

# Internal Rules of the EUROCLIO Association

## ARTICLE XV: INTERNAL RULES

1. The Internal Rules of EUROCLIO are specifications of the Statutes. A simple majority in the General Assembly (GA) can approve of any changes in the Internal Rules suggested by the board.

## ARTICLE V: MEMBERSHIP

1. Types of membership
  - a. Full Membership is available for associations of history, heritage and/or citizenship educators that are member-based, and have a democratic structure with an elected board.
  - b. Associated Membership is available for universities, associations that are engaged in the study of history and the education thereof, publishers of historical and scientific publications, archives, and all associations and organisations which goals concur with the basic principles as defined in the first article of these statutes.
  - c. Individual Membership is available for anyone who wants to start a personal relationship with EUROCLIO.
  - d. Honorary Membership is given to EUROCLIO Ambassadors and Honorary Board Members, and individuals invited by the EUROCLIO Board. Honorary Members share the same benefits as Individual Members.
2. Membership contributions
  - a. Membership contributions are an important and reliable stream of income for the association. Because of membership contributions EUROCLIO is able to focus directly on the mission, set its own priorities independent of donor priorities, and invest in activities benefitting members.
  - b. Full Members and Associated Members that cannot afford to pay the membership fee could be eligible for exemption, based on the conditions and exemption procedure outlined in Article V.6 of these Internal Rules.
3. Membership fees per type of member

- a. Full Members: The annual fees for Full Members are based on the amount of members that a Full Member Association has, and the country where a Full Member is located. Following the European Union Erasmus+ guidelines of 2016, there are four country categories (A, B, C and D) and four size categories (I, II, III and IV). See Table 1 for an overview of the membership fees per Erasmus+ and size category.

Table 1: Fees for Full Members

Amount of Members	Category I	Category II	Category III	Category IV
	< 200	200 - 500	500 - 1000	1000 >
Category A	€ 241	€ 482	€ 723	€ 964
Category B	€ 214	€ 428	€ 642	€ 856
Category C	€ 137	€ 274	€ 411	€ 548
Category D	€ 74	€ 148	€ 222	€ 296

An overview with the Erasmus+ categories for each country is included as Appendix 1 to these Internal Rules. These categories are based on the amount of money that the European Commission pays for one day work by a teacher in the Erasmus+ programme in 2016. The Erasmus+ categories are published on the official site of the European Union.

- b. Associated Members: The annual fee for Associated Members is € 80 per year.
- c. Individual Members: The annual fee for Individual Members is determined by the Individual Member him or herself. The minimum fee required is € 20 per year. Table 2 to these Internal Rules shows the suggested fees for Individual Members based on their net income per month.

Table 2: Suggested fee for Individual Members

Net income per month	< €500	€500 - €1000	€1000 - €1500	€1500 - €2000	€2000 >
Suggested annual fee	€ 20	€ 25	€ 30	€ 40	€ 50 or more

- d. Honorary Members: Honorary Members are not required to pay a membership fee.

#### 4. Voting rights

- a. Full Members that have paid their membership fee of the year in which the General Assembly is held, and Full Members that are exempt from paying the fee in the year in which the General Assembly is held, hold voting rights in the General Assembly. The number of votes per Full Member ranges from 1 to 4,

and is determined by the amount of members of the Full Member (see Table 3).

Table 3: Number of votes for Full Members

Amount of Members	Category I	Category II	Category III	Category IV
	< 200	200 - 500	500 - 1000	1000 >
Number of votes	1	2	3	4

- b. Associated Members, Individual Members, and Honorary Members do not hold voting rights. They have the right to attend and contribute to the General Assembly, and have a say in network consultations to help set priorities for project fundraising and for the development of educational resources by the Association.
5. Collection policy
- a. Full Members and Associated Members: Membership fees will be collected by the Secretariat in January each year, through an invoice sent to the official contact person or treasurer of the Full or Associated Member. The Secretariat will see to it that it provides clear information about fee payments and the exemption procedure. Fees will have to be paid before the General Assembly of the same year at the latest.
  - b. Individual Members: Membership fees of Individual Members are automatically charged to the Individual Member's credit card or bank account, starting from the date on which the Individual Member joined the Association, in line with the Terms and Conditions to Individual Membership of EUROCLIO.
6. Exemption procedure
- a. Under one of the following conditions, a Full or Associated Member can request exemption of paying the membership fee:
    - i. The Full Member does not levy a membership fee to their own members.
    - ii. The Full or Associated Member does not have an income of more than five times the fee it is required to pay.
    - iii. The Board can decide to grant Full or Associated Members an exemption at its own discretion.

- b. The Full or Associated Member is required to send a motivated request for exemption to the EUROCLIO Board, within one month of receiving the membership fee invoice from the Secretariat. The EUROCLIO Board is required to respond to the request before the General Assembly.
- c. Individual Members are not eligible to be exempt from paying the membership fee.

