

STATUTE AND CODE OF POLICIES

Europe
Rotaract



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STATUTE OF THE EUROPEAN ROTARACT INFORMATION CENTRE

In accordance to the Luxembourg Law of 21 April 1928 on Non-Profit Organisations and Foundations, as amended, the Statute of the European Rotaract Information Centre is defined here below.

Chapter I - GENERAL PROVISIONS

Article 1. Name and definition

The association's official name is "European Rotaract Information Centre" and can be abbreviated to "E.R.I.C."

E.R.I.C. is a Rotaract Multi-District Information Organisation as defined in Rotary International Code of Policies and is officially approved by Rotary International.

Article 2. Seat

E.R.I.C. is based in Luxembourg and registered at 19 rue de Mersch, L-7780 Bissen.

Article 3. Duration

The association is established for an indefinite period of time. The social year runs from 1st July to 30th June of the following year (hereinafter "Rotary year"). The association may at any time be dissolved according to Chapter 9 of this Statute.

Article 4. Purpose and objectives

The main purpose of E.R.I.C. is to enable and promote the flow of information and develop international relationships between the Rotaract clubs and their members in the participating districts in Europe.

Moreover the objectives of E.R.I.C. are:

- a. To exchange information between the participating districts of Rotaract clubs and their members all over Europe;
- b. To foster international contacts among Rotaractors;

- c. To encourage Rotaractors to work together on international projects.

The organisation is empowered to take actions and to develop activities that contribute to the achievement of the purpose defined in this Article.

If the organisation wishes to carry out joint services 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.

Chapter 2 - MEMBERSHIP

Article 5. Members

The organisation must have a minimum of three Members¹.

The Members are participating Rotary Districts based in Europe which comply with the conditions specified under Article 8.

Each Member may be represented by one individual or more, depending on the number of countries by which the district is composed. The individual is called "Country Representative".

Article 6. Conditions for membership

To become a member of E.R.I.C., a Rotary District having at least one Rotaract Club must provide the Executive Board with the District Consent to join E.R.I.C. (Annexes 6 and 7 of this Statute) signed by the current District Rotaract Representative and Governor of the District.

In case of a Rotaract District division, the newly formed Districts are automatically considered members of E.R.I.C. unless they disagree by written notice to the Executive Board.

Article 7. Rights and duties

Members and its Country Representatives only have the rights and duties expressly granted to them by this Statute or by the E.R.I.C. Code of Policies

The Members represented by their Country Representatives have the right to:

- a. Exercise voting rights for the election of the Executive Board;

¹ Mandatory by the law of Luxembourg

- b. Exercise voting rights in all issues that require voting during the General Assembly meetings;
- c. Submit opinions, proposals and postulates to the Executive Board;
- d. Use all the materials provided by the organisation.

The Members represented by their Country Representatives have the duty to:

- a. Participate in the General Assembly meetings and other meetings, events and other activities resulted from the exercise of the organisation's goals and objectives;
- b. Take part in the exercise of the organisation's goals and objectives;
- c. Inform the Executive Board of the name and contact information of the appointed Country Representative no later than the first day of the Rotary year for which the Country Representative is appointed.

Article 8. Entry

The General Assembly approves the acceptance of the Members. Any Rotaract district wishing to become a Member must submit its request in writing to the Chairman of the Executive Board and express its consent to this Statute the E.R.I.C. Code of Policies and other internal regulations if any.

Article 9. Resigning/ Dismissal

Any Member may withdraw from the association by sending a written resignation notice to the Executive Board. Dismissal of a member from E.R.I.C. may only be decided by a voting in the General Assembly. The voting must be done in accordance with Article 27 of this Statute.

Resigning or excluded members may not claim any entitlement to the association assets and may not recover or be reimbursed, paid contributions, nor proceeds or other benefits.

Chapter 3 - THE ORGANISATIONS' STRUCTURE

Article 10. Structure

In order to ensure its internal operation, the following bodies form the organisation:

- a. The Executive Board

- b. The Committee of Country Representatives
- c. The General Assembly

The composition, operation and powers of the aforementioned bodies of the organisation are laid down in this Chapter.

Section A The Executive Board

Article 11. The Executive Board

The organisation is governed by an Executive Board, which is composed of a:

- a. President;
- b. Vice-President;
- c. Past-President;
- d. Secretary;
- e. Treasurer;
- f. Director of Marketing;
- g. Director of Social Services;
- h. Director of Information Technology.

The President coordinates the Executive Board and represents it in all judicial and extrajudicial acts.

The Executive Board carries out all activities and management of the organisation and, manages the affairs of the association.

A Executive Board member should not accumulate more than one Board position within E.R.I.C.'s Executive Board.

The Executive Board members receive no salary. Costs incurred by them in connection with their work for the organisation can be reimbursed according to the E.R.I.C. Reimbursement Policy.

Executive Board members do not incur any personal obligation with respect to the organisation's commitments. Their responsibility is limited to the execution of the mandate they have received and to the misconducts made in their management.

Article 12. The roles and responsibilities of each Executive Board member

The main roles and responsibilities of each Executive Board member are described below. More detailed roles and responsibilities might be described in E.R.I.C.'s Code of Policies.

President - The President roles and responsibilities are:

1. Manage and lead the organisation to accomplish its objectives;
2. Oversee and coordinate the activities of the Executive Board and the Committee of Country Representatives;
3. Chair the General Assembly and the Executive Board;
4. Report to the Committee of Country Representatives on the development of the activities of the Board;
5. Represent E.R.I.C. with respect to all other organisations.

Vice-President - The Vice-President's roles and responsibilities are:

1. Assist and advise the President as needed;
2. Replace the President in his/her duties when he/she is not available;
3. Make sure that the E.R.I.C.'s Code of Policies and Statute are communicated and explained clearly to all Country Representatives.

Immediate Past-President - The Past-President's roles and responsibilities are:

1. Make sure that knowledge and experience is transferred to the E.R.I.C.'s Executive Board and E.R.I.C. Committee of Country Representatives;
2. Mediate issues within the Executive Board if they may arise.

Secretary - The Secretary's roles and responsibilities are:

1. Write the minutes of the General Assembly and all relevant meetings;
2. Manage the call for candidates for both E.R.I.C. Executive Board positions and HOC applicants for E.R.I.C. events;
3. Coordinate the voting process from the moment of request submission until the voting

results announcement.

