

# ERYICA

## European Youth Information and Counselling Agency

### STANDING ORDERS

Adopted by the 29<sup>th</sup> General Assembly  
Cascais, 26 April 2018

#### Index of Content

1	Secretariat.....	2
2	Organisation of the Network .....	2
3	Membership Criteria.....	3
4	Obligations of Membership .....	4
5	Termination of Membership .....	4
6	Status and Rights of Affiliated Organisations.....	4
7	Status of Co-operating Organisations .....	5
8	Membership Fee Modalities.....	5
9	Voting Procedure .....	6
10	Organisation of Representation .....	6
11	Other Aspects of the General Assembly .....	6
12	Election of the Governing Board .....	7
13	Organisation of Governing Board Meetings .....	8
14	Functions of the Governing Board .....	9
15	Amendments to the Standing Orders.....	10
16	Financial Management.....	10
17	Organisation of Task Forces .....	10
18	Organisation of Working Groups.....	11
19	Role of young people in the Agency .....	11

## 1 Secretariat

### **1.1 Management of the Secretariat**

The Agency shall establish a Secretariat that shall operate under the supervision of the Governing Board. The management of the Secretariat shall be entrusted to the Director, who shall direct the staff employed by ERYICA. S/he shall be present in the decision-making bodies as an ex officio member, and shall fulfil the functions of Rapporteur for the Assembly and Secretary for the Governing Board.

### **1.2 Location of the Secretariat**

The location of the Agency's Secretariat shall be decided by the Governing Board. Any proposal to change the location of the Secretariat, or to open other offices of the Agency, shall be included on the agenda of the Governing Board meeting, which will consider this question. It shall be supported by a written presentation of the financial and other implications that such a proposal would involve.

### **1.3 Staff Functions and Working Conditions**

The functions and working conditions of the staff employed by the Agency shall be determined by the Director, except those of the Director that shall be decided by the Governing Board.

## 2 Organisation of the Network

### **2.1 Purpose of the Network**

The purpose of the Network of Youth Information and Counselling Structures is to create a framework for co-operation and peer learning among European and international structures active in the field of youth information work and services. In this framework, ERYICA develops, supports, and promotes activities and projects aiming to:

- a) ensure quality generalist youth information policy and practice at all levels;
- b) meet the information needs of young people;
- c) apply the principles of the European Youth Information Charter; and
- d) advocate the views of its Members to European and international institutions.

### **2.2 Participation in the Network**

The Network is open for enrolment to all structures, whatever their scope, on condition they operate in accordance with paragraph 3.1 of these Standing Orders. These structures, once enrolled by decision of the Governing Board, can be Members, Affiliated Organisations or Co-operating Organisations.

Each centre or service that enrolls in the Network may have direct access:

- a) to its activities and initiatives;
- b) to its products and services; and
- c) to projects managed by the Agency.

### **2.3 Activities and Programmes**

The activities and programmes organised in the framework of the Network may be initiated:

- a) by several centres or services enrolled in the Network from different countries and interested in a common subject; or

b) by the Agency in the context of its own Work Programme.

The activities of the Network shall be designed with the aim of being complementary to those of national networks in this field and to its three-year Strategic Plan.

### **3 Membership Criteria**

#### **3.1 Basic Principles**

For ERYICA, youth information and counselling services constitute the expression of the democratic right of all young people, without exception, to have access to reliable and pluralist information in all areas that concern them. This information or advice must respond to the expressed or unexpressed needs of young people, and must promote their autonomy in the framework of lifelong education.

The Governing Board may only examine applications for membership from organisations which conform to the principles enumerated above, and which have signed the European Youth Information Charter.

#### **3.2 Co-ordinating Bodies**

A co-ordinating body, as understood in the Statutes of ERYICA, is a body formally established as such by the Government or by the relevant services, whose aim is to ensure the co-ordination of youth information and counselling services in the country concerned.

In certain countries, there may be more than one co-ordinating body in these fields. In that case, the different co-ordinating bodies may be Members of the Agency.

#### **3.3 Organisations with Co-ordination Role**

An organisation which has a co-ordination role, as understood in the Statutes of ERYICA, is a structure which, whether it has national scope or not, is recognised as being authorised, or has a mandate from the Government or services concerned, to exercise a national or regional co-ordination role in the field of youth information and counselling.

In its membership application, the organisation concerned must provide documentation confirming this recognition or mandate.

