

Europe
Rotaract
Celebrating 30 years



Bylaws of European Rotaract Information Centre

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Chapter 1. General provisions

Article 1

1. European Rotaract Information Centre (hereinafter referred to as E.R.I.C.) is an international non-profit organization governed by the present bylaws and based in Europe.
2. E.R.I.C. is a Multidistrict Information Organization (MDIO) as defined in Rotary International Code of Policies (Annex 1).
3. The name of the organization is under protection and cannot be used by other entities.
4. The organization is headquartered in Brussels, Belgium.

Article 2

The E.R.I.C. works in 12-month periods, from July 1 to June 30, hereinafter referred to as the Rotary year.

Chapter 2. Purpose and objectives

Article 3

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

Article 4

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

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

Article 5

The tools to realize these objectives are:

1. organizing international meetings and events;
2. distributing the E.R.I.C. eNewsletter;
3. compiling a directory including contact info of the Rotaract Clubs and Districts which would like to participate;
4. providing a European event calendar;

5. providing English-speaking contact persons to relay information between the participating districts;
6. organizing joint projects for 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 (Annex 1).

Chapter 3. Membership

Article 6

The organization comprises ordinary members that are Rotary Districts based in Europe which comply with the requirements under this regulation and approved by the E.R.I.C. Committee of Representatives. Although there are circumstances when by proposal of the E.R.I.C. Committee of Representatives and approval according to articles 21-32 Districts that do not fully comply with the requirement above (District based in Europe) might be admitted to the organization.

Article 7

To become a member of the E.R.I.C. a Rotary District having at least one Rotaract Club shall provide the E.R.I.C. Board with a District Consent to join E.R.I.C. (Annex 7,8) signed by both, active District Rotaract Representative and Governor of the District.

Article 8

At the time of accession the current DRR of a District applying for membership declares a way of representing the District in the organization i.e. the number of representatives and the scope of their competence, both the material and the territorial.

Article 9

By joining E.R.I.C. Member accepts and agrees to be legally bound by the terms and conditions for participation in the organization.

Article 10

The list of current E.R.I.C. members is set out in Annex 2 and might be modified along with the resignation or acceptance of new members.

Article 11

Membership ceases:

1. By written resignation thereby notifying the Board;
2. Dissolution of the organization;
3. Non-fulfillment of the requirements under this regulation.

Article 12

In case of District division the newly formed districts are automatically considered members of E.R.I.C. unless they agree otherwise.

Article 13

Rights of members:

1. Election right of the authorities of E.R.I.C..
2. The right to participate in meetings, events and other activities resulted from realization of statutory goals of E.R.I.C..
3. Submit opinions, proposals and postulates to the authorities of E.R.I.C..
4. Voting rights on all the issues concerning E.R.I.C..
5. Right to use all the materials provided by E.R.I.C..

Article 14

Duties of members:

1. Taking a part in the realization of statutory goals of the E.R.I.C..

Chapter 4. Structure

Article 15

1. The Organization shall include the following authorities:
 - a) E.R.I.C. Committee of Representatives;
 - b) Executive Board;
 - c) President.
2. The bodies mentioned in point b-c term of office shall be one Rotary year.

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

Article 16

1. The E.R.I.C. Committee of Representatives shall be composed of Country Representatives (CRs).
2. The E.R.I.C. Committee of Representatives shall meet at least three times in each Rotary year. Every two meetings are recommended to be not more than 4 months apart. The first meeting of the Rotary year must take place in autumn (September, October, November).

Article 17

The E.R.I.C. Committee of Representatives monitors and supervises all activities and divisions of E.R.I.C.. It must take all necessary actions as outlined in these bylaws to accomplish the tasks and the objectives of E.R.I.C..

Article 18

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..

Country Representatives (CRs)

Article 19

Country Representative (CR) is a formal representative of all District Rotaract Representative(s) serving on the territory of the country he/she represents.

1. The CR is chosen in accordance with the internal procedure laid down by the District he/she belongs to and represents. The CRs should be appointed before April 1st of the year in which they commence their mandate.
2. The CR has no legislative authority in Rotaract. CR is a person authorized to act on behalf of a DRR of his/her District according to the DRRs instructions.

Article 20

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

1. representing the vote(s) of their DRR(s) and country. DRRs should specify how the proxy holder should vote (directed proxy);
2. 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;
3. 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;
4. representing his/her country during E.R.I.C. Meetings;
5. taking part in E.R.I.C. activities: submitting Country Reports for E.R.I.C. Meetings, judging the E.R.I.C. social awards (BESP,TCA,RRCA), writing articles for the E.R.I.C. eNewsletter and website, participating in E.R.I.C. work groups, joining meetings and workshops during the E.R.I.C. Meetings;
6. being informed about the bylaws and statute of E.R.I.C.;
7. informing his/her successor about his/her duties as a Country Representative.

Voting and proxies

Article 21

The voting is based on Rotary 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(s). In case of multinational districts, the District vote is passed to the Country Representative stated in District Consent to join E.R.I.C. signed by DRR and District Governor (Annex 7,8).

Article 22

Additionally each Country has one Country vote. The vote is given to the respective Country Representative. 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.

