

Chamber of Commerce:
Statutes on the establishment of the Jonge Europese Federalisten Nederland, valid from:
1st of September 2012.

Statutes of Jonge Europese Federalisten Nederland

Abbreviated as: JEF NL

Chapter I

General

Article 1: Name and Seat

1. Based on these statutes, the Jonge Europese Federalisten Nederland, henceforth “JEF NL”, is being founded.
2. JEF NL is the Dutch section of the Young European Federalists (JEF) Europe, seated in Maastricht, the Netherlands, and has a legal personality based on Dutch law.
3. JEF NL shall also be known as:
 - a. Jonge Europese Federalisten Nederland (*Dutch*)
 - b. Jonge Jeropeeske Federalisten Nederlân (*Frisian*)
 - c. Young European Federalists Netherlands (*English*)
 - d. JEF NL
 - e. JEF Nederland
 - f. JEF Netherlands
4. JEF NL is being founded for an indefinite period.

Chapter II

Objectives

Article 2: Ideals and Goals

1. JEF NL is a non-partisan, non-profit, non-governmental youth organisation with a political character but not affiliated with any political party.
2. The goal of JEF NL is the accomplishment of a European democratic federal state based on the rule of law and the principle of subsidiarity as the polity for all European

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citizens.

3. The ideals and goals of JEF NL are principally derived from the Ventotene manifesto, the Political Platform for Young European Federalists Europe and their policy as determined by the European Congress or the Federal Committee.
4. Based on its federalist ideas, JEF NL will direct its workings towards bringing youth closer to each other so that they may together occupy themselves with European society, politics, culture, and the European integration process.
5. JEF NL is primarily interested in Youth policy. Its activities range from informing its members and the wide public on ongoing political issues, civic education, and all the matters JEF NL deems important; development and broadening horizons of JEF NL members to active political participation in the territory of the Netherlands and the European Union.
6. JEF NL shall strive to achieve the goals mentioned above in the whole Netherlands, and will undertake any measure to realise them, in accordance with the existing legal framework of the Kingdom of the Netherlands and the European Union.

Chapter III

General Members Assembly

Article 3: General provisions

1. The GMA is the highest body within JEF NL, appoints the JEF NL board and is assigned all powers that are not assigned to other bodies by law or the articles of association.
2. The GMA is composed of all members of the association.
3. The GMA is authorised to debate all subjects of interest, such as, among others, changes in the statutes, the approval of the budget, discharging board members or abolishing the association.

Article 4: Announcement of the GMA and Deadlines

1. The GMA will be convened by the JEF NL Board.
2. The GMA shall be held at least once every association year and can be held as many times as deemed necessary.

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3. An Extraordinary General Members Assembly can be summoned upon written request supported by a minimum of 1/5 of the members or by a majority vote by The Board.
4. If the JEF NL Board fails to announce and organise the yearly GMA within the association year, the ordinary members of the association are allowed to announce a GMA by themselves.
5. The invitation and agenda of the GMA must be announced in writing to the members of the association at least four weeks in advance.
6. Amendments to the statutes, motions and additional points to the agenda must be submitted to the JEF NL board at least 5 days before the GMA.
7. Any submitted amendments, motions, reports and candidacies must be presented to the members at least three days before the GMA.

Article 5: Financial Report

1. The national Treasurer must submit a report to the Audit Committee on all financial activities of the board year at least two weeks before the GMA. The report must entail:
 - a. All financial activities of the national budget (income and expenditure) with information on the amounts, the matters and the dates of recording.
 - b. In case the Treasurer is handling a local section's budget as of Article 25, the local section's budget must be presented the same way as the national budget (amounts, matters, dates).
 - c. Clear indication of the initial balance at the beginning of the board year, the closing balance at the end of the board year and the resulting balance of income and expenditure.
2. All members of the Audit Committee must check the report and inform the Treasurer at least one week before the GMA about discrepancies if any, whereas the Treasurer must correct them and send the new report back to the Audit Committee. All members of the Audit Committee must sign the report when they deem it to be correct prior to the GMA. The financial report will then be presented at the GMA by the national Treasurer.

