

STANDING ORDERS

of the Alliance of European Voluntary Service Organisations



of European
Voluntary Service
Organisations

Introduction

Since its foundation in 1982 many decisions and rules of the Alliance of European Voluntary Service Organisations were always based on the Constitution and the practical interpretation of the Constitution by its members.

EC developed the Standing Orders in 1993. The Standing Orders contain several procedures and unwritten rules in the Alliance and interpretations of the Alliance Constitution, which are frequently used. The Standing Orders are meant as a set of rules and guidelines to help the members and the Executive Committee at the GA and through the year.

According to article 4.12 of the constitution Alliance can have "Rules of Procedures" constitution for all kind of activities which are not described in detail in the constitution.

The Standing Orders have to be up to date. Amendments can be made and new chapters can be added if necessary each year by the GA.

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0. Rules of procedures

The General Assembly may decide on "Rules of Procedures" to accommodate for anything not being settled in this constitution (article 4.12).

"Rules of Procedures" will be decided upon by a two-third majority, abstentions counted (article 4.12).

Explanation article 4.12:

- *the "Rules of Procedures" of the Alliance constitution will be named Standing Orders.*
- *there has been a vote on new proposals and amendment for the Standing Orders at the GA.*
- *to accept the Standing Orders two-third of the members have to vote in favour of the proposals.*

The abbreviations in the Standing Orders being used are:

EC = Executive Committee

GA = General Assembly

GC = General Conference

1. Executive Committee and Secretariat

1.a. Tasks of the members of the Executive Committee

All EC-members:

The role of the Alliance Executive Committee members is to be responsible for the implementation of the Alliance plan of action and the daily running of the Alliance.

- represent the Alliance in meetings, and insure feed back into the Alliance
- co-ordinate non EC members involved with the point of Plan of Action
- co-ordinate working groups appointed by the General Assembly
- confer with hosting organisations on preparation of events
- insure accurate production of the GA minutes or other constitutional meetings

- stimulate strategic developments of the Alliance
- collect the proposals for constitutional changes
- encouraging new membership
- ensure the continuity of respective position in the EC by recruiting and preparing new members to carry the duties after new elections to the EC
- take ad hoc tasks decided in the EC

President

The role of the Alliance President is to be responsible for the overall representation of the Alliance and common co-operation between members. President is responsible for the work of EC.

- acts as the legal representative of the Alliance
- monitors and follows the implementation of Alliance Plan of Action
- prepares invitations and agenda of the constitutional meetings
- chairs the constitutional meetings
- prepares the President's Report for the General Assembly
- encourages members to host Alliance's regular events
- encourages members to take positions in EC

General Secretary

The role of Alliance General Secretary is to manage the general means of Alliance to fulfil the Plan of Action. GS acts as a link between EC members in the period between EC meetings and between EC and members in the period between Alliance meetings.

- prepares applications and reports for administrative grants
- maintains up-dated version of the Constitution
- ensures coherence between Constitution and Standing Orders
- writes and spreads the minutes of the EC meetings
- prepares the General Secretary's Report for the General Assembly
- is responsible for the Annual Report of the Alliance
- keeps the archives up to date
- ensures proper registration of official Alliance's documents
- answers membership applications
- keeps an up to date list with addresses of Alliance members, partners, and guests (Invitation List)
- distributes information to the members

- co-ordinates the work of the assistants
- is responsible for the content of the Alliance web site

Treasurer

The role of the Alliance Treasurer is to be responsible for the day to day finances of the Alliance and to propose short and long-term financial policies of the Alliance.

- prepares the annual budget
- administers the day to day accounts
- administers the membership fees, and contributions
- prepares the annuals accounts and arrange the audits
- supervises, signs and controls the application for funding of the Alliance activities
- gives financial reports at EC meetings
- prepare the Financial Report for the General Assembly
- keeps up to date information about funding possibilities

Vice-president

The role of Alliance Vice President is to be a contact person for the Alliance projects and to ensure the coherency and communication between working groups.

- monitors and supports Alliance projects
- replaces the President during absence

Vice-President for External Relations

The role of the *Vice-President for External Relations* is to be responsible for external representation and external policy of the Alliance.

- co-ordinates external relations activities
- ensures sustainability of Alliance external representation
- develops and maintains new contacts
- monitors the working group on external relations
- is a contact and support person for the representatives of the Alliance in the non-Alliance events
- provides training on external relations for Alliance members
- keeps up date contacts with external relations: YF, UNESCO, AVSO, CCIIVS, YAP, SCI, UNV

Additional members

Additional members are responsible for assisting the EC with actions as defined in the POA and ad hoc tasks decided in the EC. They also take responsibility for matters not covered by other EC members. In addition, these positions could be considered for preparation of new core members of the EC.

Transition Period

When passing core positions in the Alliance EC from a current EC member to the newly elected organisation a transition period is foreseen. It lasts no longer than from the end of GA till the end of the Technical Meeting in the following year. The organisation that hosted the former EC and the newly elected organisation are responsible for ensuring cooperation during this transition.

The aim of this period is:

- introduction of the position by previous EC member to the newly elected one;
- securing smooth transfer of information, knowledge, and practices;
- and passing the monitoring of concrete events and activities.

In particular for the Treasurer, this period is to be used for closing the accounts of the current year and assisting the new Treasurer in producing financial reports for Alliance, as well as the necessary reports for the grantors.

A part of Alliance budget planned for the EC work can be used to cover the costs related to this transition period (e.g. meetings between previous and current EC members). Former EC members may be invited to the first meetings of the new EC at the expense of the Alliance.

1.b. TASKS OF MEMBERS OF ALLIANCE MANGEMENT COMMITTEE

The Management Committee has the following tasks:

- to support execution of the Alliance Plan of Action,
- to strengthen connection between the Alliance Executive Committee and Working Groups,
- to ensure consistency of the Alliance events,
- to facilitate information flow between the Executive Committee, Working Groups and the Alliance members,

- to discuss main proposals and issues for the General Assembly, e.g. budget, Plan of Action, changes in the Constitution and Standing Orders,
- to prepare potential Executive Committee members

1.c. TASKS OF ALLIANCE SECRETARIAT

Assistants

The role of Alliance Assistants is to support the EC members.

Concrete tasks and duties will be defined by contracts, signed with the organisations responsible for providing their functions.

2. Membership

2.a. Application for membership

Specific criteria for candidate membership

To become a candidate member of the Alliance all general criteria and specific criteria for candidate membership have to be met:

The organisation has carried out international voluntary service in its own country for at least two years and has had an exchange relationship with Alliance members for at least two years (article 3.5).

Explanation of article 3.5:

- *the organisation needs to have had an exchange with other Alliance members; i.e. the organisation has sent people to volunteer projects of Alliance members and the members have sent people to the volunteer projects of the organisation.*
- *the organisation can have any national identity (European or non-European).*

The applying organisation will be sent information of the Alliance on:

- the Constitution of the Alliance.
- the general information (brochures and annual report) of the Alliance and the voting procedure (see: 5. Voting procedure).

Specific criteria for associate membership

To become an associate member of the Alliance all general criteria and specific criteria for associate membership have to be met:

The organisation has carried out international voluntary service in its own country for at least two years and has had an exchange relationship with Alliance members for at least two years (article 3.4).

