



Guidelines and Internal Bylaws of European Rotaract Information Centre (E.R.I.C.)

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ROTARACT MULTIDISTRICT INFORMATION ORGANISATION (MDIO)

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GUIDELINES

Approved by the RI Board in June 1994, and by the following RI Districts: 1010, 1020, 1030, 1040, 1050, 1060, 1070, 1080, 1090, 1100, 1110, 1120, 1130, 1140, 1150, 1160, 1170, 1180, 1190, 1200, 1210, 1220, 1230, 1240, 1250, 1260, 1270, 1280, 1290, 1380, 1390, 1400, 1410, 1420, 1430, 1440, 1450, 1460, 1470, 1480, 1510, 1520, 1640, 1650, 1660, 1670, 1680, 1690, 1700, 1710, 1720, 1730, 1740, 1750, 1760, 1770, 1780, 1790, 1550, 1560, 1570, 1580, 1590, 1600, 1610, 1620, 2170, 1630, 1800, 1810, 1820, 1830, 1841, 1842, 1850, 1860, 1870, 1880, 1890, 1900, 1930, 1940, 1950, 1910, 1920, 1911, 1912, 1913, 1960, 1970, 1980, 1990, 2000, 2031, 2032, 2040, 2050, 2060, 2071, 2072, 2080, 2090, 2100, 2110, 2120, 2201, 2202, 2203, 2220, 2225, 2230, 2240, 2241, 2250, 2260, 2270, 2280, 2290, 2300, 2305, 2310, 2320, 2330, 2340, 2350, 2360, 2370, 2380, 2390, 2400, 2410, 2420, 2430, 2440, 2452, 2470, 2484, 2482, 2483

ROTARACT MULTIDISTRICT INFORMATION ORGANISATION (MDIO)

GUIDELINES FOR E.R.I.C.

Purpose and objectives

The main purpose of E.R.I.C. is to develop international relationships between clubs and members all over Europe by bringing Rotaractors from all over Europe together.

Besides this the objectives of E.R.I.C. are:

- to exchange information among the represented districts of Rotaract in Europe, the clubs and their members;
- to foster international contacts among Rotaractors;
- to encourage Rotaractors to work together in international projects.

The tools to realize these objectives are:

- organizing international meetings and events, including the yearly European Convention (EUCCO);
- Distribution of the E.R.I.C. Newsletter three editions per year;
- Compiling a directory including the addresses of the Rotaract clubs of the participating districts;
- Providing a European event calendar;
- Providing information regarding Rotaract clubs offering home hospitality;
- English-speaking contact persons to relay information between the participating districts. If the group wishes to carry out joint service or other projects, it can do so by a separate decision in compliance with the rules and procedures set forth by multidistrict policy and guidelines for multidistrict service activities and projects, as stipulated by Rotary International.

Election of Country Representatives (CR's)

From the participating districts, each country shall appoint a contact person. This power comes to the District Rotaract Representatives (DRR's) of the country. Besides this, each country is free to organize elections.

The contact persons have no legislative authority in Rotaract, only in E.R.I.C..

The Contact Persons receive the official title of E.R.I.C. Country Representatives (CR's).

Responsibilities of the (CR's)

They serve as contacts between E.R.I.C. and the district or country they represent.

Multidistrict Council and Chairperson

The CR's and the District Rotaract Representatives (DRR's) of the member districts of the Multidistrict Group shall compose a council (hereafter "the Council") whose task shall be to coordinate the activity of the Group and to control voluntary contributions for use by the Group.

The Council shall elect a chairperson. This person shall receive the official title of E.R.I.C. President. When electing, the motivation and the ability of the candidate should be considered.

Both the Council and the Chairperson shall have no legislative power over the Rotaract Organization.

Responsibilities of the Chairperson

The Chairperson is responsible for coordinating all activities of the Council regarding the Multidistrict Organization.

Meeting of CR's

The CR's shall meet at the regional EUCO, which is organized annually by one of the districts in the European RI zones.

