



Association GIVE EUR-HOPE ASBL Internal Regulation

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A. General provisions

Article 1: Legal base

This internal regulation has been drafted by the Board of the Association GIVE EUR-HOPE asbl in line with powers conferred by article 32 of the Statutes. It complements and clarifies the provisions of Belgian law and the Association's Statutes.

Article 2: Objective, mission statement, criteria

The Association's aims and the implementation of activities in order to achieve them are set out in the Statutes and, in particular, in article 2.

The Association will set out its objective « to promote, through concrete actions, the solidarity of EU staff with individuals, families or groups living in poverty and experiencing social exclusion » in any documents which it distributes, in its promotional material and on its website.

When granting financial support to projects, selection will be carried out on the basis of the criteria defined in the document « Selection criteria for projects supported by GIVE EUR-HOPE asbl. »

Article 3: Legal powers of the Board

In cases which are not foreseen by this Internal Regulation, the Board will act in compliance with the powers granted by the General Assembly and by the Association's Statutes. If such actions become a regular occurrence, they will be included in written provisions and subsequently in this Regulation.

Article 4: Working languages

The Association's working languages are French and English. Documents published by the Association must be in these languages. If possible, documents distributed to members should also be drafted in both languages. The Board may agree to exceptions to this rule, in particular in relation to minutes of meetings. The Board's President and the Working Group facilitators foreseen in article 24 below will encourage participants in their respective meetings to use one of these languages, as they prefer.

B. Virtual and Plenary General Assemblies

Article 5: Virtual General Assembly

(1) According to article 13 of the Statutes, a virtual general assembly may be organised when issues of timing or location make it difficult to organise an actual meeting.



- (2) The President must initiate a written procedure by circulating a draft resolution to all full members giving them a deadline of at least 3 days to submit their agreement, disagreement or any amendments to the Secretary.
- (3) Any full member wanting an oral discuss of the resolution should submit a reasoned request to the President during the course of the written procedure. The President must accept this request if it is supported by a quarter of the Association's full members.
- (4) The General Assembly's proposed resolution is considered adopted at the end of the deadline foreseen in paragraph 2, if a simple majority of full members has agreed. For questions relating to article 16 of the Statutes, the majority is three quarters of the votes.
- (5) If the Secretary receives any amendments which are compatible with each other, the President will open a new written procedure, with a further 3-day deadline in order for other members to adopt the resulting amended resolution. If the proposed amendments are incompatible with each other, the proposed resolution is deemed to have been rejected.

Article 6. Plenary Assembly of members

- (1) According to article 21 of the Statutes, the Board is responsible for organising a plenary Assembly of members at the time, date and place indicated in the convening notice.
- (2) Full members, supporting members and honorary members are invited by ordinary mail, e-mail or any other form of communication at least three weeks in advance of the Assembly.
- (3) A supporting or honorary member wishing to add any issue to the agenda relating to the subject, aims, operation or projects of the Association should inform the Secretary at least 2 weeks before the Assembly.
- (4) No quorum is required for holding a plenary Assembly of members.
- (5) Minutes of the discussion in the plenary Assembly will be circulated to all members at the latest during the month following the meeting.

C. Role, composition and operation of the Board

Article 7: Mandate

The Board is the Association's executive body responsible for its day-to-day management in accordance with the aims set out in article 2 of the Statutes. It acts as a college in line with the provisions of this Internal Regulation and in respect of the rules set out in articles 22 to 27 of the Association's Statutes.



Article 8: Composition

- (1) While, according to article 24 of the Statutes, 5 people may be co-opted from members of the Association who work together regularly on its activities, particularly in the context of the working groups set up by the Board, the mandates of members co-opted by the Board end during the General Assembly following the co-option, unless the General Assembly decides to extend them.
- (2) If the President, Treasurer or Secretary are prevented from carrying out their duties for several weeks, the Board may temporarily entrust them to another Board member. Such a temporary mandate ends when the President, Treasurer or Secretary are able to resume their duties or, at the latest, by the following General Assembly.
- (3) In addition to what is indicated in paragraph 2 above and in article 18, paragraph 2, the Treasurer will give appropriate instructions to the banks in order to give the Secretary the right of signature for banking transactions. However, this right can only be exercised if the Treasurer is occasionally prevented and on instruction from the President or Treasurer on a case-by-case basis.

Article 9: Frequency, presidency, participation

- (1) As a general rule, the Board will meet on a monthly basis. It will meet urgently when the Association's interests require or at the request of a quarter of Board members.
- (2) Board members may be represented by one of their colleagues specifically designated for each session. A Board member may only represent one of their colleagues.
- (3) Board meetings are open to all Association members. External observers may be invited with the agreement of the Board's President. However, only Board members designated by the last General Assembly and members co-opted according to article 8 (1) above have the right to vote.
- (4) Board deliberations are recorded in written minutes approved by the Board. They are then made available to all Association members at its headquarters. In particular, the results of each vote (number of votes for, against and abstentions) are indicated in the minutes together with the decision taken.

