

# Internal Rules of EFFORTS

The Internal Rules of the Association are agreed from time to time by the Council. They are a complement to the Statutes and, in the case of contradiction, the Statutes prevail.

The Statutes and an up to date version of the Internal Rules are posted at all times on the website.

Members, both Full and Associate accept these Rules by subscribing to the Association. Staff accepts them by signing working, internship or volunteering contracts.



## Members

Applications for full membership should include a résumé of the work of the applicant organisation, indicating the ways in which it meets the membership criteria.

Membership applications are considered and approved electronically by a simple majority of the Council, on an ad hoc basis.

Membership is official from the moment that it is accepted by the Council.. The email conversations are filed for the record in the member Registry.

## Member benefits

- All Members:
  - ✓ have the opportunity to network and build relationships with other members, and to participate in all areas of EFFORTS activity. They can introduce and share their projects and events to the network
  - ✓ can be assured that their voice is heard at the European level
  - ✓ gain access to extensive knowledge and expertise and can contribute to the Newsletter by a Featured Article
  - ✓ have the opportunity to join Efforts Committees
  - ✓ receive regular news updates (newsletter, website) and receive electronic invitations to EFFORTS events
  - ✓ receive a 10% discount on the attendance fee to events where the main organiser is EFFORTS
  
- Associate members and representatives of Full members have the right to stand for election to the Executive Board.

- Representatives of Full members have one vote at the General Meetings; Associate members cannot vote. Full members can be presented at general meetings by giving a member who is present a written, signed and dated proxy.

### Member obligations

- Full member organisations nominate an individual as permanent representative, (changes, including contact details should be communicated to the EFFORTS Secretariat as soon as possible).
- Representatives ensure that information concerning EFFORTS's activities is circulated through their own organisations, and to their members as appropriate
- Representatives also ensure that information about their own organisation published on the EFFORTS website is kept up to date.
- Members and their guests agree that pictures of them taken during the EFFORTS activities can be published in magazines, newspapers, websites, social networking sites and other media of communication. There is no obligation for EFFORTS to request prior authorisation, and no compensation will be provided.

### Annual Membership Dues

Annual subscriptions, reviewed annually by the Finance Committee, are payable as follows:

#### Full Members

National, regional and local public and voluntary bodies:

<b>MUNICIPALITIES</b>	
Municipalities less than 5.000 inhabitants	€ 200,-
Municipalities between 5.000 and 20.000 inhabitants	€ 400,-
Municipalities between 20.000 – 50.000 inhabitants	€ 1.000,-
Municipalities between 50.00 and 100.000 inhabitants	€ 1.500,-
Municipalities over 100.000 inhabitants	€ 2.000,-
<b>ORGANIZATIONS</b>	
Small organizations (annual budget of less than €100.000)	€ 50,-
Medium organizations (annual budget between €100.000 – 1 million)	€ 200,-
Large organizations (over 1 million annual budget)	€ 1.500,-

#### Associated Members

Commercial companies, professional practices and individuals

Business/Corporate (commercial)	€ 1.000,-
Individuals (non commercial)	€ 25,-

Only the Council is empowered to grant waivers.

Subscriptions are payable at the beginning of the calendar year, or at the time of joining the network. A first-time member joining after 31st August will benefit from a 40% reduction.

Subscriptions are payable in the month following notification by direct transfer to the EFFORTS account. They should include any costs of the transfer.

Members who fail to pay their subscriptions will be first reminded electronically. If payment is not received within 16 weeks of the latter they are no longer considered members of the Association.

A member resigning from the network remains liable for any outstanding subscriptions. These must be settled and the current subscription paid before members can be readmitted to the network.

## **The General Meetings**

The General Meeting is conducted by the Chair of the Council. If the Chair of the Council is not present the full members present elect on a show of hands a Chair for the Meeting.

### **Election to the Council**

The General Meeting elects the Council from its members.

Nominations of candidates accompanied by a CV should be made to the Nominations Committee in writing at least 30 days in advance of the General Meeting at which the elections take place. To be elected, a candidate must receive a simple majority of affirmative votes from the members voting. Proxies (one per member) should be registered with the Nominating Committee at least 7 days in advance of the General Meeting, using the form provided. The proxies are to be kept on record in the EFFORTS Office. Each Member present can accept a maximum of two proxy votes. The number of proxies to be accepted by Members of the Council is not limited.

The Chair of the Nominations Committee conducts the election proceedings and informs the meeting of the names of candidates, their CVs, details of any proxies, resignations and numbers of vacancies to fill.

Candidates are asked to present themselves briefly. If candidates cannot be present they should provide written indication of their willingness to stand. Elections are conducted by secret written ballot. Votes are counted by the Secretary, a member of the Nominations Committee and a non-Councilmember selected from the members by the Nominations Committee. The Secretary, in agreement with the Nominations Committee, prepares a permanent record of the election, obtains the signature of the Chair of the meeting and posts this document together with any supporting papers on the EFFORTS website.

## **Council**

### **The Council upholds Nolan's 7 principles of Public Life:**

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership

### **Election of office-holders**

The Executive Board elects by simple majority from amongst themselves a Chair, a Treasurer and a Secretary on a three year term of office.

The role of the Chair is to:

- act in the best interests of the Association and its members
- chair meetings of the Executive Board.
- appoint staff and monitor their performance.
- act as a figurehead for the Association (for example, representing it at functions, meetings or in the press).
- lead on the development of the Executive Board and ensure its decisions are implemented.
- take urgent action, including decision making action, between Executive Board meetings when it is not possible or practical to hold a meeting.
- keep members updated on progress

### **Treasurer**

The role of the Treasurer is to:

- Oversee accounts, budgets and financial statements and present them to the Executive Board and to the General Meeting.

