription and at least a proportion of their arrears in accordance with the terms laid down by the Board.

THE FEDERAL ASSEMBLY

Art 10:

The number of delegates representing each member organisations, associate members and corresponding members at the Federal Assembly (FA) shall be as listed in the annex.

In respect of future potential member organisations, the Federal Assembly shall agree their number of delegates at the time when their application is accepted.

For the national councils, the Federal Assembly shall take as a base the number of members representing their country in the parliamentary Assembly of the Council of Europe, divided by two and rounding up the resulting figure in the case of odd numbers

Art 11:

Federal Assembly meetings shall be open to the public, save a decision to the contrary adopted by a majority of the votes cast by the FA.

Art 12:

In the event that the President, Secretary General or Treasurer should resign, the Board may replace him or her ad interim until the next meeting of the Federal Assembly which will elect a replacement until the end of the original term of office according to article 27 of the Articles of Association.

THE BOARD

Art 13:

In addition to the powers granted under Article 29 of the Articles of Association, the Board shall

- prepare the statement about the activity and policy programme of the EMI in the medium term, to be adopted by the FA;
- supervise the activities of the Political Committees established by the FA.

Art 14:

The Board shall be convened by the President, or at the request of one third of its members, or at the request of the Secretary General.

THE PRESIDENT

Art 15:

In addition to the powers granted under the statutes, the President shall chair meetings of the Federal Assembly and Board, represent the EMI with all external institutions, and act as a spokesperson for its international organs. The President may delegate his or her powers to the Vice-Presidents or to the Secretary General and take on responsibility for policy decisions in cooperation with them if European current events so require.

THE SECRETARY GENERAL

Art 16:

In addition to the powers granted under the Articles of Association and specifically article 32, the Secretary General shall be in charge of coordinating the activities of the EMI and of implementing the policy decisions adopted by its organs, in agreement with the President. He or she shall ensure that the International Secretariat provide secretarial services for the international organs of the EMI and implement their decisions;

The Secretary General may either be non-remunerated or remunerated

FINANCIAL MANAGEMENT

Management of the funds of the EMI

Art 17:

The Treasurer shall be in charge of the management of funds of the EMI.

The Secretary General shall be responsible for implementing the budget in accordance with the decisions of the Federal Assembly and the Board, and subject to the oversight of the Treasurer who shall ensure commitments and expenditure are in line with the budget.

On a request from the Secretary General, the Treasurer may submit proposals to the Board or Federal Assembly for extraordinary expenses for which the budget has not made provision.

In agreement with the Board, the Treasurer may establish one or several financial regulations which shall be binding on all EMI members following notification.

The Secretary General may designate a member of the staff of the International Secretariat to be the EMI's finance manager, subject to the approval of the Board.

Preparing the Budget

Art 18:

The Secretary General shall prepare a draft budget in cooperation with the Treasurer and on the basis of existing policy decisions taken by the competent bodies, namely the Federal Assembly and the Board.

The Secretary General shall submit annually a draft budget to the Board and subsequently, with its endorsement, to the Federal Assembly.

Accounting

Art 19:

The Treasurer shall cooperate with the Secretary General to ensure that each meeting of the Board and Federal Assembly is presented with a set of recent management accounts.

The Treasurer shall present an annual financial statement to the Federal Assembly following the audit of the accounts by an independent firm in line with article 33 of the Articles of Association.

Bank Accounts

Art 20:

The Board shall be notified of all EMI bank accounts and all funds of the EMI shall be held in these accounts unless the Board decides otherwise.

All expenses shall be required to have two signatories. The list of signatories shall include the Treasurer, the Secretary General, such other members of the Board as it may designate, and the finance manager.

Above a certain threshold to be determined by the Board in cooperation with the Secretary General, the signatures of two Board members shall be required, one of whom would normally be the Secretary General. At or below this threshold, the finance manager may be one of the two signatories.

Fundraising

Art 21:

The Treasurer shall lead fund-raising campaigns aimed at private donors.

