



EUROPEAN WOMEN'S
LOBBY
EUROPEEN DES FEMMES

INTERNAL RULES

EUROPEAN WOMEN'S LOBBY INTERNAL RULES

Adopted by the Board of Administration on 10 October 2014

New paragraphs added and adopted by the General Assembly on 7 June 2019 and by the Board of Administration on 16 February 2020

Article 1 – Purpose of the Internal Rules

These Internal Rules (hereafter “the Internal Rules”) are supplementary and subordinate to the Statutes of the international non-profit Association “the European Women’s Lobby” (EWL) (hereafter “the Association”). In case of a contradiction between the Internal Rules and the Statutes of the Association, the latter will prevail.

Only the Board will make amendments or replace the Internal Rules in accordance with the rules set out in the Statutes.

Title I – Membership

Article 2 – Membership Categories

The membership categories of the Association are those as set out in the Statutes: full members, supporting organisations and Honorary membership. These categories, with the exception of the full membership category, may be added to or amended following a decision of the Board of Administration based on a simple majority as stated in Article 18 of the Statutes.

NEW In the event a country changes its formal relations with the European Union – including ceasing to be a member state of the EU, an official EU candidate country or a member of the European Free Trade Association – it is agreed that the existing National Coordination in such country, whose full membership was approved by the Association’s Board of Administration prior to the aforementioned change of relations, will automatically remain a full member of the Association providing they continue to meet the other criteria of full membership as per Article



5 of the EWL Statutes. Any proposal for exclusion of such a member from the Association will need to be approved by the General Assembly in line with the voting rules set out in the Statutes under 'Organisational Structures – A. General'. Other criteria for exclusion not listed above and resignation under article 9 of the Statutes continue to apply.

Article 3 – Full membership application procedures

The application for admission as a full member organization will be addressed to the Executive Committee by means of written communication. The applicant must specify in their application which type of membership they are applying for and they must demonstrate their compliance with all the relevant membership criteria and the statutes. The application must be accompanied by the following documents and data:

- the statutes of the applicant's organisation in the original language of the organisation or the Protocol of cooperation signed by those women's NGOs and women's sections of mixed NGOs in the Member State concerned and which exist or are in the process of forming a national coordination / European wide organisation, with the view to establishing legal status, recognized by national or international law;
- the work programme of the applicant's organisation or their charter;
- for the national coordinations: a list of the members of the applicant and of their addresses;
- for the European wide organisations: a document in which the applicant demonstrates its representation and the fact that it is structured and managed in a democratic way;
- a document in which the applicant demonstrates its commitment to the policy objectives of the Association, as referred to in Article 5 of the Statutes.

The Executive Committee is entitled to ask the applicant for any additional information it deems necessary in order to issue its advice to the Board of Administration. If this body asks for any such additional information, the application procedure will be suspended until this additional information is communicated by the applicant.



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The Executive Committee will make recommendations to the Board of Administration concerning all applications for membership.

In the event where European wide non-governmental organisations seeking full membership do not meet the representative organisations criteria in at least 1/3 of the countries in membership of the European Union, the European Free Trade Association and countries in the formal process of acceding to the European Union, as referred to Article 5.2 of the Statutes, the Board of Administration can outline an exception, subject to a detailed argument explaining its motivation. This does not alter the powers of the General Assembly in accordance with article 11.4 of the Statutes.

The Board of Administration will vote to accept or reject all membership applications on the basis of a majority of two third of the votes validly cast.

Once a vote of acceptance has been taken, the applicant will be considered as affiliated as soon as:

- it has paid their annual fee;
- it has confirmed its acceptance of the Statutes and the Internal Rules by returning the Statement of Admission to the Association, completed and duly signed by its legal/official representative.

Whenever, by its actions or its communication (written or oral), a full member organization acts against the values or the interests of the Association, the Board may decide, by simple majority, to suspend the membership of the Member organization, until review and decision at the next Board meeting.

Article 4 – Supporting organisations membership application procedures

In accordance with Article 6 of the Statutes, a written application for admission as a supporting organisation will be sent to the Executive Committee.

The applicant must specify in their application which type of membership they are applying for and they must demonstrate their compliance with all the relevant membership criteria.



