

InternalDoc-1

Author(s): GA2015

Concerning: 2) Internal Structural Documents

Internal Rules of Procedure

1 General principles

- 2 • FYEG will have minimal statutes that only contain what legally matters and
3 they will be revised in case the Belgian law changes. All other matters will be
4 taken care of in the IRPs.
- 5 • The IRPs must never contradict the statutes, they can elaborate.
- 6 • The IRPs shall be facilitating and helping with decision-making processes
7 as well as the organisation of the federation. There shall be no more rules
8 than necessary. All rules are stated in the chapters 1-6 and are followed by
9 guidelines and best practices.
- 10 • This document shall be accessible to every MO on the website.

11 1. Member organisations

12 1.1 Membership

13 1.1.1 Membership categories

14 FYEG has three membership categories: full MO, candidate MO and observer.
15 (cf. Statutes 4)

16 For the procedure of application for these membership categories cf. 7.2.1 and
17 Statutes 5.

18 **1.1.2 Membership criteria**

19 • Member organisations have to be European except for Observers. The exact
20 definition is in the hands of the GA.

21 • MOs have to be on national or regional level.

22 • FYEG prefers regional organisations to join forces and set up a national
23 organisation. If two or more regional organisations of which at least one is
24 already a full MO of FYEG join forces, the new organisation can apply as a
25 full MO.

26 **1.1.3 Membership fees**

27 FYEG has an annual membership fee. (cf. 5.2)

28 **1.1.4 Suspension and exclusion of a MO**

29 “An MO that is present and has not paid the membership fee (cf 5.2) shall not
30 vote. In case an MO is not present at the GA and has not paid the membership
31 fee, the presidency will be notified and the matter will be put on the agenda of
32 the GA. The GA will then discuss the issue and by a vote can give a mandate
33 to the EC to:

- 34 1) inform said MO via a letter about their situation
35 2) make all reasonable efforts to achieve a solution before the following GA
36 3) create a report on the process to be voted upon at the following GA.

37 At the beginning of the next GA the EC presents its report.

38 If it is established that the concerned organisation has not paid the membership
39 fee for two consecutive years, the GA will vote on a suspension. The suspension
40 of an MO means that said organisation loses its voting rights and becomes an
41 observer. If the MO is suspended the EC:

- 42 1) informs said MO about their current situation via a letter explaining the
43 consequences
44 2) makes all reasonable efforts to obtain payment and enable the MO to regain
45 its full membership

46 3) creates a report on this process to be voted upon at the following GA. At
47 the beginning of the next GA the EC presents its report.

48 If it is established that the concerned organisation has not paid the membership
49 fee for three consecutive years, the GA will vote on an exclusion. The exclusion
50 of an MO means that said organisation is not listed as member organisation
51 anymore and hence loses all rights within FYEG.

52 In case the MO has no running budget for a particular year (is a suspended
53 organization) and/or is in debt, the MO can be relieved from the payment of
54 the MO fee by decision of the GA.

55 **1.1.5 Membership reviews**

56 For each General Assembly, the EC will ask each member organisation to pre-
57 pare a very short summary of the status of each of the member organisations,
58 to present at the GA. The summary should include:

- 59 • Current status of the organisation (Candidate/Full)
- 60 • Any relevant successes and achievements over the last year (to be provided
61 in advance by each MO)
- 62 • Participation in previous GAs and FYEG activities throughout the year
- 63 • Confirmation of the fulfillment of FYEG membership criteria (Cf Statutes
64 5)

65 The EC will provide an update on any existing partnerships as well as on
66 any member organisations which are not able to prepare or present such a
67 summary.

68 **1.1.6 Procedure to regain membership**

69 Following an exclusion, an organisation that wishes to rejoin FYEG is ex-
70 pected to contact the EC and provide comprehensive documents explaining
71 their situation and the motives for their return.

72 Full membership can only be regained following a vote by the GA and a report
73 by the EC on the reasons to grant it.

74 • If no update or other contact is made between a MO and FYEG EC between
75 two GAs, the EC has a right to propose suspension or expulsion of this MO.

76 • In case of a suspension an MO loses its status of being a full MO.

77 **1.2 Working with the MOs**

78 **1.2.1 MO duties**

79 Each MO should keep FYEG updated about:

80 • changes in the board

81 • valid contact addresses for the MO list and the website

82 • activities

83 **1.2.2 FYEG duties**

84 FYEG will provide the MOs with:

85 • information about statutory meetings

86 • minutes and reports from statutory meetings and ECMs

87 • a newsletter containing information and participation possibilities in current
88 activities

89 2. Bodies

90 **2.1 General Assembly**

91 The general assembly is the highest decision making body. In general it is held
92 once a year. (cf. Statutes 7.3. for extraordinary GA)

93 **2.1.1 Composition**

94 The general assembly is composed of one or two delegates per full MO and
95 one delegate from each candidate and observer organisation. Each full MO has
96 two voting rights at the GA if the membership fee is paid. (cf. 1.1.4, 5.2)

