

EUROPEAN FEDERATION OF POLICE UNIONS – EU.POL

INTERNAL & FINANCIAL REGULATIONS – V 1.0

ADOPTED BY THE EU.POL ELECTORAL GENERAL ASSEMBLY OF THE 09/11/2021

	<u>INTERNAL REGULATIONS</u>
	I : REGIONS (GROUPS)
	Composition
Art. 1	<p>EU.Pol is geographically divided into Regions (Groups), as follows :</p> <p>a) <u>Group 1</u> :</p> <p>Members of Andorra, Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Monaco, the Netherlands, United Kingdom, Norway, San Marino, Sweden, and Switzerland</p> <p>b) <u>Group 2</u> :</p> <p>Members of Portugal, Spain, Italy, Greece, Albania, Croatia and Malta</p> <p>c) <u>Group 3</u> :</p> <p>Members of Estonia, Lithuania, Latvia, Poland, Czech Republic, Slovakia, Slovenia, Bulgaria, Montenegro, Serbia, Kosovo, Hungary and Romania</p> <p>The distribution of the geographic Regions (Groups) is the responsibility of the General Assembly.</p>
	Dues
Art. 2	The membership fee is composed by a standard amount and an amount specified by the Regions.
	II : THE BOARD
	Composition
Art. 3	<p>The Board is constituted as follows :</p> <p>a) the President, b) the Vice-President, c) the Treasurer, d) the additional Members</p>

	<p>The allocation of seats within the Executive Office must guarantee and represent the cultural characteristics and backgrounds of the different Members.</p> <p>In terms of the distribution of areas of activity, the Board shall constitute itself. The decisions shall be taken by the majority of its members. In case of a tie, the president or the vice-president leading the meeting shall have the casting vote.</p> <p>Activities should be at least Lobby, Communication & Marketing, and Projects.</p>
	<p>Responsibilities & Duties</p>
Art. 4	Cfr Art. 16 & 20 of the EU.Pol Statutes
Art. 5	The Board shall direct the Federation in accordance with the Articles of the Statutes of the Federation and the Internal & Financial Regulations of EU.Pol, represent it externally and implement the resolutions adopted by the Electoral General Assembly and by the General Assembly.
Art. 6	<p>Under the direction of the President, the responsibilities and duties of the Board include but are not limited to the following :</p> <ul style="list-style-type: none"> a) Representing EU.Pol externally b) Preparing and conducting the Electoral General Assembly and meetings of the General Assembly c) Organising and managing all political lobbying at all levels in coordination with the Members of EU.Pol d) Managing routine business and any staff, maintaining contacts with the Members and assisting them with any requests e) Maintaining contact with police institutions, professional organizations and unions in Europe and abroad f) Preparing a budget to submit for the approval of the General Assembly during the autumn meeting g) Preparing the annual accounts for the attention and information of the General Assembly of EU.Pol. The accounts shall be submitted to the Electoral General Assembly for approval and discharge of the General Assembly and the Board h) Drawing up an annual report for the attention of the General Assembly of EU.Pol. The reports shall be submitted to the Electoral General Assembly for approval and discharge of the Board i) The Board preferably meets once per month, but every time when necessary j) The meetings are directed by the President and in his absence by the Vice-President k) The Board is able to decide if the majority of them is present l) If not otherwise defined in the Statutes or Standing Orders elections and votes are taken by simple majority m) Motions have to be presented to the Secretariat 2 weeks before beginning n) The Agenda has to be sent 1 week before the meeting o) The agenda can be emended by the board members and has than to be adopted at the beginning of the meeting p) The Board Members are elected by the Electoral General Assembly (EGA) q) The call for nominations have to be sent to the non-effective members 6 months before beginning of EGA r) The candidatures have to be presented with the needed documents to the Secretariat 3 months before beginning of EGA. Incomplete candidatures will not be considered s) The candidates must provide a short CV, a motivation letter and a signed support letter from their non-effective member t) The Board members are elected by simple majority of the EGA

