



# INTERNAL RULES

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Paris 28 September 2008

## **Article 1 – Status of the internal rules**

The internal rules are supplementary and subordinate to the statutes of Eurocare, an international not-for-profit association registered under Belgian law on the 23 March 1996. In the case of any contradiction between the Internal rules and the Statutes of the Association, the latter shall prevail.

## **Article 2 - Members**

Membership in Eurocare is organisational rather than individual. The criteria for membership are established in articles 5-8 of the Statutes. The majority of Eurocare members are full members. However Pan-European organisations can be granted associated membership.

### Article 2.1 - Criteria of Eligibility for membership;

- NGOs – self-governing, not for profit organisations involved in the prevention or treatment of alcohol problems
- Not affiliated to or having the purpose of representing the views and interests of producers or retailers of alcoholic beverages.
- No member organization can be in receipt of core funding from producers of alcoholic beverages.
- Located in Europe.
- Members have to accept the Eurocare Alcohol Charter and Mission Statement.

### Article 2.2 - Rights of Members;

Full members have completed membership of the Association from the moment they have been accepted by the Board. Full members set the guidelines and the priorities of the Association and make an ongoing contribution to its activities.

The members enjoy the following rights;

- Full membership (including being eligible to working groups and the Board) from the moment they are accepted by the Board.
- Membership is confirmed by the General Assembly
- Each member shall have one vote at the General Assembly. However, each country has a maximum of two votes; if there are several member organizations from one country, they have to agree between themselves how to vote.
- Receive copies of the Statutes and the Internal rules of Eurocare.
- Receive appropriate notice of all meetings of Eurocare.
- Each member shall be informed and consulted on an ongoing basis about the activities of the Association.
- Enjoy the benefits of the information service provided by Eurocare, whether in print or electronically. This includes provision of an access pass to the ‘members only’ section of the Eurocare website
- Be consulted, in the preparation of Eurocare position papers

- Participate in any appropriate working groups, and attend Eurocare seminars or other events

#### Article 2.3 – Obligation of members;

- Member organizations shall notify one named individual to the secretariat. This individual shall be their point of contact with Eurocare and normally their representative at Eurocare meetings.
- This contact person shall ensure that information concerning Eurocare’s activities is circulated throughout their own organization (especially to their own member associations, if they themselves represent a national or European network).
- Eurocare members take part in working groups of their choice. They undertake to make an active contribution to the activities of the working groups, in particular by attending all appropriate meetings and producing written contributions if required.
- Eurocare members contribute an annual membership fee, the amount and structure is determined by the Board.

#### Article 2.4 - Membership application procedure;

All applications for membership shall be addressed to the Secretariat. The applicant must demonstrate its compliance with all relevant membership criteria.

- The Secretariat shall provide a dossier on the Eurocare membership to those organisations interested in joining. This shall include information about the Eurocare activities, current membership fee, membership benefits, together with an application form.
- The application must be accompanied by the following documents. When the information is not available in English or French, these documents will be accompanied by a short translation summarizing their content:
  1. Statues of the applicant organization and formal recognition by national authorities.
  2. Latest report of activities.
  3. Presentation leaflet or any other useful information related to the application for membership.
  4. Declaration of interest.
- On the basis of a properly completed application, accompanied by the necessary documents, the Secretariat shall determine whether the applicant organisation meets Eurocare membership criteria.
- The Secretariat shall maintain a “members only” section on the Eurocare website. This shall provide, inter alia, information on membership applications that are under consideration at any point in time; thus enabling existing members to comment on current application, if they so wish.
- The Secretariat shall make a recommendation to the Board, which shall agree whether or not to offer immediate membership.
- At each meeting of the General Assembly, the Board shall provide a list of applicants received since the previous meeting, together with background information describing the organizations concerned; and shall invite the General Assembly to confirm the membership of each organization.