Treasurer - The Treasurer's roles and responsibilities are:

1. Manage E.R.I.C. finances, including fees, subscriptions and any other revenue transferred to E.R.I.C. accounts;
2. Be responsible for E.R.I.C.'s bank account;
3. Prepare the E.R.I.C. budget according Chapter 5;
4. Collect the E.R.I.C. fee from the Host Organizing Committee of every event.

Director of Marketing - The Director of Marketing's roles and responsibilities are:

1. Manage E.R.I.C. online and offline communications;
2. Apply Rotaract Europe Brand Identity guidelines in all materials, according to RI Visual Identity guidelines;
3. Manage and keep all Rotaract Europe social networks updated;
4. Design merchandising and other relevant branding materials.

Director of Social Services - The Director of Social Services' roles and responsibilities are:

1. Coordinate 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);
2. Manage and coordinate the application, evaluation and awarding of E.R.I.C.'s social awards; III. Support HOC Teams in the coordination of a social project during REMs and EuCo.

Director of Information Technology - The Director of Information Technology roles and responsibilities are:

1. Manage, update and maintain E.R.I.C.'s website and all other used tools.

Article 13. Assistants to the Executive Board²

1. In order to accomplish these tasks, the Executive Board may select a team of assistants. Not being elected by the General Assembly, 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.
2. Each Director develops a list of tasks for his/her future assistant and calls for applications for the position of his/her assistant. The Executive Board must review every application and the final decision is taken in accordance with Article 15.

Article 14. Eligibility Criteria

The members of 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 at least 18 years old³;
3. Be fluent in English, both written and spoken;
4. Have served as either past member of the E.R.I.C. Committee of Country Representatives, past member of the E.R.I.C. Executive Board or District Rotaract Representative;
5. Have a wide knowledge of Rotaract and Rotary.

Article 15. Decisions of the Executive Board

Decisions of the Executive Board are taken by a simple majority (50% + 1 vote). In the event of a tie, the vote of the President or the vote of the person who replaces him/her is deciding.

Article 16. Meetings

The meetings of the Executive Board are convened by the President.

The meetings are chaired by the President and, in his/her absence, by the proxy appointed by the president. The minutes of the meetings must be kept in a designated register. They must be signed by the President and the Secretary of the meeting concerned.

² Mandatory by the law of Luxembourg

³ Changed during REM Lisboa 2020. Before the clause said: Be in between the ages of 18-30 years during the mandate's Rotary Year;

Article 17. Election of the Executive Board

The members of the Executive Board are elected annually by the General Assembly at E.R.I.C.'s European Conference Meeting (EuCo). They are elected in accordance to Article 27 of this Statute. The Executive Board is appointed for the period of one Rotary year. Their assignment ends by the expiry of their mandate or by death, resignation or loss of membership.

Article 18. Resignation / Dismissal

Any Executive Board Member may resign voluntarily by written notice to the President.

Each Executive Board Member may, at any time, be dismissed by the General Assembly in accordance to Article 27 of this Statute in case s/he fails to comply with the Rotary Code of Conduct.

The election and the resignation of an Executive Board Member must be reported to the Luxembourg Registre de Commerce et des Sociétés within one month of the day when the election took place or when the resignation was received.

Section B - The Committee of Country Representatives

Article 19. Definition

The E.R.I.C. Committee of Country Representatives is composed of Country Representatives (CRs) that are elected or appointed to represent Districts of their country given the collection of one or more member Districts given national borders.

The Committee of Country Representatives form the General Assembly.

Article 20. Country Representatives

Country Representative (CR) is a formal representative of all District Rotaract Representative(s) (DRRs) serving on the territory of the country he/she represents. The Country Representative is the point of contact between E.R.I.C. and the District and Rotaract clubs from the country he/she represents.

The CR is chosen in accordance with the internal procedure laid down by the District he/she belongs to and represents.

The CR has no legislative authority in Rotaract. A CR is a person authorized to act on behalf of a

DRR of his/her District according to the DRRs instructions.

Article 21. Country Representatives responsibilities

The Country Representatives responsibilities are:

- a. Represent the vote(s) of the Districts and country represented;
- b. Serve as contact liaison between E.R.I.C. and all participating districts and their Rotaract clubs and members;
- c. Represent his/her country during E.R.I.C. Meetings.

Article 22. Resignation

Country representatives can resign at any time by sending a written resignation notice to the Executive Board. In case of resignation of a Country Representative, the Member must appoint a substitute within one month of the written notice.

Section C - The General Assembly

Article 23. Composition of the General Assembly

The General Assembly is composed by the Country Representatives of all participating Rotaract districts which are Members of the association as stipulated by Articles 5 and 6 of this Statute.

Article 24. Tasks and Responsibilities

The General Assembly is solely responsible for:

1. The amendment of this Statute;
2. The election and dismissal of Executive Board Members ;
3. The approval of budget and end of year accounts;
4. The dissolution of the association;
5. The designation of the liquidators, the determination of their competence and the manner of liquidation;

6. The dismissal of a Member;
7. VII. All cases where a voting is required and where E.R.I.C. Code of Policies require it; Other activities as stipulated in the Luxembourg Law of 21 April 1928 on Non-Profit Organisations and Foundations, as amended.

Article 25. Functioning of the General Assembly

The President or other Executive Board Member appointed by the President is the Chairperson of General Assembly. Decisions are taken in accordance to Article 27 of this Statute.

Article 26. Presential Meetings of the General Assembly

The General Assembly must be convened presentially three times a year by the President or the Secretary during the European Conference and the Rotaract European Meetings.

The meeting must be convened at least 30 days in advance.

This must be done in writing by e-mail, stating the discussion and voting agenda.

The General Assembly must also be convened if 50% of its Members require so according to the Luxembourg Law of 21 April 1928 on Non-Profit Organisations and Foundations, as amended⁴. In case the meeting must be held outside of the situations stipulated in the first paragraph of this Article, it will be held online and the channel used will be decided by the Executive Board.

If at a meeting no ordinary majority of representatives of the member Rotaract Districts is obtained, this minimum expires at a newly called meeting. A second call must be made within the month following the date of the first meeting.