Article 6: Procedures during the GMA

1. The GMA is chaired by:
 - a. the President of the JEF NL board, in the case of a GMA convened by the JEF NL

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- board. Failing this the Vice-President shall chair the GMA, and if no such position is part of the board, the GMA votes on someone else from the board.
- b. a chairperson appointed by the GMA through a two-thirds majority of the present members in the case the GMA is convened by the ordinary members of the association.
2. The chairperson is assisted by a secretary who is appointed by the chairperson for that purpose.
 3. The GMA will appoint the Voting Committee. This will consist of three members, at least two of whom are not members of the board. The Voting Committee will count the votes during the meeting and record the result of the vote by consensus.
 4. Decisions are taken by a simple majority of the members present or represented, except for those cases provided for by law or in the Statutes. In the event of a tie of votes, the chairperson of the meeting has the casting vote.
 5. During the GMA, points may be added to the agenda by both board members and ordinary members upon notification of the chairperson and a positive decision taken by simple majority of the votes cast.
 6. Amendments to the Statutes can only be adopted with a two-thirds majority of the votes cast at the GMA.
 7. After an amendment of the Statutes, the JEF NL board is obliged to deposit a copy of the amended Statutes at the office of the trade register.

Article 7: Participation in the GMA

1. The GMA may be attended by members of JEF NL, members of JEF Europe, lateral sections of JEF Europe and third-parties.
 - a. All participants shall inform the Board of JEF NL of their participation in writing or orally.
2. In case a member of JEF NL is not able to participate in the GMA, they may give a proxy to vote to another member of the association.
 - a. The Board of JEF NL must be informed about this in writing prior to the beginning of the GMA.
3. Voting rights during the GMA are reserved to members of JEF NL who paid the membership fee of the concerned association year.

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Article 8: Minutes of the GMA

1. The decisions of the GMA must be documented in a report signed by the President of JEF NL and the secretary of the GMA.
2. The report must be sent to the participants of the GMA within one week after the GMA.
3. The report will be kept by the JEF NL board.
4. All members or third parties who are of interest can ask for a copy of this report.

Chapter IV

The Members

Article 9: Members

1. Membership is reserved for natural persons and is therefore non-transferable.
2. Regular members can be persons aged sixteen to thirty-four years inclusive.
3. By joining JEF NL, the member automatically becomes a member of JEF EU.
4. A member can leave JEF NL by
 - a. written termination of membership by the member to the board of JEF NL at any time.
 - b. written termination of membership by JEF NL to the member upon the following conditions:
 - i. violation of the Code of Conduct (see Annex).
 - ii. no timely payment of the annual membership fee as laid down in Article 26.
 - iii. reaching the age of thirty-five.
 - c. death of the member.

Article 10: Rights of the members

1. Every member of JEF NL has the right to
 - a. be included on the national membership list.
 - b. access the statutes of JEF NL.
 - c. attend events of JEF NL and local sections freely or upon registration, if requested.

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- d. attend and speak at the GMA, in person or through a written proxy who holds the membership of JEF NL.
- e. place matters on the GMA agenda and submit amendments and motions prior to the GMA in the determined time frame as of Chapter 3, which are subsequently voted on at the GMA.
- f. make use of the right to vote in the GMA elections in person or through a written proxy who holds the membership of JEF NL.
- g. apply for a position in the national board of JEF NL at national GMAs and positions in the board of a local section in local GMAs.
- h. apply for positions in the specific bodies within JEF NL as provided in Chapter 5 and 7.
- i. be informed about changes in the membership fee at least three months prior to a membership year via the website of JEF NL and email by the board of JEF NL. With a planned increase of the membership contribution, members reserve the right to cancel membership before the start of the new membership year.
- j. receive written justification from the board of JEF NL for decisions on suspension or termination of his/her/their membership, and to request an extraordinary meeting to discuss the matter.
- k. be admitted to the extraordinary meeting at which a resolution concerning the suspension or termination of the member's membership of JEF NL is discussed and decided on and is authorised to speak thereon.

