



EuroMed Rights – Euro-Mediterranean Human Rights Network
EuroMed Droits – Réseau euro-méditerranéen des droits humains
الأورو-متوسطية للحقوق- الشبكة الأوروبية المتوسطية لحقوق الإنسان

BY-LAWS OF THE EURO-MEDITERRANEAN HUMAN RIGHTS NETWORK

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Article 1: Executive Committee meetings and appointments

In any cases and by any means, the Executive Committee is making sure the women and men composing the Executive Committee benefit, so far as possible, from the same opportunities.

The president of EuroMed Rights shares out the role of chairing the different sessions of the Executive Committee meetings.

The agenda of each ordinary meeting have the following fixed items: ratification of the minutes from the last meeting; adoption of the meeting's agenda, report from the secretariat on its activities since the last meeting; report on the financial situation of the Network, items related to policy development, current issues and received proposals; scheduling the time and place for the next meeting; any other business.

Taking the form of a list of the decisions taken, the minutes of executive committee meetings are sent to committee members a month after the meeting at the latest, in the Network's working languages. If no comment is made 14 days at the latest after the draft list of decisions has been sent out, the minutes are considered as adopted. The minutes are signed by all the executive committee members present at the next meeting.

The executive committee appoints its members to be the policy referents responsible for following up EuroMed Rights' thematic activities.

Policy referents supervise and promote EuroMed Rights initiatives and activities that fall within their domain of responsibility in close collaboration with the executive committee, relevant EuroMed rights members and the executive director; they report to the executive committee.

The executive committee sets up a steering group comprised of three or four committee members and the executive director who supervises the work of the secretariat between executive committee meetings in accordance with its decisions and within the framework set out by the general assembly. The treasurer is a compulsory member of the steering group, along with the politic referent for equality and women rights. The steering group should be gender balanced.

At its first meeting after setting up, the steering group decides how it will run, including how often it will meet and appropriate ways of keeping in contact and communicating with the secretariat.

Article 2: Candidacies for the executive committee and elections

Pursuant to articles 4.3.4 of the statutes, letters of motivation cannot go beyond 500 characters.

However, if the candidacy is for the post of EuroMed Rights president, the letter of motivation can go as far as 1000 characters.

A letter of motivation can only be concerned with reasons for the proposed candidacy and cannot contain comments against another EuroMed Rights member organisation.

The candidacies sent out to members are set out on a single identical form and must above all include the following information:

- The name of the association presenting the candidacy,
- The address of the association presenting the candidacy,
- The date of membership of the association presenting the candidacy,
- The nationality of the association presenting the candidacy,
- The participation in working groups of the association presenting the candidacy,
- The surnames, first names and age of the candidate,
- A mention “incumbent”, if necessary,
- His/her duties within the organisation presenting his/her candidacy,
- His/her duties within EuroMed Rights, in the case of an incumbent,
- The number of attendances on the executive committee, in the case of an incumbent.

Ballot papers are drawn up beginning with a letter drawn from lots during an executive committee meeting

Article 3: Admitting new members to EuroMed Rights:

By way of indication and as a complement to statutory provisions, applications for membership to EuroMed Rights shall be examined taking into account the following criteria:

- At each general assembly, the Network shall determine the total number of member organisations that is desirable taking into account its priorities and activities, as well as the membership ratio between members from the European Union and the Southern Mediterranean, the latter not to exceed 60% of the total.
- The Network shall strive to maintain a maximum of 4 members per country. Derogations from this rule shall be possible for non-EU countries provided there are other countries that have less than 4 members.
- For each country, the Network will strive to cover as many themes as possible when selecting applicant organisations and not necessarily give preference to large organisations but rather organisations that operate nationwide. As far as possible, at least one member organisation from each country should focus its efforts on gender equality. The organisations from the same country should preferably be used to work together on their activities.

Article 3.1: Documents and procedure:

With a view to the executive committee scrutinizing the candidacy of a new member, the secretariat prepares a file which includes:

- The statutes of the candidate organisation and its leaders
- The letter of motivation and adherence to EuroMed Rights’ statutes
- The summary of the candidate organization’s activities along with an assessment of gender parity respect throughout the activities

- The situation of the candidate organisation in its national and regional environment (number of national organizations which are already members, freedom to act of the candidate organisation etc...)
- The opinion of other EuroMed Rights members familiar with the candidate organisation.