The minutes of the General Assembly must be kept in a special register held by the Secretary and signed by the Chairperson of the meeting and the Secretary. Copies and extracts are signed by the Chairperson and by the Secretary of the Executive Board.

The resolutions of the General Assembly will be notified to all Members and interested non-members orally or by email.

CHAPTER 4 - VOTING

Article 27. Voting

⁴ Mandatory by the law of Luxembourg

Decisions of the General Assembly are applied if they receive at least a 2/3 majority of the present and voting Districts that are present in the General Assembly. In case no option receives a 2/3 majority of votes⁵:

- a) In cases where there are more than two voting options to be voted upon, after the first voting round, only the two most popular options are voted upon in the second voting round. For a decision to be reached on this voting round, a 2/3 majority of the present and voting Districts that are present in the General Assembly meeting is needed.

In case no option receives a 2/3 majority at this stage, the voting will proceed according to line b)

- b) When there are only two voting options a second vote round will be called and the voting must be based on country votes (i.e. one vote per country) and an absolute majority is required to accept (i.e. 50% of the votes + 1).

In the case that both options receive exactly 50% during the country vote round, the President or meeting Chairperson must provide the deciding vote.

Article 28. Motion to vote

In order to put forward a topic for voting, there must be a motion to vote as stipulated in E.R.I.C. Code of Policies⁶.

CHAPTER 5 - BUDGET AND ACCOUNTS

Article 29. Financial year

The financial year of the association runs from 1st July to 30th June of the following year.

At the end of each financial year, the Executive Board closes the accounts of the previous year and prepares the budget for the following year; These are submitted to the General Assembly for approval.

The profit accumulated by the association can not be paid to members in any way by way of dividends or otherwise.

The approval of the accounts by the General Assembly extends to full discharge of the Board of Directors.

⁵ Mandatory by the law of Luxembourg

⁶ Added during EuCo Belgrade 2019

CHAPTER 6 - FUNDING

Article 30. Funding of the organisation

Any funds that may be collected for the functioning of the organisation are based on a voluntary basis and must be agreed between the parties.

CHAPTER 7 - LIABILITY

Article 31. Organisation and individual liability⁷

The association is responsible for any misconduct attributable either to its Members' representatives or to the bodies that exercise its will.

Executive Board Members do not incur any personal obligation with respect to the commitments of the association. Their responsibility is limited to the execution of the mandate they have received and to the misconducts made in their management.

CHAPTER 8 - E.R.I.C. MEETINGS

Article 32. E.R.I.C. meetings

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

1. One European Rotaract Convention (EuCo);
2. Two Rotaract European Meetings (REM).

Article 33. Purpose

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. Rotarians and Interactors (with their parents' permission) are welcome to participate in the events.

Holds the General Assembly meeting, serving as a forum for E.R.I.C. Committee of Country

⁷ Mandatory by the law of Luxembourg

Representatives and Executive Board for advancing the strategic goals of E.R.I.C..

Article 34. The Hosting Organising Committee

The Host Organizing Committee (HOC) organizes the E.R.I.C. Meetings under the guidance and supervision of E.R.I.C. Executive Board.

Article 35. Selection of the HOC team

The HOC team is selected through a voting in one of the General Assemblies in accordance to Article 27 of this Statute. Details of the application procedure are described in E.R.I.C.'s Code of Policies.

The winning HOC must comply with E.R.I.C. bylaws, the E.R.I.C. Code of Policies and RI policies. A document accepting the application of these documents must be signed by the HOC after its election.

Article 36. E.R.I.C. fees

Every participant package for the event (except the ones just for gala) will incur a fee that must be transferred to E.R.I.C.'s account. The respective fees are described in E.R.I.C.'s Code of Policies.

The HOC team must transfer E.R.I.C. fee to the E.R.I.C. account within 40 working days after the end of the event.

Article 37. Legal responsibility and insurance

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 in accordance to 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 HOC team.

Article 38. Reserved packages

The HOC must reserve packages for the Executive Board members, Country Representatives, Assistants to the Executive Board, workshop facilitators, keynote speakers, as well as 1 extra

package for the partners (+1s) of all the aforementioned groups. As well as at least one package for one representative of the already elected HOC teams HOC's candidates and one representative for each awarded application of the E.R.I.C. social awards. The packages must be secured the above-mentioned groups until 8 weeks before the Meeting.

The maximum package price for all Executive Board members, Country Representatives, Assistants to the Executive Board, workshop facilitators and keynote speakers is the lowest priced full package. The E.R.I.C. Executive Board will communicate the exact number of such packages.

Article 39. Other details

The E.R.I.C. Code of Policies describe all other relevant details regarding E.R.I.C. events and its organisation.

CHAPTER 9 - DISSOLUTION

Article 40. Dissolution of the organisation

The organisation may be terminated in the following cases:

1. By Rotary International, with or without the consent, approval or concurrence of the districts participating in the organisation, for failure to function in accordance with Rotary International Guidelines, or for any other cause;
2. By the organisation itself upon its own determination during the General Assembly following voting procedure described in Article 27.

Article 41. Remaining funds

In case of dissolution, the remaining funds will be transferred to The Rotary Foundation's Annual Fund.

CHAPTER 10 - AMENDMENTS TO THIS STATUTE

Article 42. Conditions

Amendments to the Statute can be done only if the object of the topic is specifically indicated in the General Assembly's convening notice, and if two thirds of the Members are represented.

All amendments must comply with Rotary International Policy.

Article 43. Procedure

All amendments must be approved in accordance to Chapter 4 of this Statute.

CHAPTER 11 - OTHER PROVISIONS

Article 44. Official documentation

All acts, invoices, announcements, publications and other official documents from the organisation must contain:

1. The name of the association;
2. The words "non-profit association" legibly reproduced in full or in abbreviation "a.s.b.l." ("association sans but lucrative "), placed immediately before or after the name;
3. A precise indication of the seat of the association;
4. The words "Registre de commerce et des sociétés, Luxembourg ", or the initials "R.C.S. Luxembourg" followed by the organisation's registration number.

Article 45. Applicable policies

For all that is not expressly provided in this Statute, the E.R.I.C. Code of Policies and Luxembourg Law of 21 April 1928 will apply.

