

Bylaws of the European Christian Political Youth

General

The Internal and Financial regulations (hereafter regulations) of the European Christian Political Youth (ECPYouth) are bylaws according to article 23 of the statutes. In case the Statutes or regulations do not provide a solution to an issue, the General Assembly has the right to determine a suitable outcome, except if a decision can't be postponed, then the Board has the right to decide. This document can be changed by a majority vote in the General Assembly.

Article 1: Events and Activities

1. ECPYouth events and activities take place within the period of a year, hereinafter called the Working Year.
2. A new Working Year starts at the start of the day following the conclusion of the General Assembly in the Summer, and lasts until the end of the day the next Summer-General Assembly is completed.
3. During the Working Year, as a general rule, there are at least three major ECPYouth events, if sufficient finances support these. These may include:
 - a. Regional Conference
 - b. Summer School
 - c. Crossroads Academy
4. The Board meetings organized during a Working Year will be governed by the following rules:
 - a. A Board meeting will be held during the Summer School. This Board meeting can be combined with the General Assembly of ECPYouth.
 - b. At least four Board meetings shall be organized annually.
 - c. Board meetings can be organized via internet communication, or any other reasonable form of communication.
 - d. Board meetings will be combined with events as much as possible.
5. Events as named under article 1.3 can be organized with Member Organisations, with the support from ECPYouth.
6. If any Working Groups are established, their sessions will be governed by the following rules:
 - a. There should be at least one face-to-face session funded by ECPYouth for each Working Group per Working Year.
 - b. Extra sessions can be organized and funded, after the approval of the Board. The Working Group can always come together more often, but at their own personal expense.
7. Participation in the events shall be governed by the following rules:
 - a. Member Organisations are represented at General Assemblies by their approved delegates. Every full Member Organisation that wants to be represented must at the time of registration validate their representatives by an official letter signed by the chairman of the Member Organisation.
 - b. The procedure for registration to an event is binding for all participants except for ECPYouth Board, staff and external (funding) partners

Article 2: Admission of Members, Associated Bodies and Friends

1. The application of a prospective Member or prospective Associated body must be submitted to the Secretary at least 30 days before the Board meeting at which it is to be discussed. The application must be circulated by the Board Members. The Secretary will announce the application to all Members in terms of article 4 of the Statutes. Members have 3 weeks to react. All reactions have to be taken into account during the Board decisions. Reacting organisations will receive an answer on their reaction at least one week after the Board meeting.

2. An application for membership in terms of article 4 sub a) of the Statutes must contain the following documents. All documents should be in English, except for originals:
 - a. An official letter of application which explains the motives for application and showing a clear commitment to the aims of ECPYouth,
 - b. A report on the organisation's activities in the last twelve months,
 - c. The original and an English translation of the basic documents of the organisation,
 - d. A list of names and contact details of all Bureau members of the applicant organisation,
 - e. A document outlining the anticipated contribution of the applicant organisation to the future work of ECPYouth.
3. With the acceptance by the Board, a prospective Member Organisation can send a representative to the Board meeting where the application is to be considered. The representative must be able to legitimate himself by a letter of his Board as a representative of the applicant in the same manner that is applied to Member Organisations.
4. An application for membership in terms of article 4 sub b) of the Statutes must contain the following document:
 - a. An official letter of application which explains the motives for application, outlining the anticipated contribution of the applicant to the future of ECPYouth and showing a clear commitment to the aims of ECPYouth.
5. An application for an Associated body in terms of article 5.1 of the Statutes must contain the following documents:
 - a. An official letter of application which explains the motives for application,
 - b. A report on the organisation's activities in the last twelve months,
 - c. The original and an English translation of the basic documents of the organisation,
 - d. A list of names and contact details of all Bureau members of the applicant organisation,
 - e. A document outlining the anticipated contribution of the applicant organisation to the future work of ECPYouth.
6. An application for Friendship in terms of article 5.2 of the Statutes must contain the following document:
 - a. An official letter of application which explains the motives for application, outlining the anticipated contribution of the applicant to the future of ECPYouth and showing a clear commitment to the aims of ECPYouth.

