

ASSOCIATION OING-SERVICE

Maison des Associations

1, place des Orphelins, F - 67000 STRASBOURG

Inscrite au registre des associations

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This is an unofficial translation - only the French version is authentic.

Rules of Procedure

These Rules of Procedure are intended to set few points not fixed by the Articles of INGO-Service, hereinafter referred to as the Association, and concerning in particular the elections, the practical functioning of the activities of the Association and its management. The expenses of the Association being largely made up of reimbursement of expense reports, these Rules of Procedure have been drawn up to ensure maximum transparency and rigor in the administrative and financial functioning of the Association.

Article 1: Elections to the Board

1. Applications:

- Each INGO member of the Association with up-to-date subscriptions has the possibility of presenting a candidacy for the post of administrator of the Board of OING-Service.
- The call for candidates is sent two months before the General Assembly.
- Applications, in the form of a letter of motivation and a duly completed application form, must be sent by e-mail simultaneously to the President and the Secretary of the Association, at the latest 20 days before the date of the General Assembly.

2. Organisation of the vote:

- The ballot papers are given to the delegate representing the voting INGOs, at the start of the General Assembly held in person. These ballots include, by alphabetical list, the names of the candidates whose eligibility has been verified by the Bureau.
- The vote can also be held by videoconference or in hybrid format. The procedure is left to the discretion of the Bureau.
- The election is held by secret ballot, with a relative majority of the votes cast. The vote takes place after all the candidates have appeared before the Assembly, within a speaking time limited to 3 minutes each. If the candidate is absent for a reason accepted by the Bureau, his/her presentation may be made by another delegate of a member INGO.
- Voting operations are carried out under the supervision of two scrutineers appointed by the Assembly from among the delegates of INGOs who have not applied.
- In the event of a tie, a second round is held between the candidates concerned.

Article 2: Elections to the Bureau

Immediately after the Ordinary General Assembly which renews the Board or if one of the positions on the Bureau becomes vacant, the Board proceeds to the election of the members of the Bureau. In accordance with the articles of association, voting is by secret ballot unless all the Board members present vote for an election by a show of hands. In both cases, two scrutineers will be appointed from among the members to count the votes.

The composition of the Bureau is posted on the Association's website.

Article 3: Provisional budget and monitoring

The annual provisional budget is presented to the Ordinary General Assembly for approval. Expenditure is presented by budget line.

As part of the financial management of the Association, it is the responsibility of the Treasurer to regularly monitor the state of expenditure compared to the estimates, by budget line.

Article 4: Entries

The Association, in accordance with article 2 of its statutes, "aims to promote the operation and activities of the Conference of INGOs of the Council of Europe and its structures, by collecting and making available to it the necessary means", and this in addition to the Council of Europe's annual budget for the Conference of INGOs.

The entries of OING-Service are made up of subscriptions (1), donations (2), the Council of Europe subsidy (3), entries in connection with cooperation agreements (4) and receipts exceptional (5).

1. Memberships

At the beginning of each calendar year, a call for contributions signed by the President is sent to the INGOs enjoying participatory status with the Council of Europe.

Upon receipt of a contribution, a receipt is sent to the contributing INGO

A list of contributors is kept and can be consulted on the Association's website.

A reminder letter is sent during the year to INGOs that have not yet paid their membership fees.

2. Donations

The Association may receive donations from individuals, INGOs, national or international organisations or companies, who wish, without compensation, to support the activity of the Association.

3. Council of Europe grant

The President and the Treasurer negotiate and prepare the annual or semi-annual Grant Agreement with the Council of Europe. The Agreement is signed by the President.

The same will apply to any exceptional budget requests that may occur during the year.

Article 5: Expenses (Outgoings)

1. Refunds

The Bureau proceeds to the partial or total reimbursement of certain expenses on the basis of the supporting documents submitted to it.

These reimbursements relate to expenses related to the activities or operation of the Conference of INGOs, in particular: 1. Travel expenses within the framework of the action plan of the Conference of INGOs 2. Travel expenses related to the mission of experts appointed by the

Conference of INGOs 3. Expenses incurred by representations decided by the Standing Committee within the framework of activities within the Council of Europe.

Unless there is an exception validated by the Presidents of the Association and the Conference of INGOs jointly, reimbursement only takes place for one representative of the Conference of INGOs per event.

2. Operating expenses

The operating expenses of the Association relate to the remuneration of the firm of chartered accountants and to small expenses for office supplies and photocopies for the members of the Bureau.

