



**GENERAL ASSEMBLY  
GUIDELINE**

**First version  
February 2011**

## INDEX

<b>Article 1 – General.....</b>	<b>4</b>
Art. 1. Section 1. Application	4
Art. 1. Section 2. Policy	4
Art. 1. Section 3. Objectives of the GA activities	4
Art. 1. Section 4. To win the organization of the General Assembly	4
Art. 1. Section 5. Guidelines for EUDY GA Organising Committees	4
Art. 1. Section 6. Official languages	4
Art. 1. Section 7. Attachments	4
Art. 1. Section 7. Abbreviations/Definitions	5
<b>Article 2 – General Assembly planning.....</b>	<b>5</b>
Art. 2. Section 1. General Assembly Organising Committee	5
Art. 2. Section 2. Organizational structure and communication channels	5
Art. 2. Section 3. Reporting	5
Art. 2. Section 4. Timeline	6
Art. 2. Section 5. GA location	6
Art. 2. Section 6. Date	6
Art. 2. Section 7. GA program	6
Art. 2. Section 8. Public Relations	6
Art. 2. Section 9. Logo	7
<b>Article 3 - General Assembly director and leaders .....</b>	<b>7</b>
Art. 3. Section 1. General	7
Art. 3. Section 2. GA director	7
Art. 3. Section 3. GA staff	7
Art. 3. Section 4. Submitting to EUDY board	7
<b>Article 4 – Registration .....</b>	<b>7</b>
Art. 4. Section 1. Responsibility	7
Art. 4. Section 2. Deadline	8
Art. 4. Section 3. Registration fee	8
<b>Article 5 – Before the GA.....</b>	<b>8</b>
Art. 5. Section 1. General	8
Art. 5. Section 2. Accommodation	8
Art. 5. Section 3. Food	8
Art. 5. Section 4. Information	8
<b>Article 6 – During the GA.....</b>	<b>8</b>
Art. 6. Section 1. Transportation	8
Art. 6. Section 2. Duties	8

<b>Article 7 - Meals.....</b>	<b>9</b>
<b>Article 8 – Budget.....</b>	<b>9</b>
Art. 8. Section 1. Inspection costs	9
Art. 8. Section 2. Accommodation for board and staff members during the General Assembly	9
Art. 8. Section 3. Financial responsibilities	9
Art. 8. Section 4. Overview of financial support	9
<b>Article 9 – Camera and pictures.....</b>	<b>9</b>
Art. 9. Section 1. Pictures	9
Art. 9. Section 2. Group picture	9
Art. 9. Section 3. Videotaping	9
<b>Article 10 – Visitors and Media .....</b>	<b>10</b>
Art. 10. Section 1. Visitors	10
Art. 10. Section 2. Research	10
Art. 10. Section 3. Media	10
<b>Article 11 – Certificate of Attendance.....</b>	<b>10</b>
Art. 11. Section 1. General	10
Art. 11. Section 2. Certificates	10
Art. 11. Section 3. Content of the certificate	10
<b>Article 12 – Post-GA.....</b>	<b>11</b>
Art. 12. Section 1. Final report	11
Art. 12. Section 2. Deadline	11
<b>Article 13 – Interpretation of the Internal Rules.....</b>	<b>11</b>

## **Article 1 – General**

### **Art. 1. Section 1. Application**

The EUDY General Assembly guidelines are intended to provide the organising committee (GOC) for the GA a clear overview of their responsibilities and duties. In addition to the guidelines, an appointed EUDY board member as a contact person will be in frequent contact with the GOC throughout the planning process. These guidelines are intended to be used for the annual General Assembly, which is being held in May or July.

Only Full Members may form an organising committee and those members are the only one who has a full insight in the guidelines and attachments.

### **Art. 1. Section 2. Policy**

1. All activities of the EUDY GA's must be in accordance with the policies, philosophy and goals of the EUDY, as defined by the EUDY board.
2. The EUDY will have final approval over the dates, program, presenters, rules, and overall structure and procedure of the EUDY's GA.