Article 11: Duties of the members

1. Every member is obliged to
 - a. pay the annual payment of the membership fee, as determined by Article 28.
 - b. provide required personal information for the national membership list, for internal use only (name, email address, date of birth, postal address).
 - c. comply with the Code of Conduct of JEF NL.

Chapter V

The JEF NL Board

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Article 12: General provisions

1. The JEF NL board is charged with the administration and management of the organisation of JEF NL.
2. The JEF NL board can perform all legal acts and take all action which it regards as useful for the realisation of JEF NL's goal, except for the actions reserved for the GMA, or those which are in conflict with the law.
3. The JEF NL board is competent in the following matters regarding the realisation of the social purpose of JEF NL:
 - a. the organisation and coordination of political actions;
 - b. determining the views of JEF NL;
 - c. the organisation and coordination of federalist activities in the Netherlands;
 - d. the representation in the organs of JEF Europe;
 - e. maintaining relations with other European or federalist associations on Dutch territory;
 - f. the organisation and coordination of activities specifically targeted at "non-students";
 - g. distributing information about the activities of JEF NL;
 - h. arranging contacts with the members of the association;
 - i. the organisation and coordination of all other activities directly or indirectly related to the foregoing, without this list being restrictive.
4. The JEF NL board can also engage in and overlook activities of local sections.
5. The JEF NL board is authorised to handle the following matters regarding managing the organisation of JEF NL:
 - a. the maintenance of a membership file and the membership administration;
 - b. deciding not to grant a person membership upon justification;
 - c. collecting the membership fee and transferring the annually determined amount to JEF Europe as provided in Chapter 10;
 - d. termination of membership of JEF NL members through cancellation or suspension that must be provided in writing to the concerned member;
 - e. granting a member of the association the authority to represent JEF NL for a certain period, not longer than two weeks and renewable up to three times. The representation is valid insofar as it is not inconsistent with JEF Europe's statutes, and a full report of activity is transmitted to the JEF NL board upon the end of the representation;

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- f. all other activities that are directly or indirectly related to the statutes, without this list being restrictive.

Article 13: Members of the JEF NL Board

1. The members of the JEF NL board are elected and appointed in the GMA by the members following the procedure as laid down by Article 6.
2. The members of the JEF NL board are appointed for a duration of one year. Their mandate is renewable.
3. The JEF NL board will consist of at least three members who perform the following board duties:
 - a. President;
 - b. Secretary General;
 - c. Treasurer;
4. If the JEF NL board consists of more than three members, they will take over the following board duties:
 - a. Vice President;
 - b. Communication Officer;
 - c. International Officer;
 - d. Policy Officer.
5. The JEF NL board consists of a minimum of 3 and a maximum of 7 members performing the positions named in points 3 and 4 of this article.
6. The members of the JEF NL board leave the board
 - a. after the association year in which a new board for JEF NL is elected by the GMA;
 - b. by termination of their membership of JEF NL;
 - c. by cancellation of the board position.
7. In the event of termination of a board membership, the other members of the JEF NL board take on the management duties of the departing member of the JEF NL board and ensure that the members of the association are informed of this.

Article 14: Decision-making procedures within the board

1. The JEF NL board decides with a majority of the members present.
 2. The board meetings are open to all members of JEF NL, they can join a meeting upon request to the board.
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3. Matters requiring a board vote include but are not limited to:
 - a. Applications for projects with financing;
 - b. Accepting a new JEF Netherlands section;
 - c. Stances represented by board members outside of JEF Netherlands unless predefined.

Article 15: Temporary administrative arrangement

1. The JEF NL board can decide on a temporary governance measure until an agreed point in time. During this period the following rules are valid:
 - a. Every local section will delegate their representative to the JEF NL board.
 - b. The membership contribution will be arranged by local sections.
 - c. Local sections are obligated to change their statutes in this period if they are in conflict with the current administrative arrangement.

Article 16: Financial transparency

1. Every member can request to take knowledge of JEF NL's accounts. This request shall be sent to the treasurer or the member of the JEF NL board which is qualified in this matter. This demand shall be met within the fifteen working days following the reception of the request and the answer shall include the information that was requested.