Article 23

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

1. changes in bylaws;
2. elections or dismissal of the E.R.I.C. Executive Board;
3. election of future venues of E.R.I.C. Meetings and conferences.

Article 24

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

Article 25

To make decisions of any vote binding, the E.R.I.C. President announces the agenda with proposals at least 2 weeks before the voting.

Article 26

When the voting is about persons or Host Organizing Committee (hereinafter referred to as HOC) candidates the voting needs to be secret. All other voting is public.

Article 27

Voting on changes in the bylaws, elections and selection of future venues of E.R.I.C. meetings and conferences can only be done during E.R.I.C. Meetings.

Article 28

Voting on other issues can be done online on following conditions:

1. Online voting is approved by the E.R.I.C. Executive Board.
2. Voting is scheduled no earlier than two weeks and no later than one month after the proposal has been convened.
3. Voting ends exactly one week after it has begun.

4. The votes are sent to the Secretary from an email address of the CR as submitted to the IT Officer.
5. The results of the online voting are binding on the condition of more than half of CRs casting their vote.
6. Any proposal scheduled for online voting will be rescheduled for voting on E.R.I.C. Meeting if so requested by a Country Representative.

Article 29

A DRR 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.

Article 30

All issues are considered accepted if they receive at least a 2/3 majority of the present and voting Districts. In case no option secures a 2/3 majority of votes, the option that receives an absolute majority of the Country votes is accepted.

Article 31

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.

Article 32

In the case that both options receive exactly 50% of the country votes, an option that received more district votes wins.

The E.R.I.C. President

Article 33

The member districts elect the President, whose task is to run E.R.I.C. and to accomplish its objectives.

Article 34

The President shall have the tasks of:

1. being the chief executive officer of E.R.I.C.;
2. presiding over both the E.R.I.C. Committee of Representatives and the E.R.I.C. Executive Board;
3. directing the work and activities of E.R.I.C.;
4. 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 E.R.I.C. Meeting. This provision also applies to E.R.I.C. plenary sessions and workshops held during the EuCo, for which the President and host representative may be assisted by an E.R.I.C. Vice-President.

Article 35

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.

[Presidential election](#)

Article 36

The candidates must comply with all the following eligibility criteria:

1. be a Rotaractor from one of the E.R.I.C. member districts (Annex 2);
2. be in between the ages of 18-30 years. (* An individual's Rotaract membership will end upon reaching 31 years of age.);
3. be fluent in English;
4. have served as either past member of the E.R.I.C. Committee of Representatives, past member of the E.R.I.C. Executive Board or District Rotaract Representative;
5. have a wide knowledge of Rotaract & Rotary;
6. the President role is incompatible with the CR role.

Article 37

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 EuCo.

Article 38

The President and Secretary must confirm the eligibility criteria of the candidacy (-ies) at least 3 weeks before the beginning of the EuCo.

Article 39

The E.R.I.C. President announces the candidates 2 weeks before the beginning of the EuCo to the E.R.I.C. Committee of Representatives.

Article 40

During the meeting each candidate will have the opportunity to present him/herself to the E.R.I.C. Committee of Representatives and explain his/her goals for the new term. Each candidate has a right to propose his Executive Board composed from current candidates for other functions.

Article 41

The President will be elected by the E.R.I.C. Committee of Representatives for a period of one Rotary 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.

Article 42

Voting shall be carried out in accordance with the rules described under articles 21-32.

Article 43

The President may not cumulate the position of President with another function within the E.R.I.C. Executive Board or the E.R.I.C. Committee of Representatives.

Article 44

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

Article 45

President Elect is the person who has won the presidential election, but who has not yet been inaugurated into office. His/her duty is to participate in the work of the current Executive Board.

The Executive Board

Article 46

The Board consists of:

1. President;
2. Vice-President;
3. Past-President;
4. Secretary;
5. Treasurer;
6. Director of Marketing and Communication Office;
7. Director of Social Services Office;
8. Director of Information Technology Office.

Article 47

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

Article 48

The E.R.I.C. Executive Board may issue proposals which are voted upon by the E.R.I.C. member districts.

Article 49

The E.R.I.C. Executive Board members are to report to the E.R.I.C. Committee of Representatives on their statutory activities during every E.R.I.C. Meeting.

Article 50

It is the Executive Board's responsibility to make all decisions not reserved for other authorities. Decisions are made by consensus. If reaching a consensus is impossible, the decisions are adopted with a simple majority of votes. In the case that both options receive exactly 50% of votes, the E.R.I.C. President makes the decision.

Executive Board election

Article 51

The candidates for the Executive Board must comply with all the following eligibility criteria:

1. be a Rotaractor from one of the E.R.I.C. member districts;
2. be in between the ages of 18-30 years. (*An individual's Rotaract membership will end upon reaching 31 years of age.);
3. be fluent in English;
4. have a wide knowledge of Rotaract & Rotary.

Article 52

These candidacies must be submitted to the current E.R.I.C. President and Secretary at least 4 weeks before the beginning of the EuCo.

Article 53

The President and Secretary must confirm the validity of the candidacy (-ies) at least 3 weeks before the beginning of the EuCo.

Article 54

The E.R.I.C. President announces the candidates 2 weeks before the beginning of the EuCo to the E.R.I.C. Committee of Representatives.

