



INTERNAL RULES

1st version - May 2010

2nd version – October 2010

3rd version – September 2011

4th version – December 2011

Article 1 – Application and abbreviations

1. This internal rules applies to the European Union of the Deaf Youth, hereafter referred as “EUDY”.
2. The General Assembly is referred as “GA”
3. The Youth National Association of the Deaf is referred as “YNAD”
4. The National Association of the Deaf is referred as “NAD”

Article 2 – Board

1. Any board member must be deaf and a sign language user
2. Any board member must have the minimum age of eighteen (18) years old at the time of the GA
3. Any board member must have the maximum age of thirty (30) years old at the time of the GA
4. Any board member must have an European passport
5. The roles in the board are described as the following:
 - a. President
 - i. Shall preside over meetings of both the GA and the board
 - ii. Shall make the preparations for the board meetings
 - iii. Shall arrange for accommodations for the board meetings
 - b. Vice-president
 - i. Shall preside over meetings of the GA and the board whenever the president is unable to attend
 - c. Secretary
 - i. Makes the minutes of every board meeting
 - ii. Organizes the archives
 - iii. Shall maintain contacts with EUDY’s members
 - d. Treasurer
 - i. Gives a financial report every board meeting
 - ii. Makes a annular financial report
 - iii. Has responsibility for the membership fee
 - e. Board member(s)
6. If a board member is not following the statutes and the internal rules, the board should take actions. A board member will get two, written, chances and at the third count, a majority of the board will decide to remove the board member in question.
7. If a board member quits at least six (6) months before the next GA, the board has the competence to find a new board member to finish the board scheme
 - a. If a board member quits less than six (6) months before the next GA, the board will wait for the next GA to find a new member
8. The board has the responsibility to share working tasks within the board. The working tasks can be described as the following:
 - a. Contact persons for the working groups

- b. Contact person for the camps
 - c. Contact person for the GA's
- 9. Immediate decisions, which cannot wait for the next board meeting, can be made by the majority of the board members
 - a. Of this decision the board members will make a report and sign them
 - b. This report is to be added to the minutes of the next board meeting
- 10. The board members must show the financial support from their YNAD every year at the GA

Article 3 – Finances

- 1. From the midst of the board, a treasurer is chosen
- 2. The treasurer has the responsibility for the bank and PayPal account
- 3. At every board meeting, the treasurer will give a report on the financial status
 - a. This status is added as an attachment to the minutes
 - b. This status is to be sent to the Auditing Committee for approval
- 4. The treasurer makes an annual financial report to be approved at the General Assembly
- 5. The deadline for fulfilling the membership fees is before March 31st
 - a. The deadline should be followed closely
 - b. When the deadline has expired and the Full Member didn't fulfill the fee, the treasurer contacts the Full Member. The Full Member has one month time to fulfill the fee.
 - c. When the second deadline has expired and the Full Member still didn't fulfill the fee, the president and the treasurer have intensive contact with the Full Member. The Full Member has one month time to fulfill the fee.
 - d. When the third deadline has expired and the Full Member still didn't fulfill the fee, the Full Member loses all its rights as described in 6.3.a. of those internal rules.
 - i. The rights are given back when all the debts are paid
 - ii. This also applies on the following two years
 - iii. When the Full Member didn't fulfill the membership fee in three years, the Full Membership is terminated, as described in art. 3, sect. 8. of the statutes.

Article 4 – General Assembly

- 1. Organizing the contents of the GA is the responsibility of the board
- 2. Every year a host country will take responsibility for:
 - a. The meeting location
 - b. Accommodation (such as sleeping places and food)
 - c. Additional program
 - d. A contact person for the board
 - i. This contact person should not be a camp director too (in the case the GA is at the same time as the Youth Camp).
- 3. There are seven (8) groups of participants of the GA:
 - a. The board

- b. The delegates (full members)
 - c. Observers (youth associations which want to be a full member)
 - d. Visitors (honorary, associated and individual members and invited persons)
 - e. The secretaries
 - f. The chairman
 - g. The vote counters
 - h. Members of the Auditing Committee
4. The access to the GA is restricted only to the persons as described above in 3.3
 - a. If there are however persons who want to be a member at the time of the GA, they're able to apply at the door.
 - i. The board has the obligation to get ready an application form and some change
 - ii. The member fee must be fulfilled on the same day
 5. If a quorum of 50% of the Full Members has reached, the General Assembly can go forward

