

I2 Internal Rules of Procedures

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 M0 on the website.

11 1. Member organisations

12 1.1 Membership

13 1.1.1 Membership categories

14 FYEG has three membership categories: full M0, candidate M0 and associate. (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 M0 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 Associate members. The exact definition is in the hands
23 of the 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.
44 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 The rejoining organisation is required to inform GA about changes that happened
55 in their organisation since leaving FYEG and explanation of their decision about
56 rejoining.

57 In case when applying organisation has links to former MO in form of former
58 members, connection with local green movement or was appointed as a successor by
59 former MO, they can be granted by GA with full member status immediately with
60 2/3 majority voting.

61 1.1.5 Suspension and exclusion in case of non-payment of membership fee

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

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

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

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

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

78 1.1.6 Membership reviews

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

81 FYEG Executive Committee presents a summary of those including:

- 82 • Current status of each organisation (Associate/Candidate/Full)
- 83 • MO's successes and achievements over the last year
- 84 • Participation in previous GAs and FYEG activities throughout the year
- 85 • Confirmation of the fulfillment of FYEG membership criteria (Cf Article
86 1.1.1)

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

93 1.2 Working with the MOs

94 1.2.1 MO duties

95 Each MO should keep FYEG updated about:

96 • changes in the board

97 • valid contact addresses for the M0 list and the website

98 • activities

99 1.2.2 FYEG duties

100 FYEG will provide the M0s with:

101 • information about statutory meetings

102 • minutes and reports from statutory meetings and long ECMs

103 • a newsletter containing information and participation possibilities in
104 current activities

105 • regularly updated contacts of other Member Organisations

106 2. Bodies

107 2.1 General Assembly

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

110 2.1.1 Composition

111 The general assembly is composed of one or two delegates per full M0 and one
112 delegate from each candidate and associate organisation. Each full M0 has two
113 voting rights at the GA if the membership fee is paid. (cf. 1.1.5, 5.2)

114 M0s should strive to send delegations to GA that are gender-balanced and consist
115 of delegates maximum aged 30 years old. If the organisation is unable to find
116 delegates within the age limit, they can send older delegate aged 31-35.

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

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

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

123 2.1.2 Competencies

124 The general assembly:

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

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

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

- 130 • accepts/rejects/suspends/excludes candidate, associate and full MOs

- 131 • mandates the working groups

- 132 • Takes note of the current situation of its members and partnerships (cf.
133 1.1.6 Membership reviews)

134 elects:

- 135 • the executive committee (EC)

- 136 • the secretary general (SG)

- 137 • the advisory committee (AC)
- 138 • the financial control committee and advisory committee (FCAC)
- 139 • the editorial board of Ecosprinter (EEB)

140 ratifies:

- 141 • resignations of the Secretary General
- 142 • EC decisions about joining or leaving partnerships and membership within
143 other organisations/ networks

144 Changes to the statutory and internal organisational documents take effect from
145 the first working day after the GA meeting where they were changed. People
146 elected by the General Assembly will start their mandate from the first working
147 day after the GA meeting where they were elected, unless other rules apply for
148 their mandate.

149 2.1.3 Reports

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

- 151 • the executive committee
- 152 • the secretary general
- 153 • the treasurer (financial report and mid-term financial plan)
- 154 • the advisory committee
- 155 • the financial control and advisory committee

- 156
- the working groups

157 2.1.4 Deadlines and calls

158 The call for hosting the general assembly must be sent out by the 1st of October
159 of every year with a 1 month deadline. The selection of the hosting MO is done
160 by the EC.

161 The remaining deadlines are structured as follows:

162 12 Weeks before the GA

163 The EC must send out a call for:

- 164
- GA registration
- 165
- the executive committee
- 166
- the secretary general (if applicable)
- 167
- the financial control committee (if applicable)
- 168
- the advisory committee
- 169
- call for presidency
- 170
- The EC must organise an online information session, explaining the
- 171 functioning of the GA and promoting the different open positions.

172 6 Weeks before the GA

173 Deadline for:

- 174
- registration of delegates

175 • applications of organisations

176 • applications of secretary general candidates

177 4 Weeks before the GA

178 Deadline for:

179 • EC candidates

180 • FCAC candidates

181 • Ecosprinter editorial board candidates

182 and the submission of:

183 • policy papers

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

186 • their activity reports

187 • the FYEG activity report

188 • the FYEG financial report and the financial plan for the upcoming year •
189 the proposed FYEG activity plan for the upcoming year

190 In case the number of candidates is less than the number of positions open
191 and/or if the gender quota is not met, the EC will re-open the call for a
192 maximum of 7 calendar days for additional candidates of the underrepresented
193 gender and/or positions with lacking candidates.