Article 3: Meetings of the General Assembly

1. General Assemblies are initiated by a formal invitation, addressed by the President of ECPYouth to all Members. This invitation must be circulated at least 30 days in advance.
2. The provisional agenda of the General Assembly will be circulated by the Secretary to the Members of ECPYouth, at least 15 days before the event.
3. The reports of the Chairman and Board members are circulated to the Members of ECPYouth at least 15 days before the General Assembly.
4. The Chairman of the General Assembly is responsible for:
 - a. Opening the proceedings of the Assembly
 - b. Appointing Tellers for the voting process
 - c. Conducting the meeting according to the Agenda
 - d. Directing the discussions and debates
 - e. Closing the proceedings
5. The General Assembly must be conducted in quorum, which is verified as follows:
 - a. 10% or more of the Members are represented.
 - b. If, during the proceedings of the General Assembly, there is doubt about on whether there is a quorum or not, the Chairman of the meeting must check the quorum at his own initiative or on any delegate's request.
 - c. If the Assembly is found not quorate, the meeting is recessed until it has been verified that a quorum is unobtainable, in which case it ends immediately.
 - d. A new General Assembly, considered a resume of the original, can be extraordinarily summoned the same day up to 30 days later; the agenda of the original meeting must be carried in that case with no modifications.
6. Debates in a General Assembly shall be conducted under the following general rules:
 - a. A speakers list will be set up by the Chairman of the meeting, following the request to speak.

- b. Every ECPYouth official, motion initiator, and delegate has the right to speak on a subject, following the speakers list.
 - c. The Chairman of the meeting has the right to speak at any time outside the speakers list.
 - d. Any other participant may speak if the meeting decides so by simple majority.
 - e. Every delegate has the right to ask questions if the Chairman gives time for that.
7. The voting process in a General Assembly shall be as follows:
- a. Votes will be counted by the Tellers and reported to the Chairman of the meeting, who then announces the results to the General Assembly.
 - b. Voting will be done by voting cards in different colours for (Individual) Members and Associates, awarded to the representatives just before the General Assembly.
 - c. There will be at least two Tellers. It is not allowed for Board Members to be a Teller.
8. Minutes shall be taken in every General Assembly, for which the following rules apply:
- a. The minutes will be distributed to all Members through the ECPYouth Secretary within 30 days after the General Assembly. Each Member is entitled to submit corrections to the minutes.
 - b. At the next General Assembly there shall be no discussion of the minutes, except on matters of accuracy.
 - c. The minutes and corrections are to be adopted by a simple majority vote.
 - d. The final version of the minutes must again be distributed to all Member Organisations within 30 days.

Article 4: Policy Documents

1. ECPYouth, as part of its activities, produces a variety of Policy Documents, including:
 - a. Motions,
 - b. Resolutions,
 - c. Statements,
 - d. Other texts, as it seems fit.
2. Any Individual Member, Member Organisation or Associated body represented at the General Assembly and any Member of the Board has the right to propose any policy document.
3. Policy documents must be circulated to the Members and the Board 30 days in advance of the General Assembly. The Secretariat will circulate the policy document to all Members 15 days before the General Assembly with a preliminary advice from the board.
4. A policy document shall be debated in a General Assembly only if at least one of its contributors is present.
5. A policy document for which insufficient notice has been given, shall be entered if it is considered urgent by the absolute majority of the Assembly members present and voting.
6. Amendments to any policy document must be written down and handed in to the Secretary before a vote on that particular policy document is called.
7. Any policy document is carried if it receives the majority of the votes cast, unless otherwise mandated by the ECPYouth Statutes.
8. The validity of a policy document lasts until it is revised or replaced.

