



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

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## GUIDELINES

### ROTARACT MULTIDISTRICT INFORMATION ORGANISATION (MDIO)

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## GUIDELINES

Approved by the RI Board in June 1994, and by the following RI Districts: 1030, 1070, 1080, 1110, 1130, 1145, 1160, 1180, 1210, 1285, 1380, 1390, 1400, 1410, 1420, 1430, 1440, 1450, 1461, 1462, 1470, 1510, 1520, 1560, 1570, 1580, 1600, 1620, 1630, 1650, 1690, 1700, 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, 2240, 2241, 2310, 2320, 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 & Slovakia, 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, Slovenia, Spain, Sweden, Switzerland, The Netherlands, Turkey, Ukraine

### 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 BEP 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.

He/she coordinates the process of BESP and TCA awards, starting from the choice of voting

committee, and until the award is given to the winners at EUCO.

He/she supports HOC-Teams to organize a social project during REMs and EUCOs

He/she takes care about the digital project database to share experience/knowledge beyond borders

### 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

### TARGET

- 4.1. 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.
- 4.2. 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

- 4.3. Candidacies can be addressed in person at the E.R.I.C. meetings or in between meetings to the E.R.I.C. President.
- 4.4. In order to spread the 3 E.R.I.C. meetings per year between the different parts of Europe, 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.
- 4.5. The Tiers, schedule and the principle of rotation is as follows:

#### **Countries of Tier 1 are:**

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:**

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

- 4.6. 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.

**Fill the bid book**

- 4.7. HOC candidates must send the Bid document two months (one month in case p.4.6 is in force) 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.

**Present you project during ERIC meeting**

- 4.8. 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' members represented by a president that will be the single point of contact for E.R.I.C.
- 4.9. The E.R.I.C. Committee of Representatives will vote on the venue of the future REMs and EUCOs at the events one year prior, to give future HOCs at least one year to prepare the event.

**After election**

- 4.10. 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.
- 4.11. An upper price limit has to be applied to the participation fee for the event (see section Pricing of the event).
- 4.12. The organizing committee 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 2) three weeks before the event.
- 4.13. 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.
- 4.14. 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.
- 4.15. 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)

**After the Event**

- 4.16. The organizing committee sends the final list of participants with package details and demographic information to the E.R.I.C. Board within two weeks after the event is over.

- 4.17. 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

- 4.18. 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.

### General duties

- 4.19. The winning HOC shall be advised of E.R.I.C. by-laws and expectations and is required to accept them including the Annexes with RI policies by paraphrasing all the pages and signing the last page. A digital copy of the signed document has to be sent together with the bid documents. This is therefore binding the HOC to comply with all the policies stated in the document.
- 4.20. The winning organization committee commits to the presented Meeting package including the proposed additional benefits (open bar, free transportation, and 5-star hotel).
- 4.21. The EUCO must be able to accommodate at least 500 people. 700 are recommended.
- 4.22. The R.E.M. must be able to accommodate at least 300 people. 400 are recommended.

### Legal frame

#### Insurance

- 4.23. The organization committee 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.

## THE EVENT

### The program

#### European Convention (EUCO)

- 4.24. 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 Pre-Convention Meeting taking place during that month. Extra days can optionally be added to the program.
- 4.25. The agenda of the weekend on Saturday 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.

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

- 4.26. 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 (Fall R.E.M.). Extra days can optionally be added to the program.

4.27. 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.

### Pricing of the event

4.28. The price of a REM/EUCO package, hereafter referred to as “full package”, includes all items listed in table 1. The price for at least the recommended number of participants should not exceed the prices provided in Table 2 and Table 3. If for any reasons these rules can not be fulfilled, the HOC is required to present the issue to the E.R.I.C. Executive Board for a formal approval.

4.29. Regardless of which Tier (1 or 2) the HOC country is under, the Tier 1 lower price (table 2) 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.

4.30. The remaining participant packages may be sold at a price in accordance with the year and Tier of the HOC. In addition, the following rules must be met:

- I. During the selling waves, at least 50 full packages for REM or 100 full packages for EUCO events must be sold at the lower price indicated in the respective Tier table;
- II. The upper price of the full package of respective year and Tier should be available to at least the recommended number of participants required in the bylaws minus the number of participants with lower prices (i.e. The recommended packages minus the required packages communicated by the E.R.I.C Executive Board and minus 50 if it is a REM event or 100 if it is a EUCO event).
- III. Any packages in addition to the recommended amount (more than 400 of full packages for REM or 700 of those for EUCO) may be sold at the real cost price;