97 The general assembly can only take binding decisions if more than half of her
98 full MOs are present. (cf. Statutes 7.4)

99 The delegates can be asked to pay a participation fee for the GA. (cf. 5.3)

100 People who are employed for FYEG cannot be delegates to the general assem-
101 bly.

102 **2.1.2 Competences**

103 The general assembly:

104 • approves/ disapproves the accounts of the previous year, the financial report
105 and the budget for the upcoming year

106 • approves/ disapproves the action work plan presented by the EC

107 • adopts/ amends political motions, resolutions, amendments to the political
108 platform, the strategic plan, the statutes and the IRPs

109 • accepts/rejects/suspends/excludes candidate, observer and full MOs

110 • mandates the working groups

111 • Takes note of the current situation of its members and partnerships (cf. 1.1.5
112 Membership reviews)

113 elects:

114 • the executive committee

115 • the secretary general

116 • the advisory committee, the financial control committee and the editorial
117 board of Ecosprinter ratifies:

118 • resignations of the Secretary General

119 • EC decisions about joining or leaving partnerships and membership within
120 other organisations/ networks

121 Changes to the statutory and internal organisational documents take effect
122 from the first working day after the GA meeting where they were changed.
123 People elected by the General Assembly will start their mandate from the first
124 working day after the GA meeting where they were elected, unless other rules
125 applies for their mandate.

126 **2.1.3 Reports**

127 The general assembly has to take note of mandatory reports by:

- 128 • the executive committee a unique report
- 129 • the secretary general
- 130 • the treasurer (financial report and mid-term financial plan)
- 131 • the advisory committee
- 132 • the financial control committee
- 133 • the working groups

134 **2.1.4 Deadlines and calls**

135 The call for hosting the general assembly must be sent out by the 1st of October
136 of every year with 1 month deadline. The selection of the hosting MO is done
137 by the EC.

138 The remaining deadlines are structured as follows:

139 **12 Weeks before the GA:**

140 The EC must send out a call for:

- 141 • GA registration
- 142 • the executive committee
- 143 • the secretary general (if applicable)
- 144 • the financial control committee (if applicable)
- 145 • the advisory committee
- 146 • call for presidency

147 **6 Weeks before the GA:**

148 Deadline for:

- 149 • registration of delegates
- 150 • applications of organisations
- 151 • applications of secretary general candidates

152 **4 Weeks before the GA:**

153 Deadline for:

- 154 • EC candidates
- 155 • FCC candidates
- 156 • Ecosprinter editorial board candidates

157 and the submission of:

- 158 • policy papers
- 159 • amendments to the political platform, the strategic plan and the IRPs

160 The EC and Sec-Gen must submit to MOs and GA participants:

- 161 • their activity reports
- 162 • the FYEG activity report
- 163 • the FYEG financial report and the financial plan for the upcoming year
- 164 • the proposed FYEG activity plan for the upcoming year

165 In case the number of candidates is less than the number of positions open and
166 if the gender quota is not met, the EC will re-open the call for a maximum
167 of 7 calendar days for additional candidates of the underrepresented gender
168 and/or positions with lacking candidates.

169 **3 weeks before the GA:**

- 170 • Candidates are published

171 **2 weeks before the GA:**

- 172 • Support letters for candidates are published

173 **Other deadlines:**

174 • The deadline for submitting emergency resolutions must be 2 days before
175 the start of the GA.

176 • At the end of the GA's first day, the assembly sets a deadline for amend-
177 ments. After this deadline no more amendments are accepted. Only those
178 amendments that have been submitted to the presidency in understandable
179 writing in due time will be voted upon.

180 **2.1.5 Submission of motions and amendments**

181 At the general assembly

182 • full MOs

183 • the executive committee

184 • working groups

185 • have the right to submit motions, resolutions and amendments to motions,
186 the political platform, the strategic plan, the statutes and the IRPs.

187 **2.1.6 Presidency**

188 The general assembly confirms the presidency proposed by the EC before any
189 other decisions are made.

190 The presidency then:

191 • chairs the meetings and discussions at the GA

192 • prepares the motions, amendments and voting procedures to the GA

193 • is responsible for taking the minutes of the GA

194 The presidency:

195 • consists of four to six people who must not be candidates to any positions
196 at the GA

197 • can be suspended and simultaneously replaced with an absolute two-third
198 majority by the assembly. Such a vote of no-confidence can be demanded by at
199 least 5% of the delegates, who must present people for the new presidency.

200 **2.2 Executive Committee**

201 **2.2.1 General tasks**

202 The executive committee is the second highest decision-making body in FYEG.
203 It handles the management of the federation on a day to day basis. Elections
204 for the EC take place at the GA. (cf. 3.4) For requirements for the application
205 cf. 7.2.2.