Article 5: Working Groups

1. Working Groups can be set up by the Board permanently or for the respective term of the Working Year. Working Groups Members are appointed by the Board.
2. Membership of Working Groups is open to members of Member Organisations or Individual Members of ECPYouth, members of Associated bodies and Friends.
3. A Working Group has the task to prepare specific documents for consideration by the General Assembly or to undertake specific actions as determined by the Board.
4. All Working Groups come under the responsibility of respective Board Members. The Board decides which Board Member is responsible for which Working Group.
5. A Working group is responsible for drafting a working program including measurable goals for the upcoming year and presenting it to the General Assembly.

Article 6: Asset Management

1. Asset management within ECPYouth is performed by the Board and, in particular, the Treasurer.
2. The Treasurer has the task to manage the financial assets of ECPYouth, to keep the books of ECPYouth by double entry according to the standards of proper financial accounting, to keep an inventory list of all durable that belong to ECPYouth, and to facilitate the work of the financial audit commission according to article 15.4 of the Statutes as much as possible.

3. The General Assembly may ask a third party to manage certain financial assets of ECPYouth. In this case the Treasurer has a supervisory function.

Article 7: The Budget

1. At least 4 times a year during a meeting of the Board, the Treasurer shall circulate a statement on the budgetary situation of ECPYouth. This statement must contain the balances of all accounts and show to what extent each item of the prospective budget has been realized.
2. The Board shall present a budget for the next Financial Year, to be approved by the General Assembly.
4. The denomination of the budget is the Euro.
5. The Financial Year is the calendar year.
6. The General Assembly shall have the final decision on the budget by a simple majority of votes.
7. If no new budget is approved by the General Assembly, the Board operates on the same budget as in the previous Financial Year.
8. If there is a need for an emergency change in the approved budget, the Board shall consult the Financial Auditors about the action to be taken. Action can only be taken by consensus decision of the Board and the Financial Auditors. The President shall summon the General Assembly as quickly as possible in order to seek its approval for the action taken.

Article 8: Sources of Income

1. The sources of income of ECPYouth shall be:
 - a. The annual subscription fees paid by its Member Organisations,
 - b. Other contributions paid by its Member Organisations,
 - c. Public funds,
 - d. Donations,
 - e. Private sector sponsorship of particular ECPYouth activities,
 - f. Earnings from fundraising events,
 - g. Other sources.

Article 9: Membership Fees

1. The General Assembly can place each Member, Associated body and Friend of ECPYouth in a fee category.
2. The Board shall propose the exact fee applicable to each Member every Financial Year. The amount of the fee has to be agreed on by the General Assembly.
3. ECPYouth membership fees are paid on an annual basis.
7. Advance payments for following Financial Years are not accepted.
8. The dates of payment for membership fees are set as follows:
 - a. The membership fee of any organisation must be paid in full by the 1st of April, meaning that the correct membership fee is visible in the ECPYouth account at the last date. If the Member Organisation can show with an official bank document that the membership fee was paid at least seven days before the deadline the payment is considered valid.
 - b. If the membership fee is visible in the ECPYouth account by the 31st of January, or earlier, a 10% discount is deducted from the initial amount payable. If the Member Organisation can show with an official bank document that the membership fee was paid at least seven days before the deadline the payment is considered valid.
 - c. ECPYouth is entitled to apply fines of 10 to 20% for the delay in membership fees transfer.
 - d. The latest date that the membership fee must be visible in the ECPYouth account, including any applicable penalties, is the 30th of September. If the organisation can show with an official bank document that the membership fee was paid at least seven days before the deadline the payment is considered valid.
 - e. The Board has the right to make individual exceptions only for one year. The Board shall account these exceptions at the General Assembly.

Article 10: Employment

1. Paid employee positions within ECPYouth are approved by the General Assembly at a 2/3 majority of votes, according to the draft job specification prepared by the Board.
2. ECPYouth employees are proposed by the President and agreed by the Board at absolute majority.
3. Employees of ECPYouth cannot be elected as executive members of the Board.

