

# INTERNAL RULES OF THE EUROCLIO ASSOCIATION

## As amended at the General Assembly in 2016

### ARTICLE XV: INTERNAL RULES

1. The Internal Rules of EUROCLIO are specifications of the Statutes. A simple majority in the General Assembly (GA) can approve of any changes in the Internal Rules suggested by the board.

### ARTICLE V: MEMBERSHIP

#### 1. Membership fees and number of votes

- a. The annual fees of **Full Members** are based on the amount of members that a Full Member Association has, and the country where a Full Member is located. Following the European Union Erasmus+ guidelines, there are four country categories (A, B, C and D) and four size categories (I, II, III and IV). The size of the fees can be found in Table 1 below.

Table 1 Membership fees and votes

Amount of members of the (Full Member) Association	Category I < 199	Category II 200 - 499	Category III 500 - 999	Category IV > 1000
Category A	€ 241,00	€ 482,00	€ 723,00	€ 964,00
Category B	€ 214,00	€ 428,00	€ 642,00	€ 856,00
Category C	€ 137,00	€ 274,00	€ 411,00	€ 548,00
Category D	€ 74,00	€ 148,00	€ 222,00	€ 296,00
Number of votes	1	2	3	4

An overview with the Erasmus+ categories for each country is included as **Appendix 1** to these internal rules. These categories are based on the amount of money that the European Commission gives for one-day work by a teacher in the Erasmus+ programme in 2016. The Erasmus+ categories are published on the official site of the European Union.

Full Members that don't levy a membership fee to their respective members and also don't have an income of more than five times the fee they should pay according to Table 1 above, are eligible to be exempt from paying the fee by the EUROCLIO Board.

Full Member Associations who have paid their fee of the year that the GA is held, and Full Member Associations who are exempt from paying the fee in the year that the GA is held can vote. The number of votes, ranging from 1 – 4, depends on the size of the Full Member Association.

If a Full member that cannot pay their annual fee, it can write a motivated request to the Board. In this case, the Full Member should apply in **writing 2 weeks before the General Assembly** of the year involved for a waiver of 25 %, 50 % or 75 %. Based on the grounds brought up the Board will **decide at least 3 days before the General Assembly**. In this case, the Board can decide to reduce the number of votes to zero for the General Assembly of the year of the fee.

If a Full Member Association does not pay for 2 subsequent years without being exempt, the Board can decide to give this member a dormant status. A dormant member has no voting rights. The board can decide to change the status of a Full Member Association from dormant to active upon request of this Association.

- b. The annual fee for **Associate Member** is 80 EURO per year.

Associate Members have no right to vote during the General Assembly, but have a say in network consultations to help set priorities for project fundraising and for the development of educational materials by EUROCLIO.

If an Associate Member cannot pay its annual fee, it can write a motivated request to the Board. In this case, the Associate Member should apply in **writing 2 weeks before the General Assembly** of the year involved for a waiver of 25 %, 50 % or 75 %. Based on the grounds brought up the Board will **decide at least 3 days before the General Assembly**.

If an Associate Member Organisation does not pay for 2 subsequent years, the Board can decide to give this member a dormant status. The board can decide to change the status of an Associate Member Organisation from dormant to active upon request.

- c. The annual fee for **Individual Members** is determined by the Individual Member itself, but Individual Members are expected to pay a fee of at least 10 EURO ,-. **Appendix 2** shows the suggested fees for individual members based on their netto income per month.

Individual Members have no right to vote during the General Assembly, but have a say in network consultations to help set priorities for project fundraising and for the development of educational materials by EUROCLIO.

d. Honorary Members don't pay a fee and don't have voting rights.

## **2. Collection policy**

- In the first 2 months of a year, a normal request will be sent to ask to pay the fee. This request will include information about the rules for exemption or reduction of the fee.
- After 3 months from the first notification, in case of not paying, a reminder letter will be sent, asking for reasons of not paying.
- After 3 months from the second notification, in case of not paying, the second reminder letter will be sent, asking for reasons of not paying.

## **3. Member registration**

A database/register of the names and addresses of all Members (Full, Associate, Individual and Honorary) will be kept by the EUROCLIO Secretariat.

## **ARTICLE IX: GENERAL ASSEMBLY**

### **1. Chairing the meeting**

The President shall preside over the General Assembly. If the President is absent this task shall be fulfilled by the Vice-President.