194 3 weeks before the GA:

- 195 • Candidacies are published

196 2 weeks before the GA:

- 197 • Support letters for candidates are published

198 Other deadlines:

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

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

206 2.1.5 Submission of motions and amendments

207 At the general assembly

- 208 • full MOs

- 209 • the executive committee

- 210 • working groups

211 have the right to submit motions, resolutions and amendments to motions, the
212 political platform, the activity plan, the strategic plan, the statutes and the
213 IRPs, bearing in mind the deadlines specified under 2.1.4. Support of 3 member
214 organizations is needed in order to table an emergency resolution.

215 Alternative amendments to the statutes, the IRPs and the Political platform may
216 be submitted, bearing in mind the deadline specified under 2.1.4. They must be

217 in the scope of already submitted amendments. The presidency may declare an
218 alternative amendment ineligible if its scope is different from the original
219 amendment.

220 2.1.6 Presidency

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

223 The presidency then:

- 224 • chairs the meetings and discussions at the GA
- 225 • prepares the motions, amendments and voting procedures to the GA
- 226 • is responsible for taking the minutes of the GA

227 The presidency:

- 228 • consists of four to six people who must not be candidates to any positions
229 at the GA
- 230 • can be suspended and simultaneously replaced with an absolute two-third
231 majority by the assembly. Such a vote of no-confidence can be demanded by
232 at least 5% of the delegates, who must present people for the new
233 presidency.

234 2.1.7 Meeting Rules

235 Meeting rules regulate the formal sessions of the General Assembly. It regulates
236 the functioning of the GA in terms of, among others: speaking rights,
237 organisation of debates, organisation of Compromise Amendments Sessions and
238 Voting Session.

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

243 2.2 Executive Committee

244 2.2.1 General tasks

245 The executive committee is the second highest decision-making body in FYEG. It
246 handles the management of the federation on a day to day basis. Elections for
247 the EC take place at the GA. (cf. 3.4) For requirements for the application cf.
248 7.2.2.

249 The EC:

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

- 252 • handles the implementation of the activity plan as decided by the previous
253 GA

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

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

- 258 • selects members of prepteam and working groups

- 259 • is responsible for following the budget, with specific responsibilities
260 assigned to the treasurer

261 2.2.2 Composition

262 The EC is composed of 8 people

- 263 • who are elected by the GA with their mandate lasting until the following
264 ordinary GA

- 265 • whose mandate can be renewed three times

- 266
- who must not be older than 35

267 Within the EC there are two spokes-persons, who must not be from the same MO,
268 the treasurer and five additional members. The Gender Quota described in Article
269 4.1 applies to the spokespersons.

270 The spokespersons:

- 271
- represent FYEG towards the general public and are a contact point for
272 people from outside the federation

- 273
- represent FYEG within EGP and attend EGP Committee meetings

- 274
- are responsible for the personnel in the office

- 275
- The mandate of the spokespersons is further stated in the internal
276 delegation order of the FYEG, adopted by the EC on an annual basis.

277 The treasurer:

- 278
- prepares the financial report to the EC and the GAs based on the
279 information delivered from the office, including an analysis of the budget
280 report based on Gender (Gender Budgeting) & the list of MO fee paid by
281 each Member Organisation (see Article 5.2). Between GAs the treasurer
282 keeps the EC aware of FYEG's current and future financial situation with
283 regular updates.

- 284
- prepares a budget plan for the GA at the end of their mandate, outlining
285 the next year

- 286
- has regular meetings with the office during their mandate to check the
287 budget

- 288
- checks a report of all financial transactions every two months, which is
289 to be prepared by the office, and confirms - through e-mail or a live

290 meeting - all payments to be in line with FYEG's budget and financing
291 practices

292 The mandate of the treasurer is further stated in the internal delegation order
293 of the FYEG, adopted by the EC on an annual basis.

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

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

- 298 • One responsible for the relationship with the CDN

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

- 304 • One responsible for the member organisations coordination.

305 The mandate of the Sec-Gen is further stated in the internal delegation order of
306 the FYEG, adopted by the EC on an annual basis.

307 2.3 Secretary General

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

310 The tasks of the Sec-Gen include:

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

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

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

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

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

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

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

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

- 328 • If mandated by the EC the Sec-Gen can also take part in meetings and
329 represent FYEG and its position, according to a clear and limited mandate
330 given by the EC

331 2.4 Financial Control and Advisory Committee

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

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

336 The FCAC's tasks include:

- 337 • At least one meeting a year, dedicated to checking FYEG's finances. A

338 written report of this meeting must be submitted to the EC, thereby
339 providing an internal audit.

340 • the presentation of this yearly report to the delegates at the GA. The
341 financial report that is to be presented to the GA and all other relevant
342 material have to be ready and in disposal for the meeting.

343 • Providing recommendations to FYEG Treasurer and Secretary General
344 regarding the financial management and the financial orientations of FYEG.