#### **3.4 Countries without Co-ordination Arrangements**

If a membership application is received from a country where the co-ordination role in the field of youth information and counselling is not ensured, the Governing Board is authorised to study, in cooperation with the organisation(s) concerned, and in light of the situation in the country, the modalities of an eventual membership.

If the organisation(s) is (are) in a position to initiate a process of co-ordination, directly or in collaboration with other structures, in accordance with the aims of ERYICA, a formal undertaking proposed by the applicant organisation shall be included in the membership application.

#### **3.5 List of ERYICA Members, Affiliated and Co-operating Organisations**

A list of the current Members of the Agency, Affiliated Organisations and Co-operating Organisations, which constitute the ERYICA Network, shall be published in the annual Report of Activities of the Agency.

## 4 Obligations of Membership

### **4.1 Appointment of Representative(s)**

Each Member shall communicate formally to the Agency the name(s) of its representative(s) and, if relevant, their functions.

### **4.2 Keeping ERYICA Informed**

Each Member shall inform the Agency about developments in its activities in the areas of concern to ERYICA, as well as about any changes in its legal status.

### **4.3 Submission of Data**

Each Member Organisation shall provide, once per year, before the General Assembly and if available, data concerning youth information in the respective countries. This provision shall take place by answering in full the questionnaire created by ERYICA.

## 5 Termination of Membership

### **5.1 Failure to Pay**

A Member which has not paid its arrears of membership fee as foreseen under Article 8 of the Statutes, and which does not fulfil the requirements for membership, may present proposals to the Governing Board in order to regularise its situation. If member does not regularise its situation, the Governing Board shall apply a specific resolutions mechanism.

### **5.2 Expulsion**

A Member may propose that another Member be expelled for conduct that directly contravenes the Statutes or the interests of the Agency. If such a proposal does not come from the Governing Board, the Board must express its position on the matter before the General Assembly takes its decision on it.

The expulsion proposal and the reasons for it shall be included in the notice convening the General Assembly. The organisation concerned shall be given an opportunity to explain itself to the General Assembly.

## 6 Status and Rights of Affiliated Organisations

In addition to the cases stated in Article 9 of the Statutes, the status of Affiliated Organisation may be accorded to a body in the field of youth information and counselling:

- a) which comes from a country where there is not yet a formal or informal national co-ordination arrangement in this field; or
- b) which is in the process of considering joining the Agency.

The status of Affiliated Organisation is temporary and is granted for a maximum initial period of three years, after which an official review must be undergone.

An Affiliated Organisation that participates as an observer in a session of the General Assembly has the right to address the meeting at the invitation of the Chair.

Whenever representatives from Affiliated Organisations wish to participate in activities funded by projects coordinated or supported by ERYICA, a participation fee will be set amounting to

75% of the real costs of the participation born by the organisers and/or by ERYICA. This fee can never be lower than the fee paid by representatives of Members.

Each Affiliated Organisation shall provide, once per year, before the General Assembly and if available, data concerning youth information in the respective countries. This provision shall take place by answering in full the questionnaire created by ERYICA.

## 7 Status of Co-operating Organisations

As referred to in Article 11 of the Statutes, Co-operating Organisations can participate in the activities of the Agency, with access to fewer services. Activities organised for Co-operating organisations are centred on the profession of youth information work and will initially focus on training and seminars.

Whenever representatives from Co-operating organisations wish to participate in activities funded by projects coordinated or supported by ERYICA, a participation fee will be set amounting to the real costs of the participation born by the organisers and/or by ERYICA. No organisation that has been an Affiliated Organisation or a Member of the Agency can be given the status of a Co-operating Organisation, if it ceases to be a Member of the Agency or an Affiliated Organisation.

The application procedure used by organisations willing to obtain the status of Co-operating Organisation is the same as for ERYICA membership applications.

Applications for becoming a Co-operating organisation are decided by the Governing Board. Members of the respective country must always be consulted before the Governing Board takes any decision. Members have the right to veto over the acceptance of a Co-operating Organisation if their territory of operation is overlapping.

For-profit and private companies cannot become Co-operating Organisations.

## 8 Membership Fee Modalities

### **8.1 Amount of Fees**

The individual amounts of fees for each Member, Affiliated Organisation and Co-operating Organisation will be set by the General Assembly upon proposal by the Governing Board, in the framework of the annual budget. The membership fee is subject to a 1% annual increase.

**8.2** The initial amount requested to new applicants shall be set by the Governing Board, having heard the opinion of the Director and taking note of the availability of the applicant concerned.

