



# EUROPEAN YOUTH FORUM

## STATUTES

ADOPTED AT THE EXTRAORDINARY GENERAL ASSEMBLY  
BRUSSELS, BELGIUM, 26 APRIL 2014

AMENDED AT THE GENERAL ASSEMBLY  
NOVI SAD, SERBIA, 24 NOVEMBER 2018

## **Article 1: Name and registered office**

1.1 The international association shall have the name European Youth Forum hereinafter referred to as the 'Forum'.

1.2 The registered office of the Forum is at 10, rue de l'Industrie, 1000 Brussels (Belgium).

The registered office can be transferred to any other location in Belgium, following a decision by the Board, published in the Belgian State Journal (Moniteur belge).

1.3 The Forum is an international non-profit association under the Belgian law (AISBL), regulated by the dispositions of title III of the law from 27 June 1921 about the non-profit associations, the foundations and the international non-profit associations.

## **Article 2: Purpose**

2.1 The purpose of the Forum is to promote and defend the rights and interests of young people in Europe by developing policies and research, organising studies, debates, seminars, meetings, publications, information, campaigns or advocacy actions.

2.2 Without prejudice to its scientific and pedagogical purpose, the Forum shall promote issues relevant to its members towards the Council of Europe, the European Union, the United Nations System and other policy makers, and shall support, promote and coordinate the work of its members.

2.3 Vision, Mission and Aims

2.3.1 The Forum's vision: to be the voice of young people in Europe, where young people are equal citizens and are encouraged and supported to achieve their fullest potential as global citizens.

2.3.2 The Forum's mission: an independent, democratic, youth and volunteer-led platform, representing national youth councils and international youth organisations from across Europe. The Forum works to empower young people to participate actively in society to improve their own lives, by representing and advocating their needs and interests and those of their organisations.

2.3.3 The Forum's aims:

a. Increase the participation of young people and youth organisations in society, as well as in decision-making processes;

b. Positively influence policy issues affecting young people and youth organisations, by being a recognised partner for international institutions, namely the European Union, the Council of Europe and the United Nations;

- c. Promote the concept of youth policy as an integrated and cross-sectorial element of overall policy development, namely through youth mainstreaming;
- d. Facilitate the participation of young people through the development of sustainable and independent youth organisations at the national and international level, particularly in respect to ensuring dependable, adequate funding for them;
- e. Promote the exchange of ideas and experience, mutual understanding, as well as the equal rights and opportunities among young people in Europe;
- f. Uphold and promote intercultural understanding, democracy, respect, diversity, human rights, active citizenship and solidarity;
- g. Contribute to the development of youth work in other regions of the world.

### **Article 3: Membership**

#### **3.1 Membership criteria**

- 3.1.1 The members of the Forum are National Youth Councils (NYC) and International Non-Governmental Youth Organisations (INGYO) in Europe.

Only one NYC shall be accepted as a member in each European State. Exceptions may be agreed by the General Assembly by majority of two thirds, not counting abstentions, where for cultural, constitutional and historic reasons in a certain state it is appropriate for more than one NYC to be accepted as member.

INGYOs cannot become members if they are largely identical in terms of aims, membership and structures of an existing INGYO, which is already a member. This is to be considered solely by the General Assembly, by a two-thirds majority, abstentions not counted.

- 3.1.2 The members are legal persons or entities registered according to the laws and customs of their state of origin.

- 3.1.3 The members have to fulfil the following general criteria:

- a) to accept and work for the purpose of the Forum;
- b) to be a non-governmental and not for profit organisation;
- c) to have democratic aims and structures and accept the principles of the European Convention of Human Rights;
- d) to fully acknowledge the Statutes of the Forum;
- e) to work with young people and have a decision-making body controlled by young people;
- f) not to be subject to direction in their decisions by any external authority.

### 3.2 Categories of members and criteria

There are three categories of members in the Forum:

- Full members (A);
- Candidate members (B);
- Observer members (C).

A. To become full member, the quality of a candidate member must be maintained for the two years preceding the membership application. A candidate member that had formerly already been an observer member may apply for full membership after one year.