4.31. An additional E.R.I.C. fee of € 3 per participant for REM events and € 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: Contents of the full packages:**

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

**Table 2: The pricing scheme of full packages for events in Tier 1 countries is:**

Rotary year	REM 3 days		REM 4 days	
	Lower Price	Upper price	Lower 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

Rotary year	EUCO 3 days		EUCO 5 days	
	Lower Price	Upper price	Lower Price	Upper price
2017-2018	€145	€180	€205	€255
2018-2019	€147	€183	€209	€259
2019-2020	€149	€186	€213	€263
2020-2021	€151	€189	€217	€267

**Table 3: The pricing scheme of full packages for events in Tier 2 countries is:**

Rotary year	REM 3 days		REM 4 days	
	Lower Price	Upper price	Lower 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

Rotary year	EUCO 3 days		EUCO 5 days	
	Lower Price	Upper price	Lower Price	Upper price
2017-2018	€245	€280	€280	€330
2018-2019	€247	€283	€284	€334
2019-2020	€249	€286	€288	€338
2020-2021	€251	€289	€292	€342

\*The list of Tier 1 and Tier 2 countries is aforementioned in the section 2 “The Process”

## Logistics

### Accommodation

- 4.32. 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.).
- 4.33. 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.
- 4.34. Registered E.R.I.C. Country Representatives, Board members, Committees 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

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



## Activities

4.36. 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.

4.36.1. An Opening Ceremony should contain at least:

- anthems of the host country, European Union and Rotary International;
- a speech by the HOC Chairman or deputy welcoming all participants;
- a speech by any Rotarian representing Rotary International;
- a speech by the E.R.I.C. President or deputy;
- showing the flags from all the countries being represented in the event.

4.36.2. Gala Dinner should at least contain:

- a speech by the HOC Chairman or deputy to say goodbye to all participants.
- a speech by any Rotarian representing Rotary International.
- a speech by the E.R.I.C. President or deputy to thank the HOC.
- Top-3 BEBP and TCA awards ceremony (for EUCCO)

### ERIC meetings

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

4.38. Water and coffee for the meetings must be provided by the organization committee. Internet connection must be available in all the rooms.

### Country Representatives Meeting

4.39. 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 EUCCO and meeting room equipment like projector, have to be provided.

4.40. 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.

### EuCo Plenary Meeting

4.41. A room has to be provided for the plenary session (EUCCO only) that can hold at least half of the delegates that paid the E.R.I.C. fee.

4.42. 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.

4.43. The general meeting agenda should allow all participants to participate in the plenary sessions.

4.44. 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

4.45. Three extra rooms for workshops organized by E.R.I.C. and meeting room equipment like projector, have to be provided.

4.46. Additional equipment and additional rooms for workshops can be requested and paid for by E.R.I.C..

4.47. The E.R.I.C. workshops 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.

4.48. It is also recommended that it is possible for all participants to participate in the workshops.

### **Extra Activities**

4.49. 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 be open for CR's.

4.50. 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**

4.51. The HOC must reserve places for the Country Representatives, Board members, Committees assistants, workshop facilitators, keynote speakers, as well as the partners of all the aforementioned groups and future and candidate HOCs representatives (at least 1 package for each) until 6 weeks before the meeting. The exact number of the packages will be recommended by the E.R.I.C. Executive Board.

4.52. The EUCO organization committee must reserve extra places for top-5 BESP and TCA clubs representatives (at least 1 package for each).

### **Timeline**

4.53. 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.

4.54. Registrations for EUCO must open at least 4 months prior to the event start date.

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

### **Live information for participants**

4.56. 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:

- Day programme
- Breakfast/ Lunch/Dinner Periods
- Shuttle bus service timetable
- List of Workshops, Schedule and place where they will take place
- Last Minute Changes
- Telephone numbers in case of EMERGENCY

At least 2 people at least one of whom is a part of HOC shall be at the desk during day times.

### **Accreditation**

4.57. An accreditation system has to be used in each of the events. All activities that are organised by HOC should be Rotaract-only. The activity should be closed with the last participant leaving the venue.

### **Payment**

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

countries.

- 4.59. Participation fees of the Country Representatives, Board members, Committees assistants and partners of all the aforementioned group can be paid on site, both in local currency as well as in Euro at the exchange rate set by the HOC
- 4.60. Country Representatives and Board members, Committees assistants and partners of all the aforementioned group 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, Committees assistants or partners of any of the aforementioned groups cancel their registration later than 6 weeks before the event, they have to reimburse all the non-refundable charges that can be proved documental.

### **Media and marketing**

- 4.61. 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.

## **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