	u) Other duties and responsibilities that are not competences of the General Assembly nor the Electoral General Assembly															
Art. 7	The Board itself may provide in all transparency for the engagement of staff to ensure the operation of EU.Pol. It shall provide guidance to the General Assembly. The Board may make use of temporary labour forces and pay them as appropriate.															
Art. 8	If any member of the Board resigns, the General Assembly shall appoint a substitute, who shall have all rights and duties of his predecessor.															
III : THE MEETING AND ELECTION PROCEDURE																
Introduction																
Art. 9	<ul style="list-style-type: none"> a) The meetings can be developed in a physical presence form, by videoconference or in a written procedure. b) The meetings can be registered to support the secretariat in his duties. Every registration will be announced at the beginning of the meeting. c) The elections are made by impromptu vote, electronical vote ore written vote . d) A vote by secret ballot can be asked and has to be accepted by a 2/3 majority of the present members. e) Is a motion presented as emergency motion out of the written terms, then an introductory debate has to be made to sentence the adoption or not of the motion. f) Every meeting is resumed within minutes where every important decision is collected. g) The minutes from the meetings of the Board, the General Assembly ant the Electoral General Assembly are open documents. They will be uploaded in an CUG on the net and available via the secretariat. 															
IV : THE GENERAL ASSEMBLY																
Composition																
Art. 10	<p>The General Assembly of EU.Pol is made up of Effective-Members of the various Non-effective Members. Every Non-effective Member is entitled to have maximum 2 Effective Members to the General Assembly, along with a voting right proportionate to the number of its members. This has to be an undivided vote and is calculated as follows :</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Non-effective Members</u></th> <th style="text-align: center;"><u>Effective Members</u></th> <th style="text-align: center;"><u>Votes</u></th> </tr> <tr> <th style="text-align: center;"><u>Members</u></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0 – 25000</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">25001 – 50000</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">+50000</td> <td style="text-align: center;">2</td> <td style="text-align: center;">6</td> </tr> </tbody> </table> <p>If any member of the General Assembly resigns, the Non-effective Member shall appoint a substitute, who shall have all rights and duties of his predecessor. The representatives of each Region must be announced each year by the declaration of Members.</p>	<u>Non-effective Members</u>	<u>Effective Members</u>	<u>Votes</u>	<u>Members</u>			0 – 25000	2	2	25001 – 50000	2	4	+50000	2	6
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+50000	2	6														
Responsibilities & Duties																
Art. 11	<ul style="list-style-type: none"> a) Cfr Art. 29 of the EU.Pol Statutes b) The GA will meet twice a year : the first meeting in spring and the second in autumn c) The GA is directed by the EU.Pol President and in his absence by the Vice-President 															

	<ul style="list-style-type: none"> d) The GA is able to decide if the majority of the members are present ore represented (Art. 34 to 37 statutes) e) If not otherwise defined in the Statutes or Standing Orders elections and votes are taken by simple majority f) At the beginning of the GA the number of delegates and votes are determined and announced by the Presidency g) The Invitation for the GA has to be sent 3 months before his beginning h) Motions have to be presented to the Secretariat 2 months before beginning i) The Agenda and the needed documents will be sent to the effective and non-effective members 1 month before the GA j) The agenda can be emended within 2 weeks before the beginning and has to be adopted at the beginning of the GA. Amendments have to be presented to the secretariat of EU.Pol k) The GA Members are elected by the Member Organizations at the beginning of every year with an immediate communication to the EU.Pol Secretariat. Substitutions within the year are only possible in case of inability to act in this role (Art. 10 Statutes) l) The non-effective members can invite to the GA meetings and at their own cost's other organization members or counsellors. They will not have the right to speak if not invited to, nor to vote
	V : THE ELECTORAL GENERAL ASSEMBLY
	Responsibilities & Duties
Art. 12	<ul style="list-style-type: none"> a) Cfr Art. 13 of the EU.Pol Statutes b) The EGA is the General Assembly with the specific task and duty of the elections that take place every four years or whenever needed c) The EGA will take place during the month of November at the end of the fourth legislation period, following up the autumn GA d) The EGA is directed by a Chair composed of 1 President and one Vice-President. The Chair is proposed by the Board to the GA and elected by the EGA e) The EGA is able to decide when the majority of the members are present or represented (Art. 34 – 37 Statutes) f) If not otherwise defined in the Statutes or Standing Orders elections and votes are taken by simple majority g) At the beginning of the EGA the number of delegates and votes are determined and announced by the Chair h) The Invitation for the EGA has to be sent 6 months before his beginning i) Motions have to be presented to the Secretariat 3 months before beginning j) The Agenda and the needed documents prepared by the board have to be sent to the effective and non-effective members 2 months before the EGA k) The agenda can be emended within 4 weeks before the beginning and has the to be adopted at the beginning of the EGA. Amendments have to be presented to the secretariat of EU.Pol l) The non-effective members can invite to the EGA meetings and at their own cost's other organization members or counsellors. They will not have the right to speak if not invited to, nor to vote
	VI : THE EXTRAORDINARY GENERAL ASSEMBLY
	Responsibilities & Duties