Article 46. Conformity of this Statute

Where any provision of this Statute and the E.R.I.C. Code of Policies is not in conformity with the Luxembourg Constitution or Rotary International Code of Policies, the terms of the Luxembourg Constitution or Rotary International Code of Policies shall prevail at all times where applicable.

CODE OF POLICIES OF THE EUROPEAN ROTARACT INFORMATION CENTRE

1 - PURPOSE

The E.R.I.C. Code of Policies supplements the Statutes of the Association without lucrative purpose Rotaract Europe - RCS number F755 - with registered office at 61, Val Sainte Croix, 1371 Luxembourg, Luxembourg and establishes common practices.

The policies in this document are recommendations, customized to reflect the Rotaract Europe's Multi-District Information Organisation (M.D.I.O.) practices so long as they are not in conflict with the Statutes and the current Rotary Code of Policies.

The European Rotaract Information Centre in short E . R . I . C . - is a protected name that cannot be used by other entities.

2 - DEFINITIONS

As used in the Code of Policies and Statutes of this organisation, unless the context clearly requires otherwise, the words in these documents shall have the following meanings:

1. **Board:** The M.D.I.O.'s board of directors
2. **Director:** A member of the M.D.I.O. board of directors
3. **Officer:** An officer of the M.D.I.O. board of directors
4. **District:** A Rotary district
5. **CR:** A Country Representative
6. **DRR:** A District Rotaract representative
7. **Member:** A Rotary district, represented by the District Rotaract Representative or proxy
8. **Quorum:** The minimum number of participants who must be present when a vote is taken: majority of the M.D.I.O.'s members for M.D.I.O. decisions and a majority of the officers for M.D.I.O. board decisions
9. **RI:** Rotary International
10. **M.D.I.O.:** A Multidistrict Information organisation
11. **Year:** The 12-month period that begins on 1 July
12. **EuCo:** European Rotaract Conference
13. **REM:** Rotaract European Meeting
14. **HOC:** Host organising Committee

3 - INTERNAL GOVERNANCE POLICY

3.1 - Mission statement and membership

3.1.1 - Mission statement

The main purpose of E.R.I.C. is to develop international relationships between Rotaract Clubs and members, by bringing Rotaractors from all over Europe together. Furthermore it aims to achieve the following objectives:

1. To exchange information between the participating districts of Rotaract clubs and their members all over Europe;
2. To foster international contacts among Rotaractors;
3. To encourage Rotaractors to work together in international projects. The organisation's tools - m a y i n c l u d e b u t n o t l i m i t e d t o - to realize these objectives are; - organising international meetings and events;
4. Distributing an E.R.I.C. electronic news bulletin;
5. Compiling a directory containing contact information of the Rotaract Clubs and Districts which would like to participate;
6. Providing a European Rotaract event calendar;
7. Providing English-speaking contacts to relay information between the participating Districts;
8. Organising 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.

3.1.2 - Membership

The organisation comprises members that are from 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 organisation.

Accession

To become a member of the E.R.I.C. a District having at least one Rotaract Club needs to provide the E.R.I.C. Board with a letter of consent by the District to join the E.R.I.C. signed by both the current DRR and Governor of the District. At the time of accession the current DRR of a District applying for membership declares a way of representing the District in the organisation i.e. the number of representatives and the scope of their competence, both material and territorial. By joining the E.R.I.C., the Member accepts and agrees to be legally bound by the Statutes of the Association without lucrative purpose Rotaract Europe for participation in the organisation.

Membership listing

The list of current E.R.I.C. Members is set out at the beginning of each year and might be modified accordingly after the resignation or acceptance of new members. This list is published to the Luxembourg Business Registry. In the even of a District division the newly formed districts are automatically considered members of E.R.I.C. unless they agree otherwise.

Resignation

Membership ceases:

1. By written resignation thereby notifying the Board;
2. Dissolution of the organisation;
3. Non-fulfillment of the requirements under this Code of Policies;
4. Dismissal by voting of the current Members in a official meeting.

Membership rights and duties

Rights of Members:

1. Election of the authorities of the E.R.I.C.;
2. Submit opinions, proposals and postulates to the authorities of the E.R.I.C.;
3. Voting rights on all the issues concerning the E.R.I.C.;
4. Right to use all the materials provided by E.R.I.C..

Duties of Members:

1. Participation in meetings, events and other activities resulting from the realisation of statutory goals of the E.R.I.C..
2. Participating in the realization of statutory goals of the E.R.I.C..

3.2- Board roles and responsibilities

The E.R.I.C. Executive Board has no decisive power whatsoever, except regarding its own organisation, when specified in the Statutes of the Association without lucrative purpose Rotaract Europe. The E.R.I.C. Executive Board may issue proposals which are voted upon by the E.R.I.C. Member Districts. The Board consists of a minimum 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.

Responsibilities

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. 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 not possible, the decisions are adopted with a simple majority of votes. In the event of a tie, the President makes the final decision.

Conditions of a candidate

A candidate for an Executive Board position must comply with all the following eligibility criteria:

1. Be a Rotaractor from one of the E.R.I.C. Member Districts;
2. Be at least 18 years old⁸ ;
3. Be fluent in English, both written and spoken;
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 DRR;
5. Have a wide knowledge of Rotaract and Rotary;
6. A member of the Executive Board - when in office - may not cumulate her/his position within the Executive board with another function in the Executive board, nor with the role as CR or DRR⁹.

President Candidacy

The position of the President is the only executive role that is voted prior to the EuCo, during the Winter E.R.I.C. meeting (the month of January of each year).

Candidates for the presidency have to submit their candidacy to the current E.R.I.C. President and Secretary at least four (4) weeks before the beginning of the Winter REM.

If there is no candidate, the presidential election is postponed to the E.R.I.C. meeting during the EUCO¹⁰.

Remaining Board Candidacy

Candidates 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. Either the E.R.I.C. President or Secretary announces the candidates 2 weeks before the beginning of the EuCo to the E.R.I.C. Committee of Representatives.

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.

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

⁸ Changed during REM Lisboa 2020. Before the clause said: Be in between the ages of 18-30 years

⁹ Added during EuCo Belgrade 2019

¹⁰ Added during EuCo Belgrade 2019

3.2.1 - President

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

1. Being the Chief Executive Officer of the 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 the E.R.I.C.;
4. Having full access to the E.R.I.C. account which is located in Luxembourg;
5. The E.R.I.C. meeting during each one of the European events is organised by means of a cooperation between the President and Vice-President with the support of the CR of the hosting country. The agenda is determined by the President in support of the Vice-President and in cooperation with the Executive Board.