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The application must be accompanied by the following documents and data:

- the application form completed and indicating the commitment of the organisation to the object and purposes of the Association;
- statutes of the applicant
 - the work programme of the applicant's organisation or their charter

The Executive Committee is entitled to ask the applicant for any additional information it deems necessary in order to take its decision.

The Executive Committee will vote to accept or reject all membership applications of the supporting organisations on the basis of an absolute majority of the votes validly cast. Once a vote of acceptance has been taken and the applicant has paid its annual fee, it is accepted into supporting organisations.

Whenever, by its actions or its communication (written or oral), a supporting member organization acts against the values or the interests of the Association, the Board may decide, by simple majority, to suspend the membership of the Member organization.

Article 5 – Honorary membership acceptance procedures

In accordance with Article 7 of the Statutes, the Executive Committee may decide, on the basis of a simple majority, to invite individuals, by way of their merit or service rendered to the Association, to become Honorary Members of the Association.

This invitation will be sent by means of written communication or by e-mail. Individuals so invited will have three months to formally accept or not the invitation. The absence of a response within that period of time will be regarded as a refusal.

The list of the Honorary Members shall be made public by the Association.

Honorary members are invited to contribute their expertise to the work of the Association according to needs and opportunities.

The status of Honorary member of the Association does not provide any decision-making power



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or the right to vote or elect within the structures of the Association.

If an Honorary Member is elected as a member of the Board of Administration or the Executive Committee of the Association, her status as Honorary Member will be declared null and void during the time of her mandate.

Whenever, by its actions or its communication (written or oral), an Honorary Member acts against the values or the interests of the Association, the Board may decide, by simple majority, to suspend the membership of the Member organization.

Article 6 – Friend of the EWL acceptance procedures

The category of Friend of the Association is created.

Friends of the Association are individuals who support the purpose, values, and activities of the Association.

The status of Friend of the Association is granted upon the making of a donation, the amount of which can be freely chosen. The Secretariat of the Association is in charge of supplying an electronic or paper registration form.

The status of Friend of the Association does not provide any decision-making power or the right to vote or be elected within the structures of the Association. Friends of the Association have a privileged communication and may be invited by the Executive Committee, at their own expense, to the public events of the Association.

Whenever, by its actions or its communication (written or oral), a Friend of EWL acts against the values or the interests of the Association, the Board may decide, by simple majority, to suspend the membership of the Member organization.



Title II – structures of the Association

A. General Assembly

Article 7 – General: Voting, Elections, Observers, and Membership Fees

7.1. General procedures:

The President opens and closes the General Assembly. She is responsible for delegating any parts of the Chairing of the General Assembly that she chooses to.

Each person chairing a point of the agenda of the General Assembly will direct the discussions, ensure observance of the rules, grant the right to speak and announce the results of voting and decisions taken.

At every General Assembly, upon proposal of the Secretary General, the president will designate the person who will act as Secretary. The minutes of the General Assembly will be electronically circulated within two months after the GA to all delegates and will be formally adopted at the beginning of the following GA.

In conformity with article 11 of the Statutes,

- Each national coordination is entitled to be represented at the General Assembly by two delegates;
- Each European wide organisation is entitled to be represented at the General Assembly by one delegate.

When a General Assembly is electing the board of Administration, and in case the representative of an European wide organisation does not stand for re-election at the end of her mandate, the European wide organisation concerned is authorised to nominate a second delegate to the General Assembly, and cost will be covered by the EWL if the financial situation allows for it.



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The two delegates will have the right to speak. However, at the time of voting, the delegation has one vote only.

The ballot of each national coordination will represent 3 votes.

The ballot of each European wide organisation will represent 1 vote.

7.2. Voting procedures:

At the General Assembly, voting on the decisions and on all policy, financial or procedural matters will be done by the use of voting cards, unless otherwise decided by the Board of Administration. Votes on individuals are always done by secret ballot.

For each vote, the Chair will call to vote “in favour”, “against”, “abstention” and will announce the results of the vote that will be recorded in the minutes. When a proposal receives the required majority in line with the rules set out in the Statutes, it will be considered adopted.