206 The EC:

- 207 • has the right to make statements on behalf of FYEG, in line with the political
208 platform and has the obligation to make them public
- 209 • handles the implementation of the action plan as decided by the previous
210 GA
- 211 • receives and handles applications from organisations that wish to join FYEG
212 and produces a report for the GA including a voting recommendation
- 213 • can engage FYEG in partnerships with external networks and organisations.
214 This type of decision has to be ratified by the following GA
- 215 • selects members of prepteams
- 216 • is responsible for following the budget, with specific responsibilities assigned
217 to the treasurer

218 **2.2.2 Composition**

219 The EC is composed of 8 people

- 220 • who are elected by the GA with their mandate lasting until the following
221 ordinary GA
- 222 • whose mandate can be renewed three times
- 223 • who must not be older than 35

224 Within the EC there are two spokes-persons, who must neither be of the same
225 sex nor from the same MO, the treasurer and five additional members.

226 The spokes-persons:

227 • represent FYEG towards the general public and are a contact point for people
228 from outside the federation

229 • represent FYEG within EGP and attend EGP Committee meetings

230 The treasurer:

231 • prepares the financial report to the EC and the GAs. Between GAs the
232 treasurer keeps the EC aware of FYEG's current and future financial situation
233 with regular updates.

234 • prepares a budget proposal for the GA at the end of their mandate, outlining
235 the next year

236 • assists with the financial part of the FYEG funding applications and helps
237 other bodies within the organisation whenever they are creating budgets

238 • visits the office at least three times during their mandate to check the bud-
239 get

240 • together with the Sec-Gen, is responsible to providing FYEG's financial
241 partners with yearly reports

242 • co-signs each payment made by the Sec-Gen

243 In contrast to the treasurer and the spokes-persons the five remaining members
244 of the EC have no specific tasks. The EC is free to divide tasks among itself,
245 however it must ensure that the following tasks are taken up:

246 • One member of the EC is responsible for the personnel of the office.

247 • One gender officer is responsible for gender questions. This person's tasks
248 consist of gender relevant communication with the MOs, ensuring gender main-
249 streaming and raising awareness around the problems which occur within
250 FYEG. Provided a gender working group is functioning, this person needs
251 to be the EC responsible for the gender working group.

252 • One responsible for the relationship with GYG (cf. 6.4)

253 • One responsible for the relationship with the CDN

254 • Two persons who are of different sex from the EC are the contact for people
255 who have experienced sexual harassment at FYEG events. They have the duty
256 to help the victim and solve the problem. All help is confidential. Every case
257 will be brought forward to the EC or, where more appropriate for the specific
258 situation, the AC or the Presidency.

2.3 Secretary General

The Secretary General is elected for a two year mandate at the GA. (cf. 3.4)
For requirements for the application cf. 7.2.3.

The tasks of the Sec-Gen include:

- the daily management of the FYEG office, including the financial management, coordination of the office, meaning employees and volunteers, as well as assisting the EC. This also includes maintaining and supervising FYEG's online communication tools.

- the fund-raising, organisation and implementation of FYEG's campaigns, projects and statutory meetings

- the maintaining of good contacts with FYEG's partner organisations and MOs

- the monitoring of key political events and policy developments on the European level, in order to serve as a resource for FYEG's political work

- the handling of FYEG's bank accounts, all payments and the payments' documentation together with the office

- the writing of annual reports to FYEG's financial partners, together with the treasurer.

If mandated by the EC the Sec-Gen can also:

- take part in meetings and represent FYEG and its position, according to a clear and limited mandate given by the EC

2.4 Financial Control Committee

At the GA, the financial control committee is elected to a two year mandate.
(cf. 3.4)

The FCC is composed of two members and is gender-balanced. Its members must not be members of the EC nor financially depending on FYEG.

The FCC's tasks include:

- a yearly meeting, dedicated to checking FYEG's finances. A written report of this meeting must be submitted to the EC, thereby providing an internal audit.

- 289 • the presentation of this yearly report to the delegates at the GA

290 **2.5 Advisory Committee**

291 The Advisory Committee ensures the transfer of knowledge within FYEG and
292 acts as a conflict resolution body. It is elected for two years at the GA. (cf.
293 3.4.3) The AC is composed of 5 members. Action by the AC is taken only
294 upon request by EC members of other Bodies of FYEG. Its tasks are:

- 295 • providing their shared experience on a specific subject
296 • assisting in conflict resolution between EC members, members of other
297 Bodies and/or personnel

298 In order to enable the AC to fulfill this tasks it is granted the following:

- 299 • one-way access to the email-list of the EC throughout the year, meaning the
300 possibility to read conversations but not actively take part
301 • attending phone conferences, Skype conferences or an ECM upon invita-
302 tion

303 During its duty, the AC must respect the secrecy of internal matters. At the
304 GA, the AC must present a brief overview of the functioning of the EC and
305 personnel.

306 The AC takes decisions within three weeks, with simple majority, after oral or
307 written consultation of both conflicting parties, and to the best of all members'
308 knowledge. Decisions of the AC have to be provided in written form to both
309 parties involved and can be revoked by the GA.