In addition, the CR's hold at least two other meetings during the Rotaract year, it being stipulated that no two meetings are to be more than 4 months apart.

Funding of the Multidistrict Organization

Any funds which may be collected for the functioning of the Multidistrict Organization are based on a voluntary subscription fee for rendered services. The Organization may also obtain funding from sponsorship, grants, or other revenue in compliance with Rotary International policy.

INTERNAL BYLAWS

The internal Bylaws are approved and updated by the CR's of E.R.I.C. during their meetings. In case of change or update the change or update will be marked with change/update. When something is sup primed it will be marked with ... The change/update will mention the date of the E.R.I.C. meeting where the change or update is accepted.

...

INTERNAL BYLAWS for E.R.I.C.

1. The "E.R.I.C. Committee of Representatives"

1.1. Tasks

The E.R.I.C. Committee of Representatives manages E.R.I.C. business and funds according to the Guidelines. It generally monitors and supervises all activities and divisions of E.R.I.C.. It must take all necessary actions to accomplish the tasks and the objectives of E.R.I.C.. The E.R.I.C. Committee of Representatives does not have any decisive or legislative power whatsoever over the Rotaract Organization. It has decisive power only over E.R.I.C..

1.2. Members and votes

The E.R.I.C. Committee of Representatives shall be composed of one representative for each country, regardless the number of districts included in it.

The voting is based on districts, each district has one vote. The votes of the District Rotaract Representative(s) (DRR(s)) are passed to E.R.I.C. by the Country Representative. The members of the Committee must be nominated by the DRR(s) of the country they represent preferably before April 1st of the year in which they commence their mandate. Each country is free to agree upon gentlemen's agreements (e.g. a country with more than one district, districts can agree upon a rotation to send in the country representative) or to organize elections. It is encouraged that the CR serves a term of two years.

Additionally each Country Representative has one country vote. In case of multinational districts, each country can have its own representative, but in case one representative is appointed by two countries or more he/she has only one vote.

All Rotaractors are invited to attend and observe the E.R.I.C. Committee of Representatives meetings, but his/her right to enter into discussions, during the meeting is at the discretion of the E.R.I.C. Executive Board.

1.3. RI Rotaract Committee

In order to facilitate contacts, the European Rotaractor(s) on the RI Rotaract Committee (RIRC) are automatically advisory members of the E.R.I.C. Committee of Representatives.

1.4. President

The E.R.I.C. Committee of Representatives elects the President, whose task is to run E.R.I.C.

and to accomplish its objectives. The E.R.I.C. Committee of Representatives shall meet at least three times in each Rotaract year. No two meetings should be more than 4 months apart. The first meeting of the Rotaract year will take place no later than the 3rd Saturday in October.

1.5. Voting and proxies

Official vote of the E.R.I.C. Committee of Representatives is necessary in case of:

1. Changes in by-laws
2. Elections for E.R.I.C. Executive Board
3. Selection of future venues of E.R.I.C. meetings and conferences.

In all other cases the E.R.I.C. Executive Board decides whether a voting is necessary, unless voting is requested by any E.R.I.C. Country Representative(s) on a specific issue. The request should be submitted to the Secretary at least 4 weeks before the voting.

To make decisions of the E.R.I.C. Country Representatives binding, the agenda with proposals must be convened at least 2 weeks before the voting.

When the voting is about persons or HOC candidates the voting needs to be secret, any other voting is public.

Voting on changes in the bylaws, elections of the E.R.I.C. Executive Board and selection of future venues of E.R.I.C. meetings and conferences can only be done during E.R.I.C. meetings by a CR or a proxy appointed by him/her.

Voting on other issues can be done on-line on following conditions:

- on-line voting is approved by the E.R.I.C. Executive Board
- voting is scheduled no earlier than two weeks and no later than one month after the proposal has been convened
- voting ends exactly one week after it has begun
- the votes are sent to the Secretary from an e-mail address of the CR as submitted to the IT Officer
- the results of the on-line voting are binding on the condition of more than half of CRs casting their vote
- any proposal scheduled for online voting will be rescheduled for voting on E.R.I.C. meeting if so requested by a Country Representative.

