

## Internal regulations

A resolution to supplement the rules of the Association as given in the Constitution, adopted by the merging JEF sections in September 2013.

### PART 1

#### GENERAL PROVISIONS

##### Subject matter

- (1) The Jonge Europese Federalisten (JEF) Nederland, hereinafter referred to as 'the Association', have adopted these internal regulations to supplement the Constitution.
- (2) These internal regulations shall be binding in their entirety and be applicable to the Association, its bodies and its members.

##### Conflict rules

- (1) The rules contained in these internal regulations shall be without prejudice to the Constitution.
- (2) In case of conflict between provisions contained in these internal regulations and other resolutions of the General Meeting, the provision adopted at a later point in time shall prevail.
- (3) The General Meeting should prevent the adoption of conflicting resolutions as much as possible and instead amend these internal regulations.

### PART 2

#### MEMBERSHIP AND PATRONAGE

##### Duration of the membership

- (1) Any membership or patronage takes effect on the date of registration or appointment.
- (2) After termination by the Board on behalf of the Association, for the reason that the member or patron has not fulfilled their duty to pay contribution or any other financial obligation, the membership or patronage shall be reinstated on the date of payment.

##### Membership contribution

- (1) The annual contribution shall be collected by the Board, which is responsible for a fair and reasonable payment policy. It shall remind the members in due time of their obligation and the consequences if a member does not pay.
- (2) Contribution should be paid within ninety days after registration or renewal of the membership.
- (3) The annual contribution shall be fixed at the amount of 18 euros.
- (4) The method of payment should preferably be by debit.
- (5) Any new member who becomes a member during the association year shall be required to pay for the remaining quarters of the association year.

- (6) Payment of contribution shall not be recoverable.
- (7) Members shall obtain full membership benefits only after payment of the contribution. In particular, members shall not be allowed to vote at the General Meeting or become appointed for any body.

#### Complaint against expulsion or suspension

- (1) The expelled or suspended member may within one month after notification of the expulsion or suspension file a complaint with the General Meeting.
- (2) The General Meeting shall decide on the complaint during the assembly.
- (3) During the assembly, the Board shall deliver its reasoned opinion on the expulsion or suspension. The expelled or suspended member shall have the opportunity to deliver a rebuttal.
- (4) If available, the Advisory Committee shall deliver an advice to the General Meeting.
- (5) The General Meeting shall decide on the complaint by simple majority. If the decision of the Board is overturned, the member shall be reinstated with immediate effect.

### PART 3

#### GENERAL MEETING

#### Summons and agenda

- (1) The Board shall send the summons and agenda, whether combined or separate, at least fourteen days before the General Meeting is assembled, preferably as early as possible.
- (2) The agenda of the General Meeting shall at least include—
  - (a) the appointment of the chair of the General Meeting if the Board does not wish to act as chair,
  - (b) the appointment of the Voting Committee,
  - (c) the vote on the last minutes and the agenda.
- (3) The agenda of the General Meeting on ordinary occasion shall also include—
  - (a) the report of the Board and the question round,
  - (b) the motions, amendments and resolutions,
  - (c) the annual accounts,
  - (d) the financial plan for the upcoming year,
  - (e) the report of the Audit Committee,
  - (f) the report of the Advisory Committee, if available,
  - (g) the candidates for the appointed bodies,
  - (h) the vote on the candidates,
  - (i) the discharge and appointment of the bodies.

#### Motions, amendments and resolutions

- (1) The General Meeting shall deliberate on the following types of proposals—
  - (a) Political motions, which are political statements adopted by the General Meeting and to call upon a body to take action,
  - (b) Organisational motions, which concern organisational aspects of the Association and may include a task for a particular body,
  - (c) Amendments to the Constitution, these internal regulations or the political programme,

- (d) Resolutions, which shall become part of the Association's political programme.
- (2) Every member, body or working group is entitled to make proposals. For such purpose, the Board shall provide the adequate forms.
- (3) Every proposal must be supported by at least three other members. In case of a body or working group, support by its chairperson and secretary shall be deemed as support of the entire body or working group.
- (4) Proposals must be handed in at least fourteen days before the General Meeting is assembled.
- (5) Proposals may not be changed after the deadline or at the General Meeting, unless the General Meeting does not object.
- (6) If a proposal is not considered during the General Meeting due to time constraints, the proposal shall be considered at the following General Meeting, unless the submitter decides to withdraw their proposal. In such case, the submitter shall inform the Board.

## Preparation

- (1) The Board shall be responsible for the preparatory work for the General Meeting. Such preparatory work shall include—
  - (a) The composition of all the proposals for motions, amendments and resolutions which should be sent or made available to the members as early as possible after the deadlines.
  - (b) The composition of the annual accounts and the financial plan.
  - (c) The taking of organisational measures necessary for a proper deliberation and decision-making at the General Meeting.
- (2) The Board should engage possible candidates for the chair of the assembly or the Voting Committee before the General Meeting is assembled.

## Order of the assembly

- (1) The chair of the assembly may decide on the order during the assembly, but should follow the order of the agenda as much as possible. Scheduled proposals should be considered in the order of submission, per type of proposal as indicated in section 8.
- (2) The General Meeting shall only deliberate on the items mentioned on the agenda.
- (3) The order of the assembly may be changed by motion of order submitted by any member during the assembly. Such a motion of order shall concern—
  - (a) the order of the items mentioned on the agenda,
  - (b) the manner of deliberation,
  - (c) decisions taken by the chair, or
  - (d) replacement of the chair.

Motions of order shall be put to vote immediately without further discussion. If a motion of order is not related to any of the reasons mentioned in subsection 3 or is not conform the Constitution, the chair may reject it.