**8.3** The Director of the Agency, on the basis of the Budget adopted by the General Assembly, shall issue on the first working day of the year a letter requesting payment of the due fees.

### **8.4 Payment Deadline**

Each fee must be paid by 31 March of the year in question.

### **8.5 Inability to Pay**

If any organisation, willing to withdraw or for any reason unable to pay, has not informed the Director in writing by 31 December of any year, that it is unable to meet all the conditions of continued ERYICA membership for the following year, the amount of the fee for the following

year (and any arrears) shall constitute a debt towards ERYICA. Such a debt, or any part of it, can only be written off by a decision of the Governing Board.

## **9 Voting Procedure**

### **9.1 Voting Procedure at the General Assembly**

- (1) In the event of a vote during a session of the General Assembly, each Member Organisation shall have one vote.
- (2) An absolute majority is 50% of the votes held by the persons representing organisations having the right to vote and who are present at the General Assembly, plus one vote. The number of votes required for an absolute majority shall be established at the opening session of the Assembly when the Governing Board presents its report on voting rights.
- (3) Consequently, in the case of equal division of votes, the decision in question shall be considered as rejected.

### **9.2 Voting Procedure at the Governing Board**

In the event of a vote during a session of the Governing Board, each elected member shall have one vote. In case of equal division of votes, the President holds the casting vote.

### **9.3 Proxy Vote at the Governing Board**

In the absence of an elected member from a session of the Governing Board, no proxy vote shall be permitted.

## **10 Organisation of Representation**

### **10.1 Representation of Members and Allocation of Votes**

The representation of Members at the General Assembly shall be organised on the following basis: each Member Organisation shall have the right to an equal representation of one vote.

Every three years, starting in 1991, the General Assembly shall be organised on the basis of a maximum representation of five persons per member organisation (not counting observers).

In the other years, the General Assembly shall be organised on the basis of one person representing each national co-ordination or Member Organisation (not counting observers).

### **10.2 Proxy Voting**

At the General Assembly, proxy voting is permitted.

For a proxy arrangement to be valid, the President shall be informed in writing by the delegating organisation before the opening of the Assembly.

### **10.3 Voting Rights**

On the basis of the lists of representatives provided by the Members before the General Assembly, the Governing Board shall present a report at the opening of the General Assembly on the representation of Members and their voting rights.

## **11 Other Aspects of the General Assembly**

### **11.1 Chairperson**

The President of the Agency shall preside over the General Assembly.

In the absence of the President, the Chair shall be taken either by one of the Vice-Presidents or by a member of the Governing Board.

#### **11.2 Observers**

In addition to the representatives from Affiliated Organisations, other observers may be invited to the General Assembly by the Governing Board.

## **12 Election of the Governing Board**

### **12.1 Election of the Members of the Governing Board**

The General Assembly (every three years), in electing a new Governing Board for a period of three years, shall bear in mind the principles of continuity and rotation among its members, as well as the diversity of the Members of the Agency. Members elected to the Governing Board are eligible for re-election only once. A period of one year off the Governing Board shall be respected before a new election to the Governing Board.

### **12.2 Election of President**

- (1) The election for the post of President shall normally be conducted separately from, and before, the election of the other members of the Governing Board.
- (2) If there is more than one presidential candidate, the election shall take the form of a secret ballot between the candidates.
- (3) If there is only one candidate, the candidate may be elected by acclamation, unless there is a request for a vote; in the case of a vote, the candidate must obtain an absolute majority of the votes at the General Assembly to be elected.
- (4) If there is no candidate for the post of President, the election of the Governing Board shall be organised before the election of the President, and the new Governing Board shall make a recommendation to the General Assembly concerning the election of the President.

### **12.3 Nomination Procedure**

- (1) Any Member Organisation may nominate a candidate to be its representative on the Governing Board. However, an organisation, which has not paid its membership fee to ERYICA for the current year before the General Assembly of that year, or which owes membership fee arrears for past years, may not nominate a candidate for election to the Governing Board.
- (2) In the case of countries where ERYICA has more than one Member Organisation, the other Member Organisations shall be invited to second the nomination.
- (3) Each nomination shall be submitted in writing to the Director, prior to the General Assembly, using the form and procedures established for the purpose.

### **12.4 Nominations Not in Order**

If the Members from a country are unable to agree upon the nomination of a single candidate in the election of the Governing Board, the nominations from this country shall be deemed out of order by the General Assembly.