7.3. Election procedures for members of the Board of Administration:

Elections for the Board of Administration takes place every two years according to article 18 of the statutes. Procedure for election will be the following:

Each National Coordination can put forward a candidate for election to the Board of Administration. Each National Coordination can put forward an alternate for election who will replace the elected delegate to the Board of Administration as necessary or when the member resigns.

Each European wide organisation can put forward a candidate for election to the Board of Administration. Each European wide organisation can put forward an alternate for election who will replace the elected delegate to the Board of Administration as necessary or when the member resigns.



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The resignation of an elected member of the Board will result in her replacement by her alternate.

When they are elected, the members of the Board and their alternates are committed to complete their mandates, even if intermediate elections take place within their organisation.

If a Board member and her alternate both resign, the newly designated Board member from the National Coordination or European wide organisation will have the status of observer (without right to vote) until she is confirmed as the new Board member by the General Assembly the following year.

At the meeting of the General Assembly, the elections for the Board will take place by secret ballot.

The candidates put forward by European wide organisations receiving the highest number of votes, will be deemed elected in line with the number of seats available on the Board of Administration for European wide Non-governmental organisations.

In the event of a tie for the seats available for European wide organisations on the Board of EWL (as per Article 18 §2 of Statutes) – so if several candidates receive exactly the same number of votes for the last available seat(s) for European wide organisations – a run-off will take place and the General Assembly will proceed to vote again only on the candidates who tied. The General Assembly will do this by writing the full name of their preferred candidate(s) on a blank ballot sheet provided on the day. The members of the Credential Committee, assisted by two members of the Secretariat acting as tellers, will count the votes. The person(s) who receive(s) the highest number of votes in the run-off is/are then elected to the remaining seat(s) on the Board of EWL. If the run-off produces a tie again, the Credential Committee will write the full name of the candidates who tied on individual papers, fold them, place them in a box and shake it. The current President will pull out one or several name(s) out of the box (depending on the number of remaining seat(s) available) randomly one by one to fill all the remaining seat(s), and this or those candidate(s) will be declared the winner(s).



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7.4. Observers to the General Assembly

Full member organisations can propose observers from among their own National Coordinations or European wide organisations. The criteria of a maximum of two observers per country/European wide organisations will be applied. The registration of the observers will take place on a “first-come, first-served” basis, taking organisation and logistical possibilities into consideration. In case at the deadline for registration, the number of requesting observers exceeds the ratio of one-third of the number of delegates, the Executive Committee and the Secretary-General, will take the final decision on the total number of observers.

In accordance with articles 6 and 7 of the Statutes, supporting organisations and Honorary Members are entitled to attend meetings of the General Assembly, upon invitation only, as observers and at their own expense.

Friends of the Association may also attend meetings of the General Assembly, upon invitation by the Executive Committee only, and at their own expense.

However, Supporting organisations and Honorary Members have priority to attend the General Assembly as observers. Observers to the General Assembly attend at their own expense and pay a registration fee. They have no voting rights and no right to stand for election. They may attend all of the General Assembly, including meetings organised around the General Assembly (seminars, workshops, etc.) and may have the right to speak by invitation only, upon decision by the Chair.

7.5 Membership fees and financial support to full members:

Decisions regarding the full membership fees will be taken by the General Assembly, following a proposal of the Board of Administration.

Membership fees for supporting organisations: decisions will be taken by the Executive Committee.

Elected members of the Board of Administration, including the elected members of the Executive Committee, will have their expenses paid to attend the General Assembly, if the



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financial situation of the Association allows it. Financial support to full member organisations to attend the General Assembly will be based on the costs associated with two delegates attending the General Assembly in the case of a National Coordination, and of one delegate attending the General Assembly in the case of the European wide organisation, as set out in Articles 11.2 and 11.3 of the Statutes, with the exception of those cases covered under Article 7.1 of the Internal Rules.

The intention of the Association is to ensure the maximum participation of delegates at the General Assembly.

When delegates' costs are met by the Association, the amount of their reimbursement will be based on actual costs —using the lowest possible cost travelling modes — and after providing the Secretariat with all the supporting documents within six weeks after the meeting has been held.

B. Board of Administration

Article 8 – Composition

Each National Coordination will have one elected representative on the Board of Administration and will have one vote.