**Full member NYCs** have to satisfy the following specific criteria:

- a) Be the national coordinating body of non-governmental youth organisations in a European State;
- b) Be open to all and include most of the main democratic youth movements and organisations on the national level in that State.

**Full member INGYO**s have to satisfy the following specific criteria:

Either:

Have a least 5,000 young members in ten European States, and under no circumstances have less than 300 young members in any of one of these ten States;

Or:

Have under special circumstances on the basis of their relevance to the work of the Forum a positive recommendation from:

- the Secretary-General and the Board;  
or
- the Consultative Body on Membership Applications which advise the Board on Membership Applications.

B. The **NYC candidate members** have to satisfy the following specific criteria:

- a) be the national coordination body of non-governmental youth organisations in a European State;
- b) be open to all and include most of the main democratic youth movements and organisations on the national level in that State.

The **INGYO candidate members** have to satisfy the following specific criteria:

Either:

Have a least 5,000 young members in ten European States, and under no circumstances have less than 300 young members in any of one of these ten States;

Or:

Have under special circumstances on the basis of their relevance to the work of the Forum a positive recommendation from:

- the Secretary-General and the Board;  
or
- the Consultative Body on Membership Applications which advise the Board on Membership Applications.

- C. The **NYC observer members** have to satisfy the following specific criteria:
- a) be the national coordinating body of non-governmental youth organisations in a European State;
  - b) be open to all democratic youth organisations on the national level.

The **INGYO observer members** have to satisfy the following specific criteria:

Either:

Have a least 3,000 young members in ten European States, and under no circumstances have less than 100 young members in any of one of these ten States;

Or:

Have under special circumstances on the basis of their relevance to the work of the Forum a positive recommendation from:

- the Secretary-General and the Board;  
or
- the Consultative Body on Membership Applications which advise the Board on Membership Applications.

### 3.3 Membership rights

A. Full members have the following rights:

- Right to vote: each full member shall be entitled to one voting right. However, when several NYCs come from the same State, they will only have one vote, to be divided according to what is stated in the Rules of Procedure;
- Right to be present and speak at the General Assembly and Council of Members;
- Right to present candidates for all statutory bodies and working structures of the Forum, and external structures and delegations.

B. Candidate members have the following rights:

- Right to be present and speak at the General Assembly and Council of Members;
- Right to present candidates for all working structures of the Forum.

C. Observer members have the following rights:

- -Right to be present and speak at the General Assembly and Council of Members;
- Right to present candidates for all working structures of the Forum.

### 3.4 Responsibilities of the members

The members have the responsibility to fulfil in a permanent manner all the criteria stated above and to inform in writing the Forum's Secretary-General of any changes relevant to their membership status (such as changes of statutes and legal status).

The Secretary-General shall inform the Board, who may refer the matter to the General Assembly or Council of Members.

The members have the responsibility to pay the annual membership fee before the end of the year concerned.

The members have the responsibility to participate regularly in the meetings of the Forum, its bodies or working structures.

The members have the responsibility to answer in due time to requests of information connected with the purpose of the Forum.

### 3.5 Membership applications

3.5.1 All membership applications (A, B or C) must be sent by registered mail to the registered office of the Forum, to the attention of the Secretary-General. The membership application must be motivated and must contain all elements allowing the appraisal of whether the above-mentioned criteria are fulfilled.

Non-compliance with the above-mentioned conditions (3.5.1) shall render the application null and void. Therefore, all membership applications which do not respect all of those conditions shall be considered null and void and shall not be taken into consideration.

3.5.2 The completed membership application is communicated without undue delay and in any case not later than 30 days after reception to the Consultative Body on Membership Applications (CBMA), which must address a report to the Board with regard to the membership application. This report must be justified with regard to the above-mentioned criteria (3.1 and 3.2).

3.5.3 After the report established by the Consultative Body on Membership Applications is available to the Board, the Board shall transfer the membership application together with its recommendation to the General Assembly.

3.5.4 The membership application shall be put on the agenda of the General Assembly.

3.5.5 The General Assembly shall decide on the admission of a member by a two-thirds majority of votes cast, not counting abstentions.

3.5.6 In case of a favourable vote by the General Assembly, the status of member shall be acquired on the day following the closing of the General Assembly.