In addition, the secretariat indicates the possible impact of admitting the candidate organisation in terms of:

- The distribution of EuroMed Rights' members in the EU countries and in the partnership countries
- The working themes approached within EuroMed Rights.

The same information, accompanied with the reasoned opinion of the executive committee, is sent to the general assembly.

Article 3.2: Responsibilities

After each general assembly, a member of the Quartet shall be designated to assume responsibility for recruiting new members and, should the case arise, expel a member from the Network.

A member of the staff shall be designated to watch over this matter in coordination with the member designated by the Quartet.

An agenda item on this matter will be scheduled for each Executive Committee meeting.

Article 4: Working groups:

The executive committee can set up working commissions as well as temporary or permanent working groups in order to develop specific policies and programs, complying with the respect and promotion of parity, to advise the executive committee and thus ensure that the Network's mandate and program are being carried out effectively.

For each working group, the criteria are defined for EuroMed Rights' members' involvement.

A working group is put in place with a specific objective. It can be made up of regular or associate members. It can invite resource persons (individuals or the representatives of organizations) to its meetings.

Before setting up a working group, the executive committee has to approve a document describing the initiative's context and objectives and including group member suggestions, as well as a draft budget.

The executive committee appoints a policy referent to follow up the activities of the working group and report to the committee.

The working group writes up the minutes of all its meetings.

Article 5: EuroMed Rights' Secretariat

The executive director establishes the internal rules of procedure of the Secretariat. These rules are communicated to the steering committee.

The provisions and internal procedures emphasize a commitment to create and reinforce within the Network a working environment and a corporate culture respecting gender parity, equal representation at all decision levels, equal opportunity, as well as equal distribution of resources for women and men according to their respective duties within EuroMed Rights.

Article 6: Expert reports

EuroMed Rights can hire experts to draft reports on specific themes. They are hired according to the following procedure

An open call for participation specifying the terms of reference and requiring the applicants to forward a CV and a methodological note regarding how he/she will fulfill the TORs are published on EuroMed Rights' Web site, in the weekly news bulletin and circulated to EuroMed Rights' members.

An evaluation committee is established comprising at least one staff members and at least one member of EuroMed Rights. If the theme of the report falls within the remit of the WG the latter is nominated by the WG and approved by the political referent.

Final approval of the choice of the evaluation committee is done by the executive director and the political referent. The names are then circulated to the EC members to ensure there are no substantive, political objections to the choice

Article 7: Financial procedures of the secretariat

The management group and Executive Committee receive before their meetings a report of the financial development and budgets of EuroMed Rights from the Executive Director.

All contracts and funding requests for amounts exceeding 10,000 euros signed by the Executive Director are sent to the President and the Treasurer within 7 days.

The treasurer (in his/her absence the president) of EuroMed Rights signs all personal expenditures incurred by the Executive Director in carrying out his assignment for EuroMed Rights.

Heads of offices outside Copenhagen sign expenditures related to running costs of their office within the limits of the budget set-up for the office.

For other costs, they send copies of any pre-arranged price agreements to the Head of administration for approval.

The Executive Director, Coordinators & Administrative Officer send copies of any pre-arranged price agreements to the Head of administration for approval.

The Executive Director may issue proxies to the accountant (or in her/his absence the administrative officer) for bank dealings related to running affairs.

The Executive Director establishes routines which ensure that financial statements are prepared annually and allows for due audit of EuroMed Rights' finances according to the statutes as well as other audits requested by donors.

Book keeping of Annual accounts should be finalized by February 15th each year.

The Annual accounts should be audited by March 1st each year.

The Annual accounts should be published by April 1st each year.

The Executive Director establishes a time registration system in which staff registers the use of time on projects, as well as other time used on holidays, sickness, etc., so that a complete basis is obtained for the Network's project management. Guidelines for time registration are outlined in the staff regulations.

Article 8: Financial procedures regarding EuroMed Rights' members

A member of EuroMed Rights or an individual mandated by EuroMed Rights who participate in EuroMed Rights activities can have his or her expenses for Per Diem, Flight tickets, transportation to/from the airport as well as for local transportation in the country of meeting reimbursed by the Secretariat according to EuroMed Rights' Guidelines for Reimbursement.