European wide organisations will be represented by those delegates elected at the General Assembly in accordance with the proportion of three to one representation (3 national coordination for 1 European wide organisation). Each European wide organisation representative elected to the Board of Administration will have one vote.

The President of the Association in her capacity as elected Board member is officially entitled to have her Alternate attend all the Board meetings with expenses paid, if the financial situation allows for it, but without the right to vote.

Article 9 – Roles and responsibilities of the Board Members

Without prejudice to the powers conferred to the Board of Administration by virtue of Article



18 of the Statutes, the roles of the Board members are:

9.1. Board members are designated by the National Coordination/European wide organisation in full membership and elected by the General Assembly. Board members are responsible and accountable to the whole of the Association.

9.2. Board members are the representatives of the National Coordination/European wide organisation in full membership, as stipulated in the Membership Agreement between the Association and its members (Annex 1 in the Internal Rules).

9.3. Board members have extensive expertise and experience that can support the Association. When a new Board is formed, a list with details of the expertise of each Board member and her alternate, together with their general availability for specific types of activity will be compiled. This list will form the basis for both external representation of the Association to any activities and also to the making of working groups with specific themes.

9.4. The requirements of the Board members include:

- Ability to sustain and enhance the reputation of the Association;
- Attend all Board meetings or be replaced by her alternate. Failure to attend or to be replaced by her alternate two consecutive meetings or 50% of the meetings over a two year period shall constitute cause for dismissal of the Member and a condition of non-renewal of her candidacy;
- An in-depth understanding of the issues involved;
- An excellent knowledge of EWL positions and policies;
- Sensitivity to political realities – risks and opportunities - in each setting;
- Excellent communication skills and public speaking;
- Good knowledge of either English or French (the two working languages of the



Association) and at least a basic understanding of English;

- Capacity to finalise her own speeches and presentations (power points or other) with the support of the Secretariat;
- Respect the positions and decisions adopted by the Association;

Article 10 – Alternates to Board members

A full member of the Board who has served her full term (six years) can neither become an alternate to a Board member nor become full member of the Board for a new period of one consecutive term (two years).

The role of the alternate is to attend statutory meetings when the elected Board member is unable to attend. She will ensure the effective flow of information and consultation between the National Coordination/European wide organisation, the elected Board member and the whole Association.

She will ensure that the terms of the Agreement signed by the Board member on behalf of the National Coordination/European wide organisation are respected and she countersigns the Agreement.

A list with details of the expertise of each Alternate member will also be established at the same time as the new Board is formed.

A full list of alternate Board members will be established at the same time as the Board list. Both the Board members and their alternates will be included in electronic discussions and in the Board email list.

Article 11 – Notification

The meetings of the Board of Administration will be convened by the President of the Association in accordance with Article 19 of the Statutes.



The dates of the meetings of the Board of Administration will be determined by the Executive Committee, at least twelve weeks in advance.

By way of exception to the above, the new Board of Administration meets legally immediately after the General Assembly during which it has been elected, in order to elect the new President and the Executive Committee as a whole. The new members of the Board of Administration sign the Agreement (see Annex 1 of the Internal Rules).

Article 12 – Procedures

12.1 The President of the Association may open and close the Board meeting. She can delegate the chairing of different parts of the meeting of the Board of Administration to members of the Executive committee.

The President of the Association, or delegated Chair will read the agenda, direct the discussions, ensure observance of the Statutes, give the floor and clearly announce the decisions taken.

12.2 The minutes of the meetings of the Board of Administration will be circulated to all Board members and made available to all full members on request.

12.3 The Board of Administration can make decisions through a written procedure. To that effect, the Executive Committee, with the assistance of the Secretariat, will send, by any means of communication set forth in the Internal Rules, the proposed decisions to all the members of the Board of Administration.

The proposed decisions will be deemed adopted if within ten working days after having been sent, the number of duly completed communications returned to the Executive Committee, through the Secretariat, by members of the Board of Administration, is sufficient to meet the quorum and voting requirements set forth in the Statutes; a board member is considered present if she sends her reply within the deadline time limit.

12.4 Votes on the decisions and on all policy, financial or procedural matters will be done by the use of voting cards or by show of hands, unless otherwise decided by the Board of



Administration. Votes on individuals are always done by secret ballot. The President will ensure that all votes are counted and recorded in the minutes and will announce the results of the vote. The proposal receiving the required majority of the votes as set out in the Statutes will be considered adopted.

