

I1 Statutes

Proposer: FYEG
Agenda item: 1 Statutory documents

Motion text

1 Article 1 : Name

2 An international non-profit organisation was set up bearing the name of
3 "Fédération des Jeunes Écologistes Européens" in accord with the Belgian law of
4 October 25th 1919 and recognised by royal decree of March 20th 1996.

5 The name of this organisation shall be from now: " Federation of Young European
6 Greens " , abbreviated " FYEG AISBL", and the organisation is now under the
7 rules of title III of the Belgian law of 27 June 1921 concerning the non profit
8 organisations, the international non profit organisations and the foundations.

9 Article 2 : Address of the administrative seat

10 The seat of the organisation is at the address: Rue du Taciturne 34, 1000
11 Bruxelles, Belgium.

12 The seat can be moved to any other place in Belgium by decision of the Executive
13 Committee if published in the annexes of the Moniteur Belge.

14 Article 3 : Objective

15 The organisation has the following non-profit making goals of international
16 benefit.

17 A) To organise the education of the member organisations and their individual
18 members. Thee education will be on the field of ecology, sustainability,
19 democracy, social justice and international solidarity.

20 B) For this the federation will assist its members with the extension of their
21 network and provide educational and practical assistance to their activities.

22 C) Provide a forum where young people with greens sympathies from all over
23 Europe can engage in a meaningful dialogue.

24 The activities that the federation organises to achieve above goals are the
25 following:

26 A) Activities exchange

27 B) Seminars and study sessions

28 C) Training programs

29 D) Awareness raising campaigns

30 **Article 4 : Members**

31 The organisation is open to Belgians and foreigners.

32 It is composed of organisations with legal personality according to the laws and
33 customs of the country they are founded in. There are three categories of member
34 organisations:

35 • Full members

36 • Candidate members

37 • Associate members

38 **Article 5 : Joining. Leaving and exclusion**

39 **5.1 Conditions for joining**

40 Joining the federation is subject to following conditions:

41 **1. Full Members:**

42 To become a full member the organisation has to be a candidate member for at
43 least one year. To become a full member the candidate organisation shall send an
44 official application to FYEG Secretariat. This application shall include its
45 statutes, the number of individual members, age limit, list of activities,
46 budget and all other possibly relevant information. The organisation will then

47 be visited by at least one member of the Executive Committee. The Executive
48 Committee will then advise the General Assembly about the application.

49 Full members can participate in the General Assembly, have speaking rights and
50 have voting rights at the GA.

51 **2. Candidate members:**

52 Candidate members shall be organisations who have the ambition to within a
53 certain time frame apply for full membership. Candidate members should fulfill
54 the following criteria:

- 55 • Be active on a regional or national level.
- 56 • Consist mainly of young people
- 57 • Subscribe the statutes and the political platform of FYEG AISBL.
- 58 • Send an official application to FYEG with its statutes, number of individual
59 members, age limit, list of activities, budget and all other possibly relevant
60 information.

61 The Executive Committee will present the application to the next General
62 Assembly.

63 Candidate members can participate in the General Assembly, have speaking rights
64 but do not have voting rights.

65 **3. Associate members:**

66 An organisation that doesn't want to become a full member or doesn't fulfill all
67 criteria can apply for associate membership. They shall send an official
68 application to the secretariat of the federation together with its statutes,
69 number of members, age limit, list of activities, budget and all relevant
70 information.

71 Associate members can participate in the General Assembly, have speaking rights
72 but do not have voting rights.

73 **5.2 Leaving the federation**

74 Every member organisation can at all times cancel its membership. For this they

75 shall send a signed letter to the Executive Committee with a motivation for the
76 cancellation of their membership.

77 The Executive Committee shall inform the next General Assembly about this
78 motivation. A member organisation that leaves the federation loses all claims to
79 the assets of the organisation.

80 **5.3 Suspension and exclusion**

81 Suspension of membership can be proposed by the Executive Committee to the
82 General Assembly. The suspension will be decided upon by the General Assembly
83 with a two third majority. Suspended member organisations can ask the revocation
84 of their suspension at the next General Assembly. For this, they shall send a
85 signed motivation letter to the Executive Committee one month before the General
86 Assembly.

87 Exclusion of a member organisation can be proposed by the Executive Committee to
88 the General Assembly. The suspension will be decided upon by the General
89 Assembly with a two third majority. Suspended or expelled member organisations
90 have no claim on the assets of the organisation.

91 **Article 6 : Membership fee**

92 The member organisations pay a yearly contribution of maximum 10.000 euro as
93 determined by the General Assembly on proposal of the Executive Committee.

94 **Article 7 : The General Assembly**

95 **7.1. Powers of the General Assembly**

96 The General Assembly has the broadest competence in order to achieve the goals
97 and activities of the organisation. The following competences are exclusive to
98 the General Assembly:

- 99 a) changing the statutes
- 100 b) electing and expelling Executive Committee members
- 101 c) Approval of the budget and annual accounts
- 102 d) Acquittal of Executive Committee members

103 e) Voluntary disbanding of the organisation

104 f) Expulsion of a member organisation

105 g) Other powers:

106 • the acceptance and changing of the internal rules of procedure (IRPs)

107 • the acceptance and changing of the political platform

108 **7.2. Composition**

109 The General Assembly consists of all member organisations.

110 Only full members have voting rights.

111 All full members have two votes.

112 Candidate member organisations and associate members can attend the General
113 Assembly but have no voting rights.

114 **7.3. Meeting and official call.**

115 The General Assembly is chaired by a presidency proposed by the Executive
116 Committee and elected by the General Assembly. The General Assembly meets every
117 year at the administrative seat or any other place as described in the official
118 Call. The call will be made by the Executive Committee and will be sent out by
119 email or any other communication tool. The call shall be issued at least one
120 month before the General Assembly and will contain the points on the agenda.

121 An extraordinary meeting of the General Assembly can be called by the Executive
122 Committee or one fifth of the full members in the following cases:

123 • One fifth of the full members thinks to have sufficient evidence that the
124 Executive Committee is acting either against the Goals of the federation or by
125 its decisions and actions is gravely endangering the organisation.

126 • The Executive Committee judges that an unforeseen and extraordinary situation
127 has arisen which makes it necessary for the General Assembly to meet. And by the
128 following procedure:

129 The member organisations who wish to call an extraordinary General Assembly

130 inform by signed letter the Executive Committee. The Executive Committee has 8
131 days after receiving the letter to make the necessary preparations and issue the
132 call. The call will be made by the Executive Committee and will be sent out by
133 email or any other communication tool. The call shall be issued at least eight
134 days before the General Assembly and will contain the points on the agenda.

135 **7.4. Decision making**

136 The General Assembly can only take binding decisions if more than half of its
137 full members are present.

138 The General Assembly can add points to the agenda of the meeting.

139 Except in the cases foreseen in these statutes and in the IRPs, all decisions
140 are taken by simple majority of the present and represented member
141 organisations.

142 All decisions taken will be communicated to the member organisations in the
143 following way. The minutes of the General Assembly will be sent out to the
144 member organisations within 14 days by email or any other communication tool.

145 The decisions of the General Assembly are noted down and published on the FYEG
146 website.

147 **Article 8. Changing the statutes and disbanding** 148 **the organisation.**

149 All proposals for changing of the statutes or disbanding the organisation will
150 come from the executive committee or 5% of the full members of the organisation.

151 The executive committee has to inform the member organisations at least one
152 month before the General Assembly which proposals will be discussed as well as
153 about the proposals themselves.

154 The General Assembly can only change the statutes with a two third majority.

155 The General Assembly decides the way the organisation will disband and fulfil
156 its obligation. The assets after the disbanding will be donated to a legal
157 person with a similar goals as the disbanded organisation, decided upon by the
158 GA.

159

Article 9. Executive Committee

160 9.1. Competence

161 The Executive Committee is entrusted with all matters of management concern
162 except those that belong to the General Assembly.

163 The Executive Committee and the Secretary General are in charge of the daily
164 management of the organisation. The competences of the daily management are
165 described in article 11 and in the Internal Rules of Procedure.

166 9.2. Composition of the Executive Committee

167 The organisation is run by the Executive Committee, consisting of at least three
168 members. The members are elected by the General Assembly for one year and their
169 mandate can be renewed three times. Their function will be ceased by death,
170 resignation, civil incapacity or legal guardianship, dismissal or ending of the
171 term of their mandate.