Chapter VI

Participation at JEF Europe Federal Committee and Congress

Article 17: Participation in Federal Committees and Congresses of JEF Europe

1. Participation in the Federal Committees and Congresses of JEF Europe is an essential opportunity for JEF Netherlands to contribute to the wider network, strengthen relationships, and represent the organization at the European level.
2. General Principles of Participation:
 - a. Representation at Federal Committees and Congresses of JEF Europe shall aim to balance member's duties and inclusivity among the board members of JEF Netherlands.

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3. Priority for Participation:
 - a. The International Officer shall have the priority to represent JEF Netherlands at Federal Committees and Congresses of JEF Europe first if they have not yet participated in any of these events during their term.
 - b. If the International Officer has already participated in at least one Federal Committee or Congress, the board is encouraged to rotate participation opportunities among other board members to promote inclusivity and provide experience to a broader range of members. In such cases, the decision for appointing the national board delegate shall be made by the board through a simple majority vote, taking into account prior participation and the role of the event in fostering the organization's goals.
 4. In Absence of an International Officer:
 - a. If the position of the International Officer is not assigned during a given term, the board member who assumes the responsibilities of the International Officer, through the division of duties, shall be treated with the same priority for participation as outlined in this amendment. In this case, the board shall document and agree on the assignment of these responsibilities at the beginning of the term to ensure clarity and accountability.
 5. Reporting and Knowledge Sharing:
 - a. The national delegate who participates in a Federal Committee or Congress of JEF Europe shall provide a brief report to the board within three weeks of the event. This report should summarize key discussions, decisions, and any opportunities or insights relevant to JEF NL. The purpose is to ensure knowledge sharing and continuity in representation.
 6. Misconduct of the National Delegate:
 - a. If the national delegate fails to fulfill their responsibilities, such as not showing up for voting without valid justification, they must explain their actions to the board during and after the event takes place. The board may issue a formal warning or revoke their eligibility to represent JEF NL in future events.
 7. Implementation:
 - a. The board shall maintain a record of event participation by its members to ensure transparency and fairness in the allocation of opportunities.
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Article 18: Voting Rights at Federal Committee and Congress of JEF Europe

1. In accordance with the competences outlined in Article 12, point 3d, where the JEF NL board is responsible for representing JEF NL in various federalist activities and organs of JEF Europe:
 - a. The board shall designate a national delegate to hold voting rights for each Federal Committee and Congress session.
 - b. In the event in which the official delegate from the national board is absent, the following applies:
 - i. Any other member of the JEF NL board may be delegated the right to vote in their place.
 - c. The delegation of voting rights must be confirmed in writing by the President or Secretary General of the JEF NL board, and it shall be communicated to the relevant bodies of JEF Europe before the event.
 - d. If the absence of the official delegate occurs during the event, any JEF NL board member present may assume the voting rights of the official delegate, provided they promptly inform JEF Europe and other JEF NL board members. No prior written confirmation from the board is required in such cases.
 - e. The delegated member shall have the same voting rights and responsibilities as the official delegate, but this delegation shall be temporary and apply only to the specific session or event for which it is granted.
 - f. In cases where no other board member is available to represent JEF NL, the board may either assign a proxy vote to another national section, or forfeit its voting rights during that session.

Chapter VII

Special Organs

Article 19: Audit Committee

1. The Audit Committee has the task to review the annual financial report of JEF NL and the policies pursued. The Audit Committee reports their findings to the GMA.

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2. The Audit Committee will consist of a minimum of two members and a maximum of three members appointed by the GMA.
3. The members of the Audit Committee may not form part of the national board.
4. The JEF NL board is obliged to provide the Audit Committee with all information and documents requested by it concerning financial activities.
5. Before the annual GMA, the Audit Committee shall receive and review a financial report following the procedures and deadlines as laid down in Article 5.

Article 20: Advisory Committee

1. The Advisory Committee has the task to advise the board of JEF NL in its work. Advice is given at the request of the Board or the Advisory Committee.
2. The Advisory Committee will consist of a minimum of two members and a maximum of three members appointed by the GMA.
3. The members of the Advisory Committee may not form part of the national board.
4. The JEF NL board is obliged to provide the Advisory Committee with all information and documents requested by it in the event of consultation.