Article 55

During the meeting each candidate for each function will have an opportunity to present him/herself to the member districts and explain his/her goals for the new term.

Article 56

After the presentations, there will be a voting for each function.

Executive Board member dismissal

Article 57

The Executive Board member who does not fulfill his/her duties or violates Rotary Code of Conduct (Annex 5), Rotary Code of Ethics (Annex 6) or these bylaws might be dismissed by vote of member districts and Executive Board.

Article 58

The Executive Board, CR or DRR must set out in writing the reasons why dismissal of an Executive Board member is being considered and it must be announced to the members of the E.R.I.C. Committee of

Representatives. The person to be dismissed must also be informed within this period and can respond the allegations.

Article 59

The Executive Board shall indicate the date by which the voting is to take place, which must be no later than 2 weeks prior to the voting. Such Voting should necessarily comply with articles 21-32 of these bylaws and should preferably be done online.

Article 60

In the event of a dismissal of a member of the Executive Board, by-elections should be held at the next E.R.I.C. Meeting. The Executive Board shall publicly open applications and adopt a timeline which is fair to all parties. The by-elections must be done according to the provisions of articles 51-56 which shall apply by analogy.

Past-President

Article 61

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

1. 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.
2. In case of issues he/she has a mediating role.

Vice-President

Article 62

The Vice-President has an advisory and assisting role.

1. The Vice-President will replace the President when he/she is not available.
2. 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.
3. The Vice-President is also responsible for coordinating work on the European Rotaract Directory together with the Secretary.
4. He/she is also responsible for verifying that the ERIC's bylaws are communicated and explained clearly the first E.R.I.C. Meeting of the Rotary year in order to facilitate their comprehension to the CRs.
5. He/she may not cumulate the position of Vice-President with another function within the E.R.I.C. Executive Board.

Secretary

Article 63

1. The Secretary is responsible for writing the minutes of each meeting (if necessary also those held online).
2. Proposals and/or ideas can be sent to him/her and the E.R.I.C. President.
3. 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.
4. The Secretary is responsible for coordinating work on the European Rotaract Directory together with the Vice-President.
5. This person is also responsible for keeping track of the changes in the bylaws and possibly the reasons of the changes.
6. He/she initiates the candidates call for E.R.I.C. Executive Board positions as well as HOC informing potential candidates of rules and restrictions of these applications as described in this bylaws and Annex 4 respectively.
7. The Secretary coordinates the process of each voting from the moment of request submission until the voting results announcement.
8. The Secretary shall support the HOCs of the 3 annual events if needed.

Treasurer

Article 64

1. The Treasurer is responsible for E.R.I.C. finances, and administers the fees or subscriptions and any other revenue transferred to E.R.I.C..
2. With the E.R.I.C. President, he/she has full access to the E.R.I.C. account which must be located in the Eurozone.
3. 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.
4. The Treasurer prepares the E.R.I.C. budget according to article 93.
5. The Treasurer reimburses the expenses of the members of the E.R.I.C. Executive Board in compliance with the budget.
6. All the expenses should be duly justified by an invoice.
7. Any additional expenses should be a subject to voting under article 21-32.
8. Treasurer is responsible for collection of the E.R.I.C. fee from the Host Organizing Committee (HOC) of every event. For the purpose of estimation the amount of the fees from every event and updating the budget, he/she shall receive a list of participants (Annex 4) from every HOC.

9. The treasurer shall make all records available for inspection by any member district or Executive Board member upon request.

Director of Marketing Office

Article 65

The Director of Marketing Office is responsible for:

- a) editing all E.R.I.C. publications, except the Directory and project library database;
 - b) guarantee the application of Rotaract Europe Brand Identity in all assets (according to RI Visual Identity guidelines);
 - c) elaborate a strategic social network calendar in order to have all Rotaract Europe social networks updated (Facebook, Instagram and LinkedIn);
 - d) design and copywriting of all the above contents;
 - e) elaborate a Contact Strategy with monthly or bi-monthly publications (example: e-newsletters);
 - f) design merchandising and other assets, such as roll-ups and flags;
 - g) purpose and concretize special activations (example: a Birthday campaign);
 - h) support the HOCs of the 3 annual events if they need;
 - i) support all the other E.R.I.C. Executive Board Members.
2. In order to accomplish this task, he/she may select a team of assistants. The appointed assistants must be confirmed by the Executive Board members in accordance with article 50 and selected in accordance with article 69. The Director has a right to set additional selection criteria and set a deadline.
 3. He/she is in constant contact with European Rotaract Clubs to enhance their communication and to promote their projects.

Director of Social Services Office

Article 66

The Director of Social Services Office coordinates the E.R.I.C. Community Project based on Pan-European Cooperation following the procedure for Rotaract Multidistrict Service Projects as detailed in the Rotary Code of Policies (41.040 – 17. A).

1. He/she coordinates the process of Best European Service Project (BESP), Twin Club Agreement (TCA) and Rotary and Rotaract Collaboration (RRCA) awards, starting from the choice of voting committee, and until the award is given to the winners at EuCo.
2. The Social Officer may institute a temporary award based on yearly E.R.I.C. goals.
3. He/she supports HOC Teams in coordination of a social project during REMs and EuCo

4. He/she takes care about the digital project database to share experience/knowledge beyond borders.
5. In order to accomplish these tasks, he/she may select a team of assistants. The appointed assistants must be confirmed by the Executive Board members in accordance with article 50 and selected in accordance with article 69. The Director has a right to set additional selection criteria and set a deadline.