Article 10: Possible procedures

Board decisions are taken:

- (a) at meetings by oral procedure in line with the provisions of article 11 and 12 of this Internal Regulation, or
- (b) by written procedure in line with the provisions of article 13 of this Internal Regulation, or



- (c) by empowerment decision in line with the provisions of article 14 of this Internal Regulation.

Article 11: Normal oral procedure

(1) The Board takes decisions at its meetings by oral procedure and generally by consensus. However, a proposed decision may give rise to a vote if requested by one of the Board members present or if it is an « important proposal » as laid down in article 12.

(2) When a member has requested a vote, any deliberations require the participation of more than half of Board members, either through those present or those having mandated one of the participating members. Decisions are then taken by simple majority of the votes cast. Abstentions are not counted in the number of votes cast. In case of a tie, the President or the member replacing him has the casting vote.

Article 12: Oral procedure in the case of important proposals

(1) The adoption of an « important » proposal is only valid if at least a majority of two thirds of Board members present or represented has voted in favour.

(2) An « important » proposal is defined as:

- (a) a commitment of funds above 10,000 EUR;
- (b) a major exception to normal selection criteria;
- (c) a public stance, for example through a petition, on a problem of poverty or social exclusion which the Board wishes to propose to Association members to support;
- (d) the exclusion of a member as foreseen in article 7 of the Statutes which must be ratified by the General Assembly.

(3) Board members must be consulted within a reasonable period on any « important » proposals. This may be during a Board meeting, in which case the vote must take place during another meeting, or in writing or by e-mail 8 days before the meeting during which the vote will be taken.

(4) Article 11, paragraph 2, sentences 3 and 4 apply to votes on « important » proposals.

Article 13: Written procedures

(1) In special cases, the Board may take decisions by written procedure when a decision cannot wait for the next meeting or in application of article 23, final paragraph of the Statutes.

(2) It is up to the President to initiate such a procedure. In which case, he circulates a draft proposal to all Board Members and sets a deadline of at least 3 days to submit their agreement, disagreement or any amendments to the Secretary.



(3) Any Board member wanting an oral discussion of the draft proposal should submit a reasoned request to the President during the course of the written procedure, The President must accept this request if it is supported by at least a quarter of Board members.

(4) The proposed decision is considered adopted at the end of the deadline foreseen in paragraph 2, if a simple majority of Board members has agreed. Board members who have not reacted within the deadline are considered to have abstained in the sense that their silence is taken as neither agreement nor refusal. Abstentions are not counted in the number of votes cast (in line with the third sentence of article 11, paragraph 2 above).

(5) If the Secretary receives any amendments which are compatible with each other, the President will open a new written procedure, with a further 3-day deadline in order for other members to adopt the resulting amended proposal. If the proposed amendments are incompatible with each other, the proposal is deemed to have been rejected.

(6) Article 9 (4) applies to written procedures.

Article 14: Empowerment decisions

The Board may authorise one or several of its members to take decisions in its name, within the limits and conditions set down in a Board decision. In particular, the « Projects Group », represented by the Vice-President responsible for its co-ordination, may take the final decision on a financing proposal which the Board has approved in principle.

D. The Bureau

Article 15: Composition and Mandate

(1) The Président, Vice-president(s), Secretary and Treasurer form the Association's Bureau. The Bureau meets as often as necessary and, in any event, several days before each Board meeting.

(2) The Bureau draws up the agenda of each Board meeting. Any Board member wishing to propose an agenda point must inform the President who will consult the Bureau.

(3) The Bureau is responsible for the day-to-day management of the Association, according to article 25 of the Statutes.

(4) The Bureau oversees the division of files between the working groups which the Board has set up in line with article 23 of these Rules, in particular with a view to examining any draft projects received by the Association and planning any awareness actions which the Association wishes to undertake.



E. Secretary of the Association

Article 16: Nomination

The Board designates from within its members the Secretary of the Association, according to article 22 of the Statutes. With the Board's agreement, the Secretary may be assisted in their work by one or several people.

Article 17: Duties

The Board entrusts the Secretary with specific duties of a permanent or occasional nature. These duties will cover:

- (a) drafting and possible distribution of Board and General Assembly minutes;
- (b) presentation to the Board of lists of new members and the sending of confirmation and letters of thanks;
- (c) updating, with the Treasurer's agreement, of lists of supporting members, their office and/or private address and the list of occasional donors;
- (d) entering transactions in the accounting application;
- (e) circulation and filing of files relating to draft projects and those adopted by the Board and the creation of lists outlining the progress of these files;
- (f) the follow-up required for the swift execution of payments and entering of transactions; to this effect the Secretary will ensure that a commitment letter is either sent to the project applicant within 8 days following the Board's decision or, at the latest, 15 days after the commitment letter has been returned by the applicant in question;
- (g) setting up of a database listing beneficiaries and associations/partner organisations;
- (h) the Secretariat of the « Projects Group » unless the Board entrusts these duties (set out in article 25), in agreement with the Secretary, to someone else.