Explanation of article 3.4:

- *the organisation needs to have had an exchange with other Alliance members; i.e. the organisation has sent people to volunteer projects of Alliance members and the members have sent people to the volunteer projects of the organisation.*
- *the organisation has to come from a non-European country.*

The applying organisation will be sent information of the Alliance on:

- the Constitution of the Alliance.
- the general information (brochures and annual report) of the Alliance and the voting procedure (see: 5. Voting procedure).

Specific criteria for full membership

To become a full member of the Alliance all general criteria and specific criteria for full membership have to be met:

- the organisation is situated in a European country (article 3.3).
- the organisation has carried out international voluntary service in its own country for at least two years and has been a candidate member of the Alliance for at least the two years before applying for full membership (article 3.3).

Application

Written applications for membership have to reach the General Secretary of the Alliance at least six weeks in advance of the date of the General Assembly (article 3.6).

The Executive Committee must inform the member organisations of the Alliance at least four weeks in advance of the General Assembly about the organisations that are applying for membership (article 3.5).

Explanation of article 3.5:

The application for membership must contain the following items:

- *request for membership*

- *which type of membership*
- *name of the organisation, name of the country, legal status*
- *activities of the organisation*
- *description of the organisation's general activities for youth*
- *description of exchange activities with Alliance members:*
- *activities concerning sending people abroad for the last two years,*
- *activities concerning receiving people in own projects for the last two years*
- *constitution of the organisation*
- *evidence of the legal recognition of the organisation in the country*

This has to be done by the organisations, which apply for candidate membership, as well as the organisations, which apply for associate or full membership. Although Alliance members will know the organisation, which applies for associate or full membership the organisation has the obligation to define its activities during the period of candidate membership.

Organisations, which want to apply for membership, have to fill in the Alliance application form (Appendix 1: Alliance questionnaire for membership).

If candidate members want to obtain associate or full membership, they have to apply for I t after 2 years within a 5 year period of membership; this means, there will be a voting on the request for associate or full membership. Candidate members will not automatically become associate or full members after two years of candidate membership.

The Executive Committee will discuss the application of an organisation and check if the application of the organisation is susceptible. The EC cannot refuse an application by itself. Every application has to be discussed in the GA, apart from the advice and ideas of the EC.

The EC may formulate an (oral or written) explanation towards the member organisations of the Alliance if, and how, the organisation meets the criteria for membership.

The EC will always invite the candidate for the General Assembly, even if the EC has formulated a negative advice.

If the EC thinks that more information is needed to make a decision at the GA, the EC can request an organisation to send more detailed information, especially if there is doubt whether the organisation meets the criteria.

2.b. Beginning for membership

The period of membership for organisations begins following the General Assembly (article

3.7). These organisations may stand for the positions open to their acquired status during the General Assembly.

Financial implications of membership come into effect on the 1st of January of the year following the General Assembly (article 3.7)

Organisations, which have applied for candidate membership, have to be informed about the result of the voting after the General Assembly.

The President or the General Secretary will inform the organisation in writing.

2.c. Loss of membership

Following Art. 3.9 a member can be dismissed from the Alliance, if it does not respect the rules and regulations set up in the Constitution or the Standing Orders.

It means that all items on the list "responsibilities of the members" (Art. 3.3.5, 3.4.4, and 3.5.5) can be reasons for dismissal (for full, associate or candidate members).

1/4 of all full and associate members can make a proposal to review the membership of an organisation.

The proposal is to be sent with an explanation of the reasons to the General Secretary at least twelve weeks before the General Assembly.

After a first written request from the EC to the concerned member, the proposal is discussed by the General Assembly and a vote by a majority of $\frac{3}{4}$ (three quarters) of the full and associate members present is necessary for the dismissal to come into action (Art. 3.9).

A candidate member loses its membership automatically, if it does not apply for (Art. 3.5.3) or does not obtain the full or associate membership after five years.

An excluded member cannot apply for candidate membership within a two year period.

2.d. Application procedure

Acceptance of New Members

New members will be admitted by an absolute majority vote of the full and associate members of the Alliance present at the General Assembly (see article 4.10) (article 3.6).

Explanation of article 3.6:

- *An absolute majority in favour is more than 50% of the full and associate members, which are present at the General Assembly and use their right to vote.*
- *The total number of votes in favour is calculated by counting all the full and associate members, which are present at the General Assembly. This means that the full and associate members, which are absent, and the members which do not use their right to vote, are excluded.*
- *See for an example of the calculation of the absolute majority (Appendix 2).*

Procedure for voting on membership application

The procedure of the voting for membership goes as follows:

- the President will give an introduction to the application of the applicant organisations.
- the applicant organisation(s) can give a short presentation.
- the members can ask questions.
- the applicant organisation(s) will be given the opportunity to answer the questions of the members.
- the applicant organisation(s) will leave the room.
- the members will discuss the application of the applicant organisation(s), which will be lead by the President.
- the EC may express the opinion of the EC and advise the members.
- the members may say their opinion about the applicant.
- the full and associate members will vote on the applicant(s) according to the rules explained by the Voting Committee.
- the voting for the membership application will be done by ballot (Appendix 5: Ballot form for membership).
- when two or more organisations have applied for membership, there will be a vote on the organisations all at the same time.
- the President will announce the voting results to the GA.
- the Voting Committee will show the applicants in.

- the President will inform and explain the results of the vote to the applicant after coming in.

3. Membership fee

Annual subscription

An annual subscription shall be payable by the members of the Alliance (article 8.5) *as decided by the General Assembly.*

As the annual subscription is based on the figures of exchange all members are responsible to send the statistics to the Alliance Secretariat until the 15th of February.

The amount is to be fixed *by the Alliance Treasurer before the Technical Meeting for each member and must be paid before the 1st of June of the same year (article 8.5).*

The annual subscription for new elected members is due on the 1st of January following the General Assembly (article 8.5).

Explanation of article 8.5:

- *All Alliance members must pay the inscription fee.*
- *The annual subscription system can only be decided by the General Assembly.*
- *The proposal to change the size of the subscription can be made at the GA.*
- *The rights and obligations of the treasurer: the treasurer can make a statement about proposals to change the size of the annual subscription.*
- *The treasurer has to accept the change of the annual subscription if decided by the General Assembly.*
- *A new elected organisation will be member after the closing of the General Assembly. They do not pay the membership fee in the year the organisation has been elected but in the next year following the General Assembly, if the GA takes place after 1st of June.*

Failing to pay the annual subscription

Any member who fails to pay the annual subscription in full forfeits its voting rights at the following General Assembly (article 8.6).

Explanation of article 8.6:

- *Normal practice is to pay during the Technical Meeting.*
- *If the organisation did not pay during the Technical Meeting, the treasurer will send a reminder within one month after the Technical Meeting.*
- *Members which have not paid before the 1st of June do not have the right to vote at a General Assembly after 1st of June.*
- *It is the task of the treasurer to receive the membership fee in time and before the organisations can vote at the next General Assembly.*
- *The treasurer must inform an organisation in writing when an organisation has not been paying for a whole year. If an organisation has not paid for a whole year, the treasurer will send a formal warning in January of the second year.*
- *The treasurer is responsible to inform the members every General Assembly about an organisation which has not paid its membership fee.*

Forfeiting membership

Any member who is in two years or more in arrears with their subscription payments automatically forfeits its membership at the following General Assembly (article 8.7).

Explanation of article 8.7:

- *Membership will be forfeited when the subscription fee has not been paid for two years, counting from the date when the annual subscription begins, i.e. January.*
- *The treasurer is responsible to inform the members at the first coming General Assembly about an organisation which has forfeited its membership fee.*

Exceptions

A General Assembly may make exceptions to article 8.6 and 8.7 (article 8.8).