Article 13 - Setting up of Committees

13.1 At the Board meeting following the General Assembly where elections take place, the Board of Administration will set up subcommittees, working groups, and ad hoc committees within its membership, as required, in order to ensure the efficient and effective working of the Association.

13.2 A **Membership Committee** will be set up to assess applications for membership and to assist existing full membership organisations as well as new applicants for full membership to reach the criteria for membership as set out in the Statutes. The Membership Committee will be renewed at the Board meeting of the newly elected Board members that follows the GA to coincide with the term of office of the new Board. This will be done with the support of the Secretary General and the member of the Secretariat in charge of the membership.

13.3 A **Credential Committee** will be formed at the Board meeting before each General Assembly, where elections are being held, in order to ensure that all full members planning to attend and to vote at the General Assembly meet all the necessary criteria as set out in the Statutes and in the Internal Rules.

13.4 An **Emergency Motions Committee** will be formed at the first Board Meeting before each General Assembly with elections in order to ensure and monitor all the necessary procedures for handling the management of the emergency motions on which the General Assembly will decide over the next two years.

13.5 An **Issue Group Committee** will be formed at the first Board meeting after each General Assembly with elections in order to manage the process of organising the Issue Groups.



C. Executive Committee

Article 14 – Composition

14.1 The Executive Committee will consist of the President, two Vice-Presidents, a Treasurer and three additional members.

14.2 The potential candidates for the position of President of the Association must indicate their interest two months in advance of the General Assembly. Potential candidates for other positions within the Executive Committee should express their interest one month before the General Assembly. Application forms will be sent by the Secretariat at least one month before the application deadline.

In order for the Board and the full member organisations to reflect upon any candidacy, it is important that the candidates indicate in a paper to be distributed to the Board of Administration and to the full member their vision for the future of the Association and their specific recommendations for action. These documents of application for candidacy should be sent to all full members at the latest 3 weeks prior to the General Assembly

14.3 At the board meeting directly following the General Assembly with elections and when the new Board is elected, the Secretary General will be responsible to open the meeting and convene until the President of the Association is elected. The first item on the agenda will be the election of the President of the Board.

14.3bis. In the event of a tie during the election of the President – so if several candidates receive exactly the same number of votes for the position of President of EWL – a run-off will take place. Before the second round of vote takes place, a discussion period will be provided for the members of the Board to ask additional questions to the candidates who have tied. The Board of EWL will then proceed to vote again only on the candidates who tied. The Board of EWL will do this by completing a second ballot sheet provided on the day. The members of the Credential Committee, assisted by two members of the Secretariat acting as tellers, will count the votes. The woman who receives the highest number of votes in the run-off is elected as EWL President. If the run-off produces a tie again, one member of the Credential Committee will write the full name of the candidates who tied on individual papers, fold them, place them in a



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box and shake it. Another member of the Credential Committee will pull out one folded paper out of the box randomly and that candidate will be declared the winner.

14.4 Those board members that have put their candidacy forward for election to the Executive Committee and have presented their candidacy to the General Assembly are called upon by the President to briefly present herself and explain her motivation and contribution to the Executive Committee. The Board of Administration will elect 6 members of the Executive Committee. At the first Executive Committee meeting following the election, the President and the Executive Committee will then elect two Vice Presidents and Treasurer from amongst the elected Executive Committee members.

Each Board member will write the name of their chosen candidate on a paper provided and then cast her vote provided for that purpose. During that process, the members of the Accreditation committee assisted by two members of the Secretariat –designated by the Secretary General - act as tellers to count the votes.

14.4bis In the event of a tie for the seats available on the Executive Committee, once the President has been elected – so if several candidates receive exactly the same number of votes for the last available seat(s) in the Executive Committee – a run-off will take place and the Board of EWL will proceed to vote again only on the candidates who tied. The Board of EWL will do this by writing the full name of their preferred candidate(s) on a blank ballot sheet provided on the day. The members of the Credential Committee, assisted by two members of the Secretariat acting as tellers, will count the votes. The person(s) who receive(s) the highest number of votes in the run-off is/are elected to the remaining seat(s) in the EWL Executive Committee. If the run-off produces a tie again, the Credential Committee will write the full name of the candidates who tied on individual papers, fold them, place them in a box and shake it. The newly elected President will pull out one or several name(s) out of the box (depending on the number of remaining seat(s) available) randomly one by one to fill all the remaining seat(s), and this or those candidate(s) will be declared the winner(s).