3.5.7 In case of a negative vote by the General Assembly, a new membership application shall only be taken into consideration after a period of two years has elapsed.

- 3.5.8 In case an applicant organisation does not fulfil the general criteria which apply to all organisations (stated in the CBMA motivated report) and gets a negative vote by the General Assembly, it should be excluded from the membership of the Forum.
- 3.5.9 If an applicant organisation for full membership does not fulfil the specific criteria for full membership (stated in the CBMA motivated report) it automatically becomes an observer member and can apply for candidate after one year.
- 3.6 Membership review, suspension of rights and end of membership
- 3.6.1 In principle, members acquire their status for an unlimited period of time. However, after expiration of four years as a candidate member, this member becomes automatically an observer member. This change will be in effect and a membership review is automatically initiated by the CBMA on the 1<sup>st</sup> of January following the end of the fourth year as a candidate member. In this case, the application to become a candidate member again will not be taken into consideration before a period of three years has elapsed. An exception shall be made where the organisation has submitted a completed application for full membership within the four years deadline and this is still under analysis by the CBMA. In this case, the deadline for downgrading membership will only come into effect at the following Council of Members or General Assembly where the question of their membership is presented to the Member Organisations.
- 3.6.2 Each member which has not paid its fees before the end of the concerned year shall automatically lose its voting right as of the 1<sup>st</sup> of January of the following year. This right can be granted back by decision of the Council of Members if the fees have been paid before the meeting of the Council of Members. If non-payment of the fees lasts longer than one year, the status of member shall be reviewed by the Board, according to the procedure describe hereunder.
- 3.6.3 Whenever one of the members does not fulfil the criteria for its level of membership, the termination of its membership or the review of its status could be decided by the General Assembly by a two thirds majority of votes cast, not counting abstentions, according to the following procedure:
- The demand for review of the membership must be introduced with an appropriate justification letter signed by at least ten full members or the Board, to the Secretary-General. Within 30 days of the reception of the demand, the Secretary-General shall transfer the demand to the CBMA and to the concerned member.
  - Within one month of the reception of the demand, the member shall be able to address to the CBMA all the information it considers useful to be taken into account by the CBMA.
  - The CBMA must address a justified report to the Board with regard to the membership review.
  - After the report established by the Consultative Body on Membership Applications is available to the Board, the Board shall transfer the membership application together with its recommendation to the General Assembly.

- 3.6.4 When a member does not respect its obligations, the Board can, on its own initiative or after a demand of at least ten full members, decide to withdraw all or part of its rights as a member according to the following procedure:
- The suspension or withdrawal shall be put on the agenda of the Board and the concerned member shall be informed of the objections which are made against it.
  - The member shall be invited to regularise its situation or to communicate to the Board, in a written statement and within one month as of the reception of the demand, all information it considers useful to be taken into account by the Board.
  - The Board can decide by a justified decision to deprive the member of one or more of its rights until that member has regularised its situation.
  - After a four-year suspension of its rights, the Board will have to propose the end of membership of the member at the next General Assembly.
- 3.6.5 All decisions with regard to a suspension of rights, a revision of status or an end of membership of a member shall take effect immediately.
- 3.6.6 A member which is wound up, put in liquidation or dissolved shall be considered as resigning and shall automatically lose its status of member.
- 3.6.7 Each member is free to resign from the Forum. The resignation shall be effective as of the eight day following the reception of a registered letter in which the member informs the Forum of its intention to resign.
- 3.6.8 A member whose membership has ended or who is resigning shall have no right with regard to the association's assets.

### **3.A Association**

#### **3.A.1 Association criteria**

- 3.A.1.1 Associates of the Forum are international civil society organisations that work with and for young people in Europe and have a structure run by young people.
- 3.A.1.2 Associates are legal persons or entities registered according to the laws and customs of their state of origin.
- 3.A.1.3 Associates have to fulfil the following criteria:
- to accept and work for the purpose of the Forum;
  - to be a non-governmental and not for profit organisation, not subsidiary of, nor organisationally dependent on a for profit organisation;
  - to fully acknowledge the Statutes of the Forum;
  - to have democratic aims and structures and accept the principles of the European Convention of Human Rights;
  - to include young people in the decision-making processes of the organisation and/or to have activities run entirely by young people;
  - not to be subject to direction in their decisions by any external authority;

In addition, associates have to:



Either:

- Implement their activities in at least five European States and fulfil one of the two following criteria: engage with 1,500 young people or have at least 1,500 young members;

Or:

- Receive a positive recommendation from the Secretary-General and the Board, or the Consultative Body on Membership Applications, under special circumstances, based on their relevance to the promotion of participation of specific vulnerable and/or underrepresented groups of young people, or the work of the Forum.