Explanation of article 8.8:

- *The General Assembly can decide to let the organisation which has forfeited its membership, stay a member of the Alliance.*
- *The General Assembly has to vote on the continuation of membership if an organisation has not paid the subscription for two years.*
- *In this case, there will only be voting about the continuation of membership, if an Alliance member or the EC makes a proposal.*
- *The proposal for continuation of membership of a member which has forfeited its membership can be made before and at the General Assembly.*

4. Constitutional changes

Amendments

The constitution can be amended or replaced by a General Assembly (article 10.1).

Any motion from full members or the Executive Committee in force must be submitted in writing to the General Secretary (article 10.1) at least six weeks in advance of the GA (article 10.1).

The GA will consider the motion (article 10.1).

The General Secretary will circulate the received motions to the members four weeks prior to the GA (article 10.1).

The amendments come into action after the rise of the General Assembly (article 10.1).

Explanation of article 10.1:

- *The motion has to be written, by e-mail or by mail.*
- *The General Secretary has to receive the amendment six weeks in advance by e-mail or mail.*
- *Associate members cannot make any amendments.*
- *After having received the proposals from the General Secretary, the members can make an amendment to the proposal before the General Assembly, i.e. four weeks in advance of the GA.*
- *Amendments to the motion have to be sent in writing to the General Secretary by e-mail or mail.*

- *The motion cannot be amended during the General Assembly.*

5. Voting procedure

Voting Committee

If there will be a voting, the President will compose a Voting Committee after the agenda of the General Assembly has been accepted. The Voting Committee will carry out the voting procedure. The Voting Committee will consist of three members:

one member of the EC; two full members of the Alliance, which are not EC members.

Voting procedure by show of hands

The vote by show of hands goes as follows:

- the Voting Committee will explain the procedure;
- the voting will be checked and followed by the Voting Committee;
- a clearly visible paper will be handed out to the members which want to vote;
- the President will ask every member if they want to vote;
- the total numbers of voting members will be counted;
- the President will ask who is in favour of the motion;
- the Voting Committee will count the number of votes in favour;
- the President will ask who is against the motion;
- the Voting Committee will count the number of votes against;
- the President will ask who abstains;
- the Voting Committee will count the number of abstentions;
- the formulation of the motion and the counts of votes will be written at a form of voting results by the Voting Committee (Appendix 3: Voting result form).

Voting procedure by ballot

The voting procedure by ballot goes as follows:

- the Voting Committee will explain the voting procedure and the ballot.
- before the voting, the Voting Committee will ask every member if they want to vote.
- the Voting Committee will hand out a predefined form to the members which want to vote (Appendix 4: Ballot form for proposals).
- the Voting Committee will collect the results.
- the Voting Committee will count the votes.
- the Voting Committee will count the votes for a second time carried out by another

person.

- the formulation of the motion and the counts of votes will be written at the form of voting results by the Voting Committee (Appendix 3: Voting result form).
- the Voting Committee will announce the results in the GA.

Voting procedure by e-vote

In exceptional cases when regular Assemblies cannot take a decision or a decision needs to be taken between the regular Assemblies voting shall be done by e-vote. Only non-constitutional issues may be decided by e-vote. A motion for such a vote may only be proposed by the EC or an Assembly.

All organisations with voting rights valid at the time of the vote are entitled to vote. Voting is conducted by the Voting Committee of the previous Assembly as steered by the General Secretary.

The General Secretary disseminates the voting form and list of voting rights to all the members, indicating the deadline for submission of votes (date and time CET). The Voting Committee collects the votes, counts the votes, and announces the results including the detailed results by every organisation of such a vote within 3 working days.

Motions

All motions shall be settled by vote by a show of hands, but the Chairperson of the Assembly may impose vote by ballot and shall do so if more than one of the present full and associate members so demand (article 4.10).

Each full members shall have one vote only and unless otherwise stated in the constitution all resolutions shall be passed by a simple majority of the full and associate members present (article 4.10).

Explanation of article 4.10:

- *Voting by ballot can be proposed by every full member of the Alliance.*
- *If two or more full members propose to vote by ballot, the voting will be done so.*
- *A simple majority means more than 50% of the total number of full members present, which have voted in favour and which have voted against. This means that the members which have abstained are left out in the calculation of the simple majority.*
- *For the voting by ballot a special form will be used (Appendix 4: Ballot form for proposals).*

- See for an example of the calculation of the simple majority Appendix 2.

Procedure for constitutional changes

The procedure for constitutional changes at the GA goes as follows (reference to article 10.1 and article 4.10):

- The full member which has put forward a motion, has the right to clarify the proposal.
- The full member which has made an amendment to a motion, has the right to clarify the amendment.
- Members are allowed to ask questions to this organisation.
- Before voting the president may give every organisation the possibility to voice its opinion.
- Before discussion the president may propose to make a list of speakers. This means that organisations which want to clarify or to make a statement have to list themselves beforehand.
- The President can decide if discussion about the motion between members will be allowed. If the members agree more than one motion and amendment to a motion to change the constitution may be made.

In case of two or more motions to the same part of the constitution, there will at first be a voting on the motion which proposes the greatest change in the constitution, followed by a voting on the motion which contains a smaller change. The motion which proposes the smallest change will be voted on last.

If an amendment to a motion is made, there will be a voting at first on the amendment to the motion, and then a voting on the motion itself.

In case of more than one amendment to the same motion, there will be at first a voting on the amendment to the motion which proposes the greatest change, followed by a voting on the amendment which proposes a smaller change of the motion. The amendment which proposes the smallest change to the motion will be voted on last.

6. Guidelines for decision-making outside of scheduled EC meetings

Introduction

Due to the Alliance being better recognised and with an increased membership, the need arises more often to make a quick decision (regarding an invitation, for example, or a grant). However, we do not have many EC meetings (because of a lack of time and money) and we want to maintain both internal democracy and our control of information. Therefore clear

guidelines are needed.

Standing orders for decisions which cannot wait for the next EC meetings or GA

For each decision taken outside of the scheduled EC meetings, an EC member must contact the General Secretary.

The General Secretary then informs all the EC members by e-mail containing:

- the subject
- the decision which must be taken
- a possible alternative decision

The General Secretary sets a fixed deadline for the reply to this e-mail.

Each EC member answers the question even if he has no opinion on the matter, giving both his reply and the reasons for this reply.

If an EC member has not replied, the General Secretary phones the person concerned to confirm whether he received the initial e-mail.

After gathering the decisions, the General Secretary will do the following:

- If all the EC members agree on the decision. the General Secretary takes no further action.
- If all the EC members do not agree, but a majority is in favour of the decision, the President, or the Treasurer if it is a financial matter, has the casting vote.
- If there is an equal number of members for and against the decision, the General Secretary compiles a résumé of the arguments and e-mails this to all EC members, in order to arrive at another decision.

If the decision is still split, the President, or the Treasurer if it is a financial matter, has the casting decision.

Finally, the General Secretary sends the text of the final decision, perhaps accompanied by the reasons leading to this decision, to each member.

7. Guidelines for management and resolution of conflicts within Alliance

7.1 Alliance is a cooperative network of independent organisations and does not interfere in internal affairs of its members. Nevertheless, members have the responsibility to comply with

adopted regulations and respect Alliance's constitutional documents. In case of violation or risk of violation of those the Alliance could contribute to solve conflicts between members regarding issues that touch internal regulations of the network.