A CR can allocate his/her proxy to another Rotaractor from his/her country or district (in case of multinational districts) or to another CR. This proxy is valid when it has been given in writing, by e-mail or by text message before the beginning of the meeting. Each CR can only hold one proxy. Proxies do not have to stipulate a position on the issues to be voted on.

All issues are considered accepted if they receive at least a 2/3 majority of the voting Districts. In case no option secures a 2/3 majority of votes, the option that receive a 50%+1 majority of the country votes are accepted.

In case of more than two options, in the first round the two most popular options are selected, in order to perform a second round of voting.

In the case that both options receive exactly 50% of the country votes, the E.R.I.C. President makes the decision.

1.6. CR's duties

A Country Representative is the point of contact between E.R.I.C. and the country he/she represents. The responsibilities are:

- Representing the vote(s) of their DRR(s) and country.
- Informing the E.R.I.C. Board and the other E.R.I.C. Country Representatives about relevant projects and events held in the country he/she represents.
- Informing national Rotaract Clubs and District Rotaract Representatives about the E.R.I.C. events, projects and activities, and the events, projects and activities held in the E.R.I.C. districts. - Representing his/her country during E.R.I.C. meeting on Autumn REM, Winter REM and EUCCO.
- Taking part in E.R.I.C. activities: submitting Country Reports for E.R.I.C. meetings, judging at BESSP and TCA awards, writing articles for the E.R.I.C. newsletter and website, participating in E.R.I.C. work groups, joining meetings and workshops during the E.R.I.C. meetings.
- Being informed about the Guidelines and Bylaws of E.R.I.C.
- Informing his/her successor about his/her duties as a Country Representative.

2. The "E.R.I.C. President"

2.1. Tasks

He/she is the chief executive officer of E.R.I.C..

He/she presides over both the E.R.I.C. Committee of Representatives and the E.R.I.C. Executive Board.

He/she directs the work and activities of E.R.I.C..

He/she may not cumulate the position of President with another function within the E.R.I.C. Executive Board, the E.R.I.C. Committee of Representatives.

The E.R.I.C. President organizes and determines the agenda of the Meetings of the E.R.I.C. Committee of Representatives, in co-operation with the CR of the country hosting the Meeting.

This provision also applies to E.R.I.C. plenary sessions and workshops held during the EUCCO, for which the President and host representative may be assisted by an E.R.I.C. Task Force specifically created for the European Convention.

2.2. Reporting

The E.R.I.C. President applies the decisions voted during E.R.I.C. meetings. He/she renders an account on his/her activities, including his/her progress and results, his/her new goals and the work of his/her staff, to the members of the Committee during every E.R.I.C. meeting. He/she represents E.R.I.C. with respect to all other organizations within the Rotary/Rotaract world.

2.3. Absence

In absence of the President the Vice-President replaces him/her.

2.4. Election

The President will be elected by the E.R.I.C. Committee of Representatives for a period of one year. After his/her first year as E.R.I.C. President, the E.R.I.C. President in office may stand for re-election together with other candidates, and be re-elected for one further year.

The candidates must comply with all the following eligibility criteria:

- be a Rotaractor from one of the E.R.I.C. member districts
- be in between the ages of 18-30 years. (* On 30 June of the Rotaract year in which the candidate becomes 30 years old, his/her Rotaract membership will end.)
- be fluent in English
- have served as either past member of the E.R.I.C. Committee of Representatives or past member of the E.R.I.C. Executive Board
- have a wide knowledge of Rotaract & Rotary
- cannot be CR

Candidates for the presidency have to submit their candidacy to the current E.R.I.C. president and Secretary at least 4 weeks before the beginning of the annual EUCO. Three weeks beforehand the President and Secretary get aligned to check the validity, meaning the eligibility criteria, of the candidacy (-ies).