310 **2.6 Working groups**

311 Working groups have the following functions within FYEG :

- 312 • helping with the acquirement and create professional documents on current
313 and selected
314 topics
315 • providing the groundwork for the formulation of political positions
316 • promoting the involvement of MOs in FYEG.

317 • providing space for a debate between young Green activists on the European
318 level

319 • communicating FYEG's positions internally

320 • communicating FYEG's political positions externally with the approval of
321 the EC

322 • supporting the EC and Prep-teams in policy related preparations for FYEG
323 events

324 A working group consist of at least 5 people from 5 different MOs.

325 For a working group to be formed, an outline defining its topical scope, aims
326 and working area must be accepted by the GA. Such proposals can be made
327 at the GA by a full MO, the parting EC or an ad hoc WG.

328 The EC also has the possibility to form ad hoc WGs during the year that
329 will have the right to apply for a mandate at the next GA if they wish to
330 continue.

331 Each working group needs to have two coordinators, at least one of them being
332 female. These two persons are serving as contact point for people outside of
333 the working group, handle the working group's internal meeting schedule and
334 communication and reports to the EC as well as the GA. Neither of them can
335 be the EC member.

336 The EC has to publish a call for interested members after the GA mandating
337 a working group. This call should be based on the content of the approved
338 application and sent via the general list. The EC then also chooses the first
339 members of the working group on base of their motivation letters. Former
340 members of a wor

341 Becoming a member of a working group at a later time is possible for anybody
342 by submitting a letter of motivation to the coordination of this group. There-
343 fore the contact of the coordination of a working group has to be easily visible
344 on the FYEG-homepage. The coordination of a working group is not forced
345 to accept applicants.

346 A member of the EC should be included in every working group, however
347 this person cannot be the coordinator. The EC has the possibility to exclude
348 someone from a WG on the recommendation of the coordinators or at least
349 three members of the group. The person has the possibility to appeal to the
350 Advisory Committee.

351 Working groups must not work against the political platform of FYEG.

352 **2.7 Ecosprinter editorial board**

353 The Ecosprinter is the central platform within FYEG to exchange ideas and
354 develop political

355 strategies. The Ecosprinter is the MOs magazine of FYEG and is created by an
356 autonomous editorial board, elected at the GA. The Ecosprinter is published
357 online and FYEG should strive for a printed version. (cf. 3.4)

358 The mission of the Ecosprinter is to:

- 359 ● provide a forum for commentary and internal debate
- 360 ● provide the spaces for blogs and articles of members of FYEG
- 361 ● inform about the politics of EGP
- 362 ● provide the member organisations with knowledge about candidates for up-
363 coming GAs
- 364 ● report and comment about culture, politics and discussions they believe are
365 of importance.

366 The Ecosprinter editorial board:

- 367 ● Consist of four members of which only one may be an EC member
- 368 ● has to be gender-balanced
- 369 ● follow democratic principles
- 370 ● edit language deficiencies
- 371 ● work on the mission and development of the Ecosprinter

372 **2.8 Prepteam**

373 Prepteam are temporary bodies, created for the planing, organisation and
374 follow-up of specific projects.

375 Prepteam are set up via an open call procedure. The EC makes the final
376 decisions on both their composition and all necessary replacements and must
377 always:

- 378 • strive for gender and geographical balance
- 379 • ensure compliance to specific set of rules imposed by partners and funders

380 Each prepteam nominates its own coordinator and one person of the EC is
381 responsible for a prepteam and acts as contact towards the prepteam.

382 The prepteam is responsible for:

- 383 • communication, logistical and content-wise planing of a project
- 384 • financial planing of a project and the creation of a project-specific budget,
385 in coordination with the treasurer
- 386 • reporting on a project to the EC and to funders

387 A prepteam can take decisions concerning their project independently. If
388 needed, a prep team can consult the EC in order to solve possible internal
389 problems.

390 3. Election and voting procedures

391 **3.1 Voting rights**

392 Every member of a body has one vote, except in the GA and in an electronic
393 vote, in both of which full MOs have two votes.

394 Staff members have no voting right at meetings they are part of.

395 **3.2 Principles**

396 In principle all decisions in FYEG are taken by simple majority.

397 All voting on people or MOs including electronic voting is done by secret ballot.
398 The voting body can decide to have other voting procedures processed through
399 secret ballot.

400 **3.3 Different majorities**

401 **Simple majority**

402 Majority of the cast votes, i.e. the number of the “Yes” votes exceed those of
403 the “No” votes. [Ex: Out of 20 votes: 11 yes, 9 no, 0 abstentions: passed; 1
404 yes, 0 no, 19 abstentions: passed. 10 yes; 10 no; 0 abstentions. not passed. 10
405 yes, 9 no, 1 abstention: passed]

406 **Absolute majority**

407 Majority (half+1, or half + 0.5 in case of odd number) of the number of votes
408 distributed at the voting body.

409 Note that it is number of votes registered, not number of votes cast. This
410 means that if less than half of the voters are present and vote, this majority
411 can never be reached.