### **3.A.2 Association rights**

Associates have the following rights:

- Right to be present and speak at the General Assembly and Council of Members;
- Right to be present and speak at the meetings of the working structures of the Forum, upon invitation by the Board;
- Right to take part in the activities of the Youth Forum, upon invitation by the Board or the Secretary-General.

### **3.A.3 Responsibilities of associates**

3.A.3.1 Associates have the responsibility to fulfil in a permanent manner all the criteria stated above and to inform in writing the Forum's Secretary-General of any changes relevant to their status (such as changes of statutes and legal status). The Secretary-General shall inform the Board, who may refer the matter to the General Assembly or the Council of Members.

3.A.3.2 Associates have the responsibility to pay the annual association fee before the end of the year concerned.

3.A.3.3 Associates have the responsibility to participate regularly in the General Assembly and Council of Members meetings of the Forum.

3.A.3.4 Associates have the responsibility to answer in due time requests of information connected with the purpose of the Forum.

### **3.A.4 Association applications**

3.A.4.1 All association applications must be sent by registered mail to the registered office of the Forum, to the attention of the Secretary-General. The association application must be motivated and must contain all elements allowing the appraisal of whether the above-mentioned criteria are fulfilled.

Non-compliance with the above-mentioned conditions (3.A.4.1) shall render the application null and void. Therefore, all association applications which do not respect all of those conditions shall be considered null and void and shall not be taken into consideration.

3.A.4.2 The completed association application is communicated without undue delay and in any case not later than 30 days after reception to the Consultative

Body on Membership Applications (CBMA), which must address a report to the Board with regard to the membership application. This report must be justified with regard to the above-mentioned criteria (3A.1).

3.A.4.3 After the report established by the Consultative Body on Membership Applications is available to the Board, the Board shall transfer the association application together with its recommendation to the General Assembly.

3.A.4.4 The association application shall be put on the agenda of the General Assembly.

3.A.4.5 The General Assembly shall decide on the admission of an associate by a two-thirds majority of votes cast, not counting abstentions.

3.A.4.6 In case of a favourable vote by the General Assembly, the status of associate shall be acquired on the day following the closing of the General Assembly.

### **3.A.5 Associates' review, suspension of rights, and end of association**

3.A.5.1 In principle, associates acquire their status for an unlimited period of time.

3.A.5.2 Each associate which has not paid its fees for longer than one year, the status of associate shall be reviewed by the Board according to the procedure described hereunder.

3.A.5.3 Whenever one of the associates does not fulfil the criteria, the termination or the review of its status of associate could be decided by the General Assembly by a two-thirds majority of votes cast, not counting abstentions, according to the following procedure:

- the demand for review of association must be introduced with an appropriate justification letter signed by at least ten full members of the Board, to the Secretary-General. Within 30 days of the reception of the demand, the Secretary-General shall transfer the demand to the CBMA and to the concerned associate.
- within one month of the reception of the demand, the associate shall be able to address to the CBMA all the information it considers useful to be taken into account by the CBMA.
- the CBMA must address a justified report to the Board with regard to the association review.
- after the report established by the CBMA is available to the Board, the Board shall transfer the review report together with its recommendation to the General Assembly.

3.A.5.4 When an associate does not respect its obligations, the Board can, on its own initiative or after a demand of at least ten full members, decide to withdraw all or part of its rights as an associate according to the following procedure :

- the suspension or withdrawal shall be put on the agenda of the Board and the concerned associate shall be informed of the objections which are made against it.
- the associate shall be invited to regularise its situation or to communicate to the Board, in a written statement and within one month as of the reception of the demand all the information it considers useful to be taken into account by the Board.