This provision also applies to plenary sessions and workshops of European events.¹¹

The President applies the decisions voted during the E.R.I.C. Meetings. They render an account on their activities, including his/her progress and results, their new goals and the work of their staff, to the members of the Committee during every E.R.I.C. Meeting. They represent E.R.I.C. with respect to all other organisations and external communications when needed.

3.2.2- Past President

The Immediate Past President can provide useful opinions and perspective in planning activities. He or she can assist with special projects and provide support for the Executive Board and the E.R.I.C. Committee of Representatives.

It is his or 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.

The immediate past president has an advisory role. He or she may be asked to actively participate in the new board, however she or he has no voting power.

In case of issues he/she has a mediating role.¹²

¹¹ Changed during EuCo Belgrade 2019. Before EuCo the clause said: "Determining the agenda of the meetings of the E.R.I.C. Committee of Representatives, in cooperation 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 the E.R.I.C. Vice President."

¹² Changed during EuCo Belgrade 2019. Before EuCo the clause said: "The immediate Past-President remains a member of the E.R.I.C. Executive Board and has a coaching role. Their role is to ensure knowledge and experience is

3.2.3- President Elect

The President-Elect is the person who has been voted - in compliance with applicable voting procedures - incoming President of the next year. This person is not yet inaugurated into office. It is her/his duty is to observe the work of the current Executive Board, as well as to prepare a plan of action for the year to come.¹³

3.2.4 - Vice-President

The Vice-President has an advisory and assisting role. Responsibilities include but are not limited to:

1. Replacing the President when he/she is not available;
2. Coordinating the organisation of the workshops which can be professional, social and/or Rotaract in general related, during the E.R.I.C. Meetings;
3. Bearing responsibility for verifying that the ERIC's Statutes and Code of Policies are communicated and explained clearly at the first E.R.I.C. Meeting of the Year in order to facilitate their comprehension to the CRs.

3.2.5 - Secretary

The Secretary's responsibilities include but are not limited to:

1. Bearing responsibility for writing the minutes of each meeting (if necessary also those held online);
2. Receiving, reviewing and communicating proposals for voting and/or ideas. The Secretary and/or 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;
3. Bearing responsibility for coordinating the work on the European Rotaract Directory together with the Vice-President should the E.R.I.C. Executive Board decide to create such a directory;
4. Bearing responsibility for keeping track of the changes in the Code of Policies and possibly the

transferred to the incoming E.R.I.C. Executive Board and E.R.I.C. Committee of Representatives. They play a mediating role in the case of issues arising within the board."

¹³ Added during EuCo Belgrade 2019

reasons for the changes;

5. Initiating the candidates call for the 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 Code of Policies;
6. Coordinating the process of each vote from the moment of request submission until the voting results announcement;
7. Supporting the HOCs of the 3 annual events if needed.

3.2.5- Treasurer

The Treasurer's responsibilities includes but are not limited to:

1. Bearing responsibility for E.R.I.C. finances, and administer the fees or subscriptions and any other revenue transferred to E.R.I.C.;
2. Having full access to the E.R.I.C. account which is located in Luxembourg;
3. Having 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. Preparing the E.R.I.C. budget;
5. Reimbursing the expenses of the members of the E.R.I.C. Executive Board in compliance with the budget;
6. Bearing responsibility for verifying all reimbursements and expenses;
7. Bearing responsibility for the collection of the E.R.I.C. fee from the 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 from every HOC;
8. Making all records available for inspection following a majority vote by the Executive Board or the E.R.I.C. Committee of Representatives.

3.2.6 - Director of Marketing Office

The Director of Marketing Office's responsibilities includes but are not limited to:

1. Editing all E.R.I.C. publications;
2. Guaranteeing the application of Rotaract Europe brand identity in all assets (according to RI visual identity guidelines);
3. Keeping all Rotaract Europe social networks updated;
4. Design and copywriting of all the above contents;
5. Elaborate a communication strategy that includes social network publications;
6. Design merchandising and other assets, such as roll-ups and flags;
7. Purpose and concretize special activations (example: a Birthday campaign);
8. Support the HOCs of the 3 annual events if required (example: creation of certificates);
9. Support all the other E.R.I.C. Executive Board Members (example: a social media post of the social year theme). He/she is in constant contact with European Rotaract clubs to enhance their communication and to promote their projects.

3.2.7 - Director of Social Services Office

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) The Director of Social Services Office's responsibilities includes but are not limited to:

1. Coordinating the process of the social project awards, which may include 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. Instituting a temporary award based on yearly E.R.I.C. goals;
3. Supporting the HOC teams in the coordination of a social project during REMs and EuCo;
4. Taking care of the digital project database to share experience/knowledge beyond borders.

3.2.8 - Director of Information Technology Office

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

The Director of Information Technology Office's responsibilities includes but are not limited to:

1. Giving administrative support to the members of the E.R.I.C. Executive Board and to the E.R.I.C. Committee of Representatives;
2. Bearing responsibility for data collection from every E.R.I.C. event and respective statistics.

3.2.9 - Assistants

Selection and appointment

After having been elected, each member of the Executive Board may develop a list of tasks for his/her future assistant and calls for applications for the position of his/her assistant. Every application shall be reviewed by the Executive Board before the final decision is taken by majority vote within the Executive Board.

An assistant is not being elected, therefore 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 Executive Board.

An assistant has a supportive role to an appointed member of the Executive Board. A maximum of two assistants can be appointed per member of the Executive Board.¹⁴

3.3 - Country Representative roles and responsibilities

Country Representative is a formal representative of all DRR(s) serving in 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. This information has to be communicated before the beginning of the new Year for which the CR is appointed.
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.

¹⁴ Added during EuCo Belgrade 2019

Responsibilities

A CR is the point of contact between the 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 holders 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 DRRs 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 the E.R.I.C. activities, this may include, but not limited to, submitting reports of the E.R.I.C. Meetings, judging the E.R.I.C. social awards, writing articles for the E.R.I.C. electronic new bulletin 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 Code of Policies and Statutes of the E.R.I.C.;
7. Informing his/her successor about his/her duties as a CR.