412 20 voters registered: need 11 or more yes votes. 21 voters registered: need 11
413 or more yes votes 22 voters registered: need 12 or more yes votes.

414 **Simple two-thirds majority**

415 Two thirds of the cast votes.

416 **Absolute two-thirds majority**

417 Two thirds of the number of votes distributed at voting body.

418 Note that it is number of votes registered, not number of votes cast. This
419 means that if less than two thirds of the voters are present and vote this
420 majority can never be reached.

421 20 voters: need 14 yes or more votes 21 voters registered: need 14 or more yes
422 votes 22 voters registered: need 15 or more yes votes

423 **3.4 Election of candidates**

424 **3.4.1 Principles**

- 425 • The main principle is to submit as many votes as there are open positions.
- 426 • The possibilities will be YES or abstention.
- 427 • To be elected a candidate needs an absolute majority.

428 **3.4.2 Procedures**

- 429 • The candidates who after the first round have reached an absolute majority
430 are elected.
- 431 • If some positions are still available, a second round takes place with the same
432 principle.
- 433 • If there are still available positions after this, the same is repeated but only
434 after removing the candidate having received the fewest votes in the previous
435 round.
- 436 • The procedure continues in this manner until all positions are filled.
- 437 • After each round, the fulfillment of gender balance criteria will be checked,
438 taking the necessary provisions to reach gender balances.

439 **3.4.3 Exceptions**

440 At the GA:

441 Concerning the EC elections:

- 442 • The spokespersons and the treasurer are elected separately from the rest of
443 the EC positions.

444 Concerning the election of the advisory committee:

- 445 • Ex-EC members can advance their candidacy for the advisory committee
446 before or during the GA.

447 • The newly elected EC will then towards the end of the GA select an appropriate number of candidates from the pool of candidates and present them to
448 the GA.
449

450 • The GA approves or rejects the proposed AC by simple majority vote.

451 • If the proposed AC is rejected the new EC must immediately select new
452 candidates and present them to the GA

453 Between General Assemblies:

454 Concerning the replacement of a resigned EC member:

455 • If an EC member resigns a new EC member can be elected to replace him
456 or her.

457 • The EC publishes a call for candidates for the vacant position.

458 • Applications are possible by anybody who gains the support of 2 MOs and
459 have to be directed to the EC and/or the general list

460 • All candidates will be voted through an electronic vote. (see 3.6)

461 • Either the candidate who gained absolute majority is elected or the two candidates with the highest amounts of votes will be voted on simple majority
462 through a second electronic vote.
463

464 • Any replaced EC member will have full voting rights in the EC. This period
465 is not considered to be a mandated period and the person still has a right to be
466 elected to the EC as other new candidates.

467 Concerning the forced resignation of an EC member:

468 • Two thirds of the EC can propose the resignation of an EC member.

469 • The full MOs vote on the proposed resignation through electronic vote. (cf.
470 3.6)

471 • The vote is based on two letters: a letter of justification from the majority
472 of EC proposing the resignation and an optional letter of defense from the EC
473 member proposed to resign.

474 • If at least one third of the full MOs participate in the vote and a two third
475 majority is reached the EC member is displaced.

476 In case of the resignation or incapacity of the Secretary General, the Executive
477 committee will appoint a Secretary General ad interim within one month since
478 notification of EC and MOs. This replacement will continue until the election

479 of a new Secretary General at the subsequent General Assembly or until the
480 Secretary General is able to resume her/his duties. The resignation is ratified
481 by the General Assembly (cl. 3.5.1)

482 **3.5 Voting on subjects**

483 In principle all decisions in FYEG are taken by simple majority. When voting
484 on subjects the possibilities are YES, NO or abstention.

485 **3.5.1 Exceptions at the GA**

486 An absolute majority is needed to:

- 487 • suspend or accept an MO
- 488 • change the political platform
- 489 • ratify the resignation of the Sec-Gen
- 490 • revoke decisions of the Advisory Committee

491 An absolute two-thirds majority is needed to:

- 492 • change the statutes
- 493 • change the IRPs
- 494 • change the Strategic Plan
- 495 • replace the presidency (cf. 2.1.6)

496 **3.5.2 Exceptions in the EC**

497 An absolute majority is needed to:

- 498 • ask the resignation of the Sec-Gen

499 An absolute two-thirds majority is needed to:

- 500 • propose the resignation of a board member

501 Between ECMs:

502 • Decisions made on phone conferences, chats or via email communications are
503 binding

504 • If this decision is taken by less than a majority of the EC, the initiator shall
505 post it to the EC list. The other EC members can recall this decision within
506 48 hours with a simple majority of the whole EC

507 **3.6 Electronic voting**

508 The EC can call for an electronic vote between GAs in urgent matters. It is
509 the duty of the EC to provide enough information for the full MOs to make
510 an informed decision.