7.2 Members are entitled to involve the EC and BoA when seeking solutions to conflicts with other members or partners and guests.

The following process provides a mediation pattern which aims at supporting members and preventing situations that could lead to the violation of the network's regulations and members' dismissal (ref. Art. 3.9, Alliance's Constitution).

In case of a conflict between members member has a right to turn to the EC for the support. The EC should evaluate whether the conflict concerns the Alliance and its functioning. In such case the EC should first invite parties to solve the conflict bilaterally. If the conflict is not solved at bilateral level the EC will call the Board of Arbitration to take over the conflict resolution. The BoA is responsible to mediate between the organizations in conflict seeking the suitable solution and to submit recommendations based on the Alliance Constitution, Standing Orders and existing policies to the parties of conflict and to the EC. The conflict parties should follow the recommendations of the BoA. The BoA reports to the EC and GA about the follow up and result of the mediation.

8. Financial regulations

Executive Committee meetings

a) Travel refund

All EC members receive 100% travel refund for one delegate.

Guests who have been invited by the EC can receive up to 100% of their travel costs, as long as there is no other source to cover these costs.

All travel costs are refunded on the basis of cheapest means of transportation. In the case of use of expensive means, permission of the Treasurer should be requested prior to purchase of the ticket.

b) Board & lodging

During EC meetings board and lodging is covered for one delegate of every EC member and the invited guests. In case of exceptionally high costs, the EC members may be requested to contribute to these costs.

Technical Meeting

Support fund requests for travel or participation fees

In case of emergency, members or invited guests for the TM may apply for funds to cover the costs for one delegate. In case no member can contribute to this request, Alliance's budget funding may be requested.

All applications should include the total cost of travel and/or participation with an explanation, why an additional fund is necessary. Non-members should explain why they want to take part in the meeting. Organisations, which send more than one delegate, should be aware that there will not be any support funding. GA makes decision about such requests. If applications are made in the period between the GA and the TM, the EC will decide on the basis of the Alliance budget, approved by the GA.

Granted Alliance events

(General Conference / Post Camp Event / Alliance Seminars etc.)

a) Travel refund

The host organisation makes a proposal on travel refund and participation conditions to the EC and the members, in accordance with the grant provisions.

b) EYF (and other) grants (if applied for in the name of the Alliance)

All applications for grants in the name of the Alliance are prepared by the host organisations and signed and submitted by the Treasurer.

In case of approval of the grant, upon request to the Treasurer, the host organisation may receive advance payment on the grant (unless impossible).

General Assembly**a) Travel refund**

In case there is no EC meeting prior to the GA, all EC members receive 100% travel refund for one delegate. Guests who have been invited by the EC can receive up to 100% of their travel costs, as long as there is no other source to cover these costs.

b) Board & lodging

In the above situation, board and lodging is covered for one delegate of the EC member and invited guests.

c) Participation fees

In case there are any (i.e. if there no funding possibilities for the GA), contribution of member organisations or guests can be requested to cover the costs of the GA.

Management Committee meetings**a) Travel refund**

All MC members receive 100% travel refund for one delegate for a maximum of two meetings a year.

All travel costs are refunded on the basis of cheapest means of transportation. In the case of use of expensive means, permission of the Treasurer should be requested prior to purchase of the ticket.

b) Board & lodging

During MC meetings board and lodging is covered for one delegate of every MC member for a maximum of 2 meetings a year. In case of exceptionally high costs the MC members may be requested to contribute to these costs.

Working group meetings

Each Alliance working group has a budget, adopted by the GA, managed by a person in charge of financial evidences. All actual expenses should not be higher than the estimated budget, approved by the General Assembly. Budget and accounts should be prepared in co-operation with the Treasurer.

a) Travel refund

All WG members may receive up to 100% travel refund, providing the budget is available.

b) Board & lodging

During the WG meetings, board and lodging may be covered, providing the budget is available.

External contacts**a) Travel refund**

EC members or nominated delegates, participating in the non-Alliance meetings on behalf of the Alliance, may receive 100% travel refund, as long as there is no other source to cover these costs.

b) Other costs

If the Alliance decides to send delegates to the non-Alliance meetings, board & lodging and participation fees may be covered, as long as there is no other source to cover these costs. In case of high costs, a contribution of the delegate can be asked.

Office supplies / Secretariat

Alliance EC members and members with specific tasks within the Alliance may be refunded for offices supplies or miscellaneous expenses, which are directly related to their tasks and which are not covered by other sources.

The Alliance EC decides about those refunds from the budget.

9. Establishment of central archives for the Alliance

The Establishment of Central Archives is vital for a number of reasons:

In order to reflect the 'life' of the Alliance - to chart its development, activities and

demonstrate the conditions within which it works.

To be a source of reference material for any interested parties including individuals, organisations and institutions.

To ensure a continuity of common knowledge amongst those involved with the Alliance.

The technical aspects of maintaining the archives should conform with International standards for organisations of a similar type / character and reflects the resources and needs of the Alliance.

The archives should be located at the official, administrative address of the Alliance.

Furthermore:

Its location should be clearly displayed on all documents, letters, forms and official documentation of the Alliance.

All incoming mail and copies of all outgoing mail of the Alliance should be directed to the archives for storage purposes. Regular up-dating of the files should be carried out as appropriate.

This address should be as permanent as is possible in practical terms.

Contact with the Archives and its workforce can be made through its official address. Although there may be initial "teething troubles" these will gradually be overcome as the archives system becomes established. At the end of the term of the respective mandate the EC members should send all related documents to the Archives. All member organisations of the Alliance should send their most relevant archival material to these central Archives.

The essential framework of the Archives is as follows:

➤ The Archives is divided into 2 parts:

- A. documentation resulting from the activities of the Alliance itself acting as an umbrella organisation for voluntary work.
- B. documentation produced by the individual organisations who are members of the Alliance, in carrying out their activities.

II. Duration of Storage in the Archives (as a legal minimum)

A. Documentation of the Alliance.

- Reports of the General Assemblies.
- Externally audited Financial Reports for each consecutive year.

These should be stored indefinitely.

- Reports of the General Conferences.
 - Minutes of EC.
 - ⇒ These should be stored for 10 years.
 - Reports of the Technical Meeting.
 - Reports of the Post Camp Events.
 - ⇒ These should be stored for 5 years.
- Responsibility for assuring the smooth running of the Archives and ensuring its continuing existence should be with the General Secretary of the Alliance.
- IV. Financial provision for the Archives should be made in the annual budget of the Alliance. It is therefore submitted that a decision should be taken by the Alliance concerning the establishment of Central Archives taking into account the political, financial and organisational aspects of doing so.

10. Working methods between the EC and the meeting hosts

The following document outlines the different kinds of meetings that may be organised and hosted by Alliance members and states the respective roles and obligations of the Alliance and host organisations for each.

Alliance meetings that are hosted by an Alliance member organisation remain an Alliance meeting and thus under the authority of the Executive Committee, if :

- the meeting is one of the annual events decided by the General Assembly, i.e. TM, PCE, GC, GA
- the meeting is grant-aided in the name of the Alliance

The obligations of the host organisation and the Executive Committee are the following :

One or more meetings before the application and then before the event between the EC and the host, in order to fix the dates, place, budget and contents / programme of the meeting (the EC should check that the contents are in line with the needs of the Alliance and its members, with the contents of other Alliance meetings, with the overall functioning of the Alliance), as well as with what was in the grant application.