172 Executive Committee members can be dismissed by the General Assembly who decides
173 on this with a two third majority. In case of a mandate not filled in, the
174 Executive Committee can choose to announce a by-election for a replacement who
175 continues the mandate.

176 Within the Executive Committee there are two Co-Spokespersons and a Treasurer.

177 9.3. Meeting and call

178 The Executive Committee meets at least four times a year. The call will be sent
179 out by email or any other communication tool.

180 9.4. Decision making

181 The Executive Committee can only meet validly if at least half of its members
182 plus one are present or represented.

183 Decisions of the Executive Committee are taken by simple majority of the members
184 present and represented.

185 9.5. Register of the decisions

186 The decisions are noted down in minutes kept by the secretary general who
187 ensures the accessibility of the minutes to member organisations.

188 **Article 10. Legal representation of the**
189 **organisation**

190 All documents binding the organisation need to be, except in cases of special
191 mandates, signed by a member of the executive committee or the secretary general
192 and who need to present a justification of their mandate to third parties.

193 The Executive Committee acts for the organisation as plaintiff or defender in
194 juridical cases and is represented in them by a member of the Executive
195 Committee or the secretary general.

196 **Article 11. Daily management**

197 **11.1. Composition**

198 The daily management consists of the Executive Committee and the secretary
199 general.

200 The secretary general is an employee and is hired by the Executive Committee
201 according to the procedures written down in the IRPs.

202 **11.2. Powers**

203 All members of the daily management have full access to the financial accounts
204 of the organisation.

205 For things concerning these accounts, the signature of only one of the members
206 of the daily management is required.

207 The daily management can represent the organisation legally as stated in article
208 10.

209 **Article 12. Budget and annual account**

210 The fiscal year of the organisation starts January 1st and ends December 31st.
211 In accordance with article 53 of the law, the annual accounts of the previous
212 fiscal year and the budget of the next fiscal year are every year made by the
213 Executive Committee and presented for approvalpresented to the General Assembly.

214

Article 13. General provisions

215

For everything that is not foreseen in the statutes above, and especially

216

concerning the publications in the annexes to the Moniteur Belge, will be acted

217

in accordance with the provisions of title III of the law of 27 June 1921

218

concerning the non-profit organisations, international non profit organisations

219

and the foundations.

I2 Internal Rules of Procedure

Proposer: FYEG
Agenda item: 1 Statutory documents

Motion text

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
4 will be 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
8 rules than necessary. All rules are stated in the chapters 1-6 and are
9 followed by 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. (cf.
15 Statutes 4) For the procedure of application for these membership categories cf.
16 7.2.1 and Statutes 5.

17 One can not be a candidate MO for more than 3 years without applying for full
18 membership. After 3 years, the EC can propose the suspension or exclusion of the
19

candidate MO.

20 *1.1.2 Membership criteria*

21 Member organisations shall:

- 22 • be European except for Observers. The exact definition is in the hands of the
23 GA;
- 24 • be active, on national or regional level;
- 25 • subscribe to the statutes and political platform of FYEG;
- 26 • function based on democratic principles;
- 27 • consist mostly of young people.

28 FYEG prefers regional organisations to join forces and set up a national
29 organisation. If two or more regional organisations of which at least one is
30 already a full MO of FYEG join forces, the new organisation can apply as a full
31 MO.

32 *1.1.3 Membership fees*

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

34 *1.1.4 Suspension and exclusion of a MO*

35 The EC has a right to propose the suspension or exclusion of an MO, for example
36 if:

- 37 • no update or other contact is made between an MO and FYEG EC between two GAs,
- 38 • the MO doesn't fulfill one or more of the membership criteria
- 39 • the MO didn't pay their membership fee (see 1.1.5)
- 40 • major changes that happened in the MO (see 1.1.6) which need to be
41 investigated by the EC

42 The suspension or exclusion of an MO will be decided upon by the GA (See 3.5.1)

43 The suspension of an MO means that the organisation loses its voting rights and
44 becomes an observer. When an MO is suspended, the EC:

- 45 1. informs the MO about their current situation via a letter explaining the
46 consequences
- 47 2. makes all reasonable efforts to enable the MO to regain its full membership
- 48 3. creates a report on this process to be voted upon at the following GA. At the
49 beginning of the next GA the EC presents its report.

50 The exclusion of an MO means that this organisation is not listed as a member
51 organisation anymore and hence loses all of its rights within FYEG. Following an
52 exclusion, an organisation that wishes to rejoin FYEG is expected to follow the
53 entire membership procedure, as a new organisation would.

54 *1.1.5 Suspension and exclusion in case of non-payment of membership fee*

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

- 60 1. inform said MO via a letter about their situation
- 61 2. make all reasonable efforts to achieve a solution before the following GA
- 62 3. create a report on the process to be voted upon at the following GA. At
63 the beginning of the next GA the EC presents its report.

64 If it is established that the concerned organisation has not paid the membership
65 fee for two consecutive years, the GA will vote on a suspension.

66 If it is established that the concerned organisation has not paid the membership
67 fee for three consecutive years, the GA will vote on an exclusion.

68 In case the MO has no running budget for a particular year (is a suspended
69 organization) and/or is in debt, the MO can be relieved from the payment of the
70 MO fee by decision of the GA (see Article 5.2).

71 *1.1.6 Membership reviews*

72 For each General Assembly, the EC will ask each member organisation a very short
73 summary report of their status and activities.

74 FYEG Executive Committee presents a summary of those including:

- 75 • Current status of each organisation (Observer/Candidate/Full)
- 76 • MO's successes and achievements over the last year
- 77 • Participation in previous GAs and FYEG activities throughout the year
- 78 • Confirmation of the fulfillment of FYEG membership criteria (Cf Article
79 1.1.1)

80 In case of major changes (change of organisations' name, split in the
81 organisation, merge with another organisation, change of political affiliation,
82 contested election, etc.), the EC can propose the General Assembly to vote on
83 that change. The GA may, among other options, take note of the change or suspend
84 the membership of the organisation to give sufficient time to the EC to look
85 into the situation.

86 **1.2 Working with the MOs**

87 *1.2.1 MO duties*

88 Each MO should keep FYEG updated about:

- 89 • changes in the board
- 90 • valid contact addresses for the MO list and the website
- 91 • activities

92 *1.2.2 FYEG duties*

93 FYEG will provide the MOs with:

- 94 • information about statutory meetings
- 95 • minutes and reports from statutory meetings and ECMs
- 96 • a newsletter containing information and participation possibilities in
97 current activities
- 98 • regularly updated contacts of other Member Organisations

99 **2. Bodies**

100 **2.1 General Assembly**

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

103 *2.1.1 Composition*

104 The general assembly is composed of one or two delegates per full MO and one
105 delegate from each candidate and observer organisation. Each full MO has two
106 voting rights at the GA if the membership fee is paid. (cf. 1.1.5, 5.2)

107 The general assembly can only take binding decisions if more than half of the
108 Federation's full MOs are present. (cf. Statutes 7.4)

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

110 People who are employed by FYEG or are members of the FYEG Executive Committee
111 cannot be delegates to the general assembly. These people can, however, be
112 observers.

113 *2.1.2 Competencies*

114 The general assembly:

- 115 • approves/ disapproves the accounts of the previous year, the financial
116 report and the budget for the upcoming year

- 117 • approves/ disapproves the action work plan presented by the EC

- 118 • adopts/ amends political motions, resolutions, amendments to the political
119 platform, the strategic plan, the statutes and the IRPs

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

- 121 • mandates the working groups

- 122 • Takes note of the current situation of its members and partnerships (cf.
123 1.1.6 Membership reviews)

124 elects:

- 125 • the executive committee

- 126 • the secretary general

- 127 • the advisory committee,

- 128 • the financial control committee

- 129 • the editorial board of Ecosprinter

130 ratifies:

- 131 • resignations of the Secretary General

- 132 • EC decisions about joining or leaving partnerships and membership within
133 other organisations/ networks

134 Changes to the statutory and internal organisational documents take effect from
135 the first working day after the GA meeting where they were changed. People
136 elected by the General Assembly will start their mandate from the first working
137 day after the GA meeting where they were elected, unless other rules applies for
138 their mandate.