Article 21: Working Groups

1. Working groups are ad hoc entities within JEF NL that help further its missions of interest. Those groups can be set up for a few months or a whole mandate depending on the relevance of their subject for the organisation. There is no limitation of their topic as long as they are relevant to the objectives of the organisation as laid down in chapter II.
2. Working Groups can be created by members of the Board as well as ordinary members of JEF NL in consultation with the Board.
3. All members of JEF NL are free to join and lead Working Groups.
4. The Chair of the Working Group shall report about their work to the Board upon request and at the annual GMA.

Chapter VIII

Local Sections

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Article 22: Sections

1. JEF NL can acknowledge groups of members as local sections. The acknowledgement and mutual relations between the national association and its local sections are regulated according to the statutes and internal rules of the local sections.
2. Local or regional sections are formally established by the request to the Board of JEF NL to vote for their acceptance as a section of JEF NL by at least 3 JEF NL members, who make the board of this section.
3. If the section in question has 10 or more members, they need to hold their internal GMA as soon as possible and also establish the internal rules or statutes of the section.
4. The statutes and internal rules of local sections cannot conflict with the statutes of JEF NL.
5. The statutes of JEF NL apply mutatis mutandis to the sections which are not legal persons/entities and which have a GMA and a board.

Article 23: Relations with the sections

1. The JEF NL board advises and supports the activities of a local section.
2. The local section may maintain a budget based on the financial guidelines from Chapter 9.

Chapter IX

National Budget

Article 24: National Budget

1. The national budget of JEF NL consists of the membership fees as of Chapter 10, donations as of Article 27 and other sources of income.
2. The national budget of JEF NL is primarily administered by the national Treasurer.
3. The budget of JEF NL may be used for financing general JEF purposes in accordance with JEF NL's objectives, as of Chapter 2.
4. The JEF NL Treasurer must report the financial activities of the applicable board year to the Audit Committee of JEF NL upon request and prior to a GMA, as stated in Articles 5 and 19.

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Article 25: Budget of Local Sections

1. The budgets of the local sections are to serve as operating funds for the sections and are to be freely available to them, in accordance with Article 24 point 3.
2. For recognised local sections that are legal entities, the financial responsibility over the section's budget lies with the local board under the conditions set out in the section's statutes. The following conditions apply:
 - a. If the local section's GMA so decides, the section budget can be deposited in the bank account of JEF NL, provided the national board, the local and the national audit committee accept this decision. In case of a deposition with JEF NL, the conditions under Article 25 point 3 apply.
3. For recognised local sections that are not legal entities and therefore cannot open their own bank account, the financial budget of the sections will be deposited in the bank account of JEF NL. The following conditions apply:
 - a. Payments from the budget of the local section may be requested at any time by its Treasurer or the person responsible for finances of the section.
 - b. Receipts for reimbursements must be sent by the person being reimbursed to the JEF NL Treasurer before the reimbursement is made. Receipts must further be uploaded to the national and local section's drive or cloud for documentation. The local section is encouraged to request the reimbursement within one calendar week after notification of the JEF NL Treasurer.
4. In case of dissolution of a local section, its budget will be transferred in its entirety to JEF NL.

Article 26: Project based Funds

1. Local sections can apply for extraordinary grants from the JEF NL budget, for which a written application must be submitted to the Treasurer of JEF NL. The following conditions apply:
 - a. The application must be submitted to the Treasurer of JEF NL four weeks before the project's start date.
 - b. The grant must be project based and a description of the project must be presented in the application including the following:
 - i. Occasion and topic of the project.