- the Board can decide by a justified decision to deprive the associate of one or more of its rights until that member has regularised its situation.
- after a two-year suspension of its rights, the Board will have to propose the end of association of the associate at the next General Assembly.

3.A.5.5 All decisions with regard to a suspension of rights, a revision of status or an end of association of an associate shall take effect immediately.

3.A.5.6 An associate which is wound up, put in liquidation or dissolved shall be considered as resigning and shall automatically lose its status of associate.

3.A.5.7 Each associate is free to resign from the Forum. The resignation shall be effective as of the eighth day following the reception of a registered letter in which the associate informs the Forum of its intention to resign.

3.A.5.8 A member whose association has ended or who is resigning shall have no right with regard to the association's assets.

#### **Article 4: Statutory bodies, secretariat and working structures**

1. The Forum is constituted of the following statutory bodies:

- The General Assembly (4.1);
- The Council of Members (4.2);
- The Board (4.3);
- The Financial Control Commission (4.4);
- The Secretary-General (4.5);
- The Consultative Body on Membership Applications (4.6).

2. The Forum has a Secretariat led by the Secretary-General.

The Secretariat is composed of:

- an Operations and Finance Director appointed by the Board. They shall work under the responsibility of the Secretary-General;
- the other staff members appointed by the Secretary-General.

The Secretariat prepares the work of the statutory bodies. It carries out the daily work of the Forum under the responsibility of the Secretary-General.

The duties of the Secretariat are more precisely defined in the Rules of Procedure.

3. The Forum may constitute working structures by decision of the Board.

#### **4.1 General Assembly**

##### **4.1.1 Meeting**

The General Assembly is the highest decision-making body of the Forum. It shall meet at least every two years.

#### 4.1.2 Composition

The General Assembly consists of representatives delegated by the members. These representatives cannot delegate their mandate, nor hold several mandates.

The General Assembly is composed of two groups: the GNYC, regrouping the NYCs, and the GINGYO, regrouping the INGYOs.

#### 4.1.3 Powers

The regularly constituted General Assembly shall represent all members and shall have the broadest powers to take, execute or ratify all decisions taken in the interest of the association.

The decisions taken by the General Assembly shall be binding for all members, including the absent or dissenting ones.

The General Assembly shall, among others, have the following functions and tasks:

- to adopt the policy guidelines and the work plan of the Forum;
- to accept new members;
- to adopt amendments to the Statutes;
- to adopt the Rules of Procedure;
- to adopt the budget and approve the accounts on the basis of a report from the Board and the recommendation of the Financial Control Commission;
- to adopt the Strategic Priorities for the Forum's work;
- to elect or dismiss the President;
- to elect or dismiss the two Vice-Presidents and the other eight Board Members;
- to elect or dismiss the Financial Control Commission, as well as the external auditors;
- to disband the organisation;
- to ratify the appointment of the Secretary-General according to the Rules of Procedure and dismiss them *ad nutum*.

#### 4.1.4 Extraordinary General Assembly

An Extraordinary General Assembly shall take place:

- a) at the request of the Board, to the attention of the Secretary-General;
- b) at the request of at least one third of the members, addressed in registered letter to the Forum's registered office, to the attention of the Secretary-General;

- c) at the request of the Council of Members, addressed in registered letter to the Forum's registered office, to the attention of the Secretary-General.

#### 4.1.5 Notice

The General Assembly shall be convened by a letter sent to the official address of its members, signed by the President and sent under the responsibility of the Secretary-General, at least three months before the ordinary General Assembly and two months before the Extraordinary General Assembly.

The notice for the General Assembly shall at least include the agenda for the Assembly as well as the date and venue.

#### 4.1.6 Quorum and votes

The General Assembly shall validly deliberate only if at least half of its full members are present.

Except when otherwise provided, the General Assembly shall take decisions by a simple majority of the votes cast, not counting abstentions. The General Assembly can only pass urgent resolutions with a two-thirds majority of Member Organisations present and voting, not counting abstentions.

Whatever the number of present members, each of the two groups (GNYC and GINGYO) shall have an equal number of votes.

The voting procedures in the General Assembly are specified by the Rules of Procedure adopted by this body. Proxy votes are not allowed.