14.5 If a member of the Executive Committee is absent from three consecutive meetings of the Executive Committee without a valid reason, she will be deemed to have resigned. In conformity with Article 21 of the Statutes, Executive meetings can be held by “whatever means of communication is deemed appropriate” including formal contacts, telephone conferences,



e-conferences and physical meetings. In accordance with the Statutes, the Alternate of the Board of Administration of a member of the Executive Committee may not, under any circumstances, attend the work or the meetings of the Executive Committee.

14.6 In case of a vacancy within the Executive Committee, the Executive Committee will be validly composed of the remaining members of the Executive Committee until the next Board of Administration meeting takes place, at which time an election will take place to fill the vacancy.

14.7 A member of the Board of Administration, who is elected to replace a member of the Executive Committee who has not completed her term, is elected to complete the term.

14.8 A person can never be a member of the Executive Committee for more than six consecutive years, whatever the successive capacities are in which she sits on the Executive Committee. One person can never hold two positions within the Executive Committee at the same time.

Article 15 – Roles and responsibilities of the Executive Committee

Without prejudice to the powers conferred to the Executive Committee by virtue of Article 20 of the Statutes, the roles of the Executive members are:

The Executive Committee is accountable to the Board of Administration. The main responsibility of the Executive Committee is the effective management of the Association by the following means:

- Regular and diligent participation in meetings;
- Contributions/reactions in writing and in discussion to the reports of the President, Treasurer and Secretary General on: staff of the Association, financial situation, political developments, challenges and weaknesses that may arise during the year, successes and developments;
- Never undertake actions or communications that can harm the Association in any way,



or even threaten the existence of the Association or its funding;

- Must uphold at all times the integrity of the Association;
- Active support to the sustainability of the Association, particularly in terms of fundraising;
- Capacity to work within a team and with the Secretariat of the Association;
- Guarantee confidentiality on sensitive issues or any matter deemed as such by the members;
- Follow up and transmission of reports from events and activities in which the member of the Executive Committee participates;
- Participate as Chair during the statutory meetings or as responsible for working groups and subcommittees;
- Leading, understanding and managing Board members, writing reports, often in conjunction with Secretariat of the Association, and presenting financial accounts to the Board;
- Timely written contributions to proposals for actions to be raised at Board meetings so as to enable the executive committee to prepare;
- Ensure that the terms of the agreements between National Coordinations/European wide organisations as full members and the Association are respected.

Article 15.1 – Roles and responsibilities of the President

The President is elected by the Board of Administration, within the Board and is accountable to the entire General Assembly. The elected Alternate from the member organisation will take her place on the Board of Administration —without voting right— thus enabling the President to be more objective in the accomplishment of her mission, and support her in her work as well as in her organisation.



The duties of the President are:

- To provide leadership and representation of the Association to the best of her abilities and in respect of the Statute and the internal rules;
- To represent the Association at a whole range of international and European meetings and report back to the Executive Committee, the Board of Administration and the Secretariat;
- In general: chair and/or organise who shall chair all important meetings of the Executive Committee and Board of Administration as well as the General Assembly;
- To be the “line manager” or the person to whom the Secretary General reports; including being responsible for supporting her and carrying out regular performance appraisals;
- To work with the Secretary General to oversee the effective functioning of the Association;
- Agree, prior to publication, and in consultation with the Executive Committee, on the major statements/letters drafted by the Secretariat as their arise between meetings of the Board;
- Ensure that the different views of the Board are represented at all times and that the strategic direction of the Association reflects the decisions taken by the Board of Administration;
- Be responsible for the proper functioning of the Executive Committee;
- Ensure that all relevant issues are brought to the attention of the Board of Administration in a timely manner;
- Facilitate the efficient decision-making process of the Board of Administration;



- To meet with the members of the Secretariat of the Association throughout her term, under the leadership of the Secretary-General.