4. No voting member of the Board of ECPYouth shall receive any salary for the activities carried out in the service of ECPYouth.
9. The General Secretary and other appointed ECPYouth employees may receive a compensation for their services to ECPYouth.

Article 11: Reimbursement of Expenses

1. Expenses incurred in the service of ECPYouth shall be reimbursed if such provisions have been made in the budget and if funds allow.
2. Separate applications must be addressed to and approved by the Board for every reimbursement. The Board determines the eligibility of each application.
3. The Treasurer must approve any expense, unless other arrangements have been made. Arrangements cannot exceed € 1000. Expenses higher than € 500 need also the approval of a second Board member. Otherwise, it will not be eligible for reimbursement.
4. Travel reimbursement for event for which specific travel funds have been granted, depend on:
 - a. Sending in nominations of participants before the given deadline,
 - b. Attendance and participation in the event,
 - c. The amount of money remaining after the payment of all bills related to the event.
5. Travel reimbursement will be distributed as follows:
 - a. Members of the Board and Working Groups will receive the first priority in payment.
 - b. Representatives from Member Organisations will receive the second priority in payment.
 - c. If there is any money remaining after the priority reimbursement, further reimbursement will be made to the remaining participants on an equal basis and at the discretion of the Board.
 - d. Travel reimbursement shall be paid out no later than 30 days after the whole event grant has been received, provided the participant has produced all required documentation.

Article 12: Settling of Financial Records

1. The Treasurer maintains a record of all financial transactions with individuals and organisations.
2. Deadlines apply for all debts payable to ECPYouth, as follows:
 - a. The deadline for all funds owed to ECPYouth by individuals or non-Member Organisations is four (4) months from the date the debt was created. The Board, with an absolute majority vote, can extend this deadline up to eight (8) months.
 - b. The deadline for all funds owed to ECPYouth by Member Organisations is the latest payment date for membership fees.
3. If an amount owed to ECPYouth is not paid within the set deadlines, the account is automatically declared outstanding.
4. The General Assembly can reduce the balance of any outstanding account by waiving part or the full amount owed to ECPYouth at a 2/3 majority.
5. An outstanding account remains so until the balance, including any additional debt to ECPYouth accrued in the meantime is fully paid.
6. If the account of a Member Organisation becomes outstanding, the Member Organisation immediately loses all rights of membership, excluding its right to send delegates to all events of ECPYouth, as applicable. The expired rights of membership include, wherever applicable:
 - a. Inclusion in the counting of members
 - b. Having delegates in General Assemblies
 - c. Voting and putting up of candidates
7. Any decision taken by the Board for action to be taken or loss of rights, due to an outstanding account, should be made known to the Individual Member, non-Member Organisation, or Member Organisation concerned, by the Secretariat, within 15 days.
8. If the account of a Member Organisation was outstanding but is paid by the deadline of the Financial Year immediately following the one during which that account became outstanding, all its membership rights are automatically reinstated.
9. If the account of a Member Organisation remains outstanding beyond the deadline for two consecutive Financial Years, including the one during which the account became outstanding, the following applies:
 - a. An official notification for payment is sent to the Member Organisation, quoting a new and final deadline. This final deadline is the end of the date of the first General Assembly of the next (third consecutive) Financial Year.
 - b. If the outstanding amount is not fully paid by the final deadline the member is automatically terminated.

10. Part or the entire amount owed to ECPYouth by an individual, a non-Member Organisation, or a Member Organisation, can be paid by covering the expenses of any ECPYouth event or activity. The agreement to do so, as well as the amount covered, must be secured from the Board at a two thirds (2/3) majority.
11. Any disputes on part or the whole of the documented amount owed to ECPYouth by an Individual Member, a non-Member Organisation, or a Member Organisation, must be sent to the Secretary within 15 days from the notification of action taken as a result of an account becoming outstanding.
12. Disputes regarding debts to ECPYouth are forwarded to the Financial Auditors who then examine the ECPYouth bank statements and other available documentation for proof of payment, and announce their findings to the Secretary. The Board makes a final decision at an absolute majority vote, taking into account the findings of the Financial Auditors. This decision is announced to the next General Assembly.
13. Payments to ECPYouth should be made in cash, either by bank transfer or by deposit to the ECPYouth accounts, and are proved by an original, dated bank order. Cheques payable to ECPYouth might also be accepted as a means of payment, at the discretion of the Board.