Director of Information Technology Office

Article 67

The Director of Information Technology Office is responsible for information technology administration of E.R.I.C. services.

1. He/she will give administrative support to the members of the E.R.I.C. Executive Board and of the E.R.I.C. Committee of Representatives.
2. In order to accomplish this task, he/she may select a team of assistants. The appointed assistants must be confirmed by the Executive Board members in accordance with article 50 and selected in accordance with article 69. The Director has a right to set additional selection criteria and set a deadline.
3. He/she is responsible for data collection from every E.R.I.C. event (Annex 4) and respective statistics making.

Directors Assistants

Article 68

Role description:

1. Assistant has a supportive role for their Director.
2. Not being elected, assistants are not considered to be part of the Executive Board, nor can they take part in any decision making process regarding the work of E.R.I.C. Board.

Article 69

Selection and appointment procedure:

1. After having been elected, each Director develops a list of tasks for his/her future assistant and calls for applications for the position of his/her assistant;
2. Every application shall be reviewed by the Executive Board before the final decision is taken in accordance with article 50.

Chapter 5. The E.R.I.C. Meetings

Article 70

E.R.I.C. organizes three meetings during the Rotary year:

1. one European Rotaract Convention (EuCo);
2. two Rotaract European Meetings (REM).

Article 71

In order to host one of the events, future Host Organizing Committee (HOC) shall follow the instructions described below.

Purpose of E.R.I.C. Meetings

Article 72

The 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. In order to increase the impact on every level, Rotarians and Interactors with their parents' permission are welcome to participate along with Rotaractors.

1. 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..

The process

Candidacy

Article 73

1. Candidacies can be addressed in person at the E.R.I.C. meetings or in between meetings to the E.R.I.C. President.
2. HOC candidates must send the bid document two months before the meeting to the Secretary. This document is to be distributed to the Country Representatives to circulate among the member districts they represent 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.
3. The bid document must include a preliminary budget to justify the cost of packages offered.
4. Candidacy proposals should be made during one of the E.R.I.C. Meetings.
5. The member districts will vote on the venue of the future E.R.I.C. Meeting and approve the organizing committee (HOC) composed of one or more clubs' members represented by a president that will be the single point of contact for E.R.I.C.

6. The vote on the venue of the future REMs and EuCos will be convened at each respective event one year prior, to give future HOCs at least one year to prepare the event.
7. After election the HOC has to confirm to the E.R.I.C. Executive Board 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.
8. An upper price limit has to be applied to the participation fee for the event (see section Pricing of the event).
9. The HOC sends the list of participants with package details and demographic information and the information on the progress of the organization to the E.R.I.C. Board (see Annex 4) three weeks before the event.
10. In order to comply with privacy regulations, HOC has to make sure participants accept the sharing of this information with ERIC when signing up for a package.
11. During every E.R.I.C. Meeting the HOC must give an update and answer questions either in person or virtually.
12. Additionally, the updates have to be given on the request of the Board at any time during the preparation period (e.g. in CRs Skype calls)
13. After the Event the HOC sends the final list of participants with package details and demographic information to the E.R.I.C. Executive Board within two weeks after the event is over.
14. E.R.I.C. fee has to be transferred to the E.R.I.C. account no later than one month after the end of the event.

The HOST Organizing Committee

Article 74

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. Board, which will approve and direct its actions as necessary.

1. The winning HOC shall be advised of E.R.I.C. bylaws and expectations and is required to accept them including the Annexes with RI policies. This is therefore binding the HOC to comply with all the policies stated in the document.
2. The winning HOC should commit to the package presented during the E.R.I.C. Meeting.
3. It is up to the HOC to decide on the number of participants.
4. It is recommended that the EuCo should be able to accommodate at least 500 people.
5. It is recommended that the R.E.M. should be able to accommodate at least 300 people.

Legal frame & Insurance

Article 75

The HOC assumes the full legal responsibility for the entire organization and execution of the event. It has to be covered with public liability insurance for possible bodily injury and property damage caused by any of the participants of the event (see Annex 1 for RI policy) 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.

European Convention (EuCo)

Article 76

The European Convention is a 4 to 5-day (Wednesday evening - Sunday lunchtime, the exact time is given and announced by the HOC) event held preferably in April or May, avoiding June due to the Rotary International Convention and Rotaract Preconvention taking place during that month. Extra days can optionally be added to the program.

1. 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 one of the days before the convention.

Rotaract European Meeting (R.E.M.)

Article 77

The R.E.M. is a 4-day event (Thursday evening -Sunday lunchtime, the exact time is given and announced by the HOC) held preferably in the beginning of January (Winter R.E.M.) and September/October (Autumn R.E.M.). Extra days can optionally be added to the program.

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

Pricing of the event

Article 78

The price of a REM/EuCo package, hereafter referred to as "full package", includes all items listed in Table 1 (Annex 3).