139 *2.1.3 Reports*

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

- 141 • the executive committee
- 142 • the secretary general
- 143 • the treasurer (financial report and mid-term financial plan)
- 144 • the advisory committee
- 145 • the financial control committee
- 146 • the working groups

147 *2.1.4 Deadlines and calls*

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

151 The remaining deadlines are structured as follows:

152 12 Weeks before the GA

153 The EC must send out a call for:

- 154 • GA registration
- 155 • the executive committee
- 156 • the secretary general (if applicable)
- 157 • the financial control committee (if applicable)
- 158 • the advisory committee
- 159 • call for presidency
- 160 • The EC must organise an online information session, explaining the
- 161 functioning of the GA and promoting the different open positions.

162 6 Weeks before the GA

163 Deadline for:

- 164 • registration of delegates
- 165 • applications of organisations
- 166 • applications of secretary general candidates

167 4 Weeks before the GA

168 Deadline for:

- 169 • EC candidates

170 • FCC candidates

171 • Ecosprinter editorial board candidates

172 and the submission of:

173 • policy papers

174 • amendments to the political platform, the strategic plan and the IRPs The
175 EC and Sec-Gen must submit to MOs and GA participants:

176 • their activity reports

177 • the FYEG activity report

178 • the FYEG financial report and the financial plan for the upcoming year •
179 the proposed FYEG activity plan for the upcoming year

180 In case the number of candidates is less than the number of positions open
181 and/or if the gender quatum is not met, the EC will re-open the call for a
182 maximum of 7 calendar days for additional candidates of the underrepresented
183 gender and/or positions with lacking candidates.

184 3 weeks before the GA:

185 • Candidates are published

186 2 weeks before the GA:

187 • Support letters for candidates are published

188 Other deadlines:

- 189 • The deadline for submitting emergency resolutions must be 2 days before
190 the start of the GA

- 191 • At the end of the GA's first day, the assembly sets a deadline for
192 amendments and for alternative amendments to the statutes, the IRPs and
193 the political platform (see 2.1.5).After this deadline no more amendments
194 are accepted. Only those amendments that have been submitted to the
195 presidency in understandable writing in due time will be voted upon

196 2.1.5 *Submission of motions and amendments*

197 At the general assembly

- 198 • full MOs
- 199 • the executive committee
- 200 • working groups

201 have the right to submit motions, resolutions and amendments to motions, the
202 political platform, the activity plan, the strategic plan, the statutes and the
203 IRPs, bearing in mind the deadlines specified under 2.1.4.

204 Alternative amendments to the statutes, the IRPs and the Political platform may
205 be submitted, bearing in mind the deadline specified under 2.1.4. They must be
206 in the scope of already submitted amendments. The presidency may declare an
207 alternative amendment ineligible if its scope is different than the original
208 amendment.

209 2.1.6 *Presidency*

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

212 The presidency then:

- 213 • chairs the meetings and discussions at the GA

- 214 • prepares the motions, amendments and voting procedures to the GA • is
215 responsible for taking the minutes of the GA

216 The presidency:

- 217 • consists of four to six people who must not be candidates to any positions
218 at the GA

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

223 *2.1.7 Meeting Rules*

224 Meeting rules regulate the formal sessions of the General Assembly. It regulates
225 the functioning of the GA in terms of, among others: speaking rights,
226 organisation of debates, organisation of Compromise Amendments Sessions and
227 Voting Session.

228 The Meeting Rules are proposed by the outgoing Executive Committee and adopted
229 by the GA with a simple majority on the first day of the General Assembly. They
230 can be later changed with a 2/3 majority, if requested by a Member Organisation
231 or FYEG body.

232 **2.2 Executive Committee**

233 *2.2.1 General tasks*

234 The executive committee is the second highest decision-making body in FYEG. It
235 handles the management of the federation on a day to day basis. Elections for
236 the EC take place at the GA. (cf. 3.4) For requirements for the application cf.
237 7.2.2.

238 The EC:

- 239 • has the right to make statements on behalf of FYEG, in line with the
240 political platform and has the obligation to make them public

- 241 • handles the implementation of the action plan as decided by the previous
242 GA

- 243 • receives and handles applications from organisations that wish to join
244 FYEG and produces a report for the GA including a voting recommendation

- 245 • can engage FYEG in partnerships with external networks and organisations.
246 This type of decision has to be ratified by the following GA

- 247 • selects members of prepteam

- 248 • is responsible for following the budget, with specific responsibilities
249 assigned to the treasurer

250 *2.2.2 Composition*

251 The EC is composed of 8 people

- 252 • who are elected by the GA with their mandate lasting until the following
253 ordinary GA

- 254 • whose mandate can be renewed three times

- 255 • who must not be older than 35

256 Within the EC there are two spokes-persons, who must not be from the same M0,
257 the treasurer and five additional members. The Gender Quota described in Article
258 4.1 applies to the spokespersons.

259 The spokespersons:

- 260 • represent FYEG towards the general public and are a contact point for
261 people from outside the federation

- 262
- represent FYEG within EGP and attend EGP Committee meetings

263 The treasurer:

- 264
- prepares the financial report to the EC and the GAs based on the
265 information delivered from the office. Between GAs the treasurer keeps the
266 EC aware of FYEG's current and future financial situation with regular
267 updates.

268 The reports presented to the EC shall include:

- 269
1. report on incomes – explanation of present incomes sheet and plan for the
270 coming months;

 2. report on expenses – has to be easily understandable, presented according
271 to budget lines, updated with all expenses to a set date, has to include
272 known expenses to come and
273

 - 274 3. Liquidity report

 - 275 4. Projects and contractual obligations report.

276 The reports presented to the GA shall include:

- 277
1. the budget sheets showing final amounts for each budget line;

 - 278 2. a description of the different budget lines;

 - 279 3. an analysis of the budget report based on Gender (Gender Budgeting);

 - 280 4. the list of MO fees paid by each Member Organisation (see Article 5.2)
- 281
- prepares a budget proposal for the GA at the end of their mandate,

282 outlining the next year

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

285 • visits the office at least three times during their mandate to check the
286 budget

287 • together with the Sec-Gen, is responsible for providing FYEG's financial
288 partners with yearly reports

289 • checks a report of all financial transactions every two months which is to
290 be prepared by office and confirms - through e-mail or a live meeting -
291 all payments to be in line with FYEG's budget and financing practices.

292 In contrast to the treasurer and the spokespersons the five remaining members of
293 the EC have no specific tasks. The EC is free to divide tasks among itself,
294 however it must ensure that the following tasks are taken up:

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

296 • One gender officer is responsible for the monitoring and the development
297 of the Inclusion Audit process and to coordinate the bodies working on
298 Gender and Inclusion.

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

300 • One responsible for the relationship with the CDN

301 • Two persons who are of different gender from the EC are the contact for
302 people who have experienced sexual harassment at FYEG events. They have
303 the duty to help the victim and solve the problem. All help is
304 confidential. Every case will be brought forward to the EC or, where more
305 appropriate for the specific situation, the AC or the Presidency.

306 **2.3 Secretary General**

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

309 The tasks of the Sec-Gen include:

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

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

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

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

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

- 321 • supporting the work of the treasurer with delivering timely, accurate
322 financial information to the Treasurer and the EC

- 323 • preparing financial reports and updates together with the Treasurer
324 (explained in details under the cf. 2.2.2 – Treasurer)

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

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

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

330 **2.4 Financial Control and Advisory Committee**

331 At the GA, Members of the financial control and advisory committee are elected
332 for a two year mandate. (cf. 3.4)

333 The FCAC is composed of four members. Its members must not be members of the EC
334 nor financially depending on FYEG.

335 The FCAC's tasks include:

- 336 • At least one meeting a year, dedicated to checking FYEG's finances. A
337 written report of this meeting must be submitted to the EC, thereby
338 providing an internal audit.
- 339 • the presentation of this yearly report to the delegates at the GA. The
340 financial report that is to be presented to the GA and all other relevant
341 material have to be ready and in disposal for the meeting.
- 342 • Providing recommendations to FYEG Treasurer and Secretary General
343 regarding the financial management and the financial orientations of FYEG.