Article 13: Concerning the selection of Board Members

1. Board Members will be elected at the General Assembly.
2. Vacancies for Board Members will be opened at least three months before the General Assembly and closed at least two months before.
3. The Board is responsible for the vacancies. The Board will make a function description for Board members in general, and President specific. In case of a vacancy for President, current Board Members are allowed to apply, resulting in them giving up their current position as Board Member from the next General Assembly. Persons may either apply for President or for general Board Member.
4. Eligible for Board membership are adults of age 30 and below who meet the requirements as set out in the function description.
5. Applications should be directed towards the Selection Committee and be accompanied by a resumé (Curriculum Vitae) and a document in which the applicant describes his/her plans, ideas and contribution for ECPYouth for the coming years. If applying for the first time, members of an ECPYouth Member Organisation also need a letter expressing support from their organisation for their candidacy.
6. The Board will appoint a Selection Committee, at least one month before the application procedure will commence.
7. Nominated applicants have the right to introduce themselves during the General Assembly. Members have the right to ask questions to the applicant. Except for exceptional circumstances, nominees who are not physically present during the General Assembly cannot be elected.
8. Voting for Board Members will always be in a secret ballot, even if there is only one candidate for a position.
9. In the event of equality of votes in favour and against, the applicant shall be considered not elected.
10. In case that there will be less candidates than vacancies or applicants who will not be elected, the vacancy remains open.
11. The Board has the right to appoint by unanimous vote any person as interim Board Member during the working year until the next General Assembly.
12. After the General Assembly has cast its vote and appointed the President and remainder functions to the candidates, the other positions will be divided within the first Board Meeting. Dividing of the functions will be done according to the Statutes.

Article 14: Selection Committee

1. The Selection Committee consists of at least three persons who share the values and principles of ECPYouth. It is desirable that at least one former ECPYouth Board member partakes in the Selection Committee. Current Board members are excluded from participation.
2. The Board of ECPYouth shall select the members of the Selection Committee on behalf of the General Assembly. The composition of the Selection Committee shall subsequently be submitted to the member organizations of ECPYouth through a silence procedure for approval.
3. The members of the Selection Committee shall be selected on the grounds of their commitment, involvement or expertise to participate in the Selection Committee.
4. A member of the Selection Committee is appointed for one calendar year.

5. Membership of the Selection Committee may be renewed for one additional term (1 year). For the continuity of the work of the Selection Committee, an extension is encouraged.
6. In the event of a departure of any member of the selection committee, a new member will be appointed ad interim by the Board in compliance with the above requirements. The decision of the Board shall be communicated as soon as possible through a silence procedure to the member organizations of ECPYouth.

Article 15: Requirements to the Members of the Selection Committee

1. At least one member of the Selection Committee is preferably a Member of one of the Member Organisations of ECPYouth. The Board verifies membership at the time of appointment into the Selection Committee.
2. Newly appointed Members of the Selection Committee may not have been a member of the selection committee within the previous two years prior to their appointment.