The grants are sought in the name of the Alliance, thus applications should always be sent through the Alliance treasurer. In order to avoid cash flow problems, the Alliance can make an advance, if its own cash situation permits. Otherwise, as soon as the first part of the grant is received, the Alliance must transfer the money to the host organisation. For grant-aided meetings, 10% of the total grant should be allocated to the Alliance, in order to cover general

administrative costs.

The invitation list is an EC responsibility. The host can propose the invitation of national organisations and institutional representatives etc. to the EC.

Invitations should be sent by the meeting host - their contents may be studied together with the EC.

Any subsequent changes concerning the meetings (programme and other) should only be made in agreement with the EC.

The host organisation is in charge of the practical logistics, co-ordinating and leading the meeting (except for the GA), but it can ask the EC for support, if necessary.

The host must send a financial report and the balance sheet to the Treasurer no later than two months after the meeting, on headed notepaper, dated, signed and stamped, for inclusion within the Alliance accounts. For grant-aided meetings, this financial report should also include copies of all the receipts for expenses for the meeting and should, once approved, be sent by the Treasurer, to the funding institution.

Meetings can be organised by Alliance members in partnership with the Alliance:

If there is a decision beforehand, taken by the GA or the EC, following a proposition by the host organisation.

The grant applications, invitations etc. are made in the name of the meeting host, after Alliance agreement

The partnership with the Alliance is announced in all documents

In order to help smaller or newer organisations to host Alliance meetings, organisations may ask the EC to seek support from other member organisations for the preparation and co-ordination of meetings.

Of course Alliance members are free to organise other meetings inviting all or some member organisations. This is not an Alliance meeting and therefore the Alliance has no right to intervene at all, nor is responsible at any level in the organisation of the meeting.

11. Partners

11.1. According to the Alliance Constitution Art. 3.11. the Alliance has Partners. A partner is an organisation involved in International Voluntary Service, implementing workcamps, currently working with Alliance members and well known by the Alliance because they have already joined events they were invited to; they already respect and follow Alliance Quality Charter.

There are no geographical criteria, but the focus should be on European countries,

where we don't have any members.

11.2. Partner organisations have the following rights:

- Partner organisations have permanent invitations to take part in certain Alliance Events (TM, evaluation event, and GC).
- They can have as many partnerships as they like (and Alliance members wish).
- They use the standard exchange system of the Alliance, as described in the Alliance Guidebook.
- They can propose update on all technical matters.

11.3. Partner organisations have the following responsibilities:

- Partner organisations are responsible to follow and respect the Alliance philosophy (explained in the preamble of the Constitution), the Alliance Quality Charter, and follow the rules of the host organisations (before, during, and after the events).
- They have to pay on time the relevant contributions to the Alliance budget.
- They have to provide all necessary documents (program, evaluation, statistics, questionnaire, report, financial aspects, etc.) when requested.
- They have to inform the GS of any change in their addresses and contact persons.

11.4. After a three year period in a guest status, an organisation may apply to become an Alliance partner. In order to obtain this status it has to send a letter to General Secretary, and this application is brought for voting at the next GA. An absolute majority of the members present is necessary for approval of such an application. The organisations requesting the partner status are not invited to the GA. After the GA the GS sends a letter to the organisations to inform them if they are accepted or not.

11.5. In case a partner organisation does not show up at two consecutive TMs, and/or at least 5 (five) Alliance members request it, the status of a partner has to be reconfirmed by a simple majority of the members present at the GA. After losing the status of the partner, an organisation may apply for becoming a guest (see the procedure for becoming a guest).

11.6 The partnership status should be reconfirmed every 5 (five) years. Alliance members are responsible for the evaluation of the cooperation with partners and the reconfirmation of their Partner status. Based on the outcomes of the evaluation the status of a partner is reconfirmed by a simple majority of the members present at the GA. In case of negative evaluation the partner is contacted to get support by members in order to solve the problems and reach the partnership requirements again. The next year a new evaluation is conducted. In case of a new negative evaluation the process of losing partner status may be initiated. To be approved this motion has to be supported by a

simple majority of the members present at the GA. After losing the status of the partner, an organisation may apply for becoming a guest (see the procedure for becoming a guest).

12. Guests and guest organizations

- 12.1. A guest organisation is a new organisation, organising, or planning to organise, international voluntary service activities, which Alliance members would like to meet to start or develop partnership. Guest status entitles organisations to one year participation to Alliance events. The main criteria for guest organisations must be the quality of the work and the potential of co-operation within the Alliance.
- 12.2. The Executive committee and the host organisation can invite individuals and networks as guests to the Alliance events. The EC can invite organisations according to the membership policy paper.
- 12.3. Guest organisations have the following rights:
 - A guest organisation has a one year invitation (from GA to GA, including the TM), which consists of the preparation phase, co-operation and evaluation phases. This should be led by the tutor organisation.
 - It can start as many partnerships as it likes (and Alliance members wish), and it is not limited to organisations which have supported its participation.
 - To be supported to organize international voluntary service activities of a good quality in accordance to the Alliance Quality charter.
 - A guest can apply to become a Partner of the Alliance after three consecutive years as guest, if it fulfils the criteria (see procedure for Partners).
- 12.4. Guest organisations have the following responsibilities:
 - The guest organisations must follow the rules of the event,
 - Be prepared for participation in the events (with assistance of the supporting members and/or EC),
 - Respect and follow the Alliance Quality Charter,
 - To pay the relevant Alliance contributions on time.
- 12.5. An organisation interested in being invited to the Alliance events as a guest shall contact at least five member organisations that will act as supporting members and provide the guest application form (Appendix 11) at least three weeks before the GA. Supporting member should send the "letter of support" to the Alliance General Secretary at least three weeks before the GA. The content of the message should contain the information as in Appendix 12. The organisation giving the "letter of

support" should take responsibility to ensure that the guest is following the Alliance Quality Charter. As an exception, a new organization that wants to be invited to an Alliance event for the first time can be introduced by at least one supporting member to the EC which shall decide using the provision of Art. 12.2.

- 12.6. At the General Assembly the members take a decision about the guest applications one by one for the following year by absolute majority vote. One of the supporting members has to take the function of tutor of the guest for the following year. If there is no organization willing to take on this task, the organization can't be accepted as a guest.
- 12.7. A guest organisation automatically loses this status after 1 (one) year (from GA to GA). The organisation can apply to become a guest again and should provide data on exchanges with Alliance members and partners; if necessary the Tutor should provide additional feedback. At the General Assembly the members take a decision about the renewal. If the Guest organization doesn't show interest in renewing its status for at least two years the procedure stated in 12.5 applies.

13. Working groups

13.0. General Orientation

There are four categories of Working Groups (WG):

1. Permanent Committees to assist the EC in the internal life development or external relations of the Alliance. Two Committees are set up: Alliance Development and External Relations, under the direct responsibility of EC members.
2. Regular Working Groups on exchanges needs;
3. Occasional Working groups on new action fields;
4. Steering committees or Prep teams for the Alliance projects and events.

13.1. The General Assembly can appoint the Working groups and Committee to follow on specific issues.

13.2. The proposal to create a working group can come from members, the EC, or former working groups. The proposal has to reach the Vice President 6 weeks prior to the General Assembly. The proposal has to include the subject, the theme, the budget, and the names of the coordinator. Extraordinarily, a proposal to form a new Working Group can be presented even during the GA, provided that it is sent in written form stating the reasons, subjects, budget and the name of the coordinator.