- Any organisation whose application for membership has been rejected, either by the Secretariat or by the Board, shall have the right to appeal to, and be heard by, the General Assembly. These appeals for membership have to receive a simple majority vote of those present or represented at the General Assembly.
- The Board has the right to recommend the exclusion of any current member from membership, for any reason other than non-payment of membership fees, to the General Assembly.
- Proposal to exclude existing members have to be approved by two thirds of those present or represented at the General Assembly.
- The decision of the General Assembly regarding membership, whether it is approval, rejection or exclusion, shall be final unless new information is provided.

### **Article 3 – Membership Fees**

Annual subscriptions are payable by all member organizations. For the time being, the Board can, on a case-by-case basis, waive the membership fees for organisations.

The membership fees are to be determined by the Board. Each member will be billed in January (September in 2008). Member organizations who need to request a waive of the membership fee shall contact the Secretariat.

Organisations that have received a reminder and have not responded by the end of April shall be contacted by the Secretariat in order to clarify their interest and ability to remain a member of Eurocare.

### **Article 4 – Organisational Structure**

The General Assembly is established as Eurocare’s governing body (articles 9 – 11), with day-to-day management responsibility entrusted to a Board comprising of a minimum of five members and a maximum of ten.

The Board has the power to engage special advisers, set up subcommittees and also to authorize the establishment of ad hoc working groups of members of the association.

The work of the Secretariat is supervised by the Board on behalf of the General Assembly. The General Secretary shall be accountable for the work of the Secretariat to the Chairman or to any other member of the Board as the Board shall decide.

#### Article 4.1 – the General Assembly

- A preliminary notice of the meeting, giving the proposed dates and venue shall be sent to member organisations at least three months in advance.
- In this preliminary notice, the Secretariat shall indicate whether any (and if so, how many) vacancies are to be filled on the Board.
- The Secretariat shall also indicate which existing members of the Board (if any) wish their names to go forward for re-election and shall invite further nominations.
- The agenda of the General Assembly shall contain any item submitted to the Secretariat by at least one third of the members. Such a request to insert an additional item in the agenda in accordance with the statues, must reach the Secretariat at least

four weeks before the General Assembly. The Secretariat shall inform all members of this additional item at least three weeks before the General Assembly by any means of communication.

- The invitations to the General Assembly shall be sent to the members by the Secretariat.
- The dates of the Annual General Assembly shall be determined by the Board at least six months in advance, after a wide consultation of the full membership.
- The Chairman, and in his/her absence one of the vice chairman present at the General Assembly, shall preside the General Assembly. The person presiding the General Assembly shall declare the opening and closing of each meeting, read the agenda, direct discussions, ensure observance of the rules, accord the right to speak and announce the decisions taken.
- The minutes of the General Assembly shall be kept by the Secretariat. They shall be at the disposal of the members on the website in the members section.

#### Article 4.2 – voting and elections

- Eurocare, being an alliance of independent member organisations shall whenever possible reach decisions by general consensus.
- Recognising that votes may, on occasions, be called for, voting shall be on the basis that each member organisation has one vote (however maximum two votes per country).
- Each member of the Board is elected for a three year period.
- The representative of any member organisation may be nominated for election to the Board, provided the organisation's membership dues are fully paid at the time of the nomination. The individual concerned must give his/her assent to nomination.
- An Election Committee (1-2 Board members and 1-2 Member organisations) is appointed from the Board to coordinate nominations.
- The election committee is to ensure a Nomination form (including information such as name, organisation represented, country, and a short manifesto (100 words) is filled in and distributed to the members, minimum three weeks before the General Assembly, if possible.
- Oral nominations to the Board on the day are welcomed.
- Member organisations that cannot be represented at the General Assembly in person have the right to nominate another member to exercise a proxy vote on their behalf; provided that no one member organisation exercised more than two proxy votes in total.
- In the event that any member of the Board resigns during his or her period of office, the Board shall have the power to nominate an interim replacement who shall serve until the next Annual General Assembly.

#### Article 4.3 – the Board

- The Association is managed by a Board composed of minimum five and maximum ten members.
- The members of the Board are appointed by the Annual General Assembly.
- The members are appointed for a term of three years.
- The chairman must be a representative of a nongovernmental organisation which is a full member of Eurocare.