344 It is recommended that the EC and the office shares relevant information related
345 to the finances of the organisation to FCAC throughout the year.

346 **2.5 Office**

347 In addition to the Secretary General, FYEG may recruit additional employees for
348 its Office.

349 In principle, all recruitments are made after an open and public call. The EC,
350 in consultation with the Secretary General, may decide on a shortlist of
351 candidates that will be asked to take part in an interview. The EC, in
352 consultation with the Secretary General, decides on the selected candidate.

353 The EC member responsible for office is closely involved throughout the whole
354 recruitment process.

355 The Executive Committee adopts "Guidelines and Rules to the Office" in line with
356 legal requirements. This document is made available to all employees, especially
357 when new employees are recruited.

358 Salaries are decided upon by the EC, based on the financial plans adopted by the
359 General Assembly.

360 **2.6 Advisory Committee**

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

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

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

- 369 • one-way access to the email-list of the EC throughout the year, meaning
370 the possibility to read conversations but not actively take part
- 371 • access to the online storing spaces of the EC, without editing rights.
- 372 • attendance at online or offline meetings of the Executive Committee

373 During its duty, the AC must respect the secrecy of internal matters. At the GA,
374 the AC must present a brief overview of the functioning of the EC and personnel.
375 The AC takes decisions within three weeks, with simple majority, after oral or
376 written consultation of both conflicting parties, and to the best of all
377 members' knowledge. Decisions of the AC have to be provided in written form to
378 both parties involved and can be revoked by the GA.

379 **2.7 Working groups**

380 Working groups have the following functions within FYEG :

- 381 • helping with the acquirement and create professional documents on current
382 and selected topics

- 383 • providing the groundwork for the formulation of political positions

- 384 • promoting the involvement of MOs in FYEG.

- 385 • providing space for a debate between young Green activists on the European
386 level

- 387 • supporting the EC, office and prep-teams in the organisation of events and
388 campaigns

- 389 • communicating FYEG's positions internally

- 390 • communicating FYEG's political positions externally with the approval of
391 the EC

- 392 • supporting the EC and Prep-teams in policy related preparations for FYEG
393 events

394 A working group consists of at least 5 people from 5 different MOs.

395 Working groups are formed by the Executive Committee, with a defined scope, aim,
396 working area and timeframe. The creation of working group may be planned in the
397 annual activity plan adopted by the General Assembly but the Executive Committee
398 may also decide to create ad-hoc working groups.

399 Each working group shall have two coordinators, at least one of them self-
400 identifying as woman, trans or genderqueer. These two persons serve as the
401 contact points for people outside of the working group, handle the working
402 group's internal meeting schedule and communication and reports to the EC as
403 well as the GA. Neither of them can be the EC member.

404 The EC has to publish a call for interested members. The EC then also chooses

405 the first members of the working group. The EC can decide if it is possible to
406 join a working group at a later time and under which conditions this may occur.

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

411 It is recommended not to have more than four working groups active at the same
412 time.

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

414 **2.8 Ecosprinter editorial board**

415 The Ecosprinter is the central platform within FYEG to exchange ideas and
416 develop political strategies. The Ecosprinter is the MOs magazine of FYEG and is
417 created by an autonomous editorial board, elected at the GA. The Ecosprinter is
418 published online and FYEG should strive for a printed version. (cf. 3.4)

419 The mission of the Ecosprinter is to:

- 420 • provide a forum for commentary and internal debate
- 421 • provide the spaces for blogs and articles of members of FYEG
- 422 • inform about the politics of EGP
- 423 • provide the member organisations with knowledge about candidates for
424 upcoming GAs
- 425 • report and comment about culture, politics and discussions they believe
426 are of importance.

427 The Ecosprinter editorial board:

- 428 • consist of four members of which only one may be an EC member

- 429 • has to be gender-balanced

- 430 • elects an Editor-in-Chief among its members

- 431 • work on the mission and development of the Ecosprinter

432 In case there is not a consensus within the EEB on the election of the Editor-
433 in-Chief, or an absolute majority (cf. 3.4.1), the EC appoints the Editor-in-
434 Chief. The role of the editor in chief is to coordinate the work of the EEB and
435 ensure that the mission of the Ecosprinter is fulfilled.

436 **2.9 Alumni Network**

437 The aims of the alumni network is to:

- 438 • ensure sustainable transfer of knowledge between different generations of
439 FYEG activists in terms of political experience, organisational
440 development, professional development and any other challenges and
441 opportunities that might arise during one's time in FYEG.

- 442 • provide a platform (online and offline; transnational and local) for FYEG
443 activists and former FYEG activists to meet, learn, get inspired, keep up-
444 to-date with FYEG and have fun.

- 445 • support the financial independence of FYEG through donations from former
446 FYEG activists or organisations linked to them.

447 The alumni network is neither elected by the general assembly or by the EC, but
448 people can join the network throughout the year by going through a process
449 decided on by the EC.

450 One person in the EC shall be responsible for contact with the alumni network.
451 This person is chosen by the EC at the first meeting after the GA. The alumni
452 network chooses among its members a person responsible for contact with the EC.
453 This person can be chosen whenever throughout the year.

454 The responsible EC member, together with the alumni network contact person,

455 decides on an activity/strategy plan for the coming operational year just after
456 the GA is held.

457 **3. Election and voting procedures**

458 **3.1 Voting rights**

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

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

462 **3.2 Principles**

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

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

467 **3.3 Different majorities**

468 Simple majority

469 Majority of the cast votes, i.e. the number of the "Yes" votes exceed those of
470 the "No" votes. [Ex: Out of 20 votes: 11 yes, 9 no, 0 abstentions: passed; 1
471 yes, 0 no, 19 abstentions: passed. 10 yes; 10 no; 0 abstentions. not passed. 10
472 yes, 9 no, 1 abstention: passed]

473 Absolute majority

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

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

479 20 voters registered: need 11 or more yes votes. 21 voters registered: need 11
480 or more yes votes 22 voters registered: need 12 or more yes votes.

481 Simple two-thirds majority

482 Two thirds of the cast votes.

483 Absolute two-thirds majority

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

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

488 20 voters: need 14 yes or more votes 21 voters registered: need 14 or more yes
489 votes 22 voters registered: need 15 or more yes votes

490 **3.4 Election of candidates**

491 *3.4.1 Principles*

- 492 • The main principle is to rank all candidates according to your preferences
493 for candidates. Where 1 is your first preference 2 your second preference
494 and so on.

- 495 • If no more candidates you wish to vote for remain, voters have the option
496 to leave the rest of the ballot blank.

- 497 • Only a completely blank ballot counts as abstention.

- 498 • To be elected a candidate needs an absolute simple majority.

499 *3.4.2 Procedures*

500 1 – The candidates who have reached the election threshold (an absolute
501 majority) are elected. 2 – If some positions are still available, the following
502 process starts:

503 2a – The left-over votes on candidates reaching the election threshold are
504 redistributed according to second preferences, using the Single Transferable
505 Vote system of distribution.

506 2b - If one or more candidates are ineligible to be elected due to quota
507 regulations, these candidates are removed from the election. The ballot-papers
508 that ranked this/these candidate(s) as their first (remaining) preference are
509 redistributed according to their second preference. The process is then
510 restarted (1).

511 2c – If one or more candidates have reached the election threshold, that/those
512 candidate(s) are elected in order from highest to lowest vote count. The process
513 then starts again from point (2).

514 2d – If no candidate reaches the threshold in this way, the candidate with the
515 lowest amount of votes is removed from the election. The ballot-papers that
516 ranked this candidate as their first remaining preference are redistributed
517 according to their second preference. The process is then restarted (1).

518 3.4.3 *Exceptions*

519 At the GA:

520 Concerning the EC elections:

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

523 Concerning the election of the advisory committee:

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

- 526 • The newly elected EC will then towards the end of the GA select an
527 appropriate number of candidates from the pool of candidates and present
528 them to the GA.