The E.R.I.C. President announces the candidates two weeks beforehand to the E.R.I.C. Committee of Representatives.

During the meeting each candidate will have the opportunity to present him/herself to the Council and explain his/her ambitions for the new term.

For a President to be elected he/she needs a majority of votes, described under 1.5 Voting and proxies.

If 2 or more candidates are running, and none of them has the necessary majority, the election of the E.R.I.C. President will be postponed to the next E.R.I.C. Meeting.

Meanwhile the current E.R.I.C. President stays in position.

3. The "E.R.I.C. Executive Board"

At the annual EUCO, the newly elected President can nominate members for the E.R.I.C. Executive board.

The E.R.I.C. Executive Board-nominated members will be voted upon by the current CR's as a whole.

In addition, all European Rotaractors can run for a specific candidacy.

The candidates must comply with all the following eligibility criteria:

- be a Rotaractor from one of the E.R.I.C. member districts
- be in between the ages of 18-30 years. (* On 30 June of the Rotaract year in which the candidate becomes 30 years old, his/her Rotaract membership will end.)
- be fluent in English
- have a wide knowledge of Rotaract & Rotary

These candidacies must be submitted to the current E.R.I.C. president and Secretary at least 4

weeks before the beginning of the annual EUCO.

Three weeks beforehand the President and Secretary get aligned to check the validity of the candidacy (ies).

In case of candidacies, elections for the specific position will be held.

The E.R.I.C. President announces the candidates two weeks beforehand to the E.R.I.C. Committee of Representatives.

During the meeting each candidate will have the opportunity to present him/herself to the Council and explain his/her ambitions for the specific position.

For a candidate to be elected he/she needs a majority of votes as described under 1.5 Voting and proxies.

If 2 or more candidates are running, and none of them has the necessary majority, the E.R.I.C. President-Elect nominates the position.

The E.R.I.C. Executive Board has no decisive power whatsoever, except regarding its own organization.

The E.R.I.C. Executive Board may issue proposals which are voted upon by the E.R.I.C. Committee of Representatives.

The E.R.I.C. Division Coordinators making up the E.R.I.C. Executive Board are to report to the E.R.I.C. Committee of Representatives on Division activities during every E.R.I.C. meeting.

3.1. Past-President

The last Past-President stays member of the E.R.I.C. Executive Board and has a coaching role.

It is his/her job to make sure that knowledge and experience is transferred to the E.R.I.C. Executive Board and E.R.I.C. Committee of Representatives.

In case of issues he/she has a mediating role.

3.2. Vice-President

The Vice-President has an advisory and assisting role.

The Vice-President will replace the President when he/she is not available.

He/she coordinates the organization of the workshops which can be professional, social and/or Rotaract in general related, on the E.R.I.C. Meetings.

This person is also responsible for coordinating work on the European Rotaract Directory.

He/she is also responsible for verifying that the ERIC's Guidelines and Bylaws are communicated and explained clearly the first E.R.I.C. Meeting of the Rotaract year in order to facilitate their comprehension to the CR's.

He/she may not cumulate the position of Vice-President with another function within the E.R.I.C. Executive Board.

3.3. Secretary

The Secretary is responsible for writing the minutes of each meeting (if necessary also those

held online).

Proposals and/or ideas can be sent to him/her and the E.R.I.C. President.

The secretary and/or E.R.I.C. President communicate this to the E.R.I.C. Executive Board which will assess the received ideas and put it on the agenda of the E.R.I.C. Committee of Representatives.

This person is also responsible for keeping track of the changes in the Guidelines and Bylaws and possibly the reasons of the changes.

3.4. Treasurer

He/she is responsible for E.R.I.C. finances, and administers the fees or subscriptions and any other revenue transferred to E.R.I.C..

With the E.R.I.C. President, he/she has full access to the E.R.I.C. account which must be located in a Euro zone.