Art. 13	<p>a) Cfr Art. 14 of the EU.Pol Statutes</p> <p>b) Cfr Art 11 of the Internal & Financial Regulations</p>
<u>FINANCIAL REGULATIONS</u>	
VII : CONTRIBUTION	
Contribution level	
Art. 14	<p>All Non-effective Member of EU.Pol pay a basic contribution <u>and</u> a so-called regional (Group) contribution. The basic contribution for the year 2021 is 0,60 € per individual member. The regional (Group) contribution for the year 2021 is per individual member :</p> <ul style="list-style-type: none"> - Group 1 : 0,40 € - Group 2 : 0,20 € - Group 3 : 0,00 €
Minimum contribution	
Art. 15	The total contribution for an individual Non-effective Member shall however not be less than 1500 € per year.
Maximum contribution	
Art. 16	However, the total contribution for an individual Non-effective Member shall not be higher than 100.000 € per year.
Payment arrears	
Art. 17	The Board may in exceptional and individual cases, approve deferment of payment and agree on an adjusted payment. The scheme / arrangement is limited to the end of the financial year. When such an arrangement is agreed upon, the Board will report this in the next General Assembly meeting.
Contribution changes	
Art. 18	At the proposal of the General Assembly, the Electoral General Assembly may decide for additional unforeseen / urgent circumstances to make additional contributions.
VIII : FINANCES	
Financial year	
Art. 19	The financial year ends on December 31th of each year.
Payment of the contribution	
Art. 20	The annual contribution shall be paid by the Non-effective Members before the 01 of march of each year.
Other sources of income	
Art. 21	EU.Pol may finance activities fully or partly through contributions from external legal sources provided that this is not in conflict with the independence and goals of EU.Pol as provided in the Statutes, and code of conduct of Police Officers
Budget	
Art. 22	The Board will draw up a financial framework (budget) for the entire period of the Electoral General Assembly to be decided upon by the Electoral General Assembly. Based of this

	framework, the Board will draw up an annual budget for each financial year, which is submitted to the General Assembly every year in the last General Assembly meeting of the financial year.
	Financial management and administration
Art. 23	<p>A. The Board is responsible for managing the financial resources and assets of EU.Pol.</p> <p>B. For every contract over 5.000 € value, the Board has to have agreement of the General Assembly. This by presenting 3 different offers.</p> <p>C. The financial audit Committee and the qualified accountant shall review the instruction annually. Any proposed change or modification will be notified to the Board.</p>
	External Auditing
Art. 24	<p>A written report of the auditors with their conclusions is presented to the General Assembly each year, after the financial year.</p> <p>The report shall contain a recommendation for a General Assembly decision regarding the accountability of the management Board for the audited financial year.</p>
	Financial frameworks
Art. 25	<p>The Board will draw up annual financial frameworks and submit them annually to the General Assembly simultaneously with the budget.</p> <p>Frameworks will be drawn up with regard to :</p> <ul style="list-style-type: none"> • Travelling expenses • Declarations
	IX : FINANCE MANAGEMENT AND ADMINISTRATION
	Responsibilities
Art. 26	<p>The Board is responsible for the management and administration of the federation's financial resources and assets. The Treasurer administers and regularly administers the economic resources.</p> <p>The day-to-day operations necessary to manage the federation's financial resources, as well as the accounting and interim balances of the accounts, are performed by a person or persons designated by the Treasurer for approval by the Board.</p> <p>The Treasurer supervises and is responsible for the proper and proper administration of the accounts and ensures that this is carried out in accordance with the legal provisions of the country of residence of Eu.Pol.</p> <p>No financial commitment shall be made without the express agreement of the Board. Daily and urgent expenses and expenses under 2.500 € may be authorized by the Treasurer and have to be brought to the Board attentions at its next regular meeting. In cases that cannot be postponed, the President can also authorize the payment.</p> <p>The Treasurer will present a quarterly report of the financial situation of the Federation to the Board.</p>
	Bank accounts
Art. 27	<p>On behalf of the Board, the Treasurer opens an account with a bank in the country of residence. The Treasurer and the President (in his absence, the Vice-President) are the only ones mandated to make transfers and bookings. The Treasurer and Accountant are mandated to bank digitally / electronically.</p>
	Credit card holders