Article 5 – Working groups

1. Whenever it can, the group should consist of the maximum of six (6) persons
2. The recruitment of the members will always be ratified by the board
 - a. The applicant has to fill in an application form
 - b. The applicant has to sign a contract wherein the responsibilities of the applicants is laid out.
 - c. The applicant must be an Individual Member of EUDY
3. There will be a maximum of two (2) persons per country
4. The group will have at least a meeting one (1) time in one (1) year
5. From the board there will be a representative
 - a. It is the decision of the board if this board member will be an observer or an active member
 - b. This board member will send the minutes of the meetings to the other board members
 - c. This board member will give a short report about the group at every board meeting
6. Founding a working group must be proposed and ratified by the GA
7. Dissolving a working group must be proposed and ratified by the GA
8. Within the working group the members will choose a chairperson
9. The working group is obliged to deliver annually:
 - a. An action plan
 - b. An annual report
10. The working group will draw up their own internal rules
 - a. Those internal rules may not clash with the statutes and the main internal rules
 - b. Those internal rules are to be ratified by the Board
 - c. Any changes in it are to be ratified by the Board

Article 6 – Full Membership

1. To be a full member, the YNAD should:
 - a. Send a copy of its statutes (in the native language)
 - i. If the YNAD is a youth section of a NAD, the YNAD should send a copy of NAD's statutes and if possible, a copy of YNAD's internal rules
 - b. Pay the member fee before the deadline
 - c. Follow the points as described in the information package, which is available at the secretariat.
2. The membership fee is split up in two categories: € 70,- for developed countries and € 30,- for developing countries, according to the World Bank's list
3. Privileges for full members are described as:
 - a. The right to vote
 - b. Possibility to host the camps
 - c. Attending the GA
 - d. Possibility to send a board member
4. In our interpretation of article 7.1.c of the statutes, losing the privileges will only be related to article 6.4.a. as called above.

Article 7 – Individual Membership

1. Every individual aged from 0 to 30 is eligible for the Individual Membership
2. The membership can be granted by filling in an application form, at disposal at the secretariat or the website
 - a. On the form, the following should be mentioned:
 - i. Full name
 - ii. Country
 - iii. Birth date
 - iv. Gender
3. Every individual member who delivers the form automatically declares to accept EUDY's aims and objectives as laid out in the statutes and the Internal Rules
4. Every individual member is obliged to pay the annual membership fee of € 5,-
 - a. Every year the secretariat is sending out a request to pay the fee
 - b. The fee should be fulfilled before March 31st
 - c. When the individual member fails to fulfill the fee, he will be deleted from the members list automatically
 - d. Any eligible individual member can have the chance to apply at any time in a year, however, the full membership fee as described in 7.4 should be fulfilled.
5. The privileges for the Individual Members are described as:
 - a. Receiving the EUDY's newsletter
 - b. The possibility to take a seat in one of EUDY's working groups

- c. The possibility to attend the General Assembly
- d. Access to EUDY's forum
- e. Access to EUDY's activities, such as camps, seminars, etc.

Article 8 – Sponsoring Membership

1. Every sponsored member aged 31 or older is eligible for the Sponsoring Membership
2. The process of applying and the obligations are the same as described in 7.2, 7.3 and 7.4
 - a. The annual membership fee for a sponsored member is € 30,-
3. The privileges for the Sponsoring Members are the same as described in 7.5, with the exception of 7.5.b and 7.5.e

Article 9 – Honorary Membership

1. The honorary membership is only to be granted by the board
 - a. Full Members can apply an individual too, following the protocol
2. The privileges for the honorary members are the same as described in 7.5, with the exception of 7.5.b and 7.5.e. only when the age of 30 has exceeded.

Article 10 – Office

1. The office in Brussels is only to be used to follow EUDY's aims
2. No one will have access to the office without the board's knowledge
3. The using of the office can be an opportunity for:
 - a. Internships
 - b. Developing of projects
 - c. Archives
 - d. Board work
 - e. Meeting for the various (sub)groups of EUDY
 - f. Developing opportunities for EUDY's workers in the future

Article 11 – Minutes

1. This article is about the minutes of: the Board, working groups and the GA
2. All the minutes should be submitted to the Board in one month after the meeting
3. The board should send all the minutes to the Full Members and those who have a cooperation with the EUDY in two months
4. The board holds the right to censure some parts of the minutes of the board meetings and meetings of the working groups, but only if there is internal information

Article 12 – Internships

1. Tasks for the intern is only to be given by the board
2. The intern must follow the aims and ways of EUDY

3. Before starting the internship, a contract must be signed by the EUDY president and the intern.
4. In this contract is mentioned:
 - a. Duration of internship
 - b. Content of internship

Article 13 – Communication

1. Communication with board members can via designated e-mail addresses
2. For preferred video meeting, the board should be available on video-chat
3. EUDY will show her aims and objectives through the website and social networks

Article 14 – Deadlines

1. All the deadlines which are laid out in the statutes and the internal rules should be followed closely
2. All the deadlines which are laid out by the board, such for the GA, camps and working groups should be followed closely

Article 15 – Interpretation of the Internal Rules

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

Attachments:

1. Internal rules working group Developing Countries
2. Internal rules working group History
3. Internal rules working group Public and Relations
4. Internal rules working group Analysis and research
5. Internal rules Auditing Committee