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

347 2.5 Office

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

350 In principle, all recruitments are made after an open and public call. The
351 decision on the selected candidate is done in line with the internal delegation
352 order of the FYEG, adopted by the EC on an annual basis.

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

356 Salaries are decided upon in line with the internal delegation order of the FYEG
357 (adopted by the EC on an annual basis), based on the financial plans adopted by
358 the General Assembly.

359 2.6 Advisory Committee

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

364 • providing their shared experience on a specific subject

- 365 • assisting in conflict resolution between EC members, members of other
366 Bodies and/or personnel

- 367 • If requested by the EC, advising the EC on organizational and structural
368 matters

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

- 370 • one-way access to the email-list of the EC throughout the year, meaning
371 the possibility to read conversations but not actively take part

- 372 • access to the online storing spaces of the EC, without editing rights.

- 373 • attendance at online or offline meetings of the Executive Committee

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

380 2.7 Working groups

381 Working groups have the following functions within FYEG :

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

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

- 385 • promoting the involvement of MOs in FYEG.

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

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

- 390 • communicating FYEG's positions internally

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

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

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

396 Working groups are formed by the Executive Committee, with a defined scope, aim,
397 working area and timeframe. This defined scope is outlined by the EC responsible
398 and working group coordinators at the start of the mandate to complement FYEG's
399 priorities. The creation of a working group may be planned in the annual
400 activity plan adopted by the General Assembly but the Executive Committee may
401 also decide to create ad-hoc working groups.

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

407 The EC has to publish a call for interested members. The EC then also chooses
408 the first members of the working group. The EC can decide if it is possible to
409 join a working group at a later time and under which conditions this may occur.

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

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

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

417 2.8 Ecosprinter editorial board

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

422 The mission of the Ecosprinter is to:

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

430 The Ecosprinter editorial board:

- 431 • consist of four members of which only one may be an EC member
- 432 • has to be gender-balanced
- 433 • can elect an Editor-in-Chief among its members
- 434 • work on the mission and development of the Ecosprinter

435 In case there is not a consensus within the EEB on the election of the Editor-
436 in-Chief, or an absolute majority (cf. 3.4.1), the EC appoints the Editor-in-
437 Chief. The role of the editor in chief is to coordinate the work of the EEB and

438 ensure that the mission of the Ecosprinter is fulfilled.

439 2.9 Alumni Network

440 The aims of the alumni network is to:

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

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

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

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

453 The management of the alumni network is detailed in the internal delegation
454 order of the FYEG, adopted by the EC on an annual basis.

455 3. Election and voting procedures

456 3.1 Voting rights

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

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

460 3.2 Principles

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

462 All voting on people or MOs including electronic voting is done by secret

463 ballot. The voting body can decide to have other voting procedures processed
464 through secret ballot.

465 3.3 Different majorities

466 Simple majority

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

471 Absolute majority

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

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

477 20 voters registered: need 11 or more yes votes. 21 voters registered: need 11
478 or more yes votes 22 voters registered: need 12 or more yes votes.

479 Simple two-thirds majority

480 Two thirds of the cast votes.

481 Absolute two-thirds majority

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

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

486 Examples:

487 20 voters: need 14 yes or more votes

488 21 voters registered: need 14 or more yes votes

489 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.

502 2 – If some positions are still available, the following 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 M0s 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 by 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 a 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 M0s 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 M0s 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 M0s. 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 associate 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/video conferences, chats or via email
- 585 communications are 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 Child care

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

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

610 4.3. Sexual harassment, sexist behavior, violence or any kind of discrimination

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

613 In case of sexual harassment, violence or discrimination by a member of an
614 elected body within FYEG the EC can exclude the offender (cf. 2.2.2). For
615 further handling, the EC will follow the anti-sexual harassment policy in Annex
616 4.

617 5. Events

618 5.1 Participants

619 Participants to an event are selected in line with the internal delegation order
620 of the FYEG, adopted by the EC on an annual basis, striving for gender, age and
621 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 In line with the internal delegation order of the FYEG, adopted by the EC on an
631 annual basis, the final decisions on the prep-team's composition and all
632 necessary replacements are done. They must always:

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

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

637 5.3 Alcohol and intoxicating substances

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

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

- 641 • Participants below 16 and those for whom it is forbidden by domestic laws,
642 shall not consume alcohol or illegal drugs, and one shall not offer any to
643 them. In the event that this does take place, all parties responsible must
644 be banned from the rest of the programme. Moreover, their respective MO(s)
645 shall be notified by the Executive Committee upon violation of these
646 rules;
- 647 • Alcohol and illegal drugs shall not be consumed during official sessions
648 part of the programme;
- 649 • FYEG shall look into organising sessions and parties in other places than
650 those where alcohol consumption is central, such as bars or clubs;