### **12.5 Election Procedure**

- (1) When an election to the Governing Board is foreseen at the next General Assembly, the Director shall invite the Member Organisations to submit nominations of candidates at least one month before the Assembly. Each nomination must be accompanied by a letter of

motivation and presentation from the organisation which is candidate; the Director shall communicate each nomination and letter to all Members as soon as they have been received.

- (2) When the end of a three-year mandate of an organisation which is on the Governing Board does not coincide with the election of the Governing Board during the larger General Assembly every three years, the post of that organisation on the Governing Board is considered filled and is therefore not subject to re-election at that General Assembly.
- (3) In the event that there are not enough nominations received for the vacant places, or that there are no candidates, or that in the view of the Governing Board the nominations received do not fulfil the requirements of point A-12.1 of the Standing Orders, the Director will inform the Member Organisations that the Governing Board will propose to the General Assembly extending the deadline for nominations until the start of the General Assembly. The General Assembly will then take the final decision on the matter.
- (4) The General Assembly shall appoint two persons who are not candidates in the election of the Governing Board as Returning Officers. In collaboration with the Director, they shall organise the election.

#### **12.6 Change of Representative**

- (1) An organisation which is on the Governing Board may change its representative on the Governing Board; it must inform the ERYICA Secretariat in writing about such a change, and the Secretariat will then inform the Member Organisations of the change.
- (2) In the case where the organisation which holds the post of President announces a change in its representative on the Governing Board, the post shall automatically become vacant but the organisation shall keep its seat on the Board. The vacant post of President shall be filled by the First Vice-President until the next General Assembly, when an election for the post of President shall take place.

#### **12.7 Resignation, or Forfeiture of Seat**

- (1) If an organisation resigns from the Governing Board, it shall communicate its decision in writing to the Secretariat of the Agency.
- (2) An organisation on the Governing Board which fails to pay its membership fee to ERYICA for the current year before the General Assembly, shall forfeit its seat on the Governing Board, which shall then be declared vacant.

#### **12.8 Replacement of a Member of the Governing Board**

In the case of the incapacity or the resignation of an elected member of the Governing Board, the question of her/his replacement shall be included on the agenda of the next meeting of the Governing Board. In the case of such a replacement, if the unexpired part of the mandate is more than 18 months it shall be considered as a full mandate. If it is less than 18 months, it shall not be taken into account in connection with the eligibility for re-election

#### **12.9 Notification of a Vacancy**

When a vacancy occurs in the Governing Board, a letter shall be sent by the Director to all Member Organisations to inform them with a view to seeking candidates for the vacant position.

## **13 Organisation of Governing Board Meetings**

### **13.1 Notice and Agenda**



At each meeting of the Governing Board, it shall decide the date and place of its next meeting. The notice for the meeting, together with the Provisional Agenda, shall be sent to each member of the Governing Board by the Director at least two weeks before the meeting.

### **13.2 Participation of Observers**

When the Governing Board invites someone to participate in its meetings as an observer (without voting rights), it shall specify whether the invitation is for every meeting of the Governing Board or for a specific meeting and a particular item on the agenda. Persons who may be invited on this basis include:

- (1) the Co-ordinator of a Working Group or the person responsible for a special commission or activity, who is not a member of the Governing Board;
- (2) the representative of an organisation not Member of the Agency which co-operates with ERYICA or which is considering becoming a Member of the Agency; or
- (3) a specialist or a representative of an organisation directly concerned by an item on the agenda.

## **14 Functions of the Governing Board**

### **14.1 Functions of the Governing Board and its Members**

The Governing Board prepares the sessions of the General Assembly and executes its decisions in concert with the Director. It ensures that the decisions of the General Assembly, as well as the commitments and obligations incurred by the Agency, are respected. It also assists and supervises the various activities of the Agency and the implementation of the annual Work Programme. It monitors the day-to-day management of the Agency, and reports on that to the General Assembly. It arranges the representation of the Agency.

The Governing Board shall inform the Member Organisations concerning its internal organisational arrangements. It shall fulfil its functions in close collaboration with the Director.

#### **Authority:**

The **Director** is delegated the authority to commit the Agency on any matter which relates to its day-to-day management. The mandate of the Director is indicated in the Director's Charter. This mandate shall be exercised in consultation with the Governing Board and in a manner that respects the decisions of the General Assembly; s/he shall report to the Governing Board on its exercise.

The **President** represents the Agency alone on any deed and without any limit.