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

The E.R.I.C. Committee of Representatives shall be composed of CRs that are elected or appointed to represent one or more of the Members. The E.R.I.C. Committee of Representatives shall meet at least three times in each Year. It is recommended that the time between meetings be no more than 4 months. The first meeting of the Year must take place in autumn.

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

3.4 - Rules and Guidelines for voting and elections

The voting is based on Districts therefore each District has one vote. The votes of the DRR(s) are passed to the E.R.I.C. by the CR(s). In case of multinational districts, the District vote is passed to the Country Representative stated with a letter of consent by the District to join the E.R.I.C. signed by DRR and District Governor.

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.

The voting procedure is outlined in the Statutes of the Association without lucrative purpose Rotaract Europe.

Motion to vote¹⁵

This voting method is applicable to the E.R.I.C. Committee of Representatives for every proposal that is introduced to the E.R.I.C.

The Four-Way Test: Any proposal should include an analysis to the Four-Way test by Rotary International. This analysis may result in a negative response to either one of the below mentioned questions, however the test serves as a reflection on the proposed change.

1. Is it the truth?
2. Is it fair to all concerned?
3. Will it build goodwill and better friendships?
4. Will it be beneficial to all concerned?

Request for change¹⁶

Any Country Representative or member of the board may propose a change to the Code of Policies.

Once proposed the President of the European Rotaract Information Centre will put the proposal up for consideration by the next meeting. It requires the initiator of the proposal to submit a one-page proposal on the proposed change - this may include the solution - to be presented to the the assembly. The proposal is to be distributed to the assembly at the latest two weeks prior to the meeting. If not, the proposal is adjourned to the next meeting.

During the meeting a group debate may take place on the proposal. This may result in the creation of a committee, or postponed consideration until a later meeting. The assembly is required to take some action - this may including disposing of the proposal. Any proposal of change that is pushed through for voting needs to be substantiated with a document including the desired change, reasoning behind it, potential impact, historical context and an analysis to determine the benefit of the proposed solution. This document is to be created by the initiator(s) - possibly backed by

¹⁵ Added during EuCo Belgrade 2019

¹⁶ Added during EuCo Belgrade 2019

the work of a composed committee.

An official voting on a proposal can only take place at one of the three official meetings. A change to the Code of Policies requires a two-third majority.

Substitution

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.

Conditions and procedure

To make decisions of any vote binding, the President or Secretary announces the agenda with proposals at least 2 weeks before the voting.

The following points can only be covered by an 'official' vote by the E.R.I.C. Committee of Representatives during one of the official E.R.I.C. events;

- changes in the Statutes;
- changes in the Code of Policies;
- elections of the E.R.I.C. Executive Board;
- dismissal of a member of the E.R.I.C. Executive Board;
- election of future venues of E.R.I.C. Meetings and conferences.

All voting topics are secret.

For all other voting points the E.R.I.C. Executive Board decides whether a vote is necessary, unless a vote is requested by any Member District on a specific issue. The request should be submitted to the Secretary at least 4 weeks before a vote. A proposed voting topic is subjected to the "Motion to vote" procedure.

These 'other' voting topics can be done online when they conform to the following prerequisites;

- Online 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 accepted for voting according to the procedure "Motion to vote". - Voting ends exactly one week after it has begun.
- The votes are sent to the Secretary from an email address of the CR as submitted to the Director of Information Technology Office.

- The results of the online voting are binding on the condition of more than half of the 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 more than five (5) CRs.

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 not possible, the decisions are adopted with a simple majority of votes. In the event of a tie, the President makes the final decision.

Dismissal of members: board, CRs and assistants

An Executive Board member who does not fulfill his/her duties or violates Rotary Code of Conduct, Rotary Code of Ethics or these Code of Policies might be dismissed by vote of the CRs and the Executive Board.

The Executive Board, CR or DRR must be informed in writing the reasons why her / his dismissal 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.

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. The voting should be compliant to the voting as set forward in the Statutes of the association.

In the event of a dismissal of a member of the Executive Board, new 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.

Meetings, agenda set-up and timing

The E.R.I.C. organizes three meetings during the Year:

1. One European Rotaract Convention (EuCo);
2. Two Rotaract European Meetings (REM).

In order to host one of the events, future HOC shall follow the instructions as described in the Code of Policies.

Sessions, plenary meeting and workshops

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.

Water and coffee for the meetings must be provided by the organisation committee. Internet connection must be available in all the rooms. The organisation committee is responsible for supplying a conference room for the E.R.I.C. Executive Board & Committee of Representatives meetings with a capacity of at least 50 people at a REM and 80 at a EuCo. Relevant conference equipment (e.g. projector) must be provided by the HOC.

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

The Purpose

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.
- Increase the impact on every level. Rotarians and Interactors - with their parents' permission - are welcome to participate along with Rotaractors.

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..

Committees, establishments and roles and responsibilities

Board can establish committees every year as needed to treat extraordinary topics or current ones

- Marketing committee, finance committee.

4 - EVENTS ORGANISATION POLICY

4.1 - European Events

4.1.1 - European Convention

The European Convention is a 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.

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. Furthermore the HOC is required to organise a social project - preferably in the spirit of the annual social theme - accessible to all participants.

4.1.2- Rotaract European Meeting

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

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). Furthermore, the HOC is required to organise a social project - preferably in the spirit of the annual social theme - accessible to all participants.

4.1.3 - Host Organising Committee

E.R.I.C. Meetings are organized by the HOC with the support of the E.R.I.C. through direct guidance and supervision. The HOC shall be responsible to the E.R.I.C. Board to ensure professional and orderly organisation of the event, with the Executive Board approving and directing actions if necessary.

1. The winning HOC shall comply with the E.R.I.C. Statutes and Code of Policies and it is a requirement for them to accept adhering to Rotary policies. The HOC is therefore bound to comply with all the policies stated in this document;
2. The winning HOC will enter into a contractual agreement covering a set of basic requirements as the event organiser for the E.R.I.C. A HOC is therefore required to represent itself through a corporate entity;
3. The winning HOC should commit to the package presented during the E.R.I.C. Meeting;
4. It is up to the HOC to decide on the number of participants;
5. It is recommended that the EuCo should be able to accommodate at least 500 people;

6. It is recommended that the R.E.M. should be able to accommodate at least 300 people.

4.1.4 - Event program

The general agenda of the E.R.I.C. meeting as well as specific agenda and organisation of Opening Ceremony and Gala Dinner shall be drafted by the HOC under the direct supervision of the E.R.I.C. Executive Board.