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

656 6. Financial rules and procedures

657 6.1 Financial management of FYEG

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

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

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

664 The internal mechanisms are:

- 665 • the decision-making and control as exercised by the GA (cf. 2.1.2, 2.1.3)

- 666 • the keeping of the budget by the EC and with specific responsibilities,
667 the treasurer (cf. 2.2.1)

- 668 • the concrete actions by the Sec-Gen (cf. 2.3)

- 669 • the internal audit and control as exercised by the FCAC (cf. 2.4)

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

672 6.2. GA and membership fee

673 Each full MO shall pay an annual membership fee to FYEG. This Membership fee
674 shall correspond to 1 % of the total incomes of their previous year's realised
675 budget with a minimum of 50 EUR for the EU and European Economic Area (Iceland,

676 Liechtenstein and Norway) and Switzerland and 25 EUR for all other European
677 countries.

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

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

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

689 6.3. GA and participation fee

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

691 The following participants of the GA are exempt from paying the participation
692 fee:

- 693 • one delegate per full MO, candidate MO or associate organisation
- 694 • EC members
- 695 • the Sec-Gen
- 696 • members of the presidency (cf. 2.1.6)

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

700 6.4 Travel reimbursements

701 6.4.1 General reimbursement rules

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

704 As a general principle a person can claim travelling costs below a certain cap
705 to be reimbursed if:

- 706 • the participant attended at least 75% of the meeting

- 707 • all relevant receipts and proof of travel have been handed in within the
708 deadline communicated for each activity

709 Exceptions to these rules regarding participants can only be made in
710 consultation with the treasurer.

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

714 Full reimbursement of travel costs will be granted to:

- 715 • members of the prepteam of a given activity

- 716 • EC members

- 717 • Sec-Gen and office personnel

- 718 • members of the FCAC, traveling to carry out FCAC tasks (cf. 2.4)

719 6.4.2 Reimbursement practicalities

720 Train and other public transport travel costs are reimbursed on the basis of a
721 2nd class ticket or a 1st class if that option is cheaper.

- 722 • For night trips over 500 km the couchette fee (2nd class) can be covered

- 723 • Bike trips over 10 km are reimbursed by 1 EUR / km with a maximum of the
724 price of a second class train ticket and with an absolute maximum of 100
725 EUR
- 726 • For trips where the travel by train or bus takes more than 12 hours, a
727 plane ticket will be reimbursed on the basis of an economy class ticket. A
728 plane ticket can also be reimbursed if the destination was over 750 km or
729 train-traveling is not possible because of pressing time-table reasons.
- 730 • Taxi costs will be reimbursed if local transport is not available and if
731 requested in advance from the organisers.
- 732 • The necessity of using a private car must be justified in writing and
733 approved in advance. Travel by car may be reimbursed by 0.2 EUR/km.
734 Depending on the activity, specific reimbursement rules may apply.
- 735 • Car sharing should be approved in advance and should be cheaper than
736 public transportation. The costs have to be documented.

737 FYEG uses the official conversion rates of the European Commission for
738 currencies other than Euro:
739 ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm
740 based on the date of expense if no other donor guidelines apply. Exceptions are
741 payments with credit cards when the documented conversion rates of the credit
742 card company apply based on credit card payments statements.

743 6.4.3 GA travel reimbursements

744 Full reimbursement of travel costs is granted to:

- 745 • one delegate per full MO or candidate MO
- 746 • EC members
- 747 • the Sec-Gen and office personnel

- 748 • candidates for the EC elections

- 749 • candidates for the Sec-Gen elections, provided they have received approval
750 by the pre-selection committee (cf. 7.2.3)

- 751 • members of the presidency

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

- 754 • delegates of organisations applying for candidate membership in FYEG

- 755 • candidates for all open position

- 756 • the second delegate of a full MO if at least one delegate selfidentifies
757 as women, trans or genderqueer.

758 6.5 Participation fees

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

761 If participants are selected for an activity and are not able to participate,
762 they need to communicate this as soon as possible to the prepteam. Travel
763 reimbursement cannot be paid in that case. Further information can be found in
764 the prepteam guidelines.

765 6.6 Budgets for activities

766 The office creates a budget for each activity. Final decisions regarding these
767 budgets are taken by the Treasurer (cf. 2.2.1).

768 6.7 Expenses covered

769 6.7.1 Food and food supplies

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

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

774 At every event, vegan food should be offered and its consumption encouraged.
775 Only vegetarian and vegan food will be reimbursed.

776 6.7.2 Child care

777 For child care costs cf. 4.2 and 5.4.

778 6.7.3. Executive Committee Members Allowance

779 The members of FYEG Executive Committee are entitled to a monthly allowance up
780 to a maximum of 100 EUR per month. The FYEG EC members are free to claim the
781 allowance depending on their need.

