

ANNEX II

Centre Maurits Coppieters Rules of Internal Order

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Application for recognition as EUPF

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CENTRE MAURITS COPPIETERS

RULES OF INTERNAL ORDER

As amended by the General Assembly in Katowice, April 1st 2017.

I. GENERAL PROVISIONS AND MEMBERSHIP

ARTICLE 1

The "Centre Maurits Coppieters (CMC)" is a European Political Foundation linked to the European Free Alliance (European Political party) whose members subscribe to the policy and programme as described in the statutes.

ARTICLE 2: Objectives

The Foundation CMC pursues the objectives described in the statutes.

ARTICLE 3: Application for membership

3.1. Membership may be requested by entities (foundations, think-tanks, institutes, archives, etc.) which:

- accept the CMC programme;
- are structured;
- are active on the territory of their nation/region;

Organisations who request for membership should; in relation to nationalism, regionalism, stateless nations, cultural and linguistic diversity, autonomy on different levels, independence, the principle of self-determination, democratic nationalism, pacifism:

- stimulate or promote (comparative) research;
- OR organise conferences;
- OR make publications;
- OR keep and manage records, archives, magazines, newspapers, books, audiovisual materials, websites,;
- OR combine these activities;

All aspects of national and regional movements are subject to CMC studies and activities: such as historic, economic (tax autonomy), juridical (Internal enlargement), cultural (identity and languages), and other disciplines

3.2. The General Assembly may accept honorary members after a proposal made by the Bureau and after consultation with the concerned parties. This decision must be taken by a majority vote of the members. Honorary members may be former CMC Bureau and General Assembly Members or important persons in the history of CMC. Honorary members can only be accepted if they are no longer elected or working for CMC. No contribution is payable by honorary members.

3.3. The Bureau may create a broader network by accepting organisations that support the CMC's aims and objectives, CMC's programme and share the same aims. Non-EFA linked foundations or organizations may join CMC as "Associated Members" or as full Members after the advice of the Bureau. This decision must be taken by a majority vote of the members of the General Assembly. Associated Members shall have the right to participate in the work of CMC but shall not have voting right.

ARTICLE 4: Rights and duties of members

Rights of the members of the Foundation:

- the right to attend general meetings;
- the right to vote (one-member, one-vote);
- the right to profit from the joint projects and study results;
- the right to regular information provided by the secretariat, support for their activities, and the right to be kept informed of the activity and programmes of the other members;
- the right to use the name CMC;
- the right to scientific advise;

Duties of the members of the Foundation:

- to maintain regular contacts with the other members;
- to make a financial contribution, as laid down in the Rules of Internal Order;
- to forward the organisation's publications to the secretariat;
- to demonstrate solidarity and co-operation with the other members in a true European spirit aiming to provide comparative studies;

ARTICLE 5: Membership procedure

(a) Submission of the application

Any organisation wishing to join the CMC must submit an application in writing to the secretariat, which will in turn raise that application before the next meeting of the Bureau or the General Assembly. The application must be accompanied by a document setting out the activity programme and structure of the organisation applying. These documents will be made available to all members.

(b) Consideration of the application

If the membership application is considered by the Bureau, its decision shall be put to the General Assembly for approval.

Any member of the Foundation may propose to the Bureau that invitations should be extended to other foundations, think-tanks or institutes to attend a General Assembly.

(c) Acceptance of a new member

The General Assembly shall take the decision by a majority vote of its full members voting in a secret ballot.

(d) Resignation/exclusion

A member may resign at any time.

A member may be excluded. Such a decision must be taken by the General Assembly on the basis of an opinion from the Bureau. The decision must be taken by a two-thirds majority of the full members voting in a secret ballot.

II. BODIES

ARTICLE 6: Bodies

The bodies of the Foundation are:

- the General Assembly
- the Bureau
- the Secretariat
- the Advisory Scientific Council

ARTICLE 7: Structure

(a) General Assembly

The General Assembly shall be the supreme body empowered to take all decisions. It shall comprise all members. Only full members shall have the right to vote. The right to vote shall be exercised by one delegate of each full member.

The General Assembly shall be convened by the Bureau at least once each year.

The Members of the CMC Foundation shall submit a report on their yearly activities and assist the Bureau to develop a strategic plan for each period of 5 years.

7 (b) The Bureau

The Bureau shall comprise the President, the Secretary General and Treasurer and maximum 4 Vice-Presidents and members. One member of the Bureau shall be an EFA representative.

Each member may propose up to 2 people for the Bureau. If they do so they should be from 2 different European states and respect gender balance.

The members of the Bureau shall be elected by the General Assembly for a period of three years. They may be re-elected.

The Bureau appoints a President, a Secretary General and a Treasurer among its members.

The Bureau appoints the members of the Advisory Scientific Council.

The Bureau also appoints a staff correspondent to liaise with the staff committee of the European Free Alliance and provide advise and make recommendations to the bureau when required.

The Bureau shall meet at least once a year outside sessions of the General Assembly.

The President shall be responsible for the organisation of the Foundation and shall represent it at external events. When the President is absent, one of the Vice-Presidents shall chair meetings. He/she shall maintain regular contacts with the President and the secretariat.

The power of legal representation is vested in the Bureau.