- 13.3. Coordinators of the WG are individuals, mandated by member organisations that are responsible for carrying out this task. Coordinators of the WGs are appointed by the General Assembly every year.
- 13.4. Members of WG are individuals, presented and mandated by members, i.e. if the members give no mandate, the person cannot take part in the WG.
The organisation interested in joining a working group should express its interest at the GA. A mandate from the organisation should be submitted before December 1st to the vice president. The vice president checks and validates the lists.
The recommended composition is 6 members plus a coordinator. The budget is allowed according to this number.
If a member of a WG resigns from the WG, the member organisation is not obliged to fill this position.
- 13.5. All the working groups and committees meet during the Alliance Days, at the Technical Meeting and the General Assembly, and at minimum once during the year according to the financial possibilities of the network, during the Joint Meeting according to the needs of all working groups and committees. Working Groups and Committees' members, coordinators and EC members have a chance to feedback on each other's activities, work closely and prepare the Alliance GA. The recommended composition is 5 members plus a coordinator. The budget is allowed according to this number. If a member of a WG resigns from the WG, the member organisation is not obliged to fill this position. The Working Groups and committees are allowed to search for additional funding to support their other yearly meetings.

13.6. Responsibilities of Working groups

WG are responsible to:

- present a programme with defined objectives and aims linked to the PoA, which has to be achieved
- present and follow up on the budget, seek for additional funding for their activities
- report at minimum after every meeting to the member organisations and provide information to the EC, when requested
- prepare an annual report for the GA
- appoint a reporter to ensure the internal communication, the work of the WG and the links with the EC, as well as assign different roles and responsibilities within the group, in order to better address the Plan of Action.

13.7. Rights of Working groups

WG have the following rights:

- make proposals to the Executive Committee or the GA. All such proposals must be sent to the EC to be added to the GA documents.
- apply for funding on behalf of the Alliance after agreement of GA or EC.
- if necessary ask to be present at the EC meeting to explain proposals and important matters
- use Alliance services

Appendix 1-A Candidate Membership Application Form**CANDIDATE MEMBERSHIP APPLICATION FORM**

To be filled out by the organisation which wants to apply for candidate membership of the Alliance of European Voluntary Service Organisation?

GENERAL INFORMATION

Name of organisation:	
Founded in (year):	
Number of members:	
Address (postal):	
Telephone:	
Fax:	
Email:	
Website:	
Contact person (for the Alliance):	
Email-Address of this contact person:	
Membership in other international networks or organisations:	

INFORMATION ON THE ORGANISATION

What are the aims of your organisation?

What are the activities of your organisation?

What is the target group for your activities?

What is the geographical scope for your activities?

How many people work in the secretariat/office?

Can you give a short description of the organisational structure?

List of names of the people involved in making of decisions and of the senior executive staff.

Are you affiliated with other organisations on national or international level? (Please, specify.)

Do you have other activities than short term voluntary service? If yes, what are they?

If short term voluntary service is not the only activity of your organisation, what is the percentage of short termvoluntary service in comparison to the total activities?

MEMBERSHIP EXPECTATIONS

Why do you seek membership with the Alliance?

What can you offer to the Alliance? For example, projects, EC-membership, special activities, networking, specific knowledge?

MEMBERSHIP CRITERIA

How is your organisation involved in international voluntary service?

Is your organisation an independent national organisation? Does it have any relationship with a governmental structure? Do you have any branches or offices in other countries?

What is the official or legal status of your organisation in your country?

Does your organisation have a structure that encourages young people to play an active role in the organisation?

How are young people involved?

Does your organisation accept the provisions of the Alliance constitution (preamble, article 3.1).

COOPERATION WITH ALLIANCE MEMBERS

Has your organisation carried out international voluntary service in your own country for at least two years?

(Please, specify.)

Did your organisation have an exchange relationship with Alliance members for at least two years? (Please, specify, mention the activities and the years.)

From which Alliance members did you receive volunteers in former years?

To which Alliance members did you send volunteers in former years?

Please add:

- **evidence of the legal recognition of your organisation in your country.**
- **constitution of the organisation.**
- **leaflets about the organisation and the activities**

Appendix 1-B Associate Membership Application Form**ASSOCIATE MEMBERSHIP APPLICATION FORM**

To be filled out by the organisation which wants to apply for associate membership of the Alliance of European Voluntary Service Organisation?

GENERAL INFORMATION

Name of organisation:	
Founded in (year):	
Alliance candidate since (year):	
Number of members:	
Address (postal):	
Telephone:	
Fax:	
Email:	
Website:	
Contact person (for the Alliance):	
Email-Address of this contact person:	
Membership in other international networks or organisations:	

MEMBERSHIP CRITERIAS

Has your organisation been a candidate member of the Alliance for at least the two years at the next General Assembly?

Has your organisation carried out international voluntary service in your own country for at least two years? (Please, specify.)

CO-OPERATION WITH ALLIANCE MEMBERS

Did your organisation have an exchange relationship with Alliance members for at least two years? (Please, specify, mention the activities of the last two years.)

From which Alliance members did you receive volunteers in the last two years?

To which Alliance members did you send volunteers in the last two years?

Please add: leaflets about the organisation and the general activities.

Appendix 1-C Full Membership Application Form**FULL MEMBERSHIP APPLICATION FORM**

To be filled out by the organisation which wants to apply for full membership of the Alliance of European Voluntary Service Organisation?

GENERAL INFORMATION

Name of organisation:	
Founded in (year):	
Alliance candidate since (year):	
Number of members:	
Address (postal):	
Telephone:	
Fax:	
Email:	
Website:	
Contact person (for the Alliance):	
Email-Address of this contact person:	
Membership in other international networks or organisations:	

MEMBERSHIP CRITERIAS

Is your organisation situated in a country which is situated in Europe?

Has your organisation been a candidate member of the Alliance for at least the two years at the next General Assembly?

Has your organisation carried out international voluntary service in your own country for at least two years? (Please, specify.)

CO-OPERATION WITH ALLIANCE MEMBERS

Did your organisation have an exchange relationship with Alliance members for at least two years? (Please, specify, mention the activities of the last two years.)

From which Alliance members did you receive volunteers in the last two years?

To which Alliance members did you send volunteers in the last two years?

Please add: leaflets about the organisation and the general activities.

Appendix 2 Examples Of The Calculation Of Absolute Majority And Simple Majority

[Read articles 3.6.4.5.4.10,4.12 and 10.1 of the constitution of the Alliance.]

Definitions:

- guaranteed majority: the majority has been quantified beforehand mentioned in the constitution; more than a certain number of votes, f.ex. more than 2/3 of all the members.
- absolute majority: number of votes in favour is greater than the total of the number of votes against and the number of abstentions. All members which voted are included. This means that possibly non valid votes (by ballot) are also counted.
- simple majority: number of votes in favour is greater than the number of votes against. The simple majority is only decided by the votes in favour and by the votes against. Non valid votes and abstentions are not included in the calculation.
- quorum: a fixed minimum number of members allowed vote, which has to be present at the meeting to be able to have a vote on a proposal. This is mentioned in the constitution.

F: the number of votes in favour.

A: the number of votes against.

AB: the number of abstentions; this means voting but not having chosen in favour or against.

N: the number of non valid votes; f.ex. vote by ballot: form which has been wrongly filled in. This is counted as abstention.

TM: the total number of members present at the meeting, allowed to vote.