782 The allowance is meant to cover preparation and participation in the following
783 meetings:

- 784 • FYEG activities, including regular EC meetings;
- 785 • EGP Committee Meetings and Councils;
- 786 • Study Visits to Member Organisations approved by the EC;
- 787 • Other events or meetings approved by the EC.

788 In addition to the monthly allowance, Executive Committee members are entitled
789 to reimbursement for their costs for travel, accommodation, food and child care
790 costs when travelling, in accordance with the FYEG reimbursement rules.

791 The EC member in question makes sure the allowance is declared in line with the
792 fiscal rules of their country of fiscal residence. FYEG declines responsibility
793 for any tax liability.

794 6.7.4 Traveling to statutory meetings

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

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

802 6.7.5 MO visits

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

805 7. Relations with other organisations

806 7.1 General principles

807 FYEG may:

- 808 • become a member of other organisations
- 809 • become a temporary or permanent partner of other organisations
- 810 • set up new organisations and networks

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

813 This applies to:

- 814 • joining or leaving existing organisations
- 815 • changing the type of membership within an organisation • starting or
816 ending a partnership

817 Furthermore the EC must:

- 818 • provide a list of organisations that FYEG is a member of, as well as a
819 description of FYEG's rights and responsibilities and the contact details
820 of the concerned organisations

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

823 7.2 European Green Party

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

826 7.3 Cooperation and Development Network Eastern Europe

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

829 CDN holds the status of associate within FYEG and FYEG financially contributes
830 to the CDN annually.

831 Relations between two organisations will be explained in detail in the CDN-FYEG
832 relationship agreement.

833 7.4 Global Young Greens

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

836 The spokespersons of FYEG are the official representatives towards GYG.
837 Additionally, one member of the EC is responsible for contact with the GYG
838 regional coordinator for Europe and reports to the EC (cf. 2.2.1).

839 8. Annexes to the IRPs

840 8.1 Annex 1: Guidelines for International Secretary

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

- 843 • invitations to projects of FYEG
- 844 • GA information (all relevant documents and calls)
- 845 • discussions about European policy and FYEG's Future : such as the European
846 constitution discussion and the IRP discussion

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

- 849 • [The Ecosprinter](#)
- 850 • info about participating in FYEG activities (not all activities that take
851 place)
- 852 • The newsletter

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

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

857 8.2 Annex 2: Application requirements and procedures for candidates

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

859 8.2.1 Applicant Organisations

860 The applicant organisations shall apply to FYEG through the EC. Their
861 application shall contain:

- 862 • a letter signed by their board stating the reason for their application
- 863 • a copy of the original statutes and a translated version in English

- 864 • a copy of their political platform (or comparable document) and a
865 translated version in English

- 866 • a filled-in questionnaire provided to them by the EC that includes
867 questions on the number of its members, age limit, list of activities,
868 budget and all other possibly relevant information, as outlined in FYEG
869 Statutes.

870 8.2.2 EC candidates

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

- 872 • a detailed CV, copy of passport (form provided by FYEG, is mandatory for
873 legal reasons)
- 874 • a letter in which they explain their motivation
- 875 • an outline of what their plans are with the organisation or their vision
876 on FYEG
- 877 • one nomination letter from the MO he or she belongs to. If that is not
878 possible, the MO of which the candidate is from must provide an
879 explanation for the rejection and the possible candidate has the right to
880 provide a letter of justification. The letter will be sent to all MO and
881 the GA will decide, through a vote by 2/3 majority (See 3.5.1) whether
882 this person is admitted as a candidate or not;
- 883 • at least one support letter from any MO before the 2 weeks deadline before
884 the GA.

885 Multiple positions holding

886 FYEG strives to have non-cumulation of positions.

887 EC members have to be able to combine their commitments to FYEG with whatever
888 other tasks they may have. Candidates to the EC have to lay open what other

889 mandates and functions they have.

890 8.2.3 Sec-Gen candidates

891 Sec-Gen candidates application must include:

- 892 • a CV

- 893 • a comprehensive motivation letter, explaining how experiences match the
894 profile, what the candidate thinks she/he can contribute to FYEG. It
895 should also establish a vision of a European political youth
896 organisation's role. Special emphasis is given to experiences within FYEG
897 and other Young Green Organisations.

- 898 • the contact details of two references, preferably employers, supervisors
899 or tutors

900 Further requirements and procedure:

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

- 905 • Only applications including all required documents and sent before the
906 given deadline will be examined taking into consideration both political
907 and professional skills of the candidates. These candidates will be given
908 a written assignment and interview if this is possible.

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

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

- 913 • In case a candidate is not recommended by the committee, they will still

914 be able to apply for the position and present themselves at the GA, but
915 the candidacy will not be endorsed by the EC.