15.2. Role and responsibilities of the Vice-Presidents of the Association

In addition to the role outlined in article 16.4, the role and responsibilities of both Vice-Presidents is to assist the President in her work and, if necessary, To carry out chairing and convening roles. They are her first line of discussion and stand in for her as required.

15.3. Role and responsibilities of the Treasurer

- Works closely with the Secretary General, the President, the accountant, and the member of the Secretariat responsible for financial management;
- Ensures that the financial management of the Association is in line with the decisions taken by the Board of Administration and the General Assembly and adequately reflects the strategic plan/work plan as endorsed by the Board of Administration;
- Presents the necessary interim financial reports to the Executive Committee, the Board of Administration and General Assembly;
- Checks and supervises the financial statements to be submitted to the European Commission;
- With a strong experience in financial management, budgeting and fundraising she prepares clear and comprehensible reports for the Board of Administration and the General Assembly.

15.4. Role and responsibilities of Additional members of the Executive Committee

In accordance with the Statutes, additional members take full part as members of the collective management body of the Association with the expertise, management, decision-making and representation of the Association. They also:

- Participate in and/or chair working groups or subcommittees as needed and are to report



to the President and the Board of Administration on the results and progress of working groups or subcommittees in which they are involved;

- Contribute to the policy development and strategic direction of the Association;
- Ensure the representation of the Association if needed;
- For the representatives of coordinations: they support the members of the board, including those who are recently elected;
- For the representative-s of European wide organisations: they ensure the monitoring, information and coordination between full members of European wide organisations, and members of the Board and General Assembly;
- Ensure that the different views of Board members are reflected in decisions taken at the Executive Committee;
- Be involved in the efficient governance of the Association;
- Assist the President of the Association in the management of meetings of the Board of Administration and of the General Assembly.

Article 16 – Notification

The Executive Committee shall meet at the initiative of the President, through the Secretariat, whenever the interests of the Association so require or upon request (by all useful means of communications: emails, formal contacts, conference calls, e-conferences, physical meetings, etc.). The Executive Committee will meet at least twice a year, and up to six times a year, as provided in Article 21 of the Statutes.

Article 17 – Procedures of the Executive Committee

17.1 The President of the Association will chair or assign the Chair of the meetings of the Executive Committee.



The person chairing the meeting of the Executive Committee will open and close each meeting, appoint a secretary for the meeting, read the agenda, direct the discussions, ensure observance of the statutes, give the floor and confirm the decisions taken.

17.2 A meeting of the Executive Committee will be validly constituted even if all or some of the members are not physically present or represented, but participate in the deliberations via any modern means of communication that allows members to directly hear each other and directly speak to each other, such as a telephone or video conference and real time internet connection. In such a case the member will be deemed present.

17.3 With regard to the calculation of the majority obtained, abstentions from voting will not be taken into account.

17.4 If necessary, when there is no consensus, a vote may be required. Votes on political and financial decisions may be done by show of hands. Any vote on individuals is done by secret ballot. The President shall ensure that all votes and abstentions are counted and recorded in the minutes. The Chair announces the results of the vote. The proposal receiving the majority required in accordance with the statutes will be considered adopted.

17.5 The minutes of the meetings of the Executive Committee will be circulated to the members of the Executive Committee and after acceptance by the Executive Committee to the Board of Administration and will be made available to the full members of the Association, on request.

17.6 The Executive Committee may take its decisions by a written procedure. To that effect, the President of the Association, with the assistance of the Secretariat, will send, by any means of communication set forth in the Internal Rules, the proposed decisions to all members of the Executive Committee. The proposed decisions will be deemed adopted if within three working days after having been sent, the number of duly completed communications returned to the Secretariat by members of the Executive Committee is sufficient to meet the quorum and voting requirements set forth in the Statutes and these Internal Rules.

17.7 The President will make a written or verbal report at each Board of Administration on the activities of the Executive Committee.



D. Secretariat

Article 18 – Secretariat and Secretary-General

The Secretariat of the Association is composed of the Secretary General and the other staff members.