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

- 530 • If the proposed AC is rejected the new EC must immediately select new
531 candidates and present them to the GA

532 Between General Assemblies:

533 Concerning the replacement of a resigned EC member:

- 534 • If an EC member resigns a new EC member can be elected to replace them.
- 535 • The EC publishes a call for candidates for the vacant position.
- 536 • Applications are possible by anybody who gains the support of 2 MOs and
537 have to be directed to the EC and/or the general list
- 538 • All candidates will be voted through an electronic vote. (see 3.6)
- 539 • Either the candidate who gained absolute majority is elected or the two
540 candidates with the highest amounts of votes will be voted on simple
541 majority through a second electronic vote.
- 542 • Any replaced EC member will have full voting rights in the EC. This period
543 is not considered to be mandated period and the person still has a right
544 to be elected to the EC as other new candidates.

545 Concerning the forced resignation of an EC member:

- 546 • Two thirds of the EC can propose the resignation of an EC member.
- 547 • The full MOs vote on the proposed resignation through electronic vote.
548 (cf. 3.6)
- 549 • The vote is based on two letters: a letter of justification from the
550 majority of EC proposing the resignation and an optional letter of defense
551 from the EC member proposed to resign.
- 552 • If at least one third of the full MOs participate in the vote and a two
553 third majority is reached the EC member is displaced.

554 In case of the resignation or incapacity of the Secretary General, the Executive
555 committee will appoint a Secretary General ad interim within one month since
556 notification of EC and MOs. This replacement will continue until the election of
557 a new Secretary General at the subsequent General Assembly or until the
558 Secretary General is able to resume their duties. The resignation is ratified by
559 the General Assembly (cl. 3.5.1)

560 **3.5 Voting on subjects**

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

563 *3.5.1 Exceptions at the GA*

564 An absolute majority is needed to:

- 565 • accept a candidate or observer MO
- 566 • suspend an MO
- 567 • ratify the resignation of the Sec-Gen
- 568 • revoke decisions of the Advisory Committee

569 An absolute two-thirds majority is needed to:

- 570 • accept a full MO
- 571 • exclude an MO
- 572 • change the political platform
- 573 • allow a candidate to run without the support of their MO (cf. 7.2.2)

- 574 • change the statutes
- 575 • change the IRPs
- 576 • change the Strategic Plan
- 577 • replace the presidency (cf. 2.1.6)

578 *3.5.2 Exceptions in the EC*

579 An absolute majority is needed to:

- 580 • ask the resignation of the Sec-Gen

581 An absolute two-thirds majority is needed to:

- 582 • propose the resignation of a board member

583 Between ECMs:

- 584 • Decisions made on phone conferences, chats or via email communications are
585 binding
- 586 • If this decision is taken by less than a majority of the EC, the initiator
587 shall post it to the EC list. The other EC members can recall this
588 decision within 48 hours with a simple majority of the whole EC

589 **3.6 Electronic voting**

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

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

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

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

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

599 **4. Gender**

600 **4.1 Gender quota**

601 In all elected bodies there must be a minimum of 50% of people that self-
602 identify as woman, trans or genderqueer.

603 If there is only one position in a body, there is no quota. However it is
604 encouraged that people that self-identify as woman, trans or genderqueer
605 alternate in this position.

606 **4.2 Gender officer**

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

608 **4.3 Child care**

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

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

612 **4.4. Sexual harassment, sexist behavior, violence or any kind of discrimination**

613 FYEG has a safer spaces policy, an anti-sexual harassment protocol and
614 guidelines for persons of contact (see Annexes)

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

618 **5. Events**

619 **5.1 Participants**

620 Participants to an event are selected either by the EC or by the prep-team when
621 there is one, striving for gender, age and geographical balance.

622 The EC decides if the event is open to all or only to delegates of Member
623 Organisations.

624 The safer spaces policy and the Anti Sexual Harassment protocol shall be
625 communicated and presented to all participants.

626 **5.2 Prep-team**

627 Prep-teams are temporary bodies, created for the planning, organisation and
628 follow-up of specific projects.

629 Prep-teams are set up via an open call procedure.

630 The EC makes the final decisions on both their composition and all necessary
631 replacements and must always:

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

634 The prep-team is responsible for:

- 635 • communication, logistical and content-wise planning of a project
- 636 • financial planning of a project and the creation of a project-specific
637 budget, in coordination with the treasurer
- 638 • reporting on a project to the EC and to funders

639 A preteam can take decisions concerning their project independently. If needed,
640 a prep team can consult the EC in order to solve possible internal problems.

641 **5.3 Alcohol and intoxicating substances**

642 Organisers of the event shall make sure that underaged participants are not
643 exposed to dangerous situations involving alcohol or illegal drugs.

644 This shall be ensured by, among others, the following measures:

- 645 • Participants below 16 and those for whom it is forbidden by domestic laws,
646 shall not consume alcohol or illegal drugs, and one shall not offer some
647 to them. In the event that this does take place, all parties responsible
648 must be banned from the rest of the programme. Moreover, their respective
649 MO(s) shall be notified by the Executive Committee upon violation of these
650 rules;

- 651 • Alcohol and illegal drugs shall not be consumed during official sessions
652 part of the programme;

- 653 • FYEG shall look into organising sessions and parties in other places than
654 those where alcohol consumption is central, such as bars or clubs;

- 655 • Members of the Executive Committee and the prep-team shall lead by example
656 and abstain from excessively drinking alcohol and from using illegal drugs
657 during an event. Additionally, two people, from either the Executive
658 Committee or the prep-team, should be appointed to stay sober during the
659 programme.

660 **6. Financial rules and procedures**

661 **6.1 Financial management of FYEG**

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

665 The FYEG bookkeeping is done according to accepted accounting practice.

666 The bookkeeping is done regularly by the office or by an external accountant,
667 contracted to do the FYEG bookkeeping throughout the year.

668 The internal mechanisms are:

- 669 • the decision-making and control as exercised by the GA (cf. 2.1.2, 2.1.3)
- 670 • the keeping of the budget by the EC and with specific responsibilities,
671 the treasurer (cf. 2.2.1)
- 672 • the concrete actions of the Sec-Gen (cf. 2.3)
- 673 • the internal audit and control as exercised by the FCC (cf. 2.4)

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

676 **6.2. GA and membership fee**

677 Each full MO shall pay an annual membership fee to FYEG. This Membership fee
678 shall correspond to 1 % of the total incomes of their previous year's realised
679 budget with a minimum of 50 EUR for the EU and European Economic Area (Iceland,
680 Liechtenstein and Norway) and Switzerland and 25 EUR for all other European
681 countries.

682 By way of derogation to the previous paragraph, the General Assembly may decide,
683 in duly justified cases, to lower the amount of the membership fee that a Member
684 Organisation shall pay, following a recommendation of the Executive Committee.
685 Requests for lowering the Membership fee shall be sent by a Member Organisation
686 to the Executive Committee at the latest 2 weeks before the GA.

687 Each full MO shall pay their membership fee for the running year on the first
688 evening of the GA at the latest, if it has not already been transferred earlier.

689 Full MOs are requested to provide their annual budget statement for the previous
690 year at the latest. A document listing the amount of the membership fee paid by
691 each MO and the way it has been calculated must be annexed to the financial
692 report of the year in question.

693 **6.3. GA and participation fee**

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

695 The following participants of the GA are exempt from paying the participation

696 fee:

- 697 • one delegate per full MO, candidate MO or observer organisation
- 698 • EC members
- 699 • the Sec-Gen
- 700 • members of the presidency (cf. 2.1.6)

701 If a full MO sends a second delegate the participation fee is halved in case at
702 least one of the two delegates self-identifies as woman, trans or genderqueer.
703 Every candidate can request participation fee lowering or exception from the EC.

704 **6.4 Travel reimbursements**

705 *6.4.1 General reimbursement rules*

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

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

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

713 Exceptions to this rules regarding participants can only be made in consultation
714 with the treasurer.

715 The Executive Committee or a Prep-team, in consultation with the treasurer, may
716 also decide to offer different reimbursement conditions to participants in order
717 to ensure regional balance and/or to promote sustainable transport modes.

718 Full reimbursement of travel costs will be granted to: • members of the prepteam
719 of a given activity

720 • EC members

721 • Sec-Gen and office personnel

722 • members of the FCC, traveling to carry out FCC tasks (cf. 2.4)

723 *6.4.2 Reimbursement practicalities*

724 Train and other public transport travel costs are reimbursed on the basis of a
725 2nd class ticket or a 1st class if that option is cheaper.