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;
- A speech by the E.R.I.C. President or deputy;
- Showing the flags from all the countries being represented in the event.

The 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;
- A speech by the E.R.I.C. President or deputy to thank the HOC;
- The E.R.I.C.s awards ceremony (for EuCo).

Workshops

Three meeting rooms for workshops, organised by ERIC, and relevant equipment (e.g. projectors) must be provided. Additional equipment and additional rooms for workshops can be requested and paid for by E.R.I.C..

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

Extra activities

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 the Friday for the CRs who arrive earlier. The

optional program (e.g. cultural activities, company visits, etc.) should start on Thursday evening and be open for CRs.

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.

4.1.5- Pricing guidelines

The price of a REM/EuCo package, hereafter referred to as "full package", includes all items listed under 'Packages'.

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 should show these alterations in the budget of their candidature.

Early Bird package pricing

The early bird or lowest priced package is the maximum package price for all CRs and Board members (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 to the HOC.

4.1.6- E.R.I.C. fees

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 those who only attend 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 must be provided by the HOC.

Inclusion in the package price

The E.R.I.C. fee is to be included by the HOC in the package price (except for one - day events, evening activities or workshops).

Transfer of the E.R.I.C. fees

Within at least 40 working days of the event taking place, the full sum of received E.R.I.C. fees needs to be transferred to the bank account of the E.R.I.C. A HOC commits to this timeline by

contractual agreement upon election of their candidature.

4.1.7- Packages

(incl. CR/Board, other packages, selling waves and timeline, online sales, credit card payment, booking tool, etc)

CR and board packages

The HOC must reserve places for the Country Representatives, Board members, Committee 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.

The EuCo organisation committee must reserve one (1) package for each selected application for the E.R.I.C. social awards.

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 CRs, 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 nonrefundable charges that can be proved documental.

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.

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

Selling waves and timeline

The HOC should launch the registration process of the event, after the full packages of the previous E.R.I.C. Meeting have sold out.

These registrations for a future event must open at least 3 months prior to the event start date.

Online sales and the use of the booking tool

The HOC must provide a payment method that is suitable for all the E.R.I.C. Members.

4.1.8- Insurance

The HOC assumes the full legal responsibility for the entire organisation 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 Appendix 1 for RI policy).

The E.R.I.C. explicitly declines any responsibility and reimbursement claims regarding the entire events. All profits and losses are the responsibility of the HOC.

4.1.9 Contractual agreement

A chosen HOC will enter into a contractual agreement with the legal entity Rotaract Europe ASBL to ensure proper compliance to the requirements on insurance, finances and E.R.I.C. fees when organising an official European meeting.

The organisation of an official European meeting is therefore required to represent itself by an incorporation. This may be an existing (District- or Club-) or new one.¹⁷

4.2- Communication

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

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

- Daily agenda;
- Breakfast, lunch and/or dinner periods; - shuttle bus service timetable (if applicable);
- List of workshops, schedule and place where they will take place;
- Last minute changes;
- Telephone numbers in case of emergency.

It is recommended that the information desk have 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.

The HOC is required to provide a detailed event program, at the latest, four weeks prior to the start of the event.

¹⁷ Added during EuCo Belgrade 2019

4.3- Suppliers and third parties

Accommodation

The venue of the E.R.I.C. Meeting should be located near an international airport for easy access and have free internet access. The organisation committee has to inform the participants about travel options to the venue (airport, flights trains, etc.).

Transportation

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

4.4- How to apply?

HOC candidates must send the bid document two months before the meeting to the Secretary. This document is to be distributed to the CRs to circulate among the Member Districts they represent no later than two weeks before the meeting.

- Candidacies can be addressed in person at the E.R.I.C. meetings or in between meetings to the E.R.I.C. President and Secretary.
- The bid document must include a preliminary budget to justify the cost of packages offered.
- The presentation of the candidacy proposals should be made during one of the E.R.I.C. Meetings.
- An upper price limit has to be applied to the participation fee for the event.
- In order to comply with privacy regulations, the HOC has to make sure participants accept the sharing of their information with the E.R.I.C. when signing up for a package.
- During every E.R.I.C. Meeting the HOC must give an update and answer questions either in person or virtually.

The Member Districts will vote on the venue of the future E.R.I.C. Meeting and approve the Host organising Committee composed of one or more clubs' members represented by a President that will be the single point of contact for the E.R.I.C., unless determined otherwise. Updates have to be given at the request of the E.R.I.C. Executive Board at any time during the preparation period (e.g. in CRs Skype calls).

A vote is held at the event one (1) year prior to the proposed candidature, allowing a future HOC to prepare.

Date determination

After being elected 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 at least 2 weeks before the opening date of registration.

Event data

The HOC needs to send a list of participants with package details and demographic information and the information on the progress of the organisation to the E.R.I.C. Executive Board three weeks before the event.

After the Event the HOC sends the final updated list of participants with package details and demographic information to the E.R.I.C. Executive Board, at the latest by the end of the second month after the event.

Event access

An accreditation system has to be used in each of the events. The E.R.I.C. advises all activities that are organized by HOC need to be accessible only to participants and guests of the event.

4.5 - Strategic weekend

Either in the month of July or August - at the beginning of the year - the Executive E.R.I.C. board is advised to organise a two-day training seminar for newly-appointed CRs in preparation of the new year. The seminar should aim to strengthen team spirit and educate CRs in their role as representative and a liaison person.¹⁸

5 - FINANCE POLICY

5.1- Budget planning and approvals

The Treasurer shall prepare a budget projection on the basis of the budgeting of other Executive board members and taking into consideration the financial statements of past years.

1. The budget projection shall represent an estimate of the planned expenses for one Year.

¹⁸ Added during EuCo Belgrade 2019

2. The Treasurer sends a budget request to the E.R.I.C. Committee of Representatives members at the beginning of a Year but no later than 21 days after its beginning.
3. After the Treasurer submits the budget request, the budget must be voted on.
4. A vote on the budget should be done online without delay. The Executive Board is responsible for the management of deadlines.
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.