#### 4.1.7 Logbook of deliberations

A logbook of the minutes of the General Assembly shall be kept. The logbook shall be accessible to all members, which may on simple demand obtain a copy of a deliberation.

### 4.2 **Council of Members**

#### 4.2.1 Composition

The Council of Members is composed of one delegate for each member (A, B and C).

#### 4.2.2 Powers

The Council of Members has the power to accomplish all acts necessary or useful for the realisation of the purpose of the association, at the exception of powers which are reserved by law or by the Statutes to the General Assembly.

The Council of Members shall have the following functions:

- define the policies, vision and direction of the Forum, based on the guidelines set by the General Assembly;

- be a space to foster exchange, cooperation and network amongst the different members of the Forum.

#### 4.3.3 Notice

The Council of Members meets twice a year during the years where there is no General Assembly and once a year during the year where there is a General Assembly.

The Council of Members is convened by the Board.

The notice is sent at least 45 calendar days in advance to the official address of its members and is signed by the President.

The notice states at least the agenda as well as the venue and date of the meeting. The Council of Members shall meet in places decided by the Board.

#### 4.2.4 Quorum and vote

The Council of Members shall validly deliberate only if at least half of the representatives of its full members are present.

Except when provided otherwise, the Council of Members will take decisions on the basis of a simple majority of the votes cast, not counting abstentions. The Council of Members can only pass urgent resolutions with a two-thirds majority of the Member Organisations present and voting, not counting abstentions.

Whatever the number of present members, each of the two groups (GNYC and GINGYO) will have an equal number of votes.

The voting procedures in the Council of Members are specified by the Rules of Procedure adopted by the General Assembly. Proxy votes are not allowed.

#### 4.2.5 Deliberations

A logbook of the minutes of the Council of Members shall be kept. The logbook shall be accessible to all members, which may on simple demand obtain a copy of a deliberation.

### **4.3 Board**

#### 4.3.1 Composition

The Board is composed of:

- one President;
- two Vice-Presidents;
- eight other Board members.

Each one of the 11 individuals that want to form part of the Forum's Board need to be proposed by a full member with the voting right. The 11 Board members are elected by the General Assembly. The duration of their mandate is two years as of the 1<sup>st</sup> of January following the year of the General Assembly in which they have been elected.

Each member of the Board can be re-elected only once.

The Secretary-General takes part as ex officio member of the Board but has no right to vote.

The members of the Board have the right to be reimbursed for expenses incurred during the course of their volunteering. They may also receive financial support to fulfil their duties in order to ensure inclusion of a diversity of perspectives in the Board. Such support shall be given on the basis of actual volunteer contribution and should be done in a fair and transparent way, including yearly reporting to the General Assembly. The mechanisms for determining such financial support shall be outlined in the Rules of Procedure. The mechanisms for determining such financial support shall be agreed by the General Assembly when it sees it fit.

#### 4.3.2 Powers

The Board shall have the following functions and tasks:

- to define the overall strategy in accordance with the organisational mission, adopted work plan and guidelines of the General Assembly and policies determined by the Council of Members;
- to prepare meetings of the statutory bodies and working structures;
- to be responsible for the finances and budgetary matters, securing financial integrity;
- to ensure the measurement of performance and overseeing the implementation of the work plan;
- to select the Secretary-General, supervise and evaluate their work;
- to ensure external representation;
- to maintain contact with and between the members;
- to participate, if desired, to all meetings of the Forum and speak at those meetings;
- to constitute the non-permanent working structures.

To evaluate the work of the Forum, a report presented by the Board and the Secretariat will be presented to the Council of Members and the General Assembly.

#### 4.3.3 Quorum and vote

The Board may validly deliberate provided half of its members are present. It takes decisions on the basis of a majority of the votes cast. Each member shall have one vote. In case of a tie, the vote of the President or of their replacement is prevailing.

#### 4.3.4 Notice

The Board shall meet on notice of the President or of at least six of its members. The notice must be sent to the official address of its members at least 15 calendar days in advance and must be signed by the Secretary-General. The notice shall at least state the agenda as well as the venue and the date of the meeting. The Board shall meet in a place it judges appropriate.