The Secretary General shall draw up applications for grants to public institutions in cooperation with the Treasurer.

THE POLITICAL COMMITTEES

Art 22:

1. Under article 19 of the Articles of Association, the Federal Assembly may establish Political Committees.

2. The Federal Assembly shall define the terms of competence of the Political Committee and determine the period during which work shall be conducted, with the possibility of extending it if need be.
3. The Board shall ask member organisations, associate members and corresponding members for the names of individuals interested in joining the Committee and for suggestions of experts on the topic dealt with who can assist in its work. It shall organise the launch of the Committee.
4. The Political Committee shall plan its work and carry it out as its members see fit, within the framework of the terms of reference set by the Federal Assembly.
5. The Political Committee shall keep the Federal Assembly and the Board informed about the progress of work. The documents produced by a committee cannot be submitted as EMI documents before being approved by the Board, which will decide whether it is appropriate to submit a policy resolution to the FA on the basis of the work performed by the Committee.

PROCEDURE FOR ELECTIONS

President and Treasurer

Art 23:

1. Those running for office as President and Treasurer must be nominated by at least three member organisations, but not necessarily by the member organisation of which the candidate is a member, at least one month before an electoral Federal Assembly meeting.
1. The FA shall start the electoral procedure by the office of President followed by that of the Treasurer. For both positions, the candidate with more than 50 % of the validly cast votes shall be elected in the first round. If none of the candidates has the majority of the validly cast votes after the first round, there will be a second round between the two candidates who have the highest number of votes. The candidate with the highest number of votes is elected (with abstentions and spoilt ballot papers not taken into account and blank votes regarded as validly cast).

The Board

Art 24:

2. Those running for election as a Vice-President must be nominated by at least three international associations *or* three national councils but not necessarily by the member organisation of which the candidate is a member.

3. Those running for election as an ordinary member of the Board must be nominated by at least three member organisations, but not necessarily by the member organisation of which the candidate is a member.
4. The number of candidates supported by a member organisation shall not be limited.
5. When convening an electoral Federal Assembly an appeal shall be addressed to all member organisations urging them to be aware, when voting, of the importance for the European Movement to achieve a fair representation of the various elements of the European Movement, in particular its youth member organisations, and a fair distribution of seats between nationality, age, gender, political orientation and representation of civil society, in accordance with article 27 of the Articles of Association. Member organisations are requested to remind their delegates of their duty to avoid possible damage to the European Movement in this respect.
6. The list of candidates shall be closed seven full days before the electoral meeting, at the time decided by the Secretary General. Only the candidates supported by at least three member organisations shall be taken into consideration. The name of each candidate shall be accompanied by the indication of the EMI member organisations that support this candidate and by a curriculum vitae of half a page in length at the most, drawn up in French or in English.
7. Elections in the EMI will use the Single Transferable Vote system, using the Newland/Britton rules as a reference, unless otherwise stipulated by these rules.
8. Voting for the six Vice-Presidents and twelve other members of the Board will take place successively. Voting for the twelve other members of the Board will occur only once the results for the election of the Vice-Presidents have been declared.
9. In accordance with article 19 of the Articles of Association, the Federal Assembly shall elect the Vice-Presidents in two separate ballots: three will be elected from amongst those nominated by the international associations belonging to the EMI; and three will be elected from amongst those nominated by the national councils of the EMI.
10. An individual may stand in only one of the two Vice-Presidency ballots. An individual may however be nominated as a candidate to be a Vice-President and to be an ordinary member of the Board. If elected as a Vice-President, his/her nomination in the election of the other Board members shall lapse.

The Secretary General

Art 25:

In the case that the Board recommends more than one candidate, the Federal Assembly will proceed by a vote in order to elect the Secretary General. The candidate with more than 50 % of the validly cast votes shall be elected in the first round. If none of the candidates has the majority of the validly cast votes after the first round, there will be a second round between the two candidates who have the highest number of votes. The

candidate with the highest number of votes is elected (with abstentions and spoilt ballot papers not taken into account and blank votes regarded as validly cast).