1. The price for a complete package for both REM and EuCo should be in the range of 150€-350€. If there are any alterations in the prices the HOC Team should show these alterations in the budget of their candidature.
2. The early bird or lowest priced package 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.
3. The remaining participant packages (including any +1s) may be sold at a price in accordance with the HOC. In addition, the following rules must be met:

4. An additional E.R.I.C. fee of € 5 per participant for REM events and € 7 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. In order to check the amount of E.R.I.C. fee subject to receiving by the Treasurer, a file with participants data should be provided by the HOC (Annex 4).

Logistics

Accommodation

Article 79

1. The venue of the E.R.I.C. Meeting should be located near an international airport for easy access and have a free Internet access possibility. The organization committee has to inform the participants about travel possibilities to the venue (airport, flights, trains, etc.).
2. For delegates that would not like to stay in the hotel 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.
3. Registered E.R.I.C. Country Representatives, E.R.I.C. Executive Board members, E.R.I.C. Executive Board assistants and the partners of all the aforementioned groups shall be hosted in one hotel and registered in rooms together, unless they explicitly request otherwise.

Transportation

Article 80

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

Activities

Article 81

1. 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.
2. An Opening Ceremony should contain at least:
 - a) anthems of the host country, European Union and Rotary International;
 - b) a speech by the HOC Chairman or deputy welcoming all participants;
 - c) a speech by any Rotarian;
 - d) a speech by the E.R.I.C. President or deputy;
 - e) showing the flags from all the countries being represented in the event.
3. Gala Dinner should at least contain:

- a) a speech by the HOC Chairman or deputy to say goodbye to all participants.
- b) a speech by any Rotarian.
- c) a speech by the E.R.I.C. President or deputy to thank the HOC.
- d) Top-3 BESP, TCA and RRCA awards ceremony (for EuCo).

[E.R.I.C. meetings](#)

Article 82

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.

1. Water and coffee for the meetings must be provided by the organization committee. Internet connection must be available in all the rooms.
2. The organization committee is responsible for supplying a conference room for E.R.I.C. Executive Board & Committee of Representatives meetings for at least 50 people at a REM and 80 people at a EuCo and meeting room equipment like projector, have to be provided.
3. Furthermore, time should be set aside during E.R.I.C. Executive Board & Committee of Representatives meetings 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. 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 unless they are DRRs.

[EuCo Plenary meeting](#)

Article 83

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.

1. The E.R.I.C. 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 the E.R.I.C. Vice President.
2. The general meeting agenda should allow all participants to participate in the plenary sessions.
3. 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.

[Workshops](#)

Article 84

1. Three extra rooms for workshops organized by E.R.I.C. and meeting room equipment like projector, have to be provided.
2. Additional equipment and additional rooms for workshops can be requested and paid for by E.R.I.C..
3. The E.R.I.C. workshops program is to be defined by the E.R.I.C. Vice President and the CR of the host country, assisted, if necessary, by the E.R.I.C. Executive Board.
4. It is also recommended that it is possible for all participants to participate in the workshops.

Extra Activities

Article 85

The host committee is encouraged to organize an optional program for CRs 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 CRs who will arrive earlier. The optional program should start on Thursday evening and be open for CRs.

1. No optional activities, except for the free city-tour, should be planned during the time of the workshops and Social Project (if scheduled), so that all participants have a chance to join the workshops and the Social Project. During the EuCo plenary no other activities are permitted.

Registration

Article 86

1. The HOC must reserve places for the Country Representatives, Board members, Committees assistants, workshop facilitators, keynote speakers, as well as the partners (+1s) of all the aforementioned groups and future and candidate HOCs representatives (at least 1 package for each) until 8 weeks before the Meeting. The exact number of the packages will be recommended by the E.R.I.C. Executive Board.
2. The EuCo organization committee must reserve extra places for top-5 BESP, TCA and RRCA clubs representatives (at least 1 package for each).

Timeline

Article 87

1. The HOC should launch the registration process of the event, after the full packages of the previous E.R.I.C. Meeting is sold out.
2. Registrations for EuCo must open at least 4 months prior to the event start date.
3. Registrations for the R.E.M. must open no later than 3 months prior to the event date.

Live information for participants

Article 88

HOC is encouraged to locate an information desk in the hotel lobby in order to assist the participants. Information board/screen should be up-to-date and contain at least the following information in English:

- a) day agenda;
- b) breakfast/ lunch/dinner periods;
- c) shuttle bus service timetable;
- d) list of workshops, schedule and place where they will take place;
- e) Last Minute Changes;
- f) telephone numbers in case of emergency.

Article 89

There should be an information desk with at least 2 people (at least one of whom is a part of HOC) at the desk to provide information to participants during the day at all times.

Accreditation

Article 90

An accreditation system has to be used in each of the events. All activities that are organized by HOC should be only accessible to participants and guests of the event. Each activity should be closed with the last participant leaving the venue.

Payment

Article 91

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

1. Country Representatives and Board members, Committees assistants and partners of all the aforementioned group must confirm their attendance to the HOC at least 8 weeks before the meeting. After that date their places are open for other Rotaractors. If Country Representatives, Board members, Committees assistants or partners of any of the aforementioned groups cancel their registration later than 8 weeks before the event, they have to reimburse all the non-refundable charges that can be proved documental.