The Treasurer and President each have full authority to sign all correspondence relating to E.R.I.C. finances, to pay invoices and to charge individuals or companies for various services such as conference fees or sponsorship.

The Treasurer reimburses the expenses of the members of the E.R.I.C. Executive Board in compliance with the budget as voted upon during the autumn REM, by the E.R.I.C. Committee of Representatives.

All the expenses should be duly justified by an invoice.

Any additional expenses should be a subject to voting.

3.5. Marketing and Communication Services Coordinator

This manager is responsible for editing all E.R.I.C. publications, except the Directory.

In order to accomplish this task, he/she may select a team of assistants.

In agreement with the E.R.I.C. President he/she will develop the editorial line as well as take the necessary steps to gather information.

He/she is in constant contact with European clubs to enhance their communication and to promote their projects.

This person is also responsible for implementing activities with the following objectives: locating sponsors, grants and other funding, identifying sources of other revenue (e.g. organization of events), and coordinating E.R.I.C. promotion and public relations.

3.6. Social Services Coordinator

He/she co-ordinates an E.R.I.C. Community Project based on Pan-European Co-operation.

He/she may appoint a team of assistants.

3.7. Information Technology Division Officer

This person is responsible for information technology administration of E.R.I.C. services.

He/she will give administrative support to the members of the E.R.I.C. Executive Board and of the Representative's Committee.

He/she may appoint a team of assistants.

4.The E.R.I.C. Meetings

Purpose of the E.R.I.C. Meetings (REM and EUCO) is to stimulate, inspire, and inform Rotaractors about Rotaract on a European level. Develop and promote acquaintance and understanding as well as provide a forum for the exchange of ideas.

It serves as a forum for E.R.I.C. Committee of Representatives and Executive Board for advancing the strategic goals of E.R.I.C..

4.1. General items

4.1.1. E.R.I.C. Meetings are organized by the Host Organizing Committee (HOC) under the auspices of E.R.I.C., its direct guidance and supervision. The HOC shall be responsible to the E.R.I.C. Committee and the E.R.I.C. Board, which will approve and direct its actions as necessary.

4.1.2. The winning HOC shall be advised of E.R.I.C. by-laws and expectations and is required to accept them.

4.1.3. The E.R.I.C. Committee of Representatives will vote on the venue of the future E.R.I.C. Meeting and appoint an organization committee composed of one or more clubs and represented by a president that will be the single point of contact for E.R.I.C..

4.1.4. HOC candidates must send the Bid document four weeks before the meeting to the Secretary. This document is to be distributed among the Country Representatives no later than two weeks before the meeting. Candidates are advised to inform the Board of an intention to candidate as soon as possible, so that the Secretary can guide the candidates through the application process.

4.1.5. The winning organization committee commits to the presented Meeting package including the proposed additional benefits (open bar, free transportation, and 5-star hotel).

4.1.6. The venue of the E.R.I.C. meeting should be located near an international airport for easy access. The organization committee has to inform the participants about travel possibilities to the venue (airport, flights, trains, etc.).

4.1.7. Candidacies can be addressed in person at the E.R.I.C. meetings or in between meetings to the E.R.I.C. President.

4.1.8. There is no preference regarding geographical region. It is encouraged however to spread the 3 E.R.I.C. meetings per year between the different parts of Europe. For this reason, all of the E.R.I.C. countries are divided into two Tiers, which determine the set of countries that can bid to host each of the events.

4.1.9. Tiers, schedule and the principle of rotation is as follows:

Countries of Tier 1 are as follows:

Albania, Andorra, Armenia, Azerbaijan, Belarus, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, F.Y.R.O.M. (Macedonia), Georgia, Kazakhstan, Latvia, Lithuania, Moldova, Montenegro, Poland, Romania, Serbia, Slovakia, Turkey and Ukraine.

Countries of Tier 2 are as follows:

Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, Portugal, Russia, San Marino, Slovenia, Spain, Sweden, Switzerland and UK.

