



Tout courrier est à adresser exclusivement  
à l'attention de Monsieur Pierre PAQUET, Président

## **INTERNAL REGULATIONS OF THE INTERNATIONAL ASSOCIATION OF THE EUROPEAN HERITAGE NETWORK**

### **Meeting venue:**

The General Assembly and Board of Directors' meetings are held at the association's head office. However, meetings outside of the head office can be organised either upon invitation from a member of the association or in conjunction with another meeting or international event.

### **Organisation of the work groups**

The General Assembly or the Board of Directors may organise one or a number of work groups tasked with focusing on specific subject areas. The body that establishes the work group shall determine its composition, mandate, the duration of its remit, its potential funding and the anticipated outcome.

### **The work groups**

The work group is controlled by the body that sets it up. It shall incorporate at least one member of the association. It can include individuals that do not belong to the association and any individual who is able to contribute towards the successful fulfilment of the mandate may be invited to join it.

The work group shall elect its chairman and secretary.

The work group shall determine its working method within the limits of the budget allocated to it.

The association may not be held liable for the work group's actions and any decisions must be endorsed by the body that created it.

The work groups will report to the body that created them at least once per year.

The work group's archives shall be submitted at the end of their mandate to the Secretariat who will incorporate them into the association's archives.

### **The General Assembly**

All of the documents that need to be examined during the general assembly must be made available to the members no later than 15 days before the meeting.

The General Assembly is chaired by the President, the Vice-President or the eldest member of the board of directors.

At the start of the session, the President shall check the mandates authorised by absent members.

Each full or associate member may only hold a single mandate.

During the examination of the items set out in the agenda, the floor is opened first to full and associate members. Observer members and honorary members may express their opinions after this, upon invitation from the President.

Before concluding an item on the agenda, the President shall draw up a motion for a resolution.

### **The President**

He chairs the General Assembly and Board of Directors' meetings.

He presents the international non-profit making association's activities, budgets and projects to the members of the CDPATEP of the Council of Europe and gathers any requests from the Committee.

He reports the CDPATEP's opinions and requests to the General Assembly.

He represents the association and speaks in its name.

In the event where it becomes impossible to represent the non-profit making association, he may appoint another member of the association to fulfil this role.

### **The Secretariat**

The Secretariat is located at the head office. He is responsible for:

- ensuring, according to the rules and timeframes set out by the Articles of Association, the convening of the members to the General Assembly and to the Board of Directors' sessions,
  - drawing up the minutes of the General Assembly and Board of Directors' meetings
  - keeping the association's accounts up to date,
  - ensuring implementation of the decisions of the General Assembly and the Board of Directors,
  - submitting the annual accounts to the Federal Department of Justice,
  - providing a verified report of the Association's management and finances to the Board of Directors;
  - submitting the annual budget proposal for the forthcoming financial year to the Board of Directors and distributing it to the members prior to the Annual General Meeting;
  - liaising regularly with the Members, the Board of Directors and the association's President;
  - preparing business reports to be presented to the Board of Directors and General Assembly;
  - preparing documents to be sent to the CDPATEP;
  - ensuring the management and storage of the archives
- And as far as possible:
- developing new activities, projects

### **Determination of the amount of contributions**

Full members, associate members and observer members must pay a contribution.

The amount of the contribution is determined by the Board of Directors for the forthcoming budgetary year.

It is in line with the following rules:

- The means of determining the contributions is the same for full members and associate members.
- The contribution for full members and associate members cannot be lower than 2000 Euros and shall not exceed 5000 Euros.

It may be guided by the following principles:

- The observer members shall be accorded a contribution below that of full members and associate members. This contribution may not be below 50% of the amount of the contribution payable by full or associate members.
- In the event of exceptional circumstances (conflicts, major natural catastrophes, etc.) the Board of Directors may reduce the amount of the contribution of its full or associate members residing in the countries subject to such exceptional circumstances. The amount of the contribution cannot however be zero.
- When such reductions are granted, the Board of Directors must substantiate its decision.
- The decision of reducing the amount of the contribution applies both to full members and to associate members from the countries covered under the decision.

### **Archives**

The archives are stored at the association's head office. In the event of a change in the location of the association's head office, the archives shall be transferred to the new head office, in the year following the decision to change location.

The archives consist of:

- minutes from the General Assembly meetings,
- minutes from the Board of Directors' meetings,
- the association's accounts,
- contracts entered into or issued by the association,
- documents, records and other association project documentation,

The archives are kept in paper format and electronic format.

They are kept for at least 10 years.

### **Modification of the internal regulations**

Modification of the internal regulations may be proposed by the General Assembly or the Board of Directors. It is prepared by the Board of Directors and approved by the General Assembly. The modified internal regulation shall become effective at the end of the General Assembly in which it was approved. It is enclosed with the minutes of the General Assembly in which it was adopted.

### **Cases not provided for by the Articles of Association or internal regulations**

Cases not provided for by the Articles of Association or the regulation herein shall be decided by the President. The President shall immediately inform and by any possible means, the members of the Board of Directors of the situation and his draft decision. The members of the Board of Directors have 5 working days to assert their opinions and comments. In the event of no response or divided opinions, the President's opinion shall prevail. The points dealt with in this manner shall be itemised in the agenda of the subsequent Board of Directors' meeting, in which the final decision shall be noted and any amendment of the articles of association or internal regulations decided upon.