Media and marketing

Article 92

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.

Chapter 6. Funding of the Multidistrict Organization

Budget

Article 93

The Treasurer shall prepare a budget projection proceeding from economic elaborations and analyses made thereby and by other Executive Board members.

1. The budget projection shall represent an estimate of the planned expenses for one Rotary year.
2. The Treasurer sends a budget request to the E.R.I.C. Committee of Representatives members at the beginning of a Rotary year but no later than 21 days after its beginning.
3. After the Treasurer submits the budget request, the budget must be voted on as per articles 21-32.
4. Vote on the budget should be done online without delay according the article 28. The Executive Board is responsible for the time discretion.
5. If the budget is not approved or is not proposed by the Treasurer, the board will use the last approved budget and has 14 days to correct the budget projection and propose a new version. After this time the Treasurer is responsible for sending a new budget request within 21 days and the Executive Board is obliged to take a new vote in accordance with point 4 and 5 of this paragraph.

Other funds

Article 94

Any funds which may be collected for the functioning of the Multidistrict Organization are based on a voluntary subscription fee for rendered services and cannot be made enforceable.

1. The Organization may also obtain funding from sponsorship, grants, or other revenue in compliance with Rotary International policy.

Chapter 7. Final provisions

Article 95

Any changes of the bylaws must be approved in accordance with the voting rules mentioned in this document, articles 21-32.

Article 96

Amendments to the bylaws may be proposed only by a member of E.R.I.C. Committee of Representatives, a District Rotaract Representative or E.R.I.C. Executive Board.

Article 97

In matters not covered by the bylaws, the provisions of the Belgium Civil Code shall be applied.

Annex

Annex 1 Rotary International policies (fragment)

17. Rotaract activities beyond the district level

a) Rotaract Multidistrict Service Projects.

Rotaract-sponsored service projects involving clubs in two or more districts may be implemented provided that such projects

1. are, in nature and scope, within the capability of the clubs and Rotaractors in the districts to undertake successfully without interfering with or detracting from the scope and effectiveness of club activities;
2. shall not be undertaken initially unless each district Rotaract representative concerned has agreed to such a joint project and then, only after approval of two-thirds of the clubs in each district;
3. shall be undertaken with the approval of the governors concerned;
4. shall be under the direct supervision of the district Rotaract representatives concerned; the custody of all funds contributed or collected for such projects shall be the responsibility of the district representatives concerned, through a committee of Rotaractors from within the districts involved, who may be appointed to assist in administering any such project and related funds;
5. shall involve the participation by Rotaract clubs and/or individual Rotaractors on a voluntary basis, clearly presented as such; the cost of participation by a club or individual Rotaractor, if any, should be kept to a minimum, and not be implicitly or directly made an obligation in the form of a per capita tax, or assessment or otherwise;

b) Rotaract Multidistrict Information Organizations.

Districts may develop a multidistrict organization for the purpose of disseminating information and facilitating communication between Rotaract clubs in the districts concerned, provided that

1. there is no objection by the governors of each of the districts concerned;
2. authorization is secured from the general secretary, acting on behalf of the RI Board of Directors, to develop and maintain such an organization;
3. the organization complies with RI policy or is subject to termination of its status by the general secretary on behalf of the RI Board of Directors;
4. each member district is represented by its district Rotaract representative. Each district Rotaract representative may appoint a proxy, as needed, to carry out the activities of the multidistrict organization;
5. funds needed to implement the organization's activities (i.e. production and distribution of regional club directories and newsletters, dissemination of Rotaract program information, general correspondence) cannot be made enforceable;
6. the organization has no decision making or legislative powers, except for decisions concerning the activities of the organization
7. the organization shall establish a voting mechanism to be reviewed by the district governors.

c) Multidistrict Rotaract Meetings

1. Meetings of Rotaract club members from more than one district, particularly from districts in more than one country, are to be held under the guidance of the host governor and the district Rotaract committee, and in conjunction with the host district Rotaract representative. Such meetings are subject to the advance approval of the governors of the districts involved. Invitations to governors to hold multidistrict Rotaract meetings must be accompanied by:
 - a. information including the date, location, purpose, facilities, program and participants of the proposed meeting;
 - b. a copy of the anticipated meeting budget with assurance that the sponsors are in a position to and will assume complete responsibility for contractual and financial obligations inherent in the meeting;
 - c. assurance that the planning and implementation of the proposed meeting will be carried out under the direct supervision of Rotaractors and Rotarians;
2. The host club or district must maintain liability insurance for multidistrict Rotaract meetings with coverage and limits appropriate for the geographic location. Evidence of such coverage must be provided to RI or the governor of any participating district upon request.
3. The district Rotaract representative shall inform the RI director(s) for the zone(s).