### **Art. 1. Section 3. Objectives of the GA activities**

The main objectives of the EUDY GA's are:

1. Teaching the delegates and observers about actual Deaf issues by giving a workshop
2. To review the EUDY's activities and its execution of earlier decisions
3. Giving attention to the culture of the host country
4. The emphasis of these objectives of the EUDY GA is to give Deaf youth an opportunity to meet on a European level as well as exchange experiences, languages and cultures. In this environment, participants can learn about international issues with tolerance and appreciation for all cultures.
5. If a candidate country wins the vote to organize the GA, then the mandate from the board must be handed over as soon as possible. This mandate is a signed letter from EUDY's president.

### **Art. 1. Section 4. To win the organization of the General Assembly**

The organization for the GA in May will be voted at the GA, two years before

Any candidate who wins the vote for the EUDY Youth Camp, automatically gets the organisation of the GA.

### **Art. 1. Section 5. Guidelines for EUDY GA Organising Committees**

Winning bidders for EUDY GAs must follow these GA guidelines when subsequently planning the GAs. The guidelines should be considered a working document, subject to revision by the EUDY as circumstances warrant.

### **Art. 1. Section 6. Official languages**

According to EUDY's statutes, the official languages of the EUDY GA's are International Signs and written English. Additionally, the official language of the host country may be used alongside written English in publicity materials.

### **Art. 1. Section 7. Attachments**

Those guidelines has the following attachments:

1. List of developed and developing countries, according to the World Bank
2. A declaration of receiving and understanding the documents by the GOC, which has to be signed by the GOC Chair and EUDY GA contact person

#### **Art. 1. Section 7. Abbreviations/Definitions**

EUDY: European Union of the Deaf Youth

EUD: European Union of the Deaf

WFDYS: World Federation of the Deaf Youth Section

GA: General Assembly

GOC: General Assembly Organising Committee

YNAD: Youth National Association of the Deaf i.e. this means a Youth Section too

Staff member: A member of the GOC

EUDY board: The executive body of EUDY. The board is chosen democratically by the Full Members, through the General Assembly.

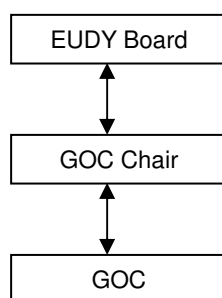
#### **Article 2 – General Assembly planning**

##### **Art. 2. Section 1. General Assembly Organising Committee**

1. A GOC should be established within 6 months after the official selection of a host country.
2. The composition of the GOC should reflect the ethnic and cultural diversity of the host country.
3. The EUDY board will give the GOC a specific name, linked to the city where the GA will be held.

##### **Art. 2. Section 2. Organizational structure and communication channels**

1. The assigned contact person for EUDY will maintain contact with the chair of the GOC.
2. If the EUDY contact person is out of touch, a board member will step in.
3. The organization structure is as following:



##### **Art. 2. Section 3. Reporting**

The GOC of the host country is required to report all updates of the GA planning progress to the EUDY contact person on a monthly basis. Although, in the last 12 months prior to the GA, more frequent correspondence is expected between the GOC and the EUDY. The EUDY President and General Secretary will be sent copies of all correspondence.

#### **Art. 2. Section 4. Timeline**

The GOC will develop a timeline of activities to take place between the period from the awarding of the GA to the actual start of the GA. This timeline is based on the dates called in these guidelines. The timetable should be sent to the EUDY contact person.

#### **Art. 2. Section 5. GA location**

1. The GOC is responsible to find a site at least 18 months before the EUDY GA. A detailed report on the site when found must be reported to the EUDY contact person. If at all possible, the EUDY contact person should inspect the site before the site is approved by the EUDY.
2. EUDY requires the following information and conditions of the site:
  - a. A copy of the site map is provided.
  - b. Safety and security considerations should be outlined, including access to emergency and medical facilities.
3. The location should have the following items:
  - a. Windows
  - b. Sufficient lighting
  - c. Air-conditioning
  - d. A beamer, two is preferably
  - e. A sheet, two is preferably
  - f. Camera
  - g. It's favorable if the location has a automatical voting system
4. The GOC should provide the EUDY board with a separate room, which the board can use for meetings.