- (4) Each proposal or item shall be subject of a deliberation. For such purpose, each member is allowed to speak for a time decided by the chair. The chair may use a list of speakers and allow speakers to register before allowing each speaker to have the word. The chair may decide on the time for registration and may limit the right to speak whenever this is necessary.
- (5) If required, the chair can call for an open forum to deliberate on a proposal or item. The chair shall decide on the time provided for such a forum and the order of the speakers.

- (6) In case of disturbances, the chair may decide to adjourn the assembly for a short period of time to restore order. If that is not successful, the chair may, after deliberation with the Board, decide to close the assembly.

#### Elections for appointed bodies

- (1) Members who are eligible to become appointed may submit their candidacy up until the respective point on the agenda is subject of deliberation. Any candidate may withdraw their candidacy at any point before the vote.
- (2) The vote shall take place by ballot. For this purpose, each member shall be provided with a ballot that contains the names of candidates and their function. The members shall have the opportunity to vote in favour or against each candidate, or abstain from the vote. Any abstention shall be considered as a vote against a candidate.
- (3) In case of multiple candidates for the same function, the members shall rank the candidates in order of preference, if so desired.
- (4) The ballots shall be counted in secret by the Voting Committee.
- (5) The Voting Committee shall announce the results. For this purpose it shall call the name of each candidate and shall present the votes in favour and against, and the number of abstentions.
- (6) In the event that no candidate is chosen for a particular function and that function is necessary for the administration of the Association, another vote shall be held.

#### Manner of decision-making

- (1) Any vote during the assembly shall take place by raising hands. A proposal is adopted if it fulfils the conditions of section 12 of the Constitution.
- (2) Members of the Association shall not have the right to vote if their financial obligations have not been fulfilled at the time the General Meeting is assembled.

### **PART 4**

#### THE BOARD

#### Division of tasks

- (1) The Board shall determine the internal division of tasks between its members. The tasks should fall as much as possible within the expectations of the function. In any case—
  - (a) the President shall act as chair of the Board and the General Meeting and is the prime representative of the Association,
  - (b) the Secretary shall be responsible for the administration of the members and the bodies and shall compose the minutes for the Board meetings,
  - (c) the Treasurer shall be responsible for all financial matters and the keeper of the bank account.
- (2) The Board shall appoint one of its members as Vice President.

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## Representation and decision-making

- (1) Subject to section 15 of the Constitution, the Board shall represent the Association as a body. Individual Board members may also represent the Association, provided that the conditions of section 15 of the Constitution are met.
- (2) Within the Board, the members shall take decisions, if possible, by consensus or by majority.
- (3) The Board shall make minutes for each meeting and offer them to the members on request.

## Fiduciary duty

- (1) The Board shall always take the best interests of the Association into account when taking decisions.
- (2) It shall report to the General Meeting and take responsibility for its actions.
- (3) Any member may ask questions to the Board concerning its duties, either before or during the General Meeting.
- (4) No member of the Board may take on any similar function with another organisation, or any other function that could be detrimental to its fiduciary duty with the Association.

## Liability

- (1) The members of the Board may be held liable internally, either as a body or individually, whenever the Association is held liable for an action or omission that can be attributed to the Board.
- (2) The Board shall be relieved from any liability when the relevant annual accounts are adopted by the General Meeting and when the Board is discharged. Such liability may still be assumed under the law of the Netherlands.

## PART 5

### OTHER BODIES AND WORKING GROUPS

#### Advisory Committee

- (1) The Advisory Committee shall meet at any time it deems fit.
- (2) If so requested or on its own motion, the Advisory Committee shall deliver advice to any member, body or working group.
- (3) It shall have a duty towards the Association and shall deliver advice that is in the best interests of the Association.
- (4) Members of the Advisory Committee may resign at their own will.
- (5) No member of the Advisory Committee may take on any similar function with another organisation, or any other function that could be detrimental to its duty with the Association.

#### Audit Committee

- (1) The Audit Committee shall have the right to examine the financial status and annual accounts of the Association at any time it deems fit. The Board shall respect such requests.



- (2) The Audit Committee must give permission to the Board for any transaction that is not indicated in or exceeds the limits of the financial plan adopted at the General Meeting. Permission is also required if the Board intends to transact substantially.
- (3) The Audit Committee shall report to the General Meeting. It shall present its findings with respect to the financial policy of the Board of the preceding period.

#### Working groups

- (1) The Board may establish working groups to carry out organisational tasks.
- (2) The Board shall assume full responsibility for any actions of its working groups.
- (3) Membership to working groups shall be open to any member, subject to minimum requirements determined by the Board.
- (4) Each working group shall have a chairperson and a secretary.
- (5) The Board may decide at any time to dissolve or merge working groups if it is of the opinion that a working group is not functioning properly. It shall take the interests of the members into account.

### PART 6

#### SPONSORSHIP

#### Independence and image

- (1) Any sponsorship may not impair the independence of the Association, affect the image of the Association or be contrary to the ideals and aims of the Association.
- (2) The amount of sponsoring acquired from one single sponsor may not exceed fifty per cent of the Association's total budget, with the exception of governmental organisations of the Netherlands and the European Union, organisations that are part of the JEF or European Movement networks, and universities.
- (3) Sponsors may require exclusivity for no more than two years.

#### Types of sponsorship

- (1) Sponsorship shall be effectuated by—
  - (a) posters and flyers,
  - (b) consideration in kind,
  - (c) website adverts,
  - (d) information meetings,
  - (e) activities or events.
- (2) Combinations of sponsorship are allowed.

#### Delegation

- (1) The Board may delegate its tasks with respect to sponsorship to a working group, subject to section 18 of these internal regulations.

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- (2) The Board shall assume full responsibility. The working group shall not be allowed to conclude contracts on behalf of the Board and shall indicate its status as a working group towards third parties.