### **2. Voting procedures**

- a. Only Full members have voting rights at the General Assembly of the EUROCLIO Association.
- b. To vote at a General Assembly a Full Member should have an official delegate from that association present in person.
- c. Only Full which have paid their last calendar year's membership fee are eligible to vote at the Assembly. In cases where an Association is unable to pay its full fee, the number of votes is related to the fee paid (Article V, 1 d)
- d. New Full members accepted at any Assembly are entitled to vote from the next assembly onwards.
- e. Should any decision making require voting, for example elections for the EUROCLIO Association Board, this shall usually be by secret ballot, conducted under the supervision of the voting committee appointed as necessary from the Assembly elected by voting by raising hands.
- f. The voting committee shall consist of individuals that 1) are a representative of a member association; 2) do not have any other official role in the General Assembly; 3) are not a representative of an association that is up for election. A member of the EUROCLIO Secretariat is included to support the voting process.

- g. In case of electronic voting, the voting is opened for official delegates from Full Member Members.

### **3. Costs of attendance**

Full Members are responsible for meeting the costs of their official delegates attending General Assembly Meetings, and should make clear to the Secretariat who is the holder of any voting rights on behalf of the Association at any particular meeting.

### **4. Procedures for the General Assembly**

- a. General Assembly Documents should be on the EUROCLIO website at least one month before the meeting apart from exceptional circumstances.
- b. Propositions for debate by the General Assembly must be sent to the President no later than a month before the meeting of the General Assembly and circulated to members electronically as soon as possible after this deadline.
- c. The President will usually chair the General Assembly with matters discussed recorded by the Minute Keeper. Where a President or Secretary relinquishes office during a General Assembly they chair/record the entire meeting, and handover responsibility to the newly elected President/Secretary at the end of that meeting.
- d. Should any decision making require voting, for example elections for the EUROCLIO Association Board, this shall usually be by secret ballot, conducted under the supervision of Board members and Secretariat staff, with independent counters of votes appointed as necessary from the Assembly.

## **ARTICLE X: THE BOARD**

- a. The board decides on the number of board members.
- b. The board decides about the profile of the board as a whole and per individual board member
- c. In case of a vacancy the board announces the vacancy at least one month before the General Assembly and invites for applications.

## **ARTICLE XI: THE AUDIT COMMITTEE**

### **1. Election of the Audit Committee**

The General Assembly elects three people to represent the full members to review the financial management and policy in order to advise the General Assembly to approve the financial report.

The members of the Audit Committee can be elected for a term of 2 years, with the possibility of being re-elected at the end of the first term for another 2-years.

### **2. Procedures and methods**

- a. The Audit Committee is informed about the financial results one month before the General Assembly, provided that the External Auditor's Report is finalised.
- b. The Audit Committee will also be informed about non-paying members and fees differentiating from the table. This information is strictly confidential.
- c. Members of the Audit Committee will get their costs covered for one night stay in the place where the General Assembly is held.
- d. Before the General Assembly a meeting of the Treasurer and at least one other Board Member with the Audit Committee will be organized to discuss the financial policy of EUROCLIO.
- e. The Audit Committee will issue a report about their findings with regard to the financial management and policy of the Board, including their findings about the monitoring and prudence of the Board related to the Membership fees (on an anonymous basis taking into account full privacy of the members involved.)
- f. The report of the Audit Committee will be attached to the minutes of the General Assembly.

## Appendix 1 Country Categories following the Erasmus+ Guidelines 2016

Afghanistan				Category D
Albania				Category D
Algeria				Category D
Andorra		Category B		
Angola				Category D
Antigua and Bermuda				Category D
Argentina				Category D
Armenia				Category D
Australia	Category A			
Austria	Category A			
Azerbaijan				Category D
Bahamas			Category C	
Bahrain			Category C	
Bangladesh				Category D
Barbados				Category D
Belarus				Category D
Belgium		Category B		
Belize				Category D
Benin				Category D
Bhutan				Category D
Bolivia				Category D
Bosnia and Herzegovina				Category D
Botswana				Category D
Brazil				Category D
Brunei		Category B		
Bulgaria				Category D
Burkina Faso				Category D
Burundi				Category D
Cambodia				Category D
Cameroon				Category D
Canada	Category A			
Cape Verde				Category D
Central African Republic				Category D
Chad				Category D
Chile				Category D
China				Category D
Colombia				Category D