#### **Art. 2. Section 6. Date**

1. EUDY GA's are to be held every year in May or July. The GA in July will be held subsequently with the Youth camp. The date for the GA in May is for the GOC free to chose. A proposal for a date is to be approved by the EUDY board.
2. The GA will always have the duration of two full days.
3. The chosen date will not collide with another big European activity for deaf youth
4. The chosen date will not collide with another EUD activity
5. The chosen date will not collide with another WFDYS activity

#### **Art. 2. Section 7. GA program**

1. The GOC has the authority to develop a program for the GA, this should be approved by the EUDY board.
2. The GOC should take in mind that every GA starts with a workshop first. For more information about the workshops, see article ... below

#### **Art. 2. Section 8. Public Relations**

Any official announcements will be made by the EUDY board, but the GOC has the freedom to publish the date, location and any other information about EUDY.

### **Art. 2. Section 9. Logo**

The EUDY's logo will only be used for the GA, it's not allowed to design another logo. For a proper use of the logo, see the logo guidelines.

## **Article 3 - General Assembly director and leaders**

### **Art. 3. Section 1. General**

The GOC will follow the guidelines laid down by the EUDY in choosing a director and staff members of the EUDY GA's.

### **Art. 3. Section 2. GA director**

The GA Director should possess those qualifications and accept those responsibilities as follows:

- a. The GA Director must be Deaf.
- b. Should be an official board member of the native YNAD
- c. Cannot be a delegate at the time of the GA
- d. Should be between 18-30 of age with experience in the international Deaf community, have leadership skills and a good network within her/his national Deaf community.
- e. Must, at a minimum, be fluent in the sign language of the host country and International Signs.
- f. Should be a resident of the host country.
- g. Cannot be a board member of the EUDY at the time of the GA.
- h. Is responsible to ensure that the GOC meets the EUDY GA guidelines and policy.

### **Art. 3. Section 3. GA staff**

The GA staff will be chosen, based on the following qualifications:

- a. Must be Deaf.
- b. Should be between 18 and 30 of age.
- c. Must, at a minimum, be fluent in the sign language of the host country.
- d. Are residents of the host country.
- e. Cannot be a delegate at the time of the GA
- f. Should be able to work in a team
- g. Must follow the GA policies.
- h. Staff members should reflect the ethnic and gender diversity of the host country's Deaf community.
- i. EUDY staff positions are not open to non-residents of the host country.

### **Art. 3. Section 4. Submitting to EUDY board**

An overview of the GA Director and the staff members, along with their CV and a copy of their passports, should be submitted to the EUDY board.

## **Article 4 – Registration**

### **Art. 4. Section 1. Responsibility**

The EUDY board will have the responsibility for the registration of delegates and observers to the General Assembly. The GOC will have to count on two delegates and two observers per Full Member.

#### **Art. 4. Section 2. Deadline**

As described in the statutes, art. ..., and the internal rules, art..., all the registration should be done one month before the GA begins. The board is obliged to send the GOC a list of delegates and observers as soon as possible.

#### **Art. 4. Section 3. Registration fee**

The GOC will determine a registration fee for the delegates and observers, which is to be approved by the EUDY board. The GOC should give a clear explanation on how this fee was determined. If possible, the GOC should count in the developing countries, by make two different fees. Developing countries are those countries that is classified by the World Bank as such. In attachment I, this list is attached.

### **Article 5 – Before the GA**

#### **Art. 5. Section 1. General**

This article contains information on which arrangements is to be arranged by the GOC

#### **Art. 5. Section 2. Accommodation**

The GOC will arrange sleep places for the delegates and official observers for the night before the first day of the GA till the night after the closing of the GA.

#### **Art. 5. Section 3. Food**

For the night before the first day of the GA till the night after the closing of the GA, the GOC will provide food, such as breakfasts, lunches and dinners.

#### **Art. 5. Section 4. Information**

Information on the articles as described in 8.2. and 8.3. above, should be submitted to the EUDY contact person, six months before the GA begins. The general secretary will use this information in the information letter, to be sent to the Full Members.

### **Article 6 – During the GA**

#### **Art. 6. Section 1. Transportation**

1. The GOC should make concrete transportation plans including:
2. Pick-up and drop-off of delegates and official observers at designated public transportation venues at the beginning and end of all GA's.
3. Access to transportation during the GA, this also includes emergency transport during the nights.

#### **Art. 6. Section 2. Duties**



Staff members must be provided with a clear definition of their duties during the GA, as well as the hours they are expected to be on call. This list of duties is to be provided to the EUDY board.