#### 4.3.5 Deliberations

A logbook of the minutes of the Board shall be kept. The logbook shall be accessible to all members, which may on simple demand obtain a copy of a deliberation.

#### 4.3.6 End of mandate

Membership of the Board will automatically end in the event of:

- expiration of mandate;
- death;
- resignation.

Each member of the Board can be dismissed *ad nutum* by the General Assembly.

### **4.4 Financial Control Commission**

#### 4.4.1 Composition

The Financial Control Commission is composed of the following members with voting right:

- two members from INGYOs selected by the General Assembly, for a two-year period starting as of 1<sup>st</sup> of January following the Assembly during which they have been appointed.
- two members from NYCs selected by the General Assembly, for a two-year period starting as of 1<sup>st</sup> of January following the Assembly during which they have been appointed.

And of the following members without voting right:

- a member of the Board appointed by it;
- the Secretary-General;
- the Operations and Finance Director;
- an external advisor with experience in auditing and accountancy in Belgium, appointed by the Financial Control Commission.

Previous holders of Board positions cannot be members of the Financial Control Commission in the following mandate.

The Financial Control Commission elects its Chair from among its members with a voting right. They will be representing the Financial Control Commission at the Board, at the Council of Members and at the General Assembly. They will chair the meetings of the Financial Control Commission and shall have a casting vote in case of a tie during the deliberation. In case of their absence, a replacement Chair will be elected by the Financial Control Commission.

#### 4.4.2 Powers

The Financial Control Commission is responsible for the internal audit of the finances of the Forum. It shall act in advisory capacity to the Board, Council of Members and the General Assembly on the allocation of existing resources in line with the strategic priorities and the work plan, as well as the identification of new resources. It will present a written report to the Council of Members and to the General Assembly with regard to the annual budget and to the accounts of the Forum.



#### 4.4.3 Meeting and notice

The Financial Control Commission meets at least twice a year on notice addressed by the Chair. The notice is sent to the official address of the members at least 30 calendar days before each meeting.

#### 4.4.4 Quorum and vote

The Financial Control Commission validly deliberates provided half of its members with a voting right are present. It takes its decisions on the basis of the majority of the votes cast. In case of a tie, the vote of the Chair or the replacing Chair is decisive.

#### 4.4.5 Deliberations

A logbook of the minutes of the Financial Control Commission shall be kept. The logbook shall be accessible to all members, which may on simple demand obtain a copy of a deliberation.

#### 4.4.6 End of mandate

Membership of the Financial Control Commission ends automatically in the event of:

- expiration of mandate;
- death;
- resignation.

Each member of the Financial Control Commission can be dismissed *ad nutum* by the General Assembly.

### **4.5 Secretary-General**

#### 4.5.1 Composition

The Secretary-General, selected in accordance with the procedure described hereunder and in the Rules of Procedure.

#### 4.5.2 Selection of Secretary-General

The Secretary-General is selected by the Board and ratified by the General Assembly for a three-year mandate, according to the Rules of Procedure.

The Board can propose to renew the mandate of the Secretary-General for another term of two years by making a recommendation to the General Assembly.

The Secretary-General is accountable for their acts towards the Board and the General Assembly, and can be dismissed *ad nutum* by any of them.

The Secretary-General should embody the values and mission of the European Youth Forum during their mandate.

#### 4.5.3 Powers

The Secretary-General shall supervise and coordinate the work of the Secretariat. The Secretary-General is responsible for the daily functioning of the Forum under guidance and delegation of the Board.

### **4.6 Consultative Body on Membership Applications**

#### 4.6.1 Composition

The Consultative Body on Membership Applications is composed of four members:

- two members from the INGYOs and two members from the NYCs appointed by the General Assembly on proposition of the Board for a period of two years as of 1<sup>st</sup> of January following the General Assembly during which they have been appointed.

The Consultative Body on Membership Applications appoints a Chair from among its members. The Secretary-General assists the Consultative Body on Membership Applications.

#### 4.6.2 Powers

The Consultative Body on Membership Applications reviews the complete applications of potential members and shall address a motivated report on the membership applications to the Board. Additionally, the Consultative Body on Membership Applications can be addressed by existing members or take initiative in relation to both proposed as well as adopted changes relevant to their membership status, such as changes of statutes and/or legal status.