Comoros				Category D
Congo				Category D
Congo – Democratic Republic of the				Category D
Cook Islands				Category D
Costa Rica				Category D
Croatia				Category D
Cuba				Category D
Cyprus			Category C	
Czech Republic			Category C	
Denmark	Category A			
Djibouti				Category D
Dominica				Category D
Dominican Republic				Category D
Ecuador				Category D
Egypt				Category D
El Salvador				Category D
Equatorial Guinea				Category D
Eritrea				Category D
Estonia				Category D
Ethiopia				Category D
Fiji				Category D
Finland		Category B		
France		Category B		
Gabon				Category D
Gambia				Category D
Georgia				Category D
Germany		Category B		
Ghana				Category D
Greece			Category C	
Grenada				Category D
Guatemala				Category D
Guinea				Category D
Guinea-Bissau				Category D
Guyana				Category D
Haiti				Category D
Honduras				Category D
Hong Kong			Category C	
Hungary				Category D
Iceland		Category B		
India				Category D

Indonesia				Category D
Iran				Category D
Iraq				Category D
Ireland	Category A			
Israel			Category C	
Italy		Category B		
Ivory Coast				Category D
Jamaica				Category D
Japan		Category B		
Jordan				Category D
Kazakhstan				Category D
Kenya				Category D
Kiribati				Category D
Korea (DPR)				Category D
Korea (Republic of)			Category C	
Kosovo				Category D
Kuwait	Category A			
Kyrgyzstan				Category D
Laos				Category D
Latvia				Category D
Lebanon				Category D
Lesotho				Category D
Liberia				Category D
Libya				Category D
Liechtenstein	Category A			
Lithuania				Category D
Luxembourg	Category A			
Macao	Category A			
Macedonia (Republic of)				Category D
Madagascar				Category D
Malawi				Category D
Malaysia				Category D
Maldives				Category D
Mali				Category D
Malta			Category C	
Marshall Islands				Category D
Mauritania				Category D
Mauritius				Category D
Mexico				Category D
Micronesia – Federal States of				Category D



Moldova				Category D
Monaco	Category A			
Mongolia				Category D
Montenegro				Category D
Morocco				Category D
Mozambique				Category D
Myanmar				Category D
Namibia				Category D
Nauru				Category D
Nepal				Category D
Netherlands	Category A			
New Zealand		Category B		
Nicaragua				Category D
Niger				Category D
Nigeria				Category D
Niue				Category D
Norway	Category A			
Oman			Category C	
Pakistan				Category D
Palau				Category D
Palestine				Category D
Panama				Category D
Papua New Guinea				Category D
Paraguay				Category D
Peru				Category D
Philippines				Category D
Poland				Category D
Portugal			Category C	
Qatar	Category A			
Romania				Category D
Russia				Category D
Rwanda				Category D
Saint Kitts and Nevis				Category D
Saint Lucia				Category D
Saint Vincent And The Grenadines				Category D
Samoa				Category D
San Marino	Category A			
Sao Tome and Principe				Category D
Saudi Arabia			Category C	
Senegal				Category D
Serbia				Category D

Seychelles				Category D
Sierra Leone				Category D
Singapore		Category B		
Slovakia				Category D
Slovenia			Category C	
Solomon Islands				Category D
Somalia				Category D
South Africa				Category D
South Sudan				Category D
Spain			Category C	
Sri Lanka				Category D
Sudan				Category D
Suriname				Category D
Swaziland				Category D
Sweden	Category A			
Switzerland	Category A			
Syria				Category D
Taiwan			Category C	
Tajikistan				Category D
Tanzania				Category D
Thailand				Category D
Timor Lest				Category D
Togo, Democratic Republic of				Category D
Tonga				Category D
Trinidad and Tobago				Category D
Tunisia				Category D
Turkey				Category D
Turkmenistan				Category D
Tuvalu				Category D
Uganda				Category D
Ukraine				Category D
United Arab Emirates		Category B		
United Kingdom		Category B		
United States of America	Category A			
Uruguay				Category D
Vanuatu				Category D
Vatican City State		Category B		
Vietnam				Category D
Yemen				Category D
Zambia				Category D

Zimbabwe				Category D
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## Appendix 2 Suggested size of fees for individual members

Income per month (Netto)	
Less than € 500	€ 10
€ 500 - € 1.000	€ 20
€ 1.000 - € 1.500	€ 30
€ 1.500 - € 2.000	€ 40
More than € 2.000	€ 50