916 8.3 Annex 3: Intellectual property and information technologies policy

917 8.3.1 Open-Source commitment

918 As a principle FYEG:

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

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

- 923 • will use open formats for all public communications, publications and
924 materials transmitted. • will avoid the use of non-open-source, non-free
925 contents in its website and all online tools.

- 926 • will ask for open formats to be used in documents officially addressed to
927 FYEG.

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

931 8.3.2 Security

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

935 8.3.3 Privacy and individual rights

936 In order to protect the privacy of individuals participating in any FYEG
937 activities:

- 938 • no pictures shall be posted on public sites or social networks without the

939 explicit consent of the individuals who can be identified in them.

- 940 • mailing lists archives and MO listings shall be kept accessible only by
941 its members.

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

944 8.4 Annex 4: Safer Spaces

945 **8.4.1 Safer Spaces Policy**

946 Safer spaces are evolving and not static. We have high expectations on how we
947 behave towards each other in our meetings, actions and social spaces. Making a
948 space safer means different things depending on the group of people involved as
949 each group has different needs. This policy aims to be considered in every
950 meeting involving FYEG, but the document should evolve as we learn and grow.

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

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

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

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

968 3. Consent! Respect each other's physical and emotional boundaries, always get
969 explicit verbal consent before touching someone or crossing boundaries. Don't

970 assume your physical & emotional boundaries are the same as other people's.

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

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

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

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

982 8. Calling out; if you have acted or spoken harmfully, even if unintentionally,
983 expect that someone will bring this up to you. If this happens, listen and
984 reflect on what they are saying even if you think they may be wrong. Don't try
985 to absolve yourself of responsibility.

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

988 **8.4.2 Anti sexual harassment protocol**

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

995 Anyone who is subject to sexual harassment can approach one of the designated
996 contact points responsible for receiving complaints of sexual harassment. The
997 Executive Committee will designate an Awareness Group for anyone presenting
998 allegations of physical, verbal or online sexual harassment. In accordance with
999 the IRPs, the Awareness Group will be formed by two persons from the EC who are
1000 of different genders. Additionally, every Prep - Team will designate one person
1001 to be an independent contact person in our projects. However, this person shall
1002 always inform the official contact points if a procedure starts, in the case of
1003 their absence, the main contact will be the Project Manager.

1004 When one of these procedures is open in the organization, the EC as a whole must
1005 be informed of the procedure without details of the people involved or the
1006 presented allegations to respect confidentiality. If a case involves someone
1007 from the EC, the case will be brought to the Advisory Committee (AC). The
1008 Advisory Committee will act as contact points when a case arises, following this
1009 protocol. However, the EC will not be informed until a final decision is made.

1010 Important note:

1011 These procedures will follow general principles such as the privacy of the
1012 survivor, confidentiality of the process and survivor's choice and preference.
1013 We respect the presumption of innocence of any alleged harasser which is why
1014 this procedure is in place and has been approved in the General Assembly.
1015 However, as a feminist organization, we also believe in the principle of
1016 believing the survivor and putting the burden of the proof on the alleged
1017 harasser.

1018 This procedure might be applied to an internal case of a MO if this case is
1019 related to FYEG activity or if the people involved take part in any FYEG
1020 structure. However, we will not be able to extend sanctions or disciplinary
1021 measures beyond FYEG. MOs can however adapt this protocol to their own
1022 organization.

1023 When the designated people receive a complaint of sexual harassment, they shall:

- 1024 1. Immediately record the dates, times and facts of the incident(s);
- 1025 2. ascertain the views of the survivor as to what outcome they want, ensure the
1026 survivor feels safe and ensure the survivor is separated from the alleged
1027 offender unless the survivor wishes otherwise;
- 1028 3. ensure that the survivor and the alleged harasser understands FYEG protocol
1029 for dealing with the complaint;
- 1030 4. discuss and agree the next steps with the alleged survivor, informal, formal
1031 or outside complaints procedure (police, hospital, embassy, etc.), on the
1032 understanding that choosing to resolve the matter informally does not preclude
1033 the survivor from pursuing a formal complaint if they are not satisfied with the
1034 outcome;
- 1035 5. keep a confidential record of all discussions. Records will be destroyed if
1036 the alleged survivor requests it, or before the change to a new EC. However, a
1037 record of sanctions and a brief description of the reason will be kept in a safe
1038 place;

1039 6. respect the choice of the survivor;

1040 7. and ensure that the survivor knows that they can lodge the complaint outside
1041 of FYEG through the relevant country/legal framework.