Annex 2 - Current members

Members (situation as at January 2018)

Approved by the RI Board in January 2018, and by the following RI Districts:

1030, 1070, 1080, 1090, 1110, 1120, 1130, 1145, 1160, 1180, 1200, 1210, 1230, 1285, 1380, 1390, 1400,
1410, 1420, 1430, 1440, 1450, 1461, 1462, 1470, 1480, 1510, 1520, 1550, 1560, 1570, 1580, 1590, 1600,
1610, 1620, 1630, 1640, 1650, 1660, 1670, 1680, 1690, 1700, 1710, 1720, 1730, 1740, 1760, 1770, 1780,
1790, 1800, 1810, 1820, 1830, 1841, 1842, 1850, 1860, 1870, 1880, 1890, 1900, 1910, 1911, 1912, 1913,
1920, 1930, 1940, 1950, 1960, 1970, 1980, 1990, 2000, 2031, 2032, 2041, 2042, 2050, 2060, 2071, 2072,
2080, 2090, 2100, 2110, 2120, 2170, 2201, 2202, 2203, 2220, 2231, 2232, 2240, 2241, 2310, 2320, 2350,
2360, 2380, 2390, 2400, 2410, 2420, 2430, 2440, 2452, 2470, 2482, 2483, 2484

E.R.I.C. MDIO includes the following countries:

Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia,
Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France,
Georgia, Germany, Great Britain, Greece, Hungary, Ireland, Italy, Latvia, Liechtenstein, Lithuania,
Luxembourg, Malta, Moldova, Monaco, Montenegro, Norway, Poland, Portugal, Romania, Russia, San Marino,
Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Netherlands, Turkey and Ukraine.

Annex 3 - Contents of the full packages

REM Package	EuCo package
<ul style="list-style-type: none"> • Hotel for 2 or 3 nights • Breakfast on 2/3 days • Friday evening dinner • Saturday Gala Dinner • Coffee/drinks during the ERIC Meeting. • lunch for the ERIC Meeting attendants. • Transportation during the 2/3-day event <ul style="list-style-type: none"> • Social project • Free city-tour • Free workshops • Access to country booths 	<ul style="list-style-type: none"> • Hotel for the 2 or 4 nights <ul style="list-style-type: none"> • Breakfast on 2/4 days • Additional one meal a day • Saturday Gala Dinner • Coffee/drinks during the ERIC Meeting and plenary • lunch for the ERIC Meeting attendants in case on this day no lunch is offered for everyone • Transportation during the 2/4-day event. <ul style="list-style-type: none"> • Social project • Free city-tour • Free workshops • Plenary meeting • Access to country booths

Annex 4 - Information of event participants provided to the E.R.I.C. Board

The following information has to be provided in a form of an Excel sheet to the Board 3 weeks before the event (preliminary) and within 2 weeks after the event (final) according to p.4.12 and p. 4.16 of these bylaws. This information will be held in strict confidence within E.R.I.C. Board.

1. Name
2. Surname
3. Email address
4. Club name
5. Club Country
6. RI District
7. Position in Rotaract
8. Package type

Annex 5 - Rotarian Code of Conduct (fragment)

2.120. Conduct for Rotary Events and Activities

Rotary is committed to maintaining an environment that promotes safety, courtesy, dignity, and respect. All Rotary club members and individuals attending or participating in Rotary events or activities have the right to an environment free of harassment, including unwelcome physical contact, advances, or comments.

Rotarians and their guests shall demonstrate good character, integrity, and leadership by fostering a professional environment at club events and activities.

Allegations of unwelcome physical contact, advances, or comments at Rotary events or activities shall be reviewed by the club board and responded to within a reasonable timeframe. If the offending individual is a member of the club board, he or she is expected to recuse himself or herself from the discussion.

Any allegation of criminal behavior should be referred to local law enforcement.

Failure to adequately address allegations of inappropriate behavior may be referred to the district governor. (*June 2017 Mtg., Bd. Dec. 177*)

8.030.2. Rotarian Code of Conduct

The following code of conduct has been adopted for the use of Rotarians:

As a Rotarian, I will

- 1) Act with integrity and high ethical standards in my personal and professional life
- 2) Deal fairly with others and treat them and their occupations with respect
- 3) Use my professional skills through Rotary to: mentor young people, help those with special needs, and improve people's quality of life in my community and in the world
- 4) Avoid behavior that reflects adversely on Rotary or other Rotarians

(October 2014 Mtg., Bd. Dec. 60) Source: COL 89-148; Amended by May 2011 Mtg., Bd. Dec. 204; September 2011 Mtg., Bd. Dec. 87; October 2013 Mtg., Bd. Dec. 31; January 2014 Mtg., Bd. Dec. 88; October 2014 Mtg., Bd. Dec. 60