#### 4.6.3 Meeting and notice

The Consultative Body on Membership Applications meets on notices addressed by its Chair. The notice will be sent to the official address of the members at least 30 calendar days before each meeting.

#### 4.6.4 Quorum and vote

The Consultative Body on Membership Applications validly deliberates provided half of its members are present.

It shall take its decisions on the basis of the majority of the votes cast. In case of a tie, the vote of the Chair or the replacing Chair is decisive.

#### 4.6.5 Deliberation

A logbook of the minutes of the meeting the Consultative Body on Membership Applications shall be kept.

#### 4.6.6 Exclusion and end of mandate

Membership will automatically end in the following event:

- expiration of mandate:
- death;
- resignation.

Each member of the Consultative Body on Membership Applications can be dismissed by the Board.

In case a membership in the Consultative Body on Membership Applications ends, the Board can propose to the General Assembly the nomination of a new member for the rest of the mandate of the Consultative Body on Membership Applications.

## **Article 5: Budget**

5.1 The financial year starts on 1<sup>st</sup> of January and ends on 31<sup>st</sup> of December.

The Board will submit the accounts for the elapsed financial year and the budget for the next financial year to be approved by a General Assembly.

5.2 The Forum has its own budget approved by the General Assembly on a proposal from the Board and after advice from the Financial Control Commission.

The accounts of the Forum are controlled by an external auditor appointed by the General Assembly.

5.3 The income of the Forum shall be from:

- membership fees;
- contribution of members, national or international institutions or other organisations or individuals;
- sponsorship;
- grants;
- subsidies and aids.

5.4 The annual membership fee is determined by the General Assembly. The membership fee is based on equality between the global contribution of INGYO and NYCs.

5.5 The annual association fee will be ratified by the General Assembly, following a proposal by the Board.

## **Article 6: Winding-up and liquidation**

The winding-up of the Forum can only result from a decision taken by the General Assembly in accordance with the procedure described for the modification of the Statutes.

In the event of liquidation, the General Assembly shall decide on the allocation of the surplus assets, which shall have to be allocated in conformity with the Forum's purpose, i.e. not-for-profit purposes. In any event, the liquidator shall not be allowed to allocate the surplus assets to the members of the Forum.

## **Article 7: Modifications of the Statutes and the Rules of Procedure**

7.1 The present Statutes may be amended by the General Assembly with a two-thirds majority of votes cast, not counting abstentions.

The proposed amendments must be presented to the Secretariat in writing at least 45 days before the General Assembly and communicated to the members at least 30 days before the General Assembly.

For any decision related to statutory amendments, a two-thirds quorum of full members is required.

Whenever that quorum is not reached, the next meeting of the General Assembly may validly deliberate on the amendments of the Statutes, if at least one third of the full members are present.

7.2 All changes to the Statutes will come into effect after approval by the competent authority, according to article 50 § 3 of the law, and after publication in the annexes of the Belgian State Journal (le Moniteur belge) according to article 51§ 3 of the referred law.

7.3 The Rules of Procedure shall be adopted by the General Assembly by a majority of two-thirds of the votes cast, abstentions not counted.

The Rules of Procedure can be amended by the General Assembly at the majority of two-thirds of the votes cast, abstentions not counted.

The proposed amendments must be presented to the Secretariat in writing at least 30 days and communicated to the members before the General Assembly.

#### **Article 8: Final and transitional considerations**

8.1 For all elected positions in a body of the Forum, no candidate can be elected if they turn 36 during that mandate, with the exception of the elected positions in the Financial Control Commission, where this requirement only applies to 50% of the seats.

8.2 For all statutory meetings, the delegates can not be older than 35 years of age.

8.3 The Statutes are drafted in French and English. The French version is the official version.

8.4 The official languages of the Forum are the official languages of the High Contracting parties to the European Cultural Convention and the official languages of the Member Organisations. Working languages are English and French. Occasionally other languages can be used as working languages.

8.5 Everything that is not ruled by the present Statutes shall be ruled according to the dispositions of the title III of the law from 27 June 1921 about the non-profit associations, the foundations and the international non-profit associations.