Reimbursement of expenses in connection to EuroMed Rights' activities is done according to the rules and regulations of the donor organisation. When nothing else is stated the European Commission rules and regulations apply. Expenses for Per Diem exceeding donor standards can only be reimbursed by the Network in exceptional cases and can never exceed the Per Diem allowances handed out by the EuropeAid Co-operation Office.

Reimbursement is only possible if a balance sheet (with signature and stating date and place) showing the nature and the total expenses is sent to the Secretariat and if all original receipts are returned to the Secretariat within three months after the end of the activity. Members are only entitled to per diems for activities lasting more than 24 hours. Activities lasting less than 24 hours are reimbursed according to delivery of original receipts. Time spent in traveling to and from an activity is considered part thereof.

Expenses related to private phone calls, room service and mini bar cannot be reimbursed by the Network. Expenses related to hard alcohol cannot be reimbursed by the Network.

Unnecessary expenses incurred by the Network because members failed to inform the Secretariat about change of travel schedule in due time will be deducted subsequent reimbursements of the member.

Members who register for a meeting financed by EuroMed Rights and subsequently do not turn up twice without due notification, or cancel participation twice without due reason, causing thereby unnecessary expenses for EuroMed Rights shall pay for his/her own expenses in future meetings and only receive reimbursement upon reception of original receipts by the Secretariat.

The Network aims at transferring reimbursement or other sums at latest two weeks after reception of receipts and vouchers and bank information of the recipient.

The Network takes financial implications into consideration when organizing activities. It aims at funding the participation of all members in its activities in the following order of priority: regular members, associate members and honorary members.

Article 8.1:

Subject to the conditions set forth in the Statutes, EuroMed Rights may grant financial assistance to one of its members provided that the member has demonstrated the gravity of the situation.

EuroMed Rights shall manage block grants only in exceptional circumstances and provided partnerships could not be set up with other organizations, in particular the EMHRF, for that purpose.

This provision does not apply in the case of joint programmes set up between the Network and one or several of its members.

Article 9: Appealing against expulsion and various measures relating to exclusion and expulsion

If expulsion is decided upon in accordance with the dispositions of article 3.3 § B of the statutes, any member being expelled can appeal against the decision at the general assembly following the expulsion. Expulsions cannot be pronounced less than three months before the general assembly. Appeals must be formulated within a one-month time frame, under penalty of inadmissibility, starting from when the expulsion is dispatched by the secretariat. Under penalty of inadmissibility, the appeal must be formulated in writing to the secretariat, be

justifiable and accompanied by any documents the member wishes to produce. A member who has been expelled cannot take part in the general assembly, except to be heard, until the assembly has given its ruling.

When a refusal to admit a member is pronounced in accordance with article 3.2 of the statutes, the secretariat notifies the organisation involved. The organisation can appeal at the general assembly with the same procedures applying as for expulsions.

When an organisation is refused admission, expelled or excluded, correspondences are via fax or e-mail, with acknowledgement of receipts, or via registered letters with acknowledgement of receipt.

In all cases, an organisation refused admission, expelled or excluded can be helped or represented by another paid-up member active in the Network.

Network members composing the general assembly receive the documents sent by the organisation involved, together with a memo and accompanying documents from the executive committee. These documents must be made known to the members of the general assembly within the 30 day time frame set out in article 4.2.4 of the statutes.

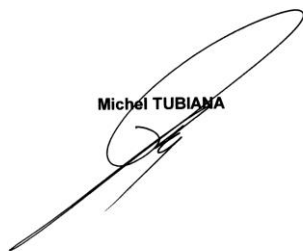
The general assembly hears a representative from the organisation appealing, if present, and possibly a representative from the member assisting it, then a representative from the executive committee. The chair of the session fixes the length of the speeches. The members of the general assembly can ask any questions they deem helpful, to any of the parties.

A public vote is then held with a roll call of every member in a position to vote.

If the organization appealing is absent, it is notified of the ruling as soon as possible.

Signatures:

Michel Tubiana
President



Michel TUBIANA

Marc Schade-Poulsen
Executive Director



Moataz El-Fegierly
Treasurer