1042 INFORMAL COMPLAINTS PROCEDURE

1043 If the survivor wishes to deal with the matter informally, the designated person
1044 will:

- 1045 • Approach the alleged harasser saying that the behaviour is offensive,
1046 unwelcome and must be stopped;
- 1047 • Inform the harasser that FYEG has a zero tolerance policy on sexual harassment
1048 and that disregarding this policy may result in the person's exclusion from the
1049 organization
- 1050 • give an opportunity to the alleged harasser to respond to the complaint;
- 1051 • ensure that the alleged harasser understands the complaints mechanism;
- 1052 • facilitate discussion between both parties to achieve an informal resolution
1053 which is acceptable to the complainant, provided the alleged survivor agrees,
- 1054 • ensure that a confidential record is kept of what happened;
- 1055 • follow up after the outcome of the complaints mechanism to ensure that the
1056 behaviour has stopped and that there is no risk of its repetition;
- 1057 • And ensure that the above is done accurately and at the latest within 10 days
1058 of the complaint being made. During events, the procedure shall take place
1059 within 48 hours.

1060 FORMAL COMPLAINTS PROCEDURES

1061 If the survivor wants to make a formal complaint or if the informal complaint
1062 mechanism has not led to a satisfactory outcome for the survivor, the formal
1063 complaint mechanism should be used to resolve the matter.

1064 The designated person who initially received the complaint will communicate to
1065 the rest of contact points the opening of a formal complaint procedure. The EC
1066 will be informed of this, respecting the confidentiality of the alleged survivor

1067 and the allegations. The designated person who initially received the complaint
1068 will carry out the investigation with the assistance of the Awareness Group and
1069 the independent contact person at the moment in which allegations were
1070 presented, if any. They will help the investigator with the analysis and
1071 decision making process. A procedure for online harassment shall be developed.

1072 The person carrying out the investigation will:

- 1073 • interview the survivor and the alleged harasser separately
- 1074 • interview other relevant third parties separately
- 1075 • decide whether the incident qualifies as sexual harassment within the meaning
1076 of this protocol
- 1077 • produce a report detailing the investigations, findings and any
1078 recommendations
- 1079 • if the harassment took place, decide what the appropriate remedy for the
1080 survivor is, in consultation with the survivor (i.e. an apology, a change of
1081 structure, suspension..)
- 1082 • follow up to ensure that the recommendations are implemented, that the
1083 behaviour has stopped and that the survivor is satisfied with the outcome
- 1084 • if it cannot determine that the harassment took place, they may still make
1085 recommendations to ensure proper functioning of the organization
- 1086 • keep a record of all actions taken
- 1087 • ensure that all records concerning the matter are kept confidential
- 1088 • ensure that the process is done as quickly as possible and in any event within
1089 15 days of the complaint being made

1090 The general rule is to avoid the presence of the alleged harasser in those
1091 places/structures in which the alleged survivor moves. It is vital that the
1092 wishes and needs of the survivors are incorporated into the outcome of the
1093 complaints mechanism.

1094 A data protection protocol will be developed.

1095 OUTSIDE COMPLAINT MECHANISM

1096 This protocol seeks to create a fast and appropriate response to allegations of
1097 sexual harassment. However, it does not seek to substitute existing regulation
1098 and legislation on this issue. We want to make clear that FYEG wants to be fully
1099 supportive with every decision of the alleged survivor.

1100 A person who has been subject to sexual harassment can at any time make a
1101 complaint outside of the organization. Even though this organization cannot
1102 offer legal advice, the contact point(s) will accompany the person to the
1103 instance this person prefers (hospital, police, ombudsperson, law courts,
1104 embassies, etc.) if they request it.

1105 SANCTIONS AND DISCIPLINARY MEASURES

1106 Anyone who has been found to have sexually harassed another person under the
1107 terms of this policy may be sanctioned. Sanctions may include but are not
1108 limited to one of the following :

- 1109 • Verbal or written warning
- 1110 • Suspension from an elected or non-elected FYEG structure, in line with FYEG
1111 IRPs when appropriate
- 1112 • Dismissal/expulsion

1113 Depending on the seriousness of the allegations, the EC, upon request of the
1114 Awareness Group may suspend someone from taking part in any FYEG structure or
1115 activity during the duration of the process. Confidentiality of the survivor
1116 will be maintained.

1117 In case of sexual harassment, violence or discrimination by a member of an
1118 elected body within FYEG (Financial Control Committee, Advisory Committee or
1119 Ecosprinter Board) the EC can exclude the offender after consulting the full
1120 MOs. (cf. 2.2.2). If the case arises within the EC, the Advisory Committee can
1121 exclude the offender after consulting the full MOs.

1122 The nature of the sanctions will depend on the gravity and extent of the
1123 harassment. Suitable deterrent sanctions will be applied to ensure that
1124 incidents of sexual harassment are not treated as trivial. Certain serious
1125 cases, including physical violence, will result in the immediate dismissal of
1126 the harasser.