The following calendar has to be respected:

Winter REM 2018	Tier 1
Autumn REM 2018	Tier 2
Winter REM 2019	Tier 2
Autumn REM 2019	Tier 1
Winter REM 2020	Tier 1
Autumn REM 2020	Tier 2

EUCO 2018	Tier 2
EUCO 2019	Tier 1
EUCO 2020	Tier 2
EUCO 2021	Tier 1
EUCO 2022	Tier 2
EUCO 2023	Tier 1

4.1.10. In case there is no candidacy from the Tier who's turn it is, two months before the event where the voting will take place, every country can apply. The new deadline shall be one month prior to the coming event. The next event follows the scheduled Tier.

4.1.11. A digital copy of the E.R.I.C. newsletter must be sent out together with conference-details prior to the meeting.

4.1.12. The organization committee has to confirm the E.R.I.C. Executive Board and E.R.I.C. Committee of Representatives about the exact date and time that registrations for the EUCO or REM will open, and this at least 2 weeks before the opening date of registration.

4.1.13. An upper price limit has to be applied to the participation fee for the event. In addition to the participation fee, an E.R.I.C. fee has to be charged by the organization committee and transferred to the E.R.I.C. account not later than 3 months after the end of the event. This E.R.I.C. fee applies to all participants except for those only signing up for the Gala Dinner and / or a single day program.

4.1.14. It is encouraged to organize transportation to/from the airport/railway station on the dates of arrival and departure.

4.1.15. The organization committee assumes the full legal responsibility for the entire organization and execution of the event. It is strongly recommended to be covered with public liability insurance for possible bodily injury and property damage caused by any of the participants of the event. E.R.I.C. explicitly declines any responsibility and reimbursement claims regarding the entire events. All profit and loss are to the charge of the organization committee.

4.1.16. For delegates that would not like to stay in the hotel/hostel included in the standard package, the organization committee must offer an alternative package that does not include standard accommodation. A list of other higher standard hotels must be provided upon request.

4.1.17. Registered E.R.I.C. Country Representatives and Board members shall be hosted in one hotel/hostel and registered in rooms together, unless they explicitly request otherwise.

4.1.18. The organizing committee sends the list of participants and information of the progress of the organization to the E.R.I.C. Board. Two weeks before the event, the HOC sends out an

update to the E.R.I.C. Board. On every E.R.I.C. Meeting the Organizing Committee has to send a representative to give the E.R.I.C. Committee of Representatives an update and to answer questions.

4.1.19. The HOC must provide the possibility of individual registration. The HOC must provide a payment method that is available for all the E.R.I.C. member countries.

4.1.20. The HOC may launch the registration process of the event, after the full packages of the previous E.R.I.C. meeting is sold out.

4.1.21. The Rotaract and E.R.I.C. logos have to be featured near host organization logo, on all materials of the event, including website, promotional material and conference materials.

4.1.22. General agenda of the E.R.I.C. meeting as well as specific agenda and organization of Opening Ceremony and Gala Dinner shall be drafted by the HOC under the direct supervision of the E.R.I.C.

Executive Board. Agenda of the EUCO Plenary Session, workshops as well as the E.R.I.C. meeting is created by the E.R.I.C. Executive Board.

4.2. E.R.I.C. Executive Board & Committee of Representatives meetings, workshops and plenary sessions

4.2.1. The organization committee is responsible for supplying a conference room for E.R.I.C. Executive Board & Committee of Representatives meetings of 50 people. Also, a room has to be provided for the plenary session (EUCO only) that can hold at least half of the delegates that paid the E.R.I.C. fee. In addition, one extra room for every workshop organized by E.R.I.C. and meeting room equipment like projector, for the E.R.I.C. Meeting have to be provided. Water and coffee for the meetings must also be provided by the organization committee. Additional equipment for workshops can be requested and paid for by E.R.I.C..

4.2.2. The E.R.I.C. workshops and plenary program is to be defined by the E.R.I.C. Executive Board and the CR of the host country, assisted, if necessary, by an E.R.I.C. Workshop Task Force.