511 Each full MO has 2 votes and can vote with YES, NO or abstention.

512 The voting period is set to two weeks with a one week reminder.

513 The statutes, the IRPs, the Strategic Plan and the political platform cannot
514 be subject to any electronic vote.

515 Results will be announced within one week after the closing of the vote and
516 include detailed information.

517 **4. Gender**

518 **4.1 Gender quota**

519 As a principle, in all elected bodies there must be a minimum of 40% of women
520 and 40% of men.

521 • If there is only one position in a body, there is no quota.

522 • If there are two or three positions, the quota doesn't apply, and one woman
523 and one man is enough.

524 • If there are more than four positions in the body the 40% quota applies.

525 • In case of a fraction number it is rounded up to the closest whole number.

526 Exceptions: The two spokespersons of FYEG always have to be of different
527 sexes. (cf. 2.2.2)

528 **4.2 Gender officer**

529 The EC nominates one gender officer. (cf. 2.2.2)

530 **4.3 Child care**

531 If requested and possible child care will be provided. If necessary and possible,
532 for child care all costs for an extra person will be covered.

533 For travel reimbursements for children of participants cf. 5.4.1. and 5.4.2.

534 **4.4. Sexual harassment, sexist behavior, violence or any**
535 **kind of**

536 **discrimination**

537 In case of sexual harassment, violence or discrimination by a member of an
538 elected body within FYEG the EC can exclude the offender after consulting
539 the full MOs. (cf. 2.2.2)

540 **5. Financial rules and procedures**

541 **5.1 Financial management of FYEG**

542 The FYEG financial year starts on 1st of January and ends on 31st of December
543 and is reflected in FYEG budget. The financial management of FYEG is done
544 by the decision-making, execution and control of different bodies.

545 The internal mechanisms are:

- 546 • the decision-making and control as exercised by the GA (cf. 2.1.2, 2.1.3)
- 547 • the keeping of the budget by the EC and with specific responsibilities, the
548 treasurer (cf. 2.2.1)
- 549 • the concrete actions of the Sec-Gen (cf. 2.3)
- 550 • the internal audit and control as exercised by the FCC (cf. 2.4)

551 Additionally an external audit is provided by an external accountant. An
552 external auditor is included in case the FYEG financial situation allows it.

553 **5.2. GA and membership fee**

554 Each full MO is requested to pay 1 % of their last year's realised budget with
555 a minimum of 50 EUR for the EU and European Economic Area (Iceland,
556 Liechtenstein and Norway) and Switzerland and 25 EUR for all other European
557 countries.

558 Each full MO will have to pay their membership fee for the running year on
559 the first evening of the GA in cash, if it has not already been transferred
560 earlier. Full MOs are requested to provide their annual budget statement for
561 the previous year at this moment.

562 **5.3. GA and participation fee**

563 A participation fee to the GA can be set up if the EC finds it necessary.

564 The following participants of the GA are exempt from paying the participation
565 fee:

- 566 • one delegate per full MO and candidate MO
- 567 • EC members
- 568 • the Sec-Gen
- 569 • members of the presidency (cf. 2.1.6)

570 If a full MO sends a second delegate the participation fee is halved in case at
571 least one of the two delegates is female. Every candidate can request partici-
572 pation fee lowering or exception from the EC.

573 **5.4 Travel reimbursements**

574 **5.4.1 General reimbursement rules**

575 Nobody will be reimbursed besides stated below. If a funder of an activity has
576 more stricter rules, those will apply.

577 As a general principle a person can claim 70% of travelling costs below a certain
578 cap to be reimbursed if:

- 579 • the participant attended at least 75% of the meeting
580 • all relevant receipts and proof of travel have been handed in at the latest 2
581 months after the activity took place

582 Exceptions to this rules regarding participants can only be made in consulta-
583 tion with the treasurer.

584 Full reimbursement of travel costs will be granted to

- 585 • members of the prepteam of a given activity
586 • EC members
587 • Sec-Gen and office personnel
588 • members of the FCC, traveling to carry out FCC tasks (cf. 2.4)

589 **5.4.2 Reimbursement practicalities**

590 Train and other public transport travel costs are reimbursed on the basis of a
591 2nd class ticket or a 1st class if that option is cheaper.

- 592 • For night trips over 500 km the couchette fee (2nd class)
593 • Bike trips over 10 km are reimbursed by EUR; 1/ km with a maximum of
594 the price of a second class train ticket and with an absolute maximum of 100
595 EUR
596 • For trips where the travel or bus by train takes more than 12 hours, a plane
597 ticket will be reimbursed on the basis of economy class ticket. A plane ticket
598 can also be reimbursed if the destination was over 750 km and train-traveling
599 not possible because of pressing time-table reasons.

600 • Taxi costs will be reimbursed if local transport is not available and if re-
601 quested in advance from the organisers.

602 • The necessity of using a private car must be justified in writing and ap-
603 proved in advance. Calculation formula for using car travel is 0.2 EUR/km.
604 In case of using the car travel for activity granted by donors with particular
605 reimbursement guidelines, those donor guidelines rules apply.