The **First Vice-President** (or, in her/his absence or unavailability, the **Second Vice-President**) may deputise for the President, when asked to do so by the President, in chairing the General Assembly or the Governing Board, in representing the Agency, and in undertaking other specific tasks or missions.

The **Treasurer** represents the Agency alone on all financial matters without any limit.

### **14.2 Procedure for Decisions of the Governing Board Taken between Meetings**

Each decision taken by consultation between members of the Governing Board outside a meeting shall be recorded in the "Decisions" document of the next Governing Board meeting.

The procedure for taking a decision outside a meeting shall only be used:

- a) for matters, where there is a clear need or advantage to take a decision before the next meeting of the Governing Board;
- b) when the relevant information on the issue in question has been circulated in written form to all members of the Governing Board; or

- c) when there is a clear consensus on the matter within the Governing Board; a decision on an issue which requires further discussion because there are differing views within the Governing Board shall always be deferred to the next meeting of the Governing Board.

#### **14.3 Steering Meetings**

If the circumstances require it, Steering Meetings shall be organised between Governing Board Meetings, provided that the Director and at least one member of the Governing Board is involved. If necessary, other members of the staff or representatives from Member organisations shall be invited to take part.

### **15 Amendments to the Standing Orders**

Any proposal to amend the Standing Orders shall be included in the agenda of the General Assembly, where it shall be adopted if it obtains a simple majority of votes cast.

### **16 Financial Management**

#### **16.1 Financial Year**

The financial year of the Agency shall be the calendar year.

#### **16.2 Financial Reporting**

The Treasurer shall report to each meeting of the Governing Board on the financial situation of the Agency. The Governing Board shall monitor the application of the Budget and ensure that it is respected.

#### **16.3 Financial Reserve**

The Governing Board shall ensure that the Agency has reserves which amount to three months of personnel costs. These costs shall be in relation to the permanent staff members under its payroll in a given financial year. Additionally, extra funds shall be reserved for reinvestment in projects, activities, human resources, and services to members.

#### **16.4 Appointment of Internal Auditors and a Chartered Accountant**

On the recommendation of the Governing Board, the General Assembly shall appoint two Internal Auditors, who shall be Members from two countries different from that of the Treasurer. The Internal Auditors shall meet with the Director after the closure of the financial year and prior to the General Assembly in order to assess the expenditure of the Agency's budget. The Internal Auditors shall report on this meeting to the General Assembly and submit a recommendation regarding the approval of the closed accounts. In addition, on the recommendation of the Governing Board, the General Assembly shall appoint a Chartered Accountant to carry out an annual external audit.

#### **16.5 Criteria Governing the Choice of Internal Auditors**

- a) A person representing the same Member Organisation as that of the Treasurer cannot be an Internal Auditor for any part of the period of office of the Treasurer.
- b) A person who has held any post in the Governing Board cannot be an Internal Auditor for any part of the period during which s/he was in the Governing Board.

### **17 Organisation of Task Forces**

#### **17.1 Establishment and Composition**

In order to accomplish specific ongoing tasks, the Governing Board may establish a Task Force; it shall determine its aims and the arrangements for its co-ordination.

Participation in such Working Groups shall be open to Members, as well as to specialists working in the field covered by the Group in question, upon invitation.

#### **17.2 Co-ordination**

The Governing Board shall appoint the Co-ordinator of each Task Force, who shall belong to the Governing Board.

Each Co-ordinator shall carry out his functions in collaboration with the Director, and with the member of the Governing Board designated to supervise the field of activity of the Task Force in question.

## 18 Organisation of Working Groups

### **18.1 Establishment and Composition**

In order to provide expertise and support to the running of a specific project or activity, the Director, with supervision of the Governing Board, may establish a Working Group. A Working Group may also be established upon request of a Member organisation or group of Member organisations. The request shall be made to the Director.

Participation in such a working group shall be open to Members and Affiliated Organisations, as well as to specialists working in the field covered by the Group in question, upon invitation.

## 19 Role of young people in the Agency

19.1 Young people shall be involved in the activities, projects, and events of the Agency to the largest possible extent.

19.2 The involvement of young people in ERYICA shall be centred on fostering the development of young people making use of non-formal educational methodologies that are co-designed, co-managed and co-evaluated by young people themselves.

19.3 The profile of the young people involved shall be as close as possible to that of the users of youth information and counselling centres, paying special attention to the participation of minorities and groups at risk of social exclusion.

19.4 Young people involved shall be, to the largest possible extent, active in youth information provision.