F. The Treasurer and financial management

Article 18: The Treasurer

(1) The Board designates the Treasurer of the Association from within its members, according to article 22 of the Statutes.

(2) The Treasurer represents the Association with regard to the banks which manage its accounts. Subject to article 8 (3), he alone is authorised, in co-ordination with the Vice-President of the « Projects Group » to give instructions to these banks. He receives bank statements and other similar documents and can communicate them to the Secretary, in order to obtain the necessary information for establishing membership lists.

(3) He regularly informs the Secretary of subscriptions paid in order to draw up membership lists.



(4) He establishes annual accounts which must be included in the report of each General Assembly.

(5) He informs the Board about the Association's budgetary situation at each of its meetings. This information will include a provisional estimate of the Association's financial situation, covering at least the period up to the next Board meeting.

Article 19: Subscriptions

(1) The Association finances its activities through its members' subscriptions and periodic donations.

(2) The Association invites its members to pay their subscriptions on a monthly basis. The amount of subscriptions is known only to the Treasurer and the Secretary and, if requested, by the President.

Article 20: Management rules

(1) The Board will refrain from committing funds for financing new projects, if the total sums involved exceed, at the time of the decision, the most recently recorded assets and taking account of all commitments still to be taken.

(2) The Board will ensure that a cash advance equivalent to the financing of 2 or 3 projects will always remain available. This is not to provide a major financial cushion but to have working capital available in order to facilitate the decision-making process.

(3) When a commitment notification has been sent to the project applicant and a sum blocked, awaiting confirmation from the applicant that certain conditions have been met, the Board will unblock that amount by deciding to annul the commitment if these conditions have not been met or if a satisfactory response from the applicant has not been received within 6 months following the commitment notification.

G. The Association's independence

Article 21: Memberships

The Secretary will submit to each Board meeting a list of people wishing to join the Association. If the Board makes not comment on this list, the Secretary will send a letter to those people confirming their membership and thanking them for their support. This letter constitutes acceptance of the conditions foreseen in article 5 a) of the Statutes.

Article 22: Independence with regard to donors

(1) The Board will not accept regular or major donations proposed by commercial firms, public institutions (including the European institutions), other NGOs or by individual donors



if in return the Association had to undertake to disseminate certain information, particularly of a promotional nature, or to act in the interest of such donors in any way at all.

(2) This provision does not, however, prevent the Board from allowing the logo of commercial firms, public institutions (including the European institutions) or other NGOs to appear at a specific sporting, theatrical, musical or similar event if they have provided the Association with the means to organise the event in question.

(3) The Association's membership list will never be made available to a third party.

(4) The Association will not propose the sale of products or services to its members from commercial firms, public institutions or other NGOs unless it involves the sale of products or services for the benefit of social groups living in poverty which the Association intends to support when organising such sales.

H. Working Groups

Article 23: « Projects Group » and « Communication-Awareness Group »

According to article 24 of the Statutes, the following working groups are set up within the Association: « Projects Group » and « Communication-Awareness Group ». Their tasks, in their respective areas, are to prepare and facilitate the Board's decisions or their implementation.

Article 24: Composition, operation, manuals

(1) Participation in the working groups is open to all the Association's members, as well as to volunteers wishing to take part in their activities and to visitors wishing to get to know their work.

(2) Working Groups are facilitated by a designated Board member who fulfils the role of Vice-President.

(3) Working Groups are directly responsible to the Board for their actions and decisions.

(4) The working practices, actions undertaken and responsibilities of the Working Groups are regulated by specific Working Group Manuals approved by the Board.

Article 25: « Projects Group » Secretariat

If the work carried out by the Secretary of the Board leaves him enough time, he also provides the secretariat for the « Projects Group ». This involves the following duties:

(a) drafting of agendas in agreement with the Vice-President responsible for facilitating the « Projects Group » and minutes of meetings of the Group; in order to prepare the



- agendas, the Secretary sorts the proposed projects received, according to the selection criteria fixed by the Association, and puts those worthy of further examination on the agenda;
- (b) preparation of commitment letters and payment orders in line with the Treasurer's instructions; in this context, a « commitment letter » is a written document (or a duly authenticated electronic document) in which the Association agrees to pay to the applicant a sum which the Board has agreed to support the project in question. The applicant must sign the document and return it together with his details including, in particular, bank account information. They will also confirm that the sum will be used exclusively for the aims outlined in the funding request and undertake to submit a report to the Association, on completion of the project, within the deadline indicated in the letter;
 - (c) preparation and sending of letters rejecting projects or requests for further information;
 - (d) regular supervision and establishment of follow-up reports – including if possible photographic documentation – on each project adopted by the Board and filing of copies of information sheets and follow-up reports in the Association's archives.

I. Entry into force

Article 26: Publication

This Internal Regulation enters into force following its approval by the General Assembly. It will be communicated to all members of the Association.