Annex 6 - Rotarian Code of Ethics

28.090. Code of Ethics

1. Directors will adhere to applicable laws and regulations in the conduct of Rotary business as well as in their personal lives. As a corporate business entity, Rotary International is subject to the laws of the various jurisdictions in which it conducts business. The Board should adhere to applicable law in order to protect the assets and mission of the association. In addition, in conducting their private lives, directors should adhere to applicable law in order to preserve and protect the positive image of Rotary.
2. Directors will adhere to the provisions of RI's constitutional documents. Board members have a legal obligation to follow the provisions of RI's constitutional documents. Moreover, these documents embody the democratic will of Rotary's membership as represented at the triennial Council on Legislation. Through these documents the membership has established standards expected of the Board. Adherence to their terms garners the trust of the membership and assures that actions are taken consistent with members' expectations.
3. Directors will adhere to the provisions of the policies established by the Board as documented in the Rotary Code of Policies. Over the years, the Board has established policies and procedures, documented in the Rotary Code of Policies, to further the aims of the association as well as to protect its mission. Many of these provisions are designed to assure good governance and promote an ethical image. Adhering to these policies demonstrates a commitment to these ideals while protecting the association.
4. Directors will serve for the benefit of Rotarians and the purposes of RI and will act independently of any inappropriate influence in the best interests of Rotarians and RI. Directors will follow the requirements of the Board's Policy on Conflicts of Interest. Directors have a duty of loyalty to RI. They should put the interests of the association first. The Board has adopted a Conflicts of Interest Policy that is designed to preclude even the appearance of any impropriety as to Board action. For this reason, Directors must refrain from accepting any offers, gifts, or favors in exchange for influencing or taking a position on an item coming before the Board. This assures continued confidence by Rotarians in their Board.
5. Directors will not utilize their office for personal prestige and/or benefit. With the authority inherent in an office of importance comes access to special privileges not available to other Rotarians. Taking advantage of such privilege distracts from critical responsibilities and calls into question the commitment to the Objects of Rotary.
6. Directors will exercise due care in the diligent performance of their obligations to the association. By law, directors have a duty of care to the association. Directors should perform their responsibilities with such care, including reasonable inquiry, as ordinarily prudent persons in like positions would use under similar circumstances. Directors should inform themselves, prior to making a business decision, of all material information reasonably available to them.
7. Directors will take actions based on an essential fairness to all concerned. Directors are often faced with decisions that will significantly impact various Rotarian groups and individuals. So as to maintain the confidence of Rotarians that the Board acts fairly and in the best interests of the association, Directors, in a manner consistent with the 4-Way Test, should weigh the potential impact of their decisions and treat equally all persons who will be affected.
8. Directors will promote transparency of important financial information. Directors are the stewards of the association acting on behalf of Rotary clubs and Rotarians. Rotarians have a right to access accurate information regarding the financial condition of the association. Transparency in financial operations encourages ethical behavior.

9. Directors will prohibit and restrict the disclosure, communication, and utilization of confidential and proprietary information. In fulfilling their responsibilities as members of the Board, directors necessarily have access to confidential and proprietary information. As part of their duty of loyalty, directors should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
10. Directors will comply with expense reimbursement policies. The Board has adopted a policy on the procedures for reimbursement of Rotary related expenditures. Following these procedures ensures compliance with applicable laws and precludes the appearance of impropriety.
11. Directors will interact with RI and TRF staff in a professional and respectful manner and shall understand and abide by Rotary International's non-harassment policy. Directors come into regular contact with RI and TRF staff. Maintaining a professional and harassment free work environment is essential for staff to successfully perform their responsibilities in providing service to Rotarians. Moreover, harassment in the workplace can put the assets of the organization at risk. The general secretary has developed a policy for prevention of harassment in the workplace. What constitutes acceptable interaction may vary among the different cultures represented on the Board and in the Secretariat. The harassment policy provides guidance on what is proper interaction with staff. Board members should be familiar with and adhere to the policy so as to avoid even unintentional improper interaction.
12. Directors will adhere to this Code of Ethics, encourage other board members to do so as well and report any suspected or potential violations to the general secretary or the President. The efficacy of this Code of Ethics is dependent on compliance of the Board. By self-monitoring and encouraging other Board members to comply with the Policy, the Board can assure that the goals of the Policy will be accomplished.

(September 2017 Mtg., Bd. Dec. 30) Source: June 2005 Mtg., Bd. Dec. 272; Amended by September 2017 Mtg., Bd. Dec. 30

Annex 7 - Consent to Join E.R.I.C. to be signed by DRR of the District

District Consent to Join

**European Rotaract Information Centre (E.R.I.C.)
Multidistrict Information Organization**

As District Rotaract Representative of District____, I request the approval of the Board to allow the Rotaract clubs of District____ to participate in the European Rotaract Information Centre, Multidistrict Information Organization.

As District Rotaract Representative, I hereby confirm that I have read and approve the guidelines of E.R.I.C. I understand that E.R.I.C. will share information and facilitate communication between Rotaract clubs within its member Districts, including District_____.

In accordance with RI policy, the European Rotaract Information Centre will have no decision making or legislative powers except for decisions concerning the activities of the organization. Funds needed to implement the organization's activities shall be obtained on a voluntary basis only. I understand that District has chosen _____, as proxy, in decisions related to MDIO activities.

I approve District _____'s participation in this Rotaract Multidistrict Information Organization.

District Rotaract Representative's Name

District Rotaract Representative's signature

Date

Annex 8 - Consent to Join E.R.I.C. to be signed by District Governor

**District Consent to Join
European Rotaract Information Centre (E.R.I.C.)
Multidistrict Information Organization**

As District Governor of District_____, I have no objection to Rotaract participation in the European Rotaract Information Centre, Multidistrict Information Organization.

As District Governor, I hereby confirm that I understand that the E.R.I.C. MDIO will share information and facilitate communication between Rotaract clubs within its member districts, including District_____. I further understand that

District has chosen _____, as appointed proxy, in decisions related to MDIO activities. I have no objection to District_____'s participation in this Rotaract Multidistrict Information Organization.

District Governor's Name

District Governor's Name

District Governor's signature

Date