NV: the organisations which do not want to vote.

TV: the total number of votes.

The total number of votes it has to be defined before the voting takes place. It might happen that an

organisation which has the right to vote, does not want to vote. Therefore, one has to ask how many

organisations will vote on the proposal.

Thus: $TV = TM - NV$

Or: $TV = F + A + AB + N$

AM: the absolute majority is more than the half of all the votes.

According the rule: $AM > 1/2 * TV$.

SM: the simple majority is more than the half of the number of votes in favour and the number of votes

against.

According to the rule: $SM > 1/2 * (A+F)$.

Example I

- an organisation has 26 members which are allowed to vote.
- 25 members are present at the General Assembly.
- 2 members do not want to make a vote.
- at the meeting there is a vote by ballot.
- 13 votes in favour; 6 votes against; 3 abstentions; 1 form shows irregularities.

$$TM = 25$$

$$NV = 2$$

$$TV = 25 - 2 = 23$$

$$F = 13$$

$$A = 6$$

$$AB = 3$$

$$N = 1$$

$AM = 1/2 * 23 = 11.5$; $F > AM$, there is an absolute majority to accept the proposal.

$SM = 1/2 * (13 + 6) = 8.5$; $F > SM$, there is a simple majority to accept the proposal.

Example 2

- an organisation has 26 members which are allowed to vote.
- 25 members are present at the General Assembly.
- 2 members do not want to make a vote; 23 members have made their vote.
- at the meeting there is a vote by ballot.
- 7 votes in favour; 6 votes against; 9 abstentions; 1 form shows irregularities.

$$TM = 25$$

$$NV = 2$$

$$TV = 25 - 2 = 23$$

$$F = 7$$

$$A = 6$$

$$AB = 9$$

$$N = 1$$

$AM = 1/2 * 23 = 11.5$; $F < AM$, there is not an absolute majority to accept the proposal.

$SM = 1/2 * (7 + 6) = 6.5$; $F > SM$, there is a simple majority to accept the proposal.

Appendix 3 Voting Result Form

To be used by the Voting Committee when counting votes.

Proposal number (reference to minutes):		Number of voting organisations present:
Description:		
Total counts: In favour	Total counts: Against	Total counts: Abstention
Voting result ¹ : Accepted / Not accepted		
Signature Voting Committee ² :		

¹Make a circle around the option which is the result of the voting.

²Every voting procedure has to be signed by the Voting Committee.

Appendix 4 Ballot Form For Proposals

Proposal number:		
In favour	Against	Abstention

Explanation:

Make your vote by crossing in one of the open spaces under the three options:

In favour: We want this proposal to be accepted.

Against: We do not want this proposal to be accepted.

Abstention: We do not want to vote in favour or against this proposal.

Voting forms of which more than one option has been filled in are not valid.

If you have made a mistake on your voting form, ask the Voting Committee for a new voting form.

Appendix 5 Ballot Form For Membership

NAME OF THE APPLICANT ORGANISATION: TO BE FILLED IN BY THE EC (BEFOREHAND)		
In favour	Against	Abstention

Explanation:

Make your vote by crossing in one of the open spaces under the three options:

In favour: We want this applicant organisation to become member of the Alliance.

Against: We do not want this applicant organisation to become member of the Alliance.

Abstention: We do not want to vote in favour or against the application of this applicant organisation.

Voting forms of which more than one option has been filled in are not valid.

If you have made a mistake on your voting form, ask the Voting Committee for a new voting form.

Appendix 6 Proxy Voting Procedure

A member organisation who is not able to attend to any voting session by any reason during a General Assembly, may transfer its voting right to another organisation. The case should be declared in written form, by the proxy giving organisation to the voting committee before the General Assembly.

Each participating full member can hold only one proxy vote from a member organisation who is not able to attend.

If the proxy giving organisation is not participating in the General Assembly at all, the proxy has to reach the President of the Alliance before the General Assembly, in written form. The beginning of the proxy should be clearly indicated whether it is for the whole General Assembly or only for a certain period or after a certain time during the General Assembly.

Here is an example for the proxy giving:

To the Voting Committee of the Alliance General Assembly (year)

or

To the President of the Alliance (if the organisation is not participating in the General Conference before the General Assembly)

(Name of organisation) hereby request that our proxy at the Alliance General Assembly (year) be carried by (Name of the chosen organisation) for

the whole GA

during our absence between ... and

after we leave the GA

Signature

Date

Appendix 7 Management of Alliance events and projects

Introduction:

The Alliance has now a lot of activities, events and projects. There are different categories of events and projects:

- Regular events:

- General Assembly
- General Conference
- Post Camp Event
- Technical Meeting
- Alliance days.

- Other events:

- Study Session
- Training for trainers
- Big Weekend...

- Projects hosted by an Alliance member or by the Alliance:

- EVS workcamp project
- "Still Active".

Alliance members are active in finding projects and inviting other Alliance members to take part in them. A lot of the Alliance members want to host Alliance events.

Alliance's Executive Committee proposes to start a new management system of Alliance events and projects.

What is an Alliance activity?

An Alliance activity is:

- *An Event, Project or Working group, or a combination of those three (e.g. a project coordinated by a Working group);*
- *Initiated by either the EC or (a group of) member(s);*
- *Which is interesting for the Alliance as a network or for which there is interest of the members involved for it to be an Alliance activity (e.g. for obtaining a grant);*
- *Which has a clear objective, well defined outcomes, and a realistic budget;*
- *Which is approved by the GA and is part of the Plan of Action and the Alliance budget;*
- *Which is financed by:*
 - *Income generated by the activity itself (e.G. participation fees, product sales);*
 - *Grants related specifically to the activity, either grants for the Alliance or to a member organisation involved in the activity*
 - *Part of the general budget of the Alliance dedicated by the GA to this activity;*
 - *A combination of these sources.*

- *For which it is clear which member or member(s) is/are responsible for realizing the objective, managing the budget and ensuring proper follow-up in terms of reporting, evaluation, and dissemination;*
- *For which the progress is monitored by the EC and for which the EC should (re)act if the activity is or might be at risk of not meeting its objectives or budget;*
- *Which follows the following life-cycle: Initiative phase, proposal phase, decision phase, execution, evaluation phase, dissemination phase;*

Note : *not all activities initiated by and/ or executed by a group of members have to be an Alliance activity.*

A group of members can cooperate in a joint activity, without it being a part of the Alliance Plan of Action or the Alliance budget. This also means the constitutional bodies of the Alliance (e.g. EC, GA) have no formal involvement with such an activity.

However it is recommended that:

- *All members of the Alliance are informed of the existence of such an initiative by the involved members, in order to enable other organisations to express an interest*
- *At Alliance events the possibility is created for members to communicate on such activities*

At the same time we had discussions about the transparency to find hosts of Alliance events, the decision

process and sometime the management of events and projects is not very efficient.

The Alliance now needs to implement a commonly agreed event and project management system.

The Alliance Executive Committee propose the following orientations:

Alliance events:

1. Application:

The Alliance should create a clear and transparent applications system of Alliance events.

- A call for hosting events has to be launched by EC according to actual needs
- A letter of interest should reach the General Secretary a latest six weeks in advance of the General Assembly, which decides about the host of the event.
- The decision has to be taken at least two years before the event.
- The letter of interest should include a short description of the event, the interest of the organisation to host the event and first ideas about content, budget, and venue.
- Before the event the host should give all relevant information about venue and participation conditions during the General Assembly or a plenary meeting.
- If necessary the host has to work on a budget application and send it to the Treasurer in required timeframe.