Article 16: Work of the Selection Committee

1. The primary task of the Selection Committee concerns the nomination of new Board Members or President at the General Assembly of ECPYouth. These nominations shall be based on the vacancy description and the general requirements established by the Board.
2. The Selection Committee shall nominate at least one specific candidate for the position of President and at least one nominee for every remaining vacancy.
2. The Selection Committee shall provide a full report containing its nominations 6 weeks prior to the date of the relevant General Assembly to the Board. The Board will subsequently have the opportunity to review the committee's nominations and formulate its own opinion of the nominations. The Board must communicate both the full report of the Selection Committee and its own opinion on that report to the Members five weeks prior to the relevant General Assembly. Within its own opinion, the board may advise the General Assembly to consider other candidates. The Board is not obliged to nominate any other candidates and may opt to adopt the selection committee's advice as is. The opinion of the Board and the nominations of the selection committee shall be combined to form a primary list of candidates. The Board will publicise a final short list of candidates no less than four weeks prior to the commencing of the relevant general assembly. This short list shall be comprised of those nominated by the selections committee, and those included in the opinion of the Board. The short list shall contain at least one candidate per vacancy.
3. The General Assembly shall vote to elect any short listed candidate to a board position.
4. The Board shall invite at least one member of the selection committee to the General Assembly to provide a short oral amplification on their report and to answer any questions that any of the candidates or member organizations may have.
5. Travel expenses incurred for the work of the Selection Committee are reimbursed on the basis of the declaration directives.

Article 17: Confidentiality

1. The Members of the Selection Committee are expected to treat all information that they received in the performance of their duties as members of the Selection Committee with confidentiality.
2. This confidentiality continues to apply after the membership of the Selection committee.
3. One's membership of the Selection Committee shall be terminated immediately if he or she does not respect the confidentiality of the Committee's work. The Board shall take the decision to terminate one's membership of the Selection Committee in case of a breach of confidentiality. The organisations that are Members of ECPYouth shall be informed immediately in case of such an event via a silence procedure.
4. Should any Member Organisation object to the termination, then the person's membership of the Selection Committee shall remain intact until either the remaining Members of the Selection Committee expel the person with unanimity, or the Board calls a special General Assembly together at which the Members will be allowed to vote on the matter. A simple majority vote shall be final.

Article 18: Excluding of Members.

1. The exclusion of Individual Members or Member Organisations shall be done according to the statutes. In case any person or Member Organisation will damage ECPYouth or act in contrary to the statutes or this document or there are other reasons occur to exclude a member or associate the following steps have to be made:
 - a. The Board unanimously decides to consult the Member about the situation, done by one Board member appointed as contact person for this situation.
 - b. In case the answer of the Member is not satisfactory, the Board will decide unanimously to consult for a second time about the situation by the contact person.
 - c. In case this consultation will not solve the situation the Board unanimously can decide to start the procedure to terminate the membership of the Member. The board will inform the Member within a week after the Board meeting about this step and procedure.
 - d. The Member has the right to react within a month. In case the reaction is sufficient the procedure will be stopped. In case the reaction is negative or there will be no reaction, the Board has to decide unanimously to suspend the membership of the Member.
 - e. In case the Board has to suspend the membership of a Member, they have to inform them within a week. The excluded Member has the right to react on the suspension within two weeks.
 - f. In case the answer is sufficient, the suspension will be considered as not happened. In that case, a consult as described in step 1 will be obligatory.
 - g. If the answer is not satisfying or in case no answer will be received within the two weeks, the Member will be considered as suspended. The Board will inform the suspended Member about this within a week after the suspension will be valid. In this case, the Member has no right to appeal.
 - h. The Board has to inform the General Assembly about the steps taken. The General Assembly has the right to exclude a suspended Member. In this case the Board has to give notice to the Member in one week after the decision. The General Assembly can decide as well to start over with the whole process. In that case the Board has the right to exclude a Member. In this case the procedure described in article 14 parts a-g will be followed by reading the words 'suspended' as 'excluded'. In this case, the Board has to inform the General Assembly by a letter about the steps taken after part 7 is done. At this moment the Members of the General Assembly have the right to react and appeal in two weeks. At the next General Assembly the Board informs the delegates about the total procedure.
2. The Board has the right to form a mediation committee during step one and/or two.
3. Information about exclusions can be given to the General Assembly only in a closed meeting, where besides the Board, only official delegates are present. Other persons can be accepted in this meeting only if all Board members and delegates agree. All information given in this meeting is considered confidential.