606 • Car sharing should be approved in advance and should be cheaper than
607 public transportation. The costs have to be documented.

608 FYEG uses the official conversion rates of the Euro-
609 pean Commission for currencies other than than Euro:
610 http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm
611 based on the date of expence if no other donor guidelines apply. Exceptions
612 are payments with credit cards when the documented conversion rates of the
613 credit card company apply based on credit card payments statements.

614 **5.4.3 GA travel reimbursements**

615 Full reimbursement of travel costs is granted to:

- 616 • one delegate per full MO or candidate MO
- 617 • EC members
- 618 • the Sec-Gen
- 619 • candidates for the EC elections
- 620 • candidates for the Sec-Gen elections, provided they have received approval
621 by the pre- selection committee (cf. 7.2.3)
- 622 • members of the presidency

623 Concerning:

- 624 • delegates of organisations applying for candidate membership in FYEG
- 625 • candidates for all open position

626 the EC can decide to reimburse their travel costs if such a request has been
627 made and all relevant documents have been sent in time.

628 **5.5 Participation fees**

629 A participation fee to any activity can be demanded and fixed by the prepteam.
630 The prepteam can also decide upon exceptions. (cf. 2.8)

631 If participants are selected for an activity and are not able to participate,
632 they need to communicate this as soon as possible to the prepteam. Travel
633 reimbursement cannot be paid in that case. For further information can be
634 found in the prepteam guidelines.

635 **5.6 Budgets for activities**

636 The prepteam of an activity creates a specific budget with the treasurer. (cf.
637 2.2.1)

638 Final decisions regarding these budgets are taken by the EC.

639 **5.7 Expenses covered**

640 **5.7.1 Food and food supplies**

641 For meetings covering an entire day, there will be a maximum of 20€ per
642 person reimbursed.

643 For meetings with at least 4 hours of work, the amount is 10€ per person.

644 Exceptions can apply for the staff, depending on their contract.

645 Only vegetarian food will be reimbursed.

646 **5.7.2 Child care**

647 For child care costs cf. 4.3 and 5.4.

648 **5.7.3. Telephone and communication costs**

649 EC members can claim the reimbursement of telephone and communication
650 costs up to an amount of 20€ per month. Reimbursement works on the basis
651 of receipts. In special occasions, they can be reimbursed more but they need
652 approval of the treasurer.

653 Upon proof of expenses occurred for FYEG work, this rule can also apply to
654 other persons.

655 **5.7.4 Traveling to statutory meetings**

656 Travel to statutory meetings will be fully reimbursed for people whose presence
657 is necessary.

658 The EC needs to approve the meeting taking place.

659 Any individual can attend the meetings. Members not personally known by
660 one of the official attendees of the meeting concerned shall inform the person in
661 charge in advance of their intention to join the meeting. This “open meeting”
662 rule applies except when addressing individual issues, and only after a vote
663 of the body in session accepting the closing, which won’t last more than 2
664 hours.

665 **5.7.5 MO visits**

666 A person mandated by the EC (preferably an EC member) can make a visit
667 to an MO and will be fully reimbursed.

668 6. Relations with other organisations

669 **6.1 General principles**

670 FYEG may:

- 671 • become a member of other organisations
672 • become a temporary or permanent partner of other organisations
673 • set up new organisations and networks

674 In all these cases, the EC may take the decision to act between GAs, but the
675 GA takes the final decision. (cf. 2.1.2)

676 This applies to:

- 677 • joining or leaving existing organisations
- 678 • changing the type of membership within an organisation
- 679 • starting or ending a partnership

680 Furthermore the EC must:

- 681 • provide a list of organisations that FYEG is a member of, as well as a
682 description of FYEG's rights and responsibilities and the contact details of
683 the concerned organisations
- 684 • report at the GA about all the partnerships FYEG has maintained during
685 the year and provide details upon request by a MO

686 **6.2 European Green Party**

687 FYEG is official youth wing of European Green Party. Relations between
688 FYEG and EGP are further specified in the EGP-FYEG relationship agree-
689 ment.

690 **6.3 Cooperation and Development Network Eastern Europe**

691 The high level of cooperation between CDN and FYEG and high and usefully
692 mutual participation at the international events will be encouraged.

693 CND holds the status of observer within FYEG and FYEG financially con-
694 tributes to the CDN annually.

695 Relations between two organisations will be explained in detail in CDN-FYEG
696 relationship agreement.

697 **6.4 Global Young Greens**

698 FYEG supports the building and working of GYG, striving to help GYG with
699 financial and organisational matters.

700 The spokespersons of FYEG are the official representatives towards GYG.
701 Additionally, one member of the EC is responsible for GYG activities and
702 reports to the EC about it. (cf. 2.2.1)

703 7. Annexes to the IRPs

704 **7.1 Annex 1: Guidelines for International Secretary**

705 The international secretary of MO makes sure that the following info reaches
706 the national board and relevant others:

- 707 • invitations to projects of FYEG
- 708 • GA information (all relevant documents and calls)
- 709 • discussions about European policy and FYEG's Future : such as the Euro-
710 pean constitution discussion and the IRP discussion

711 The international secretary makes sure that the following information reaches
712 as many people (ideally the whole membership) as possible:

- 713 • The Ecosprinter (link to website)
- 714 • info about participating in FYEG activities (not all activities that take
715 place)
- 716 • The newsletter

717 The international secretary is also the promoter of FYEG, she or he makes
718 sure that at big events of the MO (such as congresses, GA, weekends, summer
719 camps, etc.) there is an info point about FYEG.