The Council may nominate an Associate Treasurer to assist the Treasurer in fulfilling these duties.

### **Secretary**

The role of the Secretary is to:

- Organise and minute the Executive Board meetings and General Meetings
- Oversee the effective and efficient administration of the organisation

### **Council members**

Councilmembers have the following fiduciary responsibilities, which cannot be delegated, including the following:

- To ensure that the Association complies with its statutes, charity law, company law and any other relevant legislation or regulations
- To ensure that the Association pursues its objects as defined in its statutes

- To safeguard the good name and promote the values of the Association
- To contribute actively to the Council's role in giving firm strategic direction to the Association, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To sit on a minimum of one committee
- To use any specific skills, knowledge or experience they have to help the Executive Board reach sound decisions
- To scrutinise all official papers

### **Person specification for a Council role**

- Commitment to EFFORTS and its values and aims
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Understanding and acceptance of the legal duties, responsibilities and liabilities of the Executive Board
- Ability to work effectively as a member of a team
- Some experience of charity finance, and/or fundraising
- The skills to analyse proposals and examine their consequences
- Willingness to be available to staff for advice and enquiries on an ad hoc basis

### **Council Meetings**

Council meetings are convened by the Chair aided by the Secretary. They can be physical, telephonic or electronic. Wherever possible, the agenda and supporting papers should be circulated at least seven days before the meeting. Executive Board Meeting dates should be set a year in advance and published on the EFFORTS web site. Papers should be circulated 15 days before a meeting.

At physical and telephonic meetings, if the Chair of the Council is absent, one of those present is elected Chair for the meeting. Minutes are prepared by the Secretary and agreed with the Chair of the meeting. Following formal approval to these minutes by each of the members present, they are posted permanently, within 60 days of the date of the meeting, on the EFFORTS website. Electronic meetings are reserved for simple yes/no decisions such as approval of new members.

The Secretary ensures that copies of communications are kept as a record for reference.

### **EFFORTS Committees**

The Council is supported and advised by the following committees which consist of particularly active members of the organisation.

The Committees are:

The Development Committee

The Finance Committee

The Governance and Nominations Committee

The Operations Committee

Each Committee elects its chair yearly, and requires a minimum of three members of which one is a Council member. The Committees and their remit are reviewed yearly by the Council.

## **EFFORTS Office**

The EFFORTS Office shall assist the Council and its Committees.

The EFFORTS Office shall perform day to day tasks and administration as required, including:

- In conjunction with the Council, contribute to the design of the development strategies for the network; execute the strategy and activity plans
- Develop project proposals, activities and strategic partnerships
- Assist in developing fundraising proposals and other means of attracting income.
- Coordinate and implement the annual work of the Association
- Coordinate and implement the decisions of the Council
- Assist in organising and servicing the meetings of the Association.
- Administer membership systems and assist in attracting, and supporting members.
- Representation at external meetings and events
- Develop and / or maintain on-going contacts with the European Institutions, Executive Board of Europe, International Fortress Council and other authorities and potential cooperation partners such as European cultural networks
- Represent EFFORTS and communicate its aims and vision during major events or European conferences

The EFFORTS Office is given specific powers by the Council to:

- Sign correspondence on behalf of the Association
- Represent the Association in its dealings with official bodies both European and national
- Sign for registered letters or packages delivered by the Post Office or other entity
- Take all necessary measures to carry out the decisions of the Executive Board or the General Meeting

### **Financial regulations**

EFFORTS will maintain a Euro bank account with a Belgian bank. All accounting and budgeting shall be in Euros.

Authorised signatories:

The Treasurer and two other Council members are to be signatories. The Executive Board will name from time to time authorised signatories both for use the Association's bankers and for internal purposes. The authority of the signatories to make payments for budgeted expense, to recruit staff or to engage the EFFORTS by contract is as follows: Cost to the EFFORTS, annual remuneration costs for staff or engagement over life of contract:

Up to € 1.000	one signatory
€ 1.000 to € 5.000	two signatories
Over € 5.000	Council approval

The Council may also authorise named officers and EFFORTS Office staff to use debit cards. These should be limited to a maximum of € 650 per month. Vouchers should be approved by an authorised signatory in the month following.

### **Fundraising bids**

In as much as fundraising bids, if successful, may impose future constraints on the Association, care must be taken to ensure that the Council understands and approves the objectives for which funding is being sought.

## **Reimbursements of expenses**

As a charitable organisation, EFFORTS encourages its staff and volunteers to assist the organisation in ensuring that all costs incurred are necessary and are kept to a minimum without impairing the efficiency of the organisation.

Staff and volunteer travel, accommodation and subsistence expenses will be reimbursed against receipts. They are all expected to be kept reasonable. Travel should be public, where possible. Where there is no reasonable alternative to the use of a car, EFFORTS will reimburse costs at the current rates set by the tax authorities.

Taxis should be used only when there is no reasonable alternative. Receipts must be provided, as for public transport journeys. For reasons of safety, taxi fares home may be reimbursed for journeys after 21.00 or when the area is unknown and unsafe.

When there is an alternative arrangement to staying in a hotel, for example with friends, an allowance of € 25 per night can be claimed, without support of receipts.

Subsistence that can be claimed for includes breakfast (if not included in the room rate), lunch, evening meal and beverages (excluding alcoholic beverages), to an overall maximum of € 35 per day.

Council and Committee member expenses are not reimbursed.