7. Consequences of not paying the membership fee.

a. Full Members:

- i. A Full Member that does not pay the membership fee, and is not exempt from paying the membership fee, does not hold the right to vote at the General Assembly.
- ii. A Full Member that has not paid the membership fee without being exempt for two consecutive years can be given the status of “Dormant” by the Board.
- iii. A Dormant Full Member does not hold the right to vote at the General Assembly.
- iv. The Board can change the status of a Dormant Full Member to Active upon request of the Dormant Full Member, without requiring approval of the General Assembly.
- v. A Full Member that has not paid the membership fee without being exempt for three consecutive years can be removed from the Association by the Board.

b. Associated Members:

- i. An Associated Member that has not paid the membership fee without being exempt for two consecutive years can be given the status of “Dormant” by the Board.
- ii. The Board can change the status of a Dormant Associated Member to Active upon request of the Dormant Associated Member, without requiring approval of the General Assembly.
- iii. An Associated Member that has not paid the membership fee without being exempt for three consecutive years can be removed from the

Association by the Board.

c. Individual Members:

- i. An Individual Member that has not paid the membership fee will be removed from the Association in line with the Terms and Conditions to Individual Membership of EUROCLIO.

8. Member registration

- a. A secure register of Full, Associated, Individual and Honorary Members is kept by the Association.
- b. The Association collects, stores, and processes personal data for internal use. The Association will not share private information of Members without their explicit permission.
- c. The Association reserves the right to store and process data of Members (name, address, phone numbers, email addresses, membership data, payment information) for membership administration purposes, until cancelation of membership.
- d. Full and Associated Members are required to update the Association about changes regarding contact information.
- e. The Association will strive to keep its membership administration up to date, by performing regular checks.
- f. Members are entitled to request full disclosure about their data that the Association is storing and processing.

**ARTICLE IX: GENERAL ASSEMBLY**

1. Chairing the meeting

- a. The President shall preside over the General Assembly. If the President is absent this task shall be fulfilled by the Vice-President.

2. Voting procedures

- a. To vote at a General Assembly a Full Member should have an official delegate from that association present in person. A Full Member is required to inform the Board President and the Executive Director one week before the General Assembly about their official representative.

- b. Newly approved Full Members are entitled to vote from the next General Assembly onwards.
  - c. Voting is done through a secret ballot, conducted under the supervision of a voting committee appointed as necessary from the attendants of the General Assembly according to Article IX.2.d of these Internal Rules.
  - d. The voting committee shall consist of representatives of Full or Associated Members or Individual or Honorary Members who do not have another official role at the General Assembly, are not a candidate in any election nor are representing an association that is a candidate for election. An Association staff member will be appointed on the committee to support the voting process.
3. Costs of attendance
- a. Members themselves are responsible for covering the costs to attend the General Assembly.
4. Procedures for the General Assembly
- a. General Assembly Documents should be on the EUROCLIO website at least one month before the meeting apart from exceptional circumstances.
  - b. Propositions for debate by the General Assembly must be sent to the President no later than a month before the meeting of the General Assembly and circulated to members electronically as soon as possible after this deadline.
  - c. The President will usually chair the General Assembly with matters discussed recorded by the Minute Keeper. Where a President or Secretary relinquishes office during a General Assembly they chair/record the entire meeting, and handover responsibility to the newly elected President/Secretary at the end of that meeting.

#### **ARTICLE X: THE BOARD**

- a. The board decides on the number of board members.
- b. The board decides about the profile of the board as a whole and per individual board member
- c. In case of a vacancy the board announces the vacancy at least one month before the General Assembly and invites for applications.

#### **ARTICLE XI: THE AUDIT COMMITTEE**

1. Election of the Audit Committee

The General Assembly elects three people to represent the full members to review the financial management and policy in order to advise the General Assembly to approve the financial report.

The members of the Audit Committee can be elected for a term of 2 years, with the possibility of being re-elected at the end of the first term for another 2-years.

2. Procedures and methods

- a. The Audit Committee is informed about the financial results one month before the General Assembly, provided that the External Auditor's Report is finalised.
- b. The Audit Committee will also be informed about non-paying members and fees differentiating from the table. This information is strictly confidential.
- c. Members of the Audit Committee will get their costs covered for one night stay in the place where the General Assembly is held.
- d. Before the General Assembly a meeting of the Treasurer and at least one other Board Member with the Audit Committee will be organized to discuss the financial policy of EUROCLIO.
- e. The Audit Committee will issue a report about their findings with regard to the financial management and policy of the Board, including their findings about the monitoring and prudence of the Board related to the Membership fees (on an anonymous basis taking into account full privacy of the members involved.)
- f. The report of the Audit Committee will be attached to the minutes of the General Assembly.