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- ii. Executing and responsible person or group.
 - iii. A list of partnering organisations and additional funders and how they contribute to the project. If this does not apply, an explanation of why organisations and additional funders are not accessible or have not been approached.
 - iv. An explanation of how the project serves the purpose and the sustainable development of the local section.
 - c. The exact budget must be presented in the application including the following:
 - i. An outline of the grant applied for, including items, prices, amounts and total amount.
 - ii. An explanation of whether and how financial returns are expected
2. The JEF NL Treasurer, together with the JEF NL board, decides on the application. The following conditions apply:
 - a. The application is submitted to the Treasurer of JEF NL four weeks before the project's start date.
 - b. The requested grant does not exceed the JEF NL budget and is reasonable with regard to the local section's budget.
 - c. The project is in line with JEF NL's general objectives as of Chapter 2.
 - d. The project aims at a medium to long-term impact on membership recruitment.
 - e. The items purchased are sustainable if possible, i.e. items can be reused and/or are made of environmentally sustainable materials. Local sections are encouraged to balance responsibly between the cheapest and an environmentally sustainable option of purchase.
 - f. The JEF NL Board may decide to reimburse only parts of the requested grant if it justifies this in writing to the local section.
3. The Treasurer of JEF NL will reimburse the local section the decided grant after completion of the project, whereby:
 - a. Receipts for reimbursements must be sent by the person being reimbursed to the JEF NL Treasurer before the reimbursement is made. Receipts must further be uploaded to the national and local section's drive or cloud for documentation.
 - b. The local section is encouraged to request the reimbursement within one calendar week after notification of the JEF NL Treasurer.

Article 27: Donations

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1. If a donation is received by the national bank account or the national board in cash, the money is added to the national budget unless the donor has indicated otherwise. No donation receipts are issued.
2. If local sections receive a donation by transfer to the national bank account, their local account if applicable by Article 25 point 2 or in cash to the national or local board, the money is added to their local section's budget. No donation receipts are issued.
3. When a donation is received at a local section's event funded by JEF NL, the money received must be used to cover the costs of the event; the surplus is added to the local section's budget.

Chapter X

Membership Fee

Article 28: Membership Fees

1. The annual membership fee amounts 15€ and is to be paid by each member of JEF NL to the national bank account.
2. The first membership fee is to be paid upon registration for membership. Bank details are provided with the registration form.
3. Membership fees are due in the first trimester of each year. For first time members, membership fees paid between September and December are also counting for the following year of membership.
4. The information on how and where to pay the membership fee must be made available on the JEF NL website and can be requested from the Treasurer of JEF NL.

Article 29: Allocation of Membership Fees

1. The annual membership fee of 15€ per member received by JEF NL is distributed as follows:
 - a. Unless otherwise stated by JEF Europe, 2€ per member will be paid annually to JEF Europe, upon request of the JEF Europe Treasurer.
 - b. Each local section of JEF NL is entitled to a certain share of their members' membership fee, which they receive upon the payment of the member to JEF NL.

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The share of the membership fee that a section is entitled to is reciprocal to its total number of members:

- i. Each local section with up to and including 10 members is entitled to 4€ of each member's membership fee.
 - ii. Each local section with 11 up to and including 20 members is entitled to 4,75€ of each member's membership fee.
 - iii. Each local section including 21 members and more is entitled to 6€ of each member's membership fee.
- c. The balance of the membership fee remains with JEF NL.

Chapter XI

Other Provisions

Article 30: Dissolution

1. In the case of dissolution of JEF NL, its assets shall be transferred in their entirety to JEF Europe.
2. The members of JEF NL must be informed about the dissolution and the transfer of the assets to JEF Europe by the board of JEF NL prior to the dissolution.

ANNEX

Code of Conduct of JEF Netherlands

Introduction:

JEF Netherlands (JEF NL) is committed to maintaining a culture based on respect, dignity, and equality to ensure full access and participation, reflecting the basic right of everyone to be heard. We reaffirm our zero-tolerance policy towards any kind of discrimination or threatening behaviour. The aim of this Code of Conduct is to ensure that every individual feels safe, included, and respected in JEF Netherlands. The Code outlines a set of rules outlining the social and ethical norms, rules and responsibilities of individuals and groups.

Chapter 1: When and for Whom does the Code of Conduct apply

The ethical guidelines in this document apply to any individual or group involved in JEF NL's activities. JEF NL requires that the behaviour of any group or individual participating in any offline or online activity of JEF NL, or whenever representing the organisation externally, must be coherent with the values. The Code of Conduct applies to both online and offline formal and informal settings. A formal setting is any part of the working programme of an event, participating in a Working Group and board activities. Informal settings include any moment surrounding the working programme, including but not limited to social events and online communication.