Art. 28	<p>The following persons hold a credit card on behalf of EU.Pol.</p> <ul style="list-style-type: none"> - President - Treasurer - General Secretary <p>All transactions must be accompanied by the original receipt. If the original receipt cannot be provided, the final statement must be supported by a personally signed statement.</p>
X : ALLOWANCES AND EXPENSES	
Art. 29	All persons working for EU.Pol are entitled to have their costs covered for their activities, listed below.
Art. 30	For all persons who occupy a permanent job in the service of EU.Pol, wages will be defined in employment contracts under private law. The rights and duties will be defined in directives issued by the Board.
The Board	
Art. 31	It applies to all persons who work for EU.Pol that all costs they incur can be claimed. Nobody has to lose income. If someone loses income through his work for EU.Pol, this will be compensated.
The Effective Members at the General Assembly and Extraordinary General Assembly	
Art. 32	The Effective Members at the General Assembly and Extraordinary General Assembly do not receive any compensation for their activities in favour of EU.Pol. Their presence at the sessions is in principle covered for up to 2 participants per Non-effective Member (flight, accommodation and meals).
The Effective Members at the Electoral General Assembly	
Art. 33	The Effective Members participating in the EU.Pol Electoral General Assembly do not receive any compensation for their activities in favor of EU.Pol. Their presence at the sessions is in principle covered for up to 2 participants per Non-effective Member (flight, accommodation and meals).
The Secretary General	
Art. 34	The General Secretary will work in according to the directives of the Board and will be compensated as working in a home office.
The Consultants, Experts and Invited Guests	
Art. 35	The costs of the consultants, experts and guests invited by the Board to their meetings and/or events are supported by EU.Pol
<u>EU.POL-ACADEMY</u>	
XI : BUILDING PROCESS	
Introduction	
Art. 36	In accordance with section 3 of the Statutes of EU.pol, the purpose of EU.Pol is among others “safeguarding, developing and promoting the professional and union related interests of police officers” .

Art. 37	<ul style="list-style-type: none"> a. EU.Pol pursues this task by establishing the EU.Pol-Academy. b. The task of the EU.Pol-Academy is : Organizing educational meetings for EU.Pol Members with the purpose of developing, promoting, sharing, enhancing and securing professional knowledge, skills and vocational education. c. The task is not limitative.
	Target Groups
Art. 38	<p>The target groups of the EU.Pol-Academy consists of:</p> <ul style="list-style-type: none"> a. Members and / or staff of the EU.Pol Non-Effective Members. b. The EU.Pol Board can allow participation of members and/or staff of Police-Unions.
	XII : FINANCE MANAGEMENT AND ADMINISTRATION
	Responsibilities and Duties
Art. 39	<ul style="list-style-type: none"> a. A by the EU.Pol Board appointed Board member is responsible for the EU.Pol-Academy, its administrative management and the performance of her task. b. Depending of the task, the appointed Board Member will be assisted by appointed Members of the EU.Pol Non-Effective Members. c. Per educational meeting, there will be a prescription of the meeting, the way of organizing the meeting, the way of travelling, the number of members that can participate, the way of registration and so on. d. In any case, there is an action plan of the EU.Pol-Academy for the next year. e. The members as mentioned in this article receive reimbursement of travel and accommodation costs in case of an event in accordance with EU.Pol Regulations
	Contribution level
Art. 40	<ul style="list-style-type: none"> a. The amount of the costs depends of the costs of the organization of the educational meeting. b. In accordance with the contribution scheme of EU.Pol, the Non-Effective Members in the distinct groups have to pay for participation of the educational meeting(s) : Group 1 : 100% of the costs, Group 2 : 80% of the costs, Group 3 : 60% of the costs. c. The costs to participate in an educational meeting by one or more Members or Staff are in the competence of the Non-Effective Members or pf the allowed non-EU.Pol Organizations.
	Administration
Art. 41	The Autumn General Assembly of each year has to approve the general contribution for educational meetings as part of the yearly budget of EU.Pol.
Art. 42	In the Autumn General Assembly of each year, the EU.Pol Board asks for consent of the action plan of the EU.Pol-Academy for the next year.
Art. 43	The EU.Pol Academy regulations and any modification needs the approval of the General Assembly.
	<u>GENERALITIES</u>
	XIII : CHANGES

	Amendments to these Regulations
Art. 44	Changes to these regulations can be made during a General Assembly.
	XIV : APPROVAL
Art. 45	The present Regulations have been approved by the Specific Working Group on the 27/10/2020, signed by the President of the EU.Pol Building Non-effective Members on the 19/05/2021 in Brussels-Zaventem and approved by the Electoral General Assembly of EU.Pol at its meeting of the 09/11/2021 ; it shall take effect retroactively to 01.01.2021.