

## INTERNAL RULES EUROCLIO - CONCEPT 30-11-11

### ARTICLE XV: INTERNAL RULES

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

### ARTICLE V: MEMBERSHIP

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

- a. For Full Member Associations there are two categories, A- and B, that are related to the amount of members of the association and teacher incomes. In A-countries the teacher salary in the Comenius database is below 300 Euros per month.

The membership fees and the number of votes are as follows:

Amount of members	< 199	200 - 499	500 - 599	> 1000
Fee Categorie A	€ 100,00	€ 200,00	€ 300,00	€ 400,00
Fee Categorie B	€ 250,00	€ 500,00	€ 750,00	€ 1.000,00
Number of votes	1	2	3	4

- b. The fee for Associate and for individual members is 80 EURO per year.
- c. On a regular basis the Board will propose to the GA an inflation-based adaption of the fees.
- d. A member that cannot pay the fee can write a motivated request to the Board. The member should apply in writing before April 1st of the year involved for a waiver of 25 %, 50 % or 75 %. Based on the grounds brought up the Board will decide within 1 month. Part of the decision will be a reduction of the number of votes.
- e. If a member cannot pay the fee at all, the Board can decide to give this member a dormant status. A dormant member has no 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
- After 3 months from the first notification a reminder letter will be sent, asking for reasons of not paying
- After 3 months from the second notification 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 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 Associations which have paid their previous 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 point of their acceptance into membership.
- e. In case of electronic voting, the voting is opened for official delegates from full member Associations.

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

Member Associations 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**

1. The board decides on the number of board members.
2. The board decides about the profile of the board as a whole and per individual board member
3. 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 re-elected each year with a maximum term of three 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.