Without prejudice to the other tasks or powers which may be included in the Statutes or in these Internal Rules, the Secretariat of the Association will have the following tasks and powers under the leadership of the Secretary General:

- Day-to-day tasks and administration;
- Financial management and fundraising in collaboration with the Treasurer and the Executive Committee;
- Coordination and implementation of the annual work plan of the Association following the decisions made by the full members;
- Coordination and implementation of the decisions of the General Assembly, the Board of Administration and the Executive Committee;
- Assistance to the Executive Committee, and in particular to the President;
- Organisation of the statutory and other meetings of the Association;
- Representative function for the role assigned to the Secretariat.

The Secretariat will follow the procedures established in these most recent EWL Internal Rules, which govern the relationships between the Secretary General, the members of the Secretariat and the rest of the Association and is responsible to the Executive Committee and the Board of Administration.

Title III – Position Papers, Emergency Motions, Issue Groups, Representation and Budget

Article 19 - Position Papers

Position Papers reflect the political statements of the Association. They are issued by the Board of Administration, following consultation with full members. Such Position Papers play a key



role in the work of the Association and allow it to clearly present its policy, both internally and externally. Positions drafted as a result of: existing commitments within the work programme of the Association; political issues emerging within the EU policy context; emerging political issues proposed by the Secretariat, the full members or members of the Board and decided by the board; or of an emergency motion passed in the General Assembly.

Article 20 - Review of Emergency Motions

Each year, following the General Assembly, the Executive Committee, and then the next Board meeting following the General Assembly, will review the emergency motions and take a decision on the follow-up.

Article 21 – Issue Groups

Issue Groups organised in the framework of the General Assembly of the Association, are workshops, proposed and managed by full member organisations of the Association; they allow more time to devote to the participatory process, to deepen or to initiate reflection and give substance to the policies of the Association and shape them for the long-term.

All full member organisations of the Association proposing to organise an Issue Group must submit a one-page document summarizing their idea four months before the General Assembly. Each Issue Group can be proposed by either one or several full member organisations. Member organisations proposing an Issue Group together have a joint responsibility to prepare and lead the Issue Group. Depending on the General Assembly's venue and the existing possibilities, 4 to 5 parallel Issue Groups can be organised in parallel.

Article 22 – Representation of the Association

When the Association is invited to partake in external representative bodies, it is the Executive Committee which nominates the representatives.

When an open request (i.e. no particular person is named on the invitation) for participation at an event is received by the Association the following procedure should be adhered to:



INTERNAL RULES

- All invitations for activities should be sent only to the Administration at the Secretariat of the Association and copied to the Secretary General;
- The Secretary General and the President will decide on the opportunity to participate or not at the activity; with the support of the Head of Administration it will circulate the information on the activity and any relevant detail of the event to the members of the Executive Committee. The President of the Association will be considered first.
- The Secretary General and the members of the Secretariat attend different events as appropriate and based on the proposal of the Secretary General;
- The most qualified Board member, Executive or Secretariat member will be invited to accept the invitation. Other criteria such as geographical location, proximity, language, costs may also be considered;
- The President or the Secretary General can ask Honorary members of the Association to attend meetings on behalf of the Association;
- In cases where travel and accommodation expenses are not covered by the organiser of the event, the Secretary General of the Association can take the decision on participation, in agreement with the President and the Treasurer;
- Once a decision is reached on who should attend the event, the person should contact the Secretariat in order to receive any relevant material and, where appropriate, more support for her participation at the activity. The Secretariat will notify the organisers and organise travel and accommodation as and when appropriate and register the participant for the event. The Secretariat will also get the reimbursement by the organisers, as appropriate, or on the basis of a receipt returned by the representative of the Association;
- Board members willing to represent the Association will be supported by the Secretariat. Participants are responsible for completing an Event Activity Report and should attach all necessary documents (including a possible programme, a copy of the presentation given at the event and the expenses claim form, under the condition of providing the necessary supporting documents) and send it to the Secretariat of the Association within two months following the event or in any case before the end of the year if the event takes place at the end of the year.

Article 23 – Budget, accounts and auditing

The Association's income includes amongst others, the membership fees, donations, grants, subsidies and legacies awarded to support either the general aims, or a specific goal, which does



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not clash with the Association's aims and tasks.

Each year the accounts of the Association will be subject to an external audit.