4.2.3. The general meeting agenda should allow all participants to participate in the plenary sessions. It is also recommended that it is possible for all participants to participate in the workshops.

4.2.4. Furthermore, time should be set aside during E.R.I.C. Executive Board & Committee of Representatives meetings and convention plenary sessions for E.R.I.C. activity reports from the E.R.I.C. President and Divisions and for the promotion of E.R.I.C. services as well as for country reports.

4.3. European Convention (EUCO)

4.3.1. The European Convention is a 4 to 5-day event held preferably in April or May, avoiding June due to the Rotary International Convention and Rotaract Pre-Convention Meeting taking place during that month. Extra days can optionally be added to the program.

4.3.2. The agenda of the weekend needs to include a full day for the convention and workshops as well as half a day for the E.R.I.C. Executive Board & Committee of Representatives meeting on the day before the convention.

4.3.3. The E.R.I.C. Committee of Representatives will vote on the venue of the future European Convention at the EUCO one year prior, to give future HOC at least one year to prepare the event.

4.3.4. The EUCO must be able to accommodate at least 300 people. 500 are recommended.

4.3.5. Registrations for EUCO must open at least 6 months prior to the event start date.

4.3.6. The cheapest price must be available at least until 4 months before the event start date or until sold out.

4.3.7. The EUCO organization committee must reserve places for the country representatives, Board members and their partner until 6 weeks before the meeting. Participation fees of the Country Representatives, Board and their partners can be paid on site.

4.3.8. The EUCO organization committee must reserve extra places for keynote speakers, workshop facilitators and the BESP winner, the exact number will be recommended by the E.R.I.C. Executive Board. These places will be paid by E.R.I.C. (price should amount to the basic first payment term amount as paid by Country Representatives and Board).

4.3.9. Country Representatives and Board members must confirm their attendance to the HOC at least 6 weeks before the meeting. After that date their places are open for other Rotaractors. If Country Representatives, Board members or partners cancel their registration later than 6 weeks before the event, they have to reimburse the non-refundable charges for hotel accommodation already incurred by the HOC.

4.3.10. Regardless of which Tier (1 or 2) the HOC country is under, the Tier 1 lower price (table 1) is the maximum package price for all Country Representatives and Board (including assistants of Board Committees), keynote speakers and workshop facilitators. The exact number of such packages will be communicated by the E.R.I.C. Executive Board.

4.3.11. The remaining participant packages shall be sold at a price in accordance with the year and Tier of the HOC (tables 1,2 set maximum price limits). Any exclusions have to be approved by the E.R.I.C. Executive Board. Host committees are encouraged to define a lower 2-day weekend price in addition to the 4-day price.

4.3.12. An additional E.R.I.C. fee of € 5 for EUCO events must be charged and transferred to the E.R.I.C. account after the event. The E.R.I.C. fee applies to all participants except if the participant ONLY attends the Gala Dinner.

Table 1: The pricing scheme of full packages for events in Tier 1 countries is:

Rotary year	EUCO 5 days	
	Early bird Price	Upper price
2017-2018	€205	€255
2018-2019	€209	€259
2019-2020	€213	€263
2020-2021	€217	€267

Table 2: The pricing scheme of full packages for events in Tier 2 countries is:

Rotary year	EUCO 5 days	
	Early bird Price	Upper price
2017-2018	€280	€330
2018-2019	€284	€334
2019-2020	€288	€338
2020-2021	€292	€342

*The list of Tier 1 and Tier 2 countries is aforementioned in the point 4.1.9.

4.3.13. The participation fee includes:

- Basic accommodation for the 4 nights
- The following meals have to be included: Breakfast on 4 days, lunch or dinner on 3 days, and the Gala Dinner on the 4th day.
- Convention/meeting room for convention and workshops as well as coffee/drinks during the meeting.
- Transportation during the 4-day event.