#### **Article 7 - Meals**

The GOC will determine a overall meal plan. Meal plans must make allowance for individuals' meal requirements based on their medical or health purposes as well as cultural sensitivities such as religious beliefs. Participants' requirements should be mentioned clearly on the registration form and the participants and/or leaders are responsible this information is at the GOC on time.

#### **Article 8 – Budget**

##### **Art. 8. Section 1. Inspection costs**

The organising country who organizes the GA have to pay all costs of inspection of the GA, included travel expenses and accommodation.

##### **Art. 8. Section 2. Accommodation for board and staff members during the General Assembly**

The GOC is obliged to pay the full cost of accommodation for board and staff members, excluding travel costs.

##### **Art. 8. Section 3. Financial responsibilities**

The GA budget should be planned in advance and authority for financial expenditures must rest with a person present at the location. A final financial report must be submitted with the final GA report after the GA.

##### **Art. 8. Section 4. Overview of financial support**

Mention the financial support clearly, a overview with the sponsors and funds should be handed over to the board, along with the report.

#### **Article 9 – Camera and pictures**

##### **Art. 9. Section 1. Pictures**

All the pictures which are taken by the GOC, shouldn't be taken without confidentiality and respect for the participants.

##### **Art. 9. Section 2. Group picture**

A group picture is required for every GA. It is strongly recommended to let this take place at the earliest possible in the schedule. Traditionally, each participant receives a Certificate of Attendance along with a group picture. For the Certificate of Attendance, see art. 18.

##### **Art. 9. Section 3. Videotaping**

The GOC should arrange a video camera for archiving the whole GA for review and archive purposes.

If possible, the EUDY will appreciate any extra films. The using of a video camera is as same as art. 13, sect. 1, as described above.

## **Article 10 – Visitors and Media**

### **Art. 10. Section 1. Visitors**

As clearly stated in the statutes, art ..., and the internal rules, art. ..., the access to the EUDY GA is limited to registered delegates and EUDY's members. Outside visitors are not permitted, they can register themselves as individual member at the entrance and are transformed as such, after paying the annular fee. The board has the responsibility to do this.

### **Art. 10. Section 2. Research**

EUDY GA's are not open for researchers or any form of research activity whatsoever.

### **Art. 10. Section 3. Media**

Media will not be given full access to the entire GA program. Members of the media may visit EUDY GA's on a designated media time. Out of consideration for the privacy of GA participants, participants should be warned in advance of media presence. A clear permission from the board, signed by the president, will be needed.

## **Article 11 – Certificate of Attendance**

### **Art. 11. Section 1. General**

Each GA delegate, staff members and other members of the team, such as the GA chair and the minutes makers shall receive a Certificate of Attendance at the end of GA.

### **Art. 11. Section 2. Certificates**

There are different certificates, described as following:

1. Certificate of Attendance, for GA delegates
2. Certificate of Organization, for staff members and GA director
3. Certificate of Manpower, for the GA chair and the minutes makers

### **Art. 11. Section 3. Content of the certificate**

1. The GOC will have the responsibility to design a certificate, which is to be approved by the EUDY board. The GOC also can give the work of designing to EUDY's lay-outwriter. If the GOC chooses for this, the task has to be given in a reasonable time frame
2. On the certificate, the following things are surely to be noted:
  - a. The logo of EUDY
  - b. Date and location of the GA
  - c. The full name of the person, who the certificate is for
  - d. Space for signature from the EUDY's president. The name of the president should be noted too.

## **Article 12 – Post-GA**

### **Art. 12. Section 1. Final report**

The GOC shall write up a detailed report on the EUDY GA. The report should include, at a minimum, the following:

- a. Final list of participants, including names and place of origin.
- b. All GA materials, including announcements and other materials distributed to the Full Members
- c. A description of activities and lectures taking place during the GA
- d. A financial statement including a clear accounting of Developing Countries funds used and donations made.
- e. Recommendations for future GA conveyors.

### **Art. 12. Section 2. Deadline**

The report shall be submitted to the EUDY within one month after the EUDY GA, after this, the board will add her final report with findings and recommendations on the GA.

## **Article 13 – Interpretation of the Internal Rules**

In case of difference as to the interpretation of the Statutes, the Board has the competence to arbitrate.