726 • For night trips over 500 km the couchette fee (2nd class)

727 • Bike trips over 10 km are reimbursed by EUR; 1/ km with a maximum of the
728 price of a second class train ticket and with an absolute maximum of 100
729 EUR

730 • For trips where the travel or bus by train takes more than 12 hours, a
731 plane ticket will be reimbursed on the basis of economy class ticket. A
732 plane ticket can also be reimbursed if the destination was over 750 km and
733 train-traveling not possible because of pressing time-table reasons.

734 • Taxi costs will be reimbursed if local transport is not available and if
735 requested in advance from the organisers.

736 • The necessity of using a private car must be justified in writing and
737 approved in advance. Calculation formula for using car travel is 0.2
738 EUR/km. In case of using the car travel for activity granted by donors
739 with particular reimbursement guidelines, those donor guidelines rules
740 apply. • Car sharing should be approved in advance and should be cheaper
741 than public transportation. The costs have to be documented.

742 FYEG uses the official conversion rates of the European Commission for
743 currencies other than Euro:
744 ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm
745 based on the date of expence if no other donor guidelines apply. Exceptions are
746 payments with credit cards when the documented conversion rates of the credit
747 card company apply based on credit card payments statements.

748 *6.4.3 GA travel reimbursements*

749 Full reimbursement of travel costs is granted to:

- 750 • one delegate per full MO or candidate MO
- 751 • EC members
- 752 • the Sec-Gen
- 753 • candidates for the EC elections
- 754 • candidates for the Sec-Gen elections, provided they have received approval
755 by the pre- selection committee (cf. 7.2.3)
- 756 • members of the presidency

757 The EC can decide to reimburse their travel costs if such a request has been
758 made and all relevant documents have been sent in time, to:

- 759 • delegates of organisations applying for candidate membership in FYEG
- 760 • candidates for all open position
- 761 • the second delegate of a full MO if at least one delegate selfidentifies
762 as women, trans or genderqueer.

763 **6.5 Participation fees**

764 A participation fee to any activity can be demanded and fixed by the prepteam.
765 The prepteam can also decide upon exceptions. (cf. 2.9)

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

770 **6.6 Budgets for activities**

771 The prepteam of an activity creates a specific budget with the treasurer. (cf.
772 2.2.1) Final decisions regarding these budgets are taken by the EC.

773 **6.7 Expenses covered**

774 *6.7.1 Food and food supplies*

775 For meetings covering an entire day, there will be a maximum of 20€ per person
776 reimbursed. For meetings with at least 4 hours of work, the amount is 10€ per
777 person.

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

779 Only vegetarian and vegan food will be reimbursed. At every event vegan food
780 should be offered and its consumption encouraged.

781 *6.7.2 Child care*

782 For child care costs cf. 4.3 and 5.4.

783 *6.7.3. Executive Committee Members Allowance*

784 The members of FYEG Executive Committee are entitled to a per diem allowance up
785 to a maximum of 10 days over 12 months. The FYEG EC members are free to decline
786 the per diem allowance.

787 The per diem allowance is 25€ per day.

788 The per diem allowance is meant to cover participation in the following
789 meetings:

- 790 • FYEG Committee Meetings or FCC meetings, when organised in-person or
791 lasting more than 6 hours a day;
- 792 • EGP Committee Meetings;
- 793 • Study Visits to Member Organisations approved by the EC;
- 794 • participation in other events or meetings approved by the EC.

795 In addition to the per diem allowance, Executive Committee members are entitled
796 to reimbursement for their costs for travel, accommodation, food and child care
797 costs when travelling, in accordance with the FYEG reimbursement rules.

798 EC members make sure the allowance is declared in line with the fiscal rules of
799 the country of fiscal residence.

800 *6.7.4 Traveling to statutory meetings*

801 Travel to statutory meetings will be fully reimbursed for people whose presence
802 is necessary. The EC needs to approve the meeting taking place.

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

808 *6.7.5 MO visits*

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

811 **7. Relations with other organisations**

812 **7.1 General principles**

813 FYEG may:

814 • become a member of other organisations

815 • become a temporary or permanent partner of other organisations

816 • set up new organisations and networks

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

819 This applies to:

820 • joining or leaving existing organisations

821 • changing the type of membership within an organisation • starting or
822 ending a partnership

823 Furthermore the EC must:

824 • provide a list of organisations that FYEG is a member of, as well as a
825 description of FYEG's rights and responsibilities and the contact details
826 of the concerned organisations

827 • report at the GA about all the partnerships FYEG has maintained during the
828 year and provide details upon request by a MO

829 **7.2 European Green Party**

830 FYEG is official youth wing of European Green Party. Relations between FYEG and
831 EGP are further specified in the EGP-FYEG relationship agreement.

832 **7.3 Cooperation and Development Network Eastern Europe**

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

835 CND holds the status of observer within FYEG and FYEG financially contributes to
836 the CDN annually.

837 Relations between two organisations will be explained in detail in CDN-FYEG
838 relationship agreement.

839 **7.4 Global Young Greens**

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

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

845 **8. Annexes to the IRPs**

846 **8.1 Annex 1: Guidelines for International Secretary**

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

- 849 • invitations to projects of FYEG
- 850 • GA information (all relevant documents and calls)
- 851 • discussions about European policy and FYEG's Future : such as the European
852 constitution discussion and the IRP discussion

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

- 855 • [The Ecosprinter](#)
- 856 • info about participating in FYEG activities (not all activities that take
857 place)

- 858
- The newsletter

859 The international secretary is also the promoter of FYEG, they make sure that at
860 big events of the MO (such as congresses, GA, weekends, summer camps, etc.)
861 there is an info point about FYEG.

862 FYEG will provide the MOs with sufficient material to do such promotion.

863 **8.2 Annex 2: Application requirements and procedures for candidates**

864 All data of non-elected candidates shall be destroyed immediately

865 *8.2.1 Applicant Organisations*

866 The applicant organisations shall apply to FYEG through the EC. Their
867 application shall contain:

- 868
- a letter signed by their board stating the reason for their application
- 869
- a copy of the original statutes and a translated version in English
- 870
- a copy of their political platform (or comparable document) and a
871 translated version in English
- 872
- a filled-in questionnaire provided to them by the EC that includes
873 questions on the number of its members, age limit, list of activities,
874 budget and all other possibly relevant information, as outlined in FYEG
875 Statutes.

876 *8.2.2 EC candidates*

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

- 878
- a detailed CV, copy of passport (form provided by FYEG, is mandatory for
879 legal reasons)

- 880 • a letter in which they explain their motivation
- 881 • an outline of what their plans are with the organisation or their vision
882 on FYEG
- 883 • one nomination letter from the MO he or she belongs to. If that is not
884 possible, the MO of which the candidate is from must provide an
885 explanation for the rejection and the possible candidate has the right to
886 provide a letter of justification. The letter will be sent to all MO and
887 the GA will decide, through a vote by 2/3 majority (See 3.5.1) whether
888 this person is admitted as a candidate or not;
- 889 • at least one support letter from any MO before the 2 weeks deadline before
890 the GA.

891 **Multiple positions holding**

892 FYEG strives to have non-cumulation of positions.

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

896 *8.2.3 Sec-Gen candidates*

897 Sec-Gen candidates application must include:

- 898 • a CV
- 899 • a comprehensive motivation letter, explaining how experiences match the
900 profile, what the candidate thinks she/he can contribute to FYEG. It
901 should also establish a vision of a European political youth
902 organisation's role. Special emphasis is given to experiences within FYEG
903 and other Young Green Organisations.
- 904 • the contact details of two references, preferably employers, supervisors
905 or tutors

906 Further requirements and procedure:

- 907 • A committee for a pre-selection of the candidates will be set up. The
908 committee will consist of 4 people: a current FYEG EC member, a former
909 FYEG Secretary General or office coordinator, one full M0 representative
910 and a 4th member (NGO professional worker).

- 911 • Only applications including all required documents and sent before the
912 given deadline will be examined taking into consideration both political
913 and professional skills of the candidate. The following week candidates
914 will be given a written assignment followed by a phone interview if this
915 is possible.

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

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

- 920 • In case a candidate is not recommended by the committee, they will still
921 be able to apply for the position and present themselves at the GA, but
922 the candidacy will not be endorsed by the EC.