4.4. Rotaract European Meeting (R.E.M.)

4.4.1. The R.E.M. is a 2-day event (Friday evening -Sunday lunchtime) held preferably in the beginning of January (Winter R.E.M.) and September/October (Fall R.E.M.). Extra days can optionally be added to the program.

4.4.2. The host committee is encouraged to organize an optional program for CR's that also want to visit the city (on Saturday they will be in meeting for almost the whole day). The Saturday program for common Rotaractors will also be organized on Friday for the CR's who will arrive earlier. The optional program should start on Thursday evening and is open for CR's.

4.4.3. The agenda of the weekend needs to include half a day for the E.R.I.C. Executive Board & Committee of Representatives meeting on Saturday, e.g. +/-9am until 2pm (incl. lunch) and half a day for the workshops.

4.4.4. The E.R.I.C. Committee of Representatives will vote on the venue of the future R.E.M.'s at the REM one year prior to give future HOC at least one year to prepare the event.

4.4.5. The R.E.M. must be able to accommodate at least 200 people. 300 are recommended.

4.4.6. Registrations for the R.E.M. must open no later than 3 months prior to the event date.

4.4.7. The cheapest price must be available at least until 2 months before the event date or until sold out.

4.4.8. The R.E.M. Committee must reserve places for the country representatives, board members and their partners. The exact number will be recommended by the E.R.I.C. Executive Board. The participation fees of the country representatives and their partners can be paid on site.

4.4.9. Country Representatives and Board members must confirm their attendance to the HOC at least 6 weeks before the meeting. After that date their places are open for other Rotaractors. If Country Representatives, Board members or partners cancel their registration later than 6 weeks before the event, they have to reimburse the non-refundable charges for hotel accommodation already incurred by the HOC.

4.4.10. Regardless of which Tier (1 or 2) the HOC country is under, the Tier 1 lower price (table 1) is the maximum package price for all Country Representatives and Board (including assistants of Board Committees), keynote speakers and workshop facilitators. The exact number of such packages will be communicated by the E.R.I.C. Executive Board.

4.4.11. The remaining participant packages shall be sold at a price in accordance with the year and Tier of the HOC (tables 1,2 set maximum price limit). Any exclusions have to be approved by the E.R.I.C. Executive Board.

4.4.12. An additional E.R.I.C. fee of € 3 for REM events must be charged and transferred to the E.R.I.C. account after the event. The E.R.I.C. fee applies to all participants except if the participant ONLY attends the Gala Dinner.

Table 1: The pricing scheme of full packages for events in Tier 1 countries is:

Rotary year	REM 3 days		REM 4 days	
	Early bird Price	Upper price	Early bird price	Upper price
2017-2018	€130	€165	€165	€195
2018-2019	€132	€168	€168	€198
2019-2020	€134	€171	€171	€201
2020-2021	€136	€174	€174	€204

Table 2: The pricing scheme of full packages for events in Tier 2 countries is:

Rotary year	REM 3 days		REM 4 days	
	Early bird Price	Upper price	Early bird price	Upper price
2017-2018	€230	€265	€265	€295
2018-2019	€232	€268	€268	€298
2019-2020	€234	€271	€271	€301
2020-2021	€236	€274	€274	€304

*The list of Tier 1 and Tier 2 countries is aforementioned in the point 4.1.9.

4.4.13. The participation fee includes:

- Basic accommodation for 2 nights or 3 nights
- The weekend starts on Friday afternoon/evening with registration, and ends on Sunday at lunch.
- The following meals have to be included: Friday evening dinner, Saturday breakfast, Saturday lunch and gala dinner, Sunday breakfast or brunch.
- Conference/meeting room hire for Saturday and coffee/drinks during the meeting.
- Transportation during the 2-day event

5. Definitions

E.R.I.C.	European Rotaract Information Centre
MDIO	Multidistrict Information Organization
RI	Rotary International
EUCO	European Convention
REM	Rotaract European Meeting
CR	Country Representative
RIRC	Rotary International Rotaract Committee
DRR	District Rotaract Representative
HOC	Hosting Organizing Committee