1127 8.4.3 Guidelines for persons of contact

1128 Read the protocol and understand every aspect

1129 What is sexual harassment? It is unwanted behaviour of a sexual nature which:

1130 • Violates your dignity

1131 • Makes you feel intimidated, degraded or humiliated

1132 • Creates a hostile or offensive environment

1133 Sexual harassment "can include, but is not limited to", these examples:

1134 • Touching, pinching, stroking, squeezing, or brushing against someone

1135 • Leering or ogling

1136 • Making LGBTIAQ+-phobic or GSRM (Gender, Sexual and Romantic Minorities)-
1137 phobic comments and sexually suggestive signals, winking

1138 • Sending unwanted e-mails, text messages, posting sexually-explicit jokes
1139 or content on FYEG communication channels

1140 • Sexual comments or jokes

1141 • Making insults based on a person's sex or rating their sexuality

1142 • Turning work discussions to sexual topics

1143 • Physical behaviour, including unwanted sexual advances, touching and
1144 various forms of sexual assault

- 1145 • Displaying pictures, photos or drawings of a sexual nature

1146 Remember: Whether harassing intentionally or unintentionally, we all have a
1147 responsibility to monitor our behaviour and respect each other. Anyone who
1148 reports an incident has the right to remain anonymous. They also have the right
1149 to feel safe and respected.

1150 Listen and Support

1151 It's tough to be prepared when someone tells you that they have been the
1152 survivor of sexual harassment. Remember, you can only provide support

1153 Support and understanding are essential. It takes a lot of courage for a
1154 survivor to share their experience;

1155 Try to provide a safe/non-judgmental environment, emotional comfort and support
1156 for the survivor to express feelings;

1157 Let them know that they can talk with you. Listen. Don't rush to provide
1158 solutions.

1159 Believe

1160 The most common reason people choose not to tell anyone about sexual abuse is
1161 the fear that the listener won't believe them. People rarely lie or exaggerate
1162 about abuse; if someone tells you, it's because they trust you and needs someone
1163 to talk to.

1164 People rarely make up stories of abuse. It is not necessary for you to decide if
1165 they were "really hurt." If the survivor says they were hurt, that should be
1166 enough

1167 Believe what the person tells you. It may have been difficult for them to talk
1168 to you and trust you. Unless proven wrong harassment has happened.

1169 Reassure

1170 Sexual assault is NEVER the survivor's fault. No one asks to be sexually
1171 assaulted by what they wear, say or do. Let the survivor know that only the
1172 perpetrator is to blame;

1173 The survivor needs to hear that fears, anxieties, guilt and anger are normal,

1174 understandable and acceptable emotions;

1175 Remember, no one ever deserves to be abused or harassed.

1176 Be Patient

1177 Don't press for details – let the person decide how much to tell you. Ask them
1178 how you can help;

1179 Survivors have to struggle with complex decisions and feelings of powerlessness,
1180 trying to make decisions for them may only increase that sense of powerlessness;

1181 You can be supportive by helping them to identify all the available options and
1182 then help them by supporting their decision making process (here refer to the
1183 protocol).

1184 The survivor can't just "forget it" or just move on. Recovery is a long term
1185 process and each individual moves at their own pace

1186 Encourage

1187 Encourage the survivor to seek medical attention, report the assault, and or
1188 contact a professional if needed. Remember, the survivor must ultimately make
1189 the decision as to what to do. They are the experts in their own lives. Don't
1190 push. Remember, support their choices no matter what they decide.

1191 Respect Privacy - Confidentiality

1192 Don't tell others what the survivor tells you. Let the individual decide who
1193 they will tell. It is important not to share information with others who are not
1194 involved;

1195 If you do need to share information for their safety, get permission by letting
1196 them know what you will share and with whom it will be shared; ie. the rest of
1197 contact points in case of a formal complaint

1198 Establish Safety

1199 An important part of helping the survivor is to identify ways in which the
1200 survivor can re-establish their sense of physical and emotional safety. You are
1201 a step in the process. Ask them what would make them feel safe and how you can
1202 help them accomplish this.

1203 If the stalking or harassment is ongoing, help them to develop a plan of what to
1204 do if they are in immediate danger. Having a specific plan and preparing in
1205 advance can be important if the harassment escalates.

1206 Things you can say

1207 It is hard to know what to say to a person when they confide in you. Refrain
1208 from asking a lot of questions, instead, support them with these phrases. Let
1209 the person know that you believe that they have the strength and capacity to
1210 heal.

1211 ● It's not your fault

1212 ● I'm sorry this happened

1213 ● I believe you

1214 ● How can I help you?

1215 ● I am glad you told me

1216 ● I'll support your choices

1217 ● You're not alone

1218 **8.4.4 Use of inclusive language**

1219 FYEG aims to use language in its communications and its events that reflects the
1220 level of English spoken within an organisation of mostly non-native speakers.
1221 FYEG promotes the use of inclusive and accessible language within the
1222 organisation. FYEG attempts to reduce the shame of using simple language. We do
1223 this to make sure that everyone feels welcome to participate and contribute.