923 **8.3 Annex 3: Intellectual property and information technologies policy**

924 *8.3.1 Open-Source commitment*

925 As a principle FYEG:

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

- 928 • will run free software on its own computers, specially those to be used in
929 public.

- 930 • will use open formats for all public communications, publications and

931 materials transmitted. • will avoid the use of non-open-source, non-free
932 contents in its website and all online tools.

933 • will ask for open formats to be used in documents officially addressed to
934 FYEG.

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

938 *8.3.2 Security*

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

942 *8.3.3 Privacy and individual rights*

943 In order to protect the privacy of individuals participating in any FYEG
944 activities:

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

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

949 The Executive Committee adopts a privacy policy that shall be accessible on its
950 website, in line with legal requirements.

951 **8.4 Annex 4: Safer Spaces**

952 **8.4.1 Safer Spaces Policy**

953 Safer spaces are evolving and not static. We have high expectations on how we
954 behave towards each other in our meetings, actions and social spaces. Making a
955 space safer means different things depending on the group of people involved as
956 each group has different needs. This policy aims to be considered in every
957

meeting involving FYEG, but the document should evolve as we learn and grow.

958 As an organisation we build social relationships inside and outside of meetings
959 and actions. We commit to this Safer Spaces policy wherever we are together,
960 this includes ensuring that ALL spaces are inclusive and harmless.

961 If someone violates these agreements a discussion or mediation process can
962 happen, depending on the wishes of the person who was affected. If a serious
963 violation happens to the extent that someone feels unsafe, they can be asked to
964 leave the space and/or speak with one member of the Awareness Group. If
965 necessary, the Sexual Harassment Protocol will be activated.

966 1. Respect! Racism, as well as ageism, GSRM-phobia , sexism, ableism or
967 prejudice based on ethnicity, nationality, class, gender, gender presentation,
968 language ability, asylum status or religious affiliation is unacceptable and
969 will be challenged. FYEG has a zero-tolerance policy with any kind of
970 discrimination, even though we acknowledge that there can be different levels in
971 a breach of a safe space.

972 2. Be aware of your privileges! Including racial, class and gender privilege
973 and/or less obvious or invisible hierarchies. Think about how your words,
974 opinions and feelings are influenced and who they might exclude or harm.

975 3. Consent! Respect each other's physical and emotional boundaries, always get
976 explicit verbal consent before touching someone or crossing boundaries. Don't
977 assume your physical & emotional boundaries are the same as other people's.

978 4. Friendly use of language! Be aware of the language you use in discussion and
979 how you relate to others. Try to speak slowly and clearly and use uncomplicated
980 language especially when non-natives speakers are involved in the conversation.

981 5. Don't anticipate yourself! Avoid assuming the opinions and identifications of
982 other participants.

983 6. Learning; if you don't understand something, just ask. You may be directed to
984 a book, website or skill share to learn more. It's ok to make mistakes. Please
985 show appreciation for the hard work of others and be considerate when you offer
986 criticism.

987 7. Everyone has their turn; give each person the time and space to speak. In
988 large groups, or for groups using facilitation: Raise your hand to speak.

989 8. Calling out; if you have acted or spoken harmfully, even if unintentionally,
990 expect that someone will bring this up to you. If this happens, listen and

991 reflect on what they are saying even if you think they may be wrong. Don't try
992 to absolve yourself of responsibility.

993 This policy should be expanded with specific measures and practices to promote
994 the creation of safer spaces.

995 **8.4.2 Anti sexual harassment protocol**

996 FYEG has a zero-tolerance policy on sexual harassment at all its events, within
997 all its structures and during all activities. This protocol is applicable for
998 those participating in an FYEG activity (General Assembly, Strategic Planning
999 Committee, Working Group Meeting or any other activity), members of a Member
1000 Organization (MO), or members of an online structure of FYEG, referred to as
1001 "this organization" from now onwards in this protocol.

1002 Anyone who is subject to sexual harassment can approach one of the designated
1003 contact points responsible for receiving complaints of sexual harassment. The
1004 Executive Committee will designate an Awareness Group for anyone presenting
1005 allegations of physical, verbal or online sexual harassment. In accordance with
1006 the IRPs, the Awareness Group will be formed by two persons from the EC who are
1007 of different genders. Additionally, every Prep - Team will designate one person
1008 to be an independent contact person in our projects. However, this person shall
1009 always inform the official contact points if a procedure starts, in the case of
1010 their absence, the main contact will be the Project Manager.

1011 When one of these procedures is open in the organization, the EC as a whole must
1012 be informed of the procedure without details of the people involved or the
1013 presented allegations to respect confidentiality. If a case involves someone
1014 from the EC, the case will be brought to the Advisory Committee (AC). The
1015 Advisory Committee will act as contact points when a case arises, following this
1016 protocol. However, the EC will not be informed until a final decision is made.

1017 Important note:

1018 These procedures will follow general principles such as the privacy of the
1019 survivor, confidentiality of the process and survivor's choice and preference.
1020 We respect the presumption of innocence of any alleged harasser which is why
1021 this procedure is in place and has been approved in the General Assembly.
1022 However, as a feminist organization, we also believe in the principle of
1023 believing the survivor and putting the burden of the proof on the alleged
1024 harasser.

1025 This procedure might be applied to an internal case of a MO if this case is
1026 related to FYEG activity or if the people involved take part in any FYEG

1027 structure. However, we will not be able to extend sanctions or disciplinary
1028 measures beyond FYEG. MOs can however adapt this protocol to their own
1029 organization.

1030 When the designated people receive a complaint of sexual harassment, they shall:

- 1031 1. Immediately record the dates, times and facts of the incident(s);
- 1032 2. ascertain the views of the survivor as to what outcome they want, ensure the
1033 survivor feels safe and ensure the survivor is separated from the alleged
1034 offender unless the survivor wishes otherwise;
- 1035 3. ensure that the survivor and the alleged harasser understands FYEG protocol
1036 for dealing with the complaint;
- 1037 4. discuss and agree the next steps with the alleged survivor, informal, formal
1038 or outside complaints procedure (police, hospital, embassy, etc.), on the
1039 understanding that choosing to resolve the matter informally does not preclude
1040 the survivor from pursuing a formal complaint if they are not satisfied with the
1041 outcome;
- 1042 5. keep a confidential record of all discussions. Records will be destroyed if
1043 the alleged survivor requests it, or before the change to a new EC. However, a
1044 record of sanctions and a brief description of the reason will be kept in a safe
1045 place;
- 1046 6. respect the choice of the survivor;
- 1047 7. and ensure that the survivor knows that they can lodge the complaint outside
1048 of FYEG through the relevant country/legal framework.

1049 INFORMAL COMPLAINTS PROCEDURE

1050 If the survivor wishes to deal with the matter informally, the designated person
1051 will:

- 1052 • Approach the alleged harasser saying that the behaviour is offensive,
1053 unwelcome and must be stopped;
- 1054 • Inform the harasser that FYEG has a zero tolerance policy on sexual harassment
1055 and that disregarding this policy may result in the person's exclusion from the
1056 organization

- 1057 • give an opportunity to the alleged harasser to respond to the complaint;
- 1058 • ensure that the alleged harasser understands the complaints mechanism;
- 1059 • facilitate discussion between both parties to achieve an informal resolution
1060 which is acceptable to the complainant, provided the alleged survivor agrees,
- 1061 • ensure that a confidential record is kept of what happened;
- 1062 • follow up after the outcome of the complaints mechanism to ensure that the
1063 behaviour has stopped and that there is no risk of its repetition;
- 1064 • And ensure that the above is done accurately and at the latest within 10 days
1065 of the complaint being made. During events, the procedure shall take place
1066 within 48 hours.

1067 FORMAL COMPLAINTS PROCEDURES

1068 If the survivor wants to make a formal complaint or if the informal complaint
1069 mechanism has not led to a satisfactory outcome for the survivor, the formal
1070 complaint mechanism should be used to resolve the matter.

1071 The designated person who initially received the complaint will communicate to
1072 the rest of contact points the opening of a formal complaint procedure. The EC
1073 will be informed of this, respecting the confidentiality of the alleged survivor
1074 and the allegations. The designated person who initially received the complaint
1075 will carry out the investigation with the assistance of the Awareness Group and
1076 the independent contact person at the moment in which allegations were
1077 presented, if any. They will help the investigator with the analysis and
1078 decision making process. A procedure for online harassment shall be developed.