In accordance with the rules stipulated in the Statute of European Political Foundations, the has legal personality under the law of the Kingdom of Belgium, and this personality is exercised by the members of the Bureau acting in accordance with the present Statutes.

(c) The secretariat

The secretariat shall carry out the decisions of the Foundation. It shall be responsible, in particular, for assisting the President and the Vice-Presidents, for preparing and organising meetings and for relations with the member parties, the press and the public. The persons who manage the secretariat are chosen by the Bureau and for a period that the Bureau decides.

The Secretariat develops a project format (form). Each project proposal from the members should be introduced in this form and format decided by the GA.

(d) The Advisory Scientific Council

Members of the Advisory Scientific Council (ASC) have a scientific profile in different disciplines (history, sociology, economy, law, fiscal theory, socio-linguistics, linguistics,...) from different places in Europe and the world; the role of the ASC is to safeguard the quality of the scientific output of CMC.

(e) Election of the President, the Vice-Presidents and the Secretary General

The President, Treasurer, the Vice-Presidents and the Secretary General shall be elected from among the members of the Bureau by secret ballot. They may be re-elected.

In preparation for the General Assembly, the Bureau shall prepare a list of all the nominations and shall submit a recommendation to the General Assembly in order to ensure the smooth functioning of the Foundation, gender balance and balanced geographical representation.

III. FINANCE

ARTICLE 8

The Foundation is financed by membership fees, ordinary contributions, extra-ordinary, contributions, donations and other contributions. The Treasurer, in agreement with the Bureau, drafts the budget that must be approved by the General Assembly. The Bureau is responsible for the sound financial management of the Foundation.

The accounts of the Foundation are to be audited annually by an external auditor.

Member organisations who do not meet their financial commitments will lose all voting rights.

Members must pay their annual contribution between the first of January and the date of the General Assembly of each year.

ARTICLE 9

(a) Allowances

The allowances for the CMC missions are payable to CMC staff, to the CMC President, to the CMC members of the Bureau and to the members of the Advisory Scientific Council. Allowances can be payable in the event of participation in CMC official missions, meetings, and similar activities. The allowances constitute the normal use of CMC and are designated to compensate the living costs during the mission. The amount agreed by the CMC Bureau is €65 per full day of mission.

(b) Daily management

The Bureau can take any necessary decision concerning the financial management of the CMC in order to facilitate the daily work of CMC staff.

(c) Reimbursements

The CMC will only reimburse the travel costs or accommodation costs or other costs relating to each meeting under presentation of original receipts and tickets. The original tickets/receipts for any event, including the General Assembly, must be sent to the CMC office before the last day of February of the year after the event. After that date, no reimbursement may be requested.

(d) Prohibition of funding:

In accordance with Regulation (EC) No. 2004/2003 of the European Parliament and of the Council of 4th November 2003 on the regulations governing political parties at European level and the rules regarding their funding (stating that, the funding of political parties at European level from the general budget of the European Union or from any political parties, which shall continue to be governed by national rules) CMC shall not fund directly or indirectly members of the European Foundation. Nor can the CMC finance EFA in any way.

(e) Co-organised projects:

CMC may co-organise and co-host events or publications or other projects with CMC members and other organisations. The general principle is that the contribution of the CMC to that event will be limited to the contribution of each member and will not be higher than the 50% of the total costs of the event or will not exceed the 50% of the amount generated by the European Parliament's grant multiplier effect. The final amount to be provided to the event is to be decided by the Bureau. For this decision, the political objectives and the activity programme of CMC will be taken into consideration.

(f) Rules on co-organised and co-financing projects:

- The organisation applying for co-financing needs to send its application to the CMC secretariat four (4) months before the date planned for the event. It should table a description of the project, indicating the objectives, methods and budget. The members are invited to use the CMC official form.
- A document with the agreement on co-financing including a short description of the project is to be accepted and signed by all the participants in the project.
- The distribution of the resources will be done as equally as possible between all the projects tabled by the CMC members, taking into account the resources available and the amount of requests.
- An official invoice with all the original tickets/receipts has to be sent to the CMC secretariat for the payment.
- The proposed activities shall respect the objectives of the CMC and its ideological goals.

(g) Visibility of the financing of the European Parliament:

- The visibility of the financing of the European Parliament must be guaranteed in every publication, leaflet and/or product concerning the activity programme as requested in the Convention annually signed between the CMC and the European Parliament.
- Every publication, leaflet and/or product destined for the public must indicate that it has been financed with the support of the European Parliament. It is also necessary to clearly indicate that the communication/publication engages only its author and that the European Parliament is not responsible for the use which could be made of the information contained in the communication or publication.

- The CMC bases its financial rules on the Regulation (EC) No. 2004/2003 of the European Parliament and of the Council of 4th November 2003 on the regulations governing political parties at European level and the rules regarding their funding as well as all the legislative measures provided for in this Regulation.

IV. AMENDMENTS TO THE RULES OF INTERNAL ORDER

ARTICLE 10: Amendments to the Rules of Internal Order

The Rules of Internal Order may be amended by the General Assembly. Proposed amendments must be sent to the Bureau which shall forward them, with its opinion, to the General Assembly.

Amendments to the Rules of Internal Order must be adopted by a majority of the full members.

ARTICLE 11: Matters not covered

The General Assembly shall rule on matters not covered by the Rules of Internal Order.