- The Chairman shall chair the meeting of the General Assembly and the Board.
- The Chairman shall organise the representation of the Association at external meetings and events.
- The Chairman shall supervise the activities of the Secretariat.
- The Vice-Chairmen, minimum two are to perform the Chairman' duties in his/her absence.
- The Treasurer shall supervise the work of the Secretariat regarding financial matters, present the financial interim reports to the Board and General Assembly.
- Description of responsibilities:
  - To take part in formulating and regularly review the business plan and strategic aims of the organisation
  - With other Board members ensure the policies and practices of the organisation are in keeping with its purpose.
  - With other Board members ensure the organisation functions within the Belgian legal framework.
  - Secure its financial resources and work to ensure the financial viability and sustainability of the organisation.
- Description of tasks:
  - To regularly attend and participate in the Board meetings (approximately 5 times per year) and be an active member in exercising its responsibilities and functions.
  - To respond effectively to communications from the Secretariat and other Board members in between board meetings.
  - To represent Eurocare, in agreement with arrangements made within the Board and Secretariat.
  - To prepare the General Assemblies.
  - To support the Eurocare Secretariat with implementation of the Business plan and work programme.
  - To prepare the annual work programme, the setting of priorities and the planning of Eurocare's activities.
  - The financial management of Eurocare and the fund-raising
  - Oversee the work of the Secretariat.
  - To fulfil duties and assignments as may be required from time to time by a Board Member.

#### Article 4.4 – the Secretariat:

- The Secretariat is composed of the Secretary General and other members of staff.
- The Secretariat shall perform the day to day tasks/administration like;
  - Coordinate and implement the annual work plan of the Association.
  - Coordinate and implement the decisions of the Board.
  - Assist the Board and in particular the Chairman.
  - Organise the meetings of the Association.
  - Shall have a representation function for the tasks with which it is charged.
- The Secretariat shall be accountable to the Board.
- The Secretary General shall have the full operational and administrative responsibility and shall manage the staff. He or she shall assist the meetings of the Board and the General Assembly.

#### **Article 5 – Consultation on major policy**

Eurocare is an organisation involved in advocacy, committed to the promotion of policies in accordance with article 4 of the Statues. Policy position papers and fact sheets are regularly produced in order to help to inform members and key decision makers

All members are entitled to be consulted in the drafting of Eurocare briefing papers, policy position papers and fact sheets, according to the following procedure;

- The Secretariat in agreement with the Board decide on which a policy should be developed (this may be recommended by one of the member organisations or recommended by the Secretariat in response to Community initiatives etc)
- The Secretariat, one of the members or an outside consultant is invited to produce a first draft.
- Members are invited to comment. This may be at a meeting convened by the Secretariat or in writing, or both.
- The draft version is to be available in the members section on the web site.
- The Secretariat then provides a final draft, in response to any comments received from members.
- The Board then endorses the final text as Eurocare policy.

The objective of the exercise is to achieve agreement by consensus on a briefing paper or policy position that most of the Eurocare members will feel happy to support. If the Board doubts that this is the case, it may reject the proposed policy/text; or, alternatively allow it to be adopted along with a minority report.

## **Article 6 – Financial regulations**

Eurocare's income includes membership subscriptions, donations, grants and subsidies from member organisations.

Eurocare may support specific projects or core funding, provided that the aims, objectives and independence of the Association are not compromised.

The Board is responsible for bank accounts and shall authorise officers and/or staff to act as signatories as appropriate.

The Board shall prepare accounts and budgets for submission to the General Assembly.

The accounts of the Association shall be subject to an external audit.

## **Article 7 – Miscellaneous**

### Equal opportunities policy

The Association operates an equal opportunities policy in all aspects of its operation, based upon gender equality and equal opportunities for all. It takes care to ensure the fairest possible balance between the players represented in its bodies.

## Notices

Whenever the Statues or the Internal Rules refer to “any means of communication”, this shall mean any of the following means of written communication:

- Member section on web site
- Email
- Fax
- Postal mail