5.2- Funding

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

The organisation may also obtain funding from sponsorship, grants, or other revenue in compliance with RI policy.

5.3 - Reimbursement Policy

General rules ¹⁹

The ERIC board will present a budget during the first official E.R.I.C. event after the board election. A reimbursement of expenses may only be made on presentation of supporting documents, unless otherwise regulated by these billing regulations. Every expense needs to be communicated with the treasurer before the expense has been made. A reimbursement of expenses is no acquired right, it should be considered in view of available funds and budget priorities.

Reimbursement requests ²⁰

Reimbursement requests will only be processed when send to the treasurer with a completed reimbursement document within a maximum of 4 weeks after payment. Due to the end of the financial year, all reimbursement request should be the latest 1 week before EUCCO.

¹⁹ Added during EuCo Belgrade 2019

²⁰ Added during EuCo Belgrade 2019

Budget for expenses²¹⁻²²

1. Budget CR's + ERIC Board
 - a. 1 x strategic introduction weekend Max 500 Euro
2. Budget CR's
 - a. 3x CR dinner per person Max 3x 25 Euro
3. Budget ERIC board
 - a. 1 x strategic board weekend Max 150 Euro
4. Other Rotaract related events (total budget to be shared)
 - a. Participation fee & travel costs To be determined.

Travel costs²³

1. By car - Trips with your own car will be reimbursed with the km package of € 0.19 / km. Trips with your own car will only be refunded if they are cheaper than the cost of a second-class train journey or if there are valid reasons.
2. Public transport - For train journeys the expenses are reimbursed according to proof of payment. Reimbursable are only costs in the range of a second-class train journey. Refundable are also bus rides with long-distance bus lines. The expenses will only be reimbursed against proof of payment.
3. Flights - Airfare in Economy Class will be refunded if a flight is cheaper than traveling by car or train (2nd class fare).
4. Other costs - To be defined by the Treasurer and the Executive Board and if the costs exceeds 750€ then this matter is taken to the E.R.I.C. Committee of Representatives

6. EXPANSION OF TABLE OF CONTENTS

Finance Policy²⁴

²¹ Added during EuCo Belgrade 2019

²² These are tentative costs, the overall cost per year depends on the Executive Board decision

²³ Added during EuCo Belgrade 2019

²⁴ Added during EuCo Belgrade 2019

- Year-end budget and expenses approvals: By the end of the year CRs should approve the final accounts to release the board of any obligations.
- Internal auditing of accounts by an internal committee: Members, organisation, when, timeline. This should be set-up every year and should be someone that will go through the invoices and payment and make sure that everything is okay - this could be led by the past president for example.
- Accountability of budget and financial:
- Bank account: (document and process to change accesses, key contacts), What is the process to commission and decommission access to the bank account, What can be done online, Who's the contact person at the bank.
- Funding: (sources of funding, how to structure our funding requests, rules to spend the money, accountabilities)

Compliance Policy²⁵

- - Update of list of members with the chamber of commerce: How it works, who's responsible for doing it
- Compliance with the code of conduct of Rotary International: (including what to do in case of non-compliance) Making reference to the document and that the latest one is the applicable one.
- Changes and amendments to the E.R.I.C. Code of Policies : Who can propose changes, amendments and what is the process to do so.
- Changes and amendments to the statute of the association: (how to and how to register them) Motion for vote, updates that should be done in the chamber of commerce

Communications Policy²⁶

- Merchandising: List of suppliers to be used, common merchandising
- Branding guidelines and templates: Guidelines done by Mavi
- General guidelines for PR: Take it from Rotary? Be respectful and this type of stuff only.

²⁵ Added during EuCo Belgrade 2019

²⁶ Added during EuCo Belgrade 2019

Internal Governance Policy ²⁷

Knowledge management (incl. use of the institutional emails, storing of documentations, obligation to transfer knowledge to the following board and provide proper transition) .

²⁷ Added during EuCo Belgrade 2019

Annexs

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
3. of Directors, to develop and maintain such an organization;
4. 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;
5. 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;
6. 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;
7. the organization has no decision making or legislative powers, except for decisions concerning the activities of the organization
8. 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;

- d) 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.
- e) 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, 1750²⁸, 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, France, Georgia, Germany, Great Britain, Greece, Hungary, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, North Macedonia²⁹, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Netherlands, Turkey and Ukraine.

²⁸ Added on October 2019

²⁹ Called Former Yugoslav Republic of Macedonia until 2019

ANNEX 3 - CONTENTS OF THE FULL PACKAGES

REM PACKAGE	EUCO PACKAGE
<p>Hotel for 2 or 3 nights</p> <p>Breakfast on 2/3 days</p> <p>Friday evening dinner</p> <p>Saturday Gala Dinner</p> <p>Coffee/drinks during the ERIC Meeting</p> <p>Lunch for the ERIC Meeting attendants</p> <p>Transportation during the 2/3-day event</p> <p>Social project</p> <p>Free city-tour</p> <p>Free workshops</p> <p>Access to country booths</p>	<p>Hotel for the 2 or 4 nights</p> <p>Breakfast on 2/4 days</p> <p>Additional one meal a day</p> <p>Saturday Gala Dinner</p> <p>Coffee/drinks during the ERIC Meeting and plenary</p> <p>Lunch for the ERIC Meeting attendants in case on this day no lunch is offered for everyone</p> <p>Transportation during the 2/4-day event</p> <p>Social project</p> <p>Free city-tour</p> <p>Free workshops</p> <p>Plenary meeting</p> <p>Access to country booths</p>

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 - E.R.I.C. CODE OF CONDUCT³⁰

As a Rotaractor, I will:

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

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

Rotaractors 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 Rotaract events or activities shall be reviewed by the E.R.I.C. board and responded to within a reasonable timeframe. If the offending individual is a member of the board or the assembly of Country Representatives, 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 Rotaract Representative.³¹

³⁰ Added during EuCo Belgrade 2019

³¹ Before Belgrade: 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)

8.30.2. 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

28.90. 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 6 - 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 7 - 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 signature

Date