2. Management:

- After approval of the host there should be an agreement between the host and the Alliance about this event.
- According to the Standing orders the General Secretary is responsible for the event management inside the EC.
- The host has to name a responsible person for the event. This person should be name in the application form.
- The host and the General Secretary are responsible for informing each other about all relevant details. General Secretary and host have to co-ordinate the distribution of information among members.
- For the application to all Alliance events the Alliance website should be used, generally
- After every event the host is responsible for preparing a report about the event, including accounts.

Alliance projects:

1. Application:

The Alliance should also create a clear and transparent system for applications to host the Alliance projects.

- A call for hosting events has to be launched by EC according to actual needs or by members or by working groups. The proposal has to be sent to the Vice-president.
- The decision can be taken by the General Assembly, the plenary meeting or the Management Committee.
- The proposal should include a short description of the project and estimated budget, including possible sources of funding of it.
- If necessary the host has to prepare the grant application and submit it in due time to the Treasurer

2. Management:

- After acceptance of the host there should be an agreement between a host and the Alliance about the project.
- According to the Standing orders the Vice president is responsible for the project management inside the EC.
- The host has to name a responsible person for the project.
- The host and the Vice president are responsible for informing each other about all relevant details.
- In case of the long-term project the host is responsible for interim reports to the EC and members.
- The Vice president and the host have to co-ordinate the distribution of information among members.
- After completion of the project the host is responsible for preparing a report about the event, including accounts.

Appendix 8 Application form of Alliance events and projects

Application Form

To the General Secretary
of the Alliance

(Name of organisation)

is willing to host the following Alliance event:

(Name of the event)

The responsible person is:

.....

Please find attached our first draft proposals about dates, venue, content and financial information.

Date, Signature on behalf of organisation

Appendix 9 What to consider when thinking of hosting Alliance TM

(recommended criteria for TM hosts)

Recognising the importance of Technical Meeting as a core event of the Alliance it is strongly recommended that application for hosting this Alliance event always meets the following criteria:

- The venue can accommodate at least 150 participants during period of about one week;
- The venue should be easily accessible in terms of international and local travel;
- Detailed and true travel/venue information should be presented to the participants;
- Internet access should be easily available and preferably included in the participation fee;
- To have in mind the possible need to apply for visa for the majority of participants;
- The period of Technical Meeting should be during the first week of March, and it should cover one weekend to secure lower rates for international travel;
- The participation fee should be kept as low as possible yet enabling host to maintain good hospitality standard, it should not exceed 300 Euro + up to 60 Euro charged separately for the Alliance Day.

When choosing the host organisation those members who never hosted TM before should be given the priority.

Appendix 10 Information dissemination

(see explanation of the proposal in a separate document)

The responsibility for managing dissemination of information in the Alliance lies on the General Secretary and the task is performed by the Secretariat. The Alliance website should be a preferred means for information dissemination.

EC:

Decision list of the General Assemblies with the adopted Plan of Action and the summaries of Executive Committee Meetings shall be circulated to **all members** no later than 4 weeks after the event. The draft Minutes of the General Assembly shall be sent out to the members no later than 3 weeks before the Technical Meeting. The draft Minutes of the EC meetings shall be available to the members no later than 4 weeks after the meeting; a decision list of the EC meeting no later than 2 weeks after every EC meeting.

Information on the meeting/event of the Alliance representative(s) should be circulated to all members within 4 weeks after the event under the responsibility of the representative. All members have the right to be informed about all invitations received.

Members shall be informed about all contracts and agreements signed in the name of the Alliance within 4 weeks after it is done. Each member, at their request, has the right to receive the full copy of the above.

Working Groups:

Reports of every meeting shall be sent out to the members no later than 4 weeks after every WG meeting.

Appendix 11 Guest application form

GUEST APPLICATION FORM

To be filled out by organisations that want to apply for guest status of the Alliance of European Voluntary Service Organisation.

To be sent to the Alliance General Secretary (general-secretary@alliance-network.eu) at least six weeks before the General Assembly of the Alliance.

GENERAL INFORMATION

Name of organisation:

Founded in (year):

Legal status:

Number of members:

Address (postal):

Telephone:

Fax:

Email:

Website:

Contact person (for the Alliance):

Email:

Membership/Partnership and/or branch in other international networks or organisations:

INFORMATION ON THE ORGANISATION

1. What are the aims of your organisation?
2. What are the activities of your organisation?
3. What is the target group for your activities?
4. Please give some details of your workcamps (type of activities, duration, number of international/national volunteers, leaders/coordinators, etc.) If you are not organising any, please give details about your implementation plans for the coming year.
5. In the last 3 years:
 - a. How many workcamps, M/LTV projects did you organise?
 - b. How many international volunteers did you host (workcamps, M/LTV):
 - c. How many volunteers did you send abroad (workcamps, M/LTV):
 - d. Which Alliance members have you cooperated with and in what capacity:
6. How many people work in your office?
7. Can you give a short description of the organisational structure?
8. Why do you seek guest status with the Alliance?
9. How could you contribute to the Alliance?

By submitting this application you agree that you have read, understood and will fully comply with the Alliance Quality charter.

Appendix 12 Letter of support**LETTER OF SUPPORT**

To be provided by the member organisation wanting to support new guests of the Alliance of European Voluntary Service Organisation.

To be sent to the Alliance General Secretary (general-secretary@alliance-network.eu) at least six weeks before the General Assembly of the Alliance.

The letter should include the following information:

- Name of the member organisation:
- Name of the supported organisation:
- When did you start cooperating (year)?
- What kind of activities have you jointly implemented?
- If you have already had volunteers' exchanges how many volunteers did you send and receive?
- What benefits will the Alliance gain by the participation of this organisation?
- Are you willing to be the Tutor of this organisation during the following year?

Appendix 13 Partner application form

PARTNER APPLICATION FORM

To be filled out by organisations that want to apply for partner status of the Alliance of European Voluntary Service Organisation.

To be sent to the Alliance General Secretary (general-secretary@alliance-network.eu) at least three weeks before the General Assembly of the Alliance.

GENERAL INFORMATION

Name of organisation:

Founded in (year):

Legal status:

Number of members:

Address (postal):

Telephone:

Fax:

Email:

Website:

Contact person (for the Alliance):

Email:

Membership/Partnership and/or branch in other international networks or organisations:

INFORMATION ON THE ORGANISATION

- What are the aims of your organisation?
- What are the activities of your organisation?
- In which years have you hold the guest status in Alliance?
- How did your organisation benefit from the cooperation with Alliance/Alliance organisations. How many/With which member organisations did you cooperate with?
- What is the target group for your activities?
- Please give some details of your workcamps (type of activities, duration, number of international/national volunteers, leaders/coordinators, etc.)
- In the last 3 years:
 - How many workcamps, M/LTV projects did you organize yearly?
 - How many international volunteers did you host yearly(workcamps, M/LTV):
 - How many volunteers did you send abroad yearly(workcamps, M/LTV):
 - Which Alliance members/partners have you cooperated with and in what capacity:
- How many people work in your office?
- Can you give a short description of the organizational structure?
- Do you know the membership policy and Constitutional documents of the Alliance? Do you know rights and duties of the partners?
- Why do you seek partner status with the Alliance?
- How could you contribute to the Alliance?

By submitting this application you agree that you have read, understood and will fully comply with the Alliance Quality charter.