



**EMMAUS**  
**EUROPE**

ACTIVISTS FOR CHANGE

## INTERNAL REGULATIONS

*These internal regulations apply to Emmaus Europe, a registered organisation in France, governed by the 1 July 1901 law in addition to its statutes amended by the Extraordinary General Assembly of 2011 and the 2019 assembly.*

### **I. MEMBER ORGANISATIONS**

#### **Definition**

##### **Regulation 1**

*Membership conditions and procedures are those determined by Emmaus International in Article 6 of its Statutes and Internal Regulations and in the Regional Organisation contract signed by Emmaus International and Emmaus Europe.*

##### **Regulation 2**

*Each National Organisation, where such an organisation exists, shall ensure that each of its member organisations includes the following wording in its statutes in the article on its aims and objectives: "The organisation is a member of Emmaus International and operates within the framework of Emmaus International's policy directions and requirements, as defined by the Emmaus International statutes, the Universal Manifesto and other Emmaus International key documents, and by the decisions taken by its General Assemblies."*

*The National Organisation will report on the application of Regulation 2 by each Member Organisation to Emmaus Europe and Emmaus International.*

*The Board sets the deadline for bringing the statutes into line. The Board may grant a derogation from this principle if a substantiated request is received.*

## **Obligations**

### **Regulation 3**

*Each member organisation informs their national organisation, where such an organisation exists, of any amendments to its statutes and any changes to the makeup of its board, by submitting a certified copy of the relevant official documents. Likewise, each member organisation sends a copy to Emmaus Europe and Emmaus International.*

### **Regulation 4**

*Each member organisation's annual financial and social results are together based on a standard template adopted by the EI Board*

### **Regulation 5**

*The fee for groups on probation is a quarter of the fee they would pay if they were full members. This partial fee is due the year following entry on probation, and becomes a full fee the year following full membership.*

## **II. REGIONAL ASSEMBLY**

### **Voting rights**

#### **Regulation 6**

*Any requests for exemption on the grounds of a failure to pay membership dues must be substantiated by the following documents submitted six months before the last RCEE that precedes the RAEE:*

- *Annual financial statements for each year for which membership dues are owed.*
- *Explanation of the circumstances surrounding the non-payment of dues.*

*Each member organisation votes via its president or any other person who is a member of the organisation and has been given written authorization to this end by the president.*

### **Proxy votes**

#### **Regulation 7**

*Proxies given in accordance with article 19 of the statutes must be in the name of the member organisation being represented or be blank, so that they can be handed out by the president.*

### **Notification to attend**

#### **Regulation 8**

*Notification to attend and the agenda are sent to each member organisation at least three months before the Regional Assembly start date. The other documents submitted to the Regional Assembly, specifically the president's report, financial statements from the previous financial year and activity reports, are sent to each member organisation at least 30 days before the Regional Assembly start date. These documents must be sent by post, email or made available online.*

## **Voting method**

### **Regulation 9**

*For all Ordinary and Extraordinary Regional Assembly votes, the majority in accordance with articles 25 and 27 of Emmaus Europe is a simple majority of the member organisations in attendance or duly represented at the meeting for Ordinary Assemblies and a 2/3 majority of the member organisations in attendance or duly represented at the meeting for Extraordinary Assemblies.*

## **Exclusive remit of the ordinary regional assembly**

### **Regulation 10**

*The election of CEI is held by secret ballot.*

*Generally, secret ballots are used for all votes concerning people rather than issues.*

## **III. REGIONAL COUNCIL**

### **Members**

#### **Regulation 11: Counsellors of Emmaus International**

*Standing for election as a CEI: candidates must explain their reasons for standing for election and their aims and objectives by means of a cover letter, accompanied by a CV, and a document in which their home group confirms its support for their candidacy. CEIs are asked to inform their national organisation that they are standing for election as president before they submit their candidacy so as to facilitate links between the movement's national organisations and the international organisation. This letter must be included in the application package.*

*Each Emmaus Europe member organisation is only allowed to submit one candidate for election.*

*Number of CEIs: The number of incumbent EI CEIs is set by the Ordinary General Assembly. The number was set at 12 on the date that these Internal Regulations were approved.*

*Election of CEIs: The regional assembly produces minutes detailing the election of the incumbent CEIs and the replacements. The minutes must state that only member organisations of Emmaus International took part in the voting. The number of voters and the results of the vote are also listed.*

*CEI termination of duties: Apart from the grounds for CEI terminating their duties listed in Article 30 of Emmaus Europe's Statutes, a CEI's term of office is also terminated in the event of unexcused absence from two consecutive Board meetings, or if removed from office by Emmaus Europe; this removal from office may take place even if not included as an item on the agenda.*

## **National delegates**

### **Regulation 12**

*Addition to article 32 of the statutes: In accordance with EI's statutes, the national delegates are tasked with facilitating the decentralised coordination of the Movement and regularly communicating the political news from the country that they represent, the situation of the Emmaus group(s) in their country, and the decisions taken at the regional level, notably following regional councils. They convey the views of the groups and facilitate mutual understanding, in addition to the CEIs. They may identify people with the potential to get involved in the different governing bodies and in this way enable new people to be recruited to fill positions of responsibility. They also take part in the formation of groups on the life and workings of the Movement, and make trial membership monitoring visits to groups in their country (working with a CEI).*

## **Proxy votes**

### **Regulation 13**

*A member of the RCEE can give another member a proxy vote to represent him/her and to vote on his/her behalf if the member is unable to attend all or some of the RCEE.*

*A member can receive a maximum of one proxy vote. This vote must be handed over to the Regional Council secretary, at the latest when the meeting starts.*

## **Financial remit and responsibility**

### **Regulation 14**

*The President takes decisions on expenditure and makes payments within the framework of the budget adopted by the Regional Council. The president may delegate this power to the organisation's treasurer and chief executive in line with the expenditure thresholds set by the regional executive.*

## **Voting method and meeting minutes**

### **Regulation 15**

*Draft Regional Council minutes are sent by email to its members so that they can be adopted at the next RC meeting.*

## **IV. REGIONAL EXECUTIVE**

### **Meetings, decisions and meeting minutes**

#### **Regulation 16**

*Regional Executive meeting minutes are sent to the members of the Regional Council and the member organisations, by any appropriate means: post, email, other.*

### **Co-opted members**

#### **Regulation 17**

*The term of office of co-opted members ends at the next Regional Assembly and is renewable once.*

## **V. PRESIDENCY**

### ***Standing for election as president***

#### **Regulation 18**

*The candidacy cover letter must be accompanied by a CV and work programme, and a document in which the candidate's national organisation states that it has no reservations about the candidate's honesty and integrity and details its support for the prospective president.*

## **6. GENERAL PROVISIONS**

#### **Regulation 19**

*Regarding these Internal Regulations, the French language version shall be authoritative in the event of a dispute.*