720 FYEG will present the MOs with sufficient material to do such promotion.

721 **7.2 Annex 2: Application requirements and procedures for**
722 **candidates**

723 All data of non-elected candidates shall be destroyed immediately.

724 **7.2.1 Applicant Organisations**

725 The applicant organisation applies to FYEG through the EC. Their application
726 shall contain:

- 727 • a letter signed by their board stating the reason for their application
- 728 • a copy of the original statutes and a translated version in English
- 729 • a copy of their political platform (or comparable document) and a translated
730 version in English
- 731 • a filled in questionnaire provided to them by the EC

732 **7.2.2 EC candidates**

733 Candidates for the EC shall provide in their application form:

- 734 • a detailed CV, copy of passport (form provided by FYEG, is mandatory for
735 legal reasons)
- 736 • a letter in which they explain their motivation
- 737 • an outline of what their plans are with the organisation or their vision on
738 FYEG
- 739 • one nomination letter from the MO he or she belongs to. If that is no
740 possible, the MO of which the candidate is from must provide an explanation
741 of they rejection and the possible candidate has the right to provide a letter
742 of justification. The letter will be send to all MO and the GA will decided
743 whether this person is admitted to candidate or not;
- 744 • at least one support letter from any MO before the 2 weeks deadline before
745 the GA.

746 **Multiple positions holding**

747 FYEG strives to have non-cumulation of positions.

748 EC members have to be able to combine their commitments to FYEG with
749 whatever other tasks they may have. Candidates to the EC have to lay open
750 what other mandates and functions they have.

751 **7.2.3 Sec-Gen candidates**

752 Sec-Gen candidates application must include:

753 • a CV

754 • a comprehensive motivation letter, explaining how experiences match the
755 profile, what the candidate thinks she/he can contribute to FYEG. It should
756 also establish a vision of a European political youth organisation's role. Spe-
757 cial emphasis is given to experiences within FYEG and other Young Green
758 Organisations.

759 • the contact details of two references, preferably employers, supervisors or
760 tutors

761 Further requirements and procedure:

762 • A committee for a per-selection of the candidates will be set up. The commit-
763 tee will consist of 4 people: a current EC member, a former office coordinator,
764 one full MO representative and a 4th member (NGO professional worker).

765 • Only applications including all required documents and sent before the given
766 deadline will be examined taking into consideration both political and profes-
767 sional skills of the candidate. The following week candidates will be given a
768 written assignment followed by a phone interview if this is possible.

769 • The committee will assess the candidates' experience and skills.

770 • Candidates will be given a month to campaign and are expected to present
771 themselves at the GA. The final decision on the Sec-Gen of FYEG lies with
772 the final vote of the GA of the organisation.

773 • In case a candidate is not recommended by the committee, she or he will
774 still be able to apply for the position and present her/himself at the GA, but
775 the candidacy will not be endorsed by the EC.

776 **7.3 Annex 3: Intellectual property and information**
777 **technologies policy**

778 **7.3.1 Open-Source commitment**

779 As a principle FYEG:

780 • will adopt open source tools (as defined by the Free Software Foundation)
781 for developing its work.

782 • will run free software on its own computers, specially those to be used in
783 public.

784 • will use open formats for all public communications, publications and mate-
785 rials transmitted.

786 • will avoid the use of non-open-source, non-free contents in its website and
787 all online tools.

788 • will ask for open formats to be used in documents officially addressed to
789 FYEG.

790 The use of non-free software may only be justified when no similar free software
791 is available and when the objective cannot be reached by combining open source
792 tools.

793 **7.3.2 Security**

794 At least one FYEG official e-mail address will count with a GPG signature.
795 All official e-mail communications from FYEG shall be digitally signed. The
796 public key will be made available to the public.

797 **7.3.3 Privacy and individual rights**

798 In order to protect the privacy of individuals participating in any FYEG ac-
799 tivities:

800 • no pictures shall be posted on public sites or social networks without the
801 explicit consent of the individuals who can be identified in them.

802 • mailing lists archives and MO listings shall be kept accessible only by its
803 members.

804 Glossary :

805 GA: General Assembly

806 EC: Executive Committee

807 ECM: EC Meeting

808 IRP: Internal Rules of Procedure

809 MO: Member Organisation

810 Sec-Gen: Secretary General

811 EGP: European Green Party

812 CV: Curriculum Vitae

813 EU: European Union

Author(s)