Chapter 2: To act in Accordance with the Code of Conduct

Comply with the Code of Conduct in any JEF NL related environment. Use good judgement and avoid even the appearance of inappropriate behaviour. If ever in doubt about a course of conduct, ask yourself:

- Is it ethical?
- Is it legal?
- Is it consistent with the values of JEF NL?

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- Is it consistent with the rules of this Code of Conduct?
- Will it reflect well on me?
- Will it reflect well on JEF NL?
- Would I want to read about it in the newspaper?

If the answer is “No” to any of these questions, don’t do it. If you are still in doubt, please ask for guidance by any of the points of contact (as defined in Chapter 5).

Chapter 3: Process in Case of Inappropriate Behaviour

In case of any inappropriate behaviour, defined as bullying, degradation, harassment, discriminatory behaviour, or any other behaviour that makes one or more members feel uncomfortable or unsafe, be it verbal or non-verbal, the chair or facilitator of the meeting is required, on their best judgment, to, in successive order and depending on the severity of the action:

- Remind participants of their obligation to act in accordance with the present Code of Conduct;
- Engage in a one to one conversation with the offender to make sure that there is an understanding of the reason of the inappropriate action;
- Ask for an apology and/or retraction of the action;
- Suspend the session and/or ask the offender to leave for the remainder of the meeting or event;
- In the case of violent or other potentially illegal behaviour according to the laws of the country, contact the police (see more under Chapter 6).

Chapter 4: Reporting

We all have an obligation to uphold the ethical standards of JEF NL. If you observe behaviour that concerns you or other JEF members, or that may represent a violation of our Code of Conduct, please raise the issue promptly to the national board or one of the board members of JEF NL, provided you feel comfortable doing so. That will allow JEF NL an opportunity to deal with the issue and correct it, ideally before it becomes a violation of law or a risk to health or security.

Chapter 5: Points of Contact

Chamber of Commerce:
Statutes on the establishment of the Jonge Europese Federalisten Nederland, valid from:
1st of September 2012.

Should you experience or witness any kind of inappropriate behaviour (as described in Chapter 3) please report to the dedicated point of contact provided you feel comfortable doing so.

1. During a statutory meeting of JEF NL, the Secretary, or the President of the meeting, are the points of contact to provide general information and to follow the procedures. 2. For any activity except for the statutory events of JEF NL, the facilitator or trainer is the point of contact to provide general information and to follow the procedures.
3. The board can decide to designate experienced members of the association as points of contact in its place. In this case, the board must clearly communicate who the relevant points of contact are and how they can be reached. This decision can be limited to a specific activity. In case this decision is not limited to a specific activity, the designation shall be reviewed at least every six months.
4. In the case of JEF NL's online activity, the administrators and moderators of the page, group or website are the points of contact to provide general information and to follow the procedures.
5. If you do not feel comfortable reporting to the point of contact on the spot, if you do not feel your rights have been ensured, or if you have any complaints, please contact anyone within the JEF NL board that you feel comfortable with.

Chapter 6: Legal Steps

JEF NL representatives are subject to the laws of the country they operate in and they are expected to comply with the Code of Conduct and all applicable government laws, rules and regulations of the country the activity takes place in. In a case where the provision of the Code of Conduct should conflict with applicable law, the law controls. In the case of violent or discriminatory behaviour, conduct or discourse that is physical in nature, the point of contact is required to contact the police authority if necessary and possible according to the laws of the country. The above-mentioned measures do not interfere with the harmed person's or group's legal rights to bring legal action against the offender.

Chapter 7: Privacy

To protect the privacy of all concerned persons, the points of contact and the mediators and other persons involved in the process are bound to silence, except if any legal procedure requires it or for the safety of the individual, and discretion about any facts they come to



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know during the mediation

process. The point of contact shall not disclose the identities of the parties concerned without prior consent. Any written material that contains information about the incident should not be stored longer than required for the purpose of resolving the issue.