1079 The person carrying out the investigation will:

- 1080 • interview the survivor and the alleged harasser separately
- 1081 • interview other relevant third parties separately
- 1082 • decide whether the incident qualifies as sexual harassment within the meaning
1083 of this protocol
- 1084 • produce a report detailing the investigations, findings and any
1085 recommendations

- 1086 • if the harassment took place, decide what the appropriate remedy for the
1087 survivor is, in consultation with the survivor (i.e. an apology, a change of
1088 structure, suspension..)

- 1089 • follow up to ensure that the recommendations are implemented, that the
1090 behaviour has stopped and that the survivor is satisfied with the outcome

- 1091 • if it cannot determine that the harassment took place, they may still make
1092 recommendations to ensure proper functioning of the organization

- 1093 • keep a record of all actions taken

- 1094 • ensure that all records concerning the matter are kept confidential

- 1095 • ensure that the process is done as quickly as possible and in any event within
1096 15 days of the complaint being made

1097 The general rule is to avoid the presence of the alleged harasser in those
1098 places/structures in which the alleged survivor moves. It is vital that the
1099 wishes and needs of the survivors are incorporated into the outcome of the
1100 complaints mechanism.

1101 A data protection protocol will be developed.

1102 OUTSIDE COMPLAINT MECHANISM

1103 This protocol seeks to create a fast and appropriate response to allegations of
1104 sexual harassment. However, it does not seek to substitute existing regulation
1105 and legislation on this issue. We want to make clear that FYEG wants to be fully
1106 supportive with every decision of the alleged survivor.

1107 A person who has been subject to sexual harassment can at any time make a
1108 complaint outside of the organization. Even though this organization cannot
1109 offer legal advice, the contact point(s) will accompany the person to the
1110 instance this person prefers (hospital, police, ombudsperson, law courts,
1111 embassies, etc.) if they request it.

1112 SANCTIONS AND DISCIPLINARY MEASURES

1113 Anyone who has been found to have sexually harassed another person under the
1114 terms of this policy may be sanctioned. Sanctions may include but are not
1115 limited to one of the following :

1116 • Verbal or written warning

1117 • Suspension from an elected or non-elected FYEG structure, in line with FYEG
1118 IRPs when appropriate

1119 • Dismissal/expulsion

1120 Depending on the seriousness of the allegations, the EC, upon request of the
1121 Awareness Group may suspend someone from taking part in any FYEG structure or
1122 activity during the duration of the process. Confidentiality of the survivor
1123 will be maintained.

1124 In case of sexual harassment, violence or discrimination by a member of an
1125 elected body within FYEG (Financial Control Committee, Advisory Committee or
1126 Ecosprinter Board) the EC can exclude the offender after consulting the full
1127 MOs. (cf. 2.2.2). If the case arises within the EC, the Advisory Committee can
1128 exclude the offender after consulting the full MOs.

1129 The nature of the sanctions will depend on the gravity and extent of the
1130 harassment. Suitable deterrent sanctions will be applied to ensure that
1131 incidents of sexual harassment are not treated as trivial. Certain serious
1132 cases, including physical violence, will result in the immediate dismissal of
1133 the harasser.

1134 8.4.3 Guidelines for persons of contact

1135 Read the protocol and understand every aspect

1136 What is sexual harassment? It is unwanted behaviour of a sexual nature which:

1137 • Violates your dignity

1138 • Makes you feel intimidated, degraded or humiliated

1139 • Creates a hostile or offensive environment

1140 Sexual harassment “can include, but is not limited to”, these examples:

1141 • Touching, pinching, stroking, squeezing, or brushing against someone

- 1142 • Leering or ogling

 - 1143 • Making LGBTIAQ+-phobic or GSRM (Gender, Sexual and Romantic Minorities)-
1144 phobic comments and sexually suggestive signals, winking

 - 1145 • Sending unwanted e-mails, text messages, posting sexually-explicit jokes
1146 or content on FYEG communication channels

 - 1147 • Sexual comments or jokes

 - 1148 • Making insults based on a person's sex or rating their sexuality

 - 1149 • Turning work discussions to sexual topics

 - 1150 • Physical behaviour, including unwanted sexual advances, touching and
1151 various forms of sexual assault

 - 1152 • Displaying pictures, photos or drawings of a sexual nature
- 1153 Remember: Whether harassing intentionally or unintentionally, we all have a
1154 responsibility to monitor our behaviour and respect each other. Anyone who
1155 reports an incident has the right to remain anonymous. They also have the right
1156 to feel safe and respected.
- 1157 Listen and Support
- 1158 It's tough to be prepared when someone tells you that they have been the
1159 survivor of sexual harassment. Remember, you can only provide support
- 1160 Support and understanding are essential. It takes a lot of courage for a
1161 survivor to share their experience;
- 1162 Try to provide a safe/non-judgmental environment, emotional comfort and support
1163 for the survivor to express feelings;

1164 Let them know that they can talk with you. Listen. Don't rush to provide
1165 solutions.

1166 Believe

1167 The most common reason people choose not to tell anyone about sexual abuse is
1168 the fear that the listener won't believe them. People rarely lie or exaggerate
1169 about abuse; if someone tells you, it's because they trust you and needs someone
1170 to talk to.

1171 People rarely make up stories of abuse. It is not necessary for you to decide if
1172 they were "really hurt." If the survivor says they were hurt, that should be
1173 enough

1174 Believe what the person tells you. It may have been difficult for them to talk
1175 to you and trust you. Unless proven wrong harassment has happened.

1176 Reassure

1177 Sexual assault is NEVER the survivor's fault. No one asks to be sexually
1178 assaulted by what they wear, say or do. Let the survivor know that only the
1179 perpetrator is to blame;

1180 The survivor needs to hear that fears, anxieties, guilt and anger are normal,
1181 understandable and acceptable emotions;

1182 Remember, no one ever deserves to be abused or harassed.

1183 Be Patient

1184 Don't press for details – let the person decide how much to tell you. Ask them
1185 how you can help;

1186 Survivors have to struggle with complex decisions and feelings of powerlessness,
1187 trying to make decisions for them may only increase that sense of powerlessness;

1188 You can be supportive by helping them to identify all the available options and
1189 then help them by supporting their decision making process (here refer to the
1190 protocol).

1191 The survivor can't just "forget it" or just move on. Recovery is a long term
1192 process and each individual moves at their own pace

1193 Encourage

1194 Encourage the survivor to seek medical attention, report the assault, and or
1195 contact a professional if needed. Remember, the survivor must ultimately make
1196 the decision as to what to do. They are the experts in their own lives. Don't
1197 push. Remember, support their choices no matter what they decide.

1198 Respect Privacy - Confidentiality

1199 Don't tell others what the survivor tells you. Let the individual decide who
1200 they will tell. It is important not to share information with others who are not
1201 involved;

1202 If you do need to share information for their safety, get permission by letting
1203 them know what you will share and with whom it will be shared; ie. the rest of
1204 contact points in case of a formal complaint

1205 Establish Safety

1206 An important part of helping the survivor is to identify ways in which the
1207 survivor can re-establish their sense of physical and emotional safety. You are
1208 a step in the process. Ask them what would make them feel safe and how you can
1209 help them accomplish this.

1210 If the stalking or harassment is ongoing, help them to develop a plan of what to
1211 do if they are in immediate danger. Having a specific plan and preparing in
1212 advance can be important if the harassment escalates.

1213 Things you can say

1214 It is hard to know what to say to a person when they confide in you. Refrain
1215 from asking a lot of questions, instead, support them with these phrases. Let
1216 the person know that you believe that they have the strength and capacity to
1217 heal.

1218 ● It's not your fault

1219 ● I'm sorry this happened

1220 ● I believe you

1221 ● How can I help you?

1222 ● I am glad you told me

1223 ● I'll support your choices

1224 ● You're not alone

1225 **8.4.4 Use of inclusive language**

1226 FYEG aims to use language in its communications and its events that reflects the
1227 level of English spoken within an organisation of mostly non-native speakers.
1228 FYEG promotes the use of inclusive and accessible language within the
1229 organisation. FYEG attempts to reduce the shame of using simple language. We do
1230 this to make sure that everyone feels welcome to participate and contribute.