The travel expenses relating to the mission of the members of the Bureau and the Board of the Association will be reimbursed:

- at the discretion of the President;
- provided that no other budget/association/organisation outside of INGO-Service can support the reimbursement, in which case the reimbursement request will be redirected by priority to this other association/organisation;

Article 6: Terms of reimbursement of travel expenses

The following terms and conditions apply for all travel expenses listed in Article 5:

- Transport costs are reimbursed on presentation of proof of actual costs.
- For any trip intended to be reimbursed, we will try to buy the tickets at the most advantageous price.
- Travel costs by car are reimbursed on the basis of the rate applied by the Council of Europe and communicated to persons submitting reimbursement requests.
- Accommodation costs are reimbursed up to a limit per day of travel, the amount of which will be set by the Board at the beginning of the year, on proof of the actual expense.
- Taxi fares are not reimbursed, except in the case of people with reduced mobility.

Article 7: Terms of reimbursement requests

1. Prior to each expenditure project for which reimbursement will be requested, the applicant sends the official invitation/agreement of the President of the Conference of INGOs to the Treasurer. or its body concerned, as well as an estimate of costs.
2. Requests for reimbursement must be sent no later than 30 days after the expense is incurred or incurred, to the attention of the Treasurer and the President, preferably by email, and failing that, by post.
3. Any refund request must include:
 - The duly completed reimbursement request form, including the reason for the expense;
 - This form contains a sworn statement that the documents presented conform to the originals and are not the subject of another request for reimbursement;
 - Electronic proofs or originals of proof of expenditure;
4. When requesting reimbursement, the applicant sends a brief mission report to the President of the Conference of INGOs

5. Any request for reimbursement made at the end of the calendar year must be reported to the Treasurer before December 15.

Article 8: Reimbursement execution methods

1. Upon receipt of a request for reimbursement, the Treasurer verifies compliance with the conditions set out in Article 7 in order to be able to execute the reimbursement. In case of doubt, he/she refers to the President. Then he/she will execute the refund, preferably by bank transfer.
2. For any expenditure exceeding €1,500.00 (one thousand five hundred euros), the double signature of President or Vice-President and Treasurer is required.
3. All expenditure by the treasurer requires the signature of the president.

Article 9: Closing and presentation of accounts to the General Assembly

Before the end of each calendar year (which corresponds to a financial year for the Association), the President sends an engagement letter to a firm of chartered accountants outside the Conference of INGOs to ensure the closing annual accounts.

At the beginning of the following year, this firm receives a copy of all the financial documents and accounting documents for the past year, enters the General Ledger and draws up the annual accounts which will be presented to the Ordinary General Assembly and including in particular:

- the balance sheet for the year as at 31 December;
- the income statement for the financial year, according to the French association chart of accounts;
- the breakdown by analytical line of operating expenses.

Is made available to the auditor: the report of the firm of chartered accountants, the annual accounts and all the financial documents and accounting documents for the past year, so that he/she can establish the report that he/she will present to the General Assembly.

Article 10: Operation of the General Assembly

1. The agenda of any General Assembly (ordinary or extraordinary) will be drawn up by the Bureau, signed by the President and accompanied by the necessary documents. Any desired additions must be submitted to the Chairman no later than 48 hours before the date of the meeting in question.
2. The General Assembly is chaired by the President of the Association who is responsible for the smooth running of the debates. Any member may ask to speak on a subject appearing on the agenda and concerning the smooth running of the Association.
3. The documents brought together to serve as a basis for the debates will be written in the two languages of the Council of Europe, although only the French version is authentic insofar as the Association is subject to the regime of the local law of associations of Haut- Rhine, Bas-Rhin and Moselle.

Article 11: Register and archives of the Association

The minutes of General Assemblies (ordinary or extraordinary) are listed in a register kept for this purpose.

They are also posted on the Association's website.

They are written in the two languages of the Council of Europe, although only the French version is authentic.

It is the responsibility of the Bureau to keep the archives of the Association, including in particular all the minutes of the General Assemblies, the meetings of the Board, the meetings of the Bureau if they are the subject of minutes, all the financial documents and vouchers, and important emails. This conservation can be done in digitalized form.

The Rules of Procedure were adopted by the Ordinary General Assembly of 27 January 2016. They were revised by the Ordinary General Assembly of 5 April 2022 and of 16 October 2024.