## Appendix 1: Country categories according to the Erasmus+ Programme Guide 2016

Country	Category
Afghanistan	Category D
Albania	Category D
Algeria	Category D
Andorra	Category B
Angola	Category D
Antigua and Bermuda	Category D
Argentina	Category D
Armenia	Category D
Australia	Category A
Austria	Category A
Azerbaijan	Category D
Bahamas	Category C
Bahrain	Category C
Bangladesh	Category D
Barbados	Category D
Belarus	Category D
Belgium	Category B
Belize	Category D
Benin	Category D
Bhutan	Category D
Bolivia	Category D
Bosnia and Herzegovina	Category D
Botswana	Category D
Brazil	Category D
Brunei	Category B
Bulgaria	Category D
Burkina Faso	Category D
Burundi	Category D
Cambodia	Category D
Cameroon	Category D
Canada	Category A
Cape Verde	Category D
Central African Republic	Category D
Chad	Category D
Chile	Category D
China	Category D
Colombia	Category D
Comoros	Category D
Congo	Category D
Congo - Democratic Republic of the	Category D
Cook Islands	Category D
Costa Rica	Category D

Croatia	Category D
Cuba	Category D
Cyprus	Category C
Czech Republic	Category C
Denmark	Category A
Djibouti	Category D
Dominica	Category D
Dominican Republic	Category D
Ecuador	Category D
Egypt	Category D
El Salvador	Category D
Equatorial Guinea	Category D
Eritrea	Category D
Estonia	Category D
Ethiopia	Category D
Fiji	Category D
Finland	Category B
France	Category B
Gabon	Category D
Gambia	Category D
Georgia	Category D
Germany	Category B
Ghana	Category D
Greece	Category C
Grenada	Category D
Guatemala	Category D
Guinea	Category D
Guinea-Bissau	Category D
Guyana	Category D
Haiti	Category D
Honduras	Category D
Hong Kong	Category C
Hungary	Category D
Iceland	Category B
India	Category D
Indonesia	Category D
Iran	Category D
Iraq	Category D
Ireland	Category A
Israel	Category C
Italy	Category B
Ivory Coast	Category D
Jamaica	Category D
Japan	Category B
Jordan	Category D
Kazakhstan	Category D

Kenya	Category D
Kiribati	Category D
Korea (DPR)	Category D
Korea (Republic of)	Category C
Kosovo	Category D
Kuwait	Category A
Kyrgyzstan	Category D
Laos	Category D
Latvia	Category D
Lebanon	Category D
Lesotho	Category D
Liberia	Category D
Libya	Category D
Liechtenstein	Category A
Lithuania	Category D
Luxembourg	Category A
Macao	Category A
Macedonia (Republic of)	Category D
Madagascar	Category D
Malawi	Category D
Malaysia	Category D
Maldives	Category D
Mali	Category D
Malta	Category C
Marshall Islands	Category D
Mauritania	Category D
Mauritius	Category D
Mexico	Category D
Micronesia - Federal States of	Category D
Moldova	Category D
Monaco	Category A
Mongolia	Category D
Montenegro	Category D
Morocco	Category D
Mozambique	Category D
Myanmar	Category D
Namibia	Category D
Nauru	Category D
Nepal	Category D
Netherlands	Category A
New Zealand	Category B
Nicaragua	Category D
Niger	Category D
Nigeria	Category D
Niue	Category D
Norway	Category A

Oman	Category C
Pakistan	Category D
Palau	Category D
Palestine	Category D
Panama	Category D
Papua New Guinea	Category D
Paraguay	Category D
Peru	Category D
Philippines	Category D
Poland	Category D
Portugal	Category C
Qatar	Category A
Romania	Category D
Russia	Category D
Rwanda	Category D
Saint Kitts and Nevis	Category D
Saint Lucia	Category D
Saint Vincent And The Grenadines	Category D
Samoa	Category D
San Marino	Category A
Sao Tome and Principe	Category D
Saudi Arabia	Category C
Senegal	Category D
Serbia	Category D
Seychelles	Category D
Sierra Leone	Category D
Singapore	Category B
Slovakia	Category D
Slovenia	Category C
Solomon Islands	Category D
Somalia	Category D
South Africa	Category D
South Sudan	Category D
Spain	Category C
Sri Lanka	Category D
Sudan	Category D
Suriname	Category D
Swaziland	Category D
Sweden	Category A
Switzerland	Category A
Syria	Category D
Taiwan	Category C
Tajikistan	Category D
Tanzania	Category D
Thailand	Category D
Timor Lest	Category D

Togo, Democratic Republic of	Category D
Tonga	Category D
Trinidad and Tobago	Category D
Tunisia	Category D
Turkey	Category D
Turkmenistan	Category D
Tuvalu	Category D
Uganda	Category D
Ukraine	Category D
United Arab Emirates	Category B
United Kingdom	Category B
United States of America	Category A
Uruguay	Category D
Vanuatu	Category D
Vatican City State	Category B
Vietnam	Category D
Yemen	Category D
Zambia	Category D
Zimbabwe	Category D