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## **INTERNAL REGULATIONS**

Youth of the European People's Party

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## 1. CONGRESS

### 1.1. Electoral Congress

The board shall propose the electoral Congress at a Council meeting not less than two months before the date of the electoral Congress. This shall be approved by the Council.

### 1.2. Congress Procedures

The agenda of the Congress shall be proposed by the Board, for approval by the Congress.

### 1.3. Candidature submission

Candidatures must be submitted to the YEPP office in written form both to the Secretary General and the Executive Officer. Candidatures consist of: 1) a nomination letter signed by the president of the Full Member Organization of which the candidate is a member; 2) a motivation letter from the candidate; 3) a CV. After submission, the YEPP office shall inform the candidate about any missing document(s). To complete the candidature, the candidate must submit the missing document(s) within 3 working days after notification by the YEPP office. Only complete candidatures will be submitted to the Validation Committee. The deadline for Candidature will be set by the Board and the deadline must be at least one month prior to the Congress date.

### 1.4. Validation Committee

The Validation Committee shall be responsible for approval of candidatures to the YEPP board. They shall be responsible for the receiving and validation of candidatures, in compliance with formal statutory requirements, at least one month prior to the Congress date. In the case where article 1.5 applies, that procedure shall take precedent.

The validation committee shall be composed of the Secretary General, Deputy Secretary General and an additional board member, designated by the board.

Within three working days of the closing of candidatures, the validation committee shall meet (either in person or via telecommunications) to determine validity of candidatures. Candidates shall be informed of their validity within three working days following this meeting. Should candidates disagree with the decision of the Validation Committee, they can appeal in writing to the YEPP board within three days. Board members directly concerned do not have voting rights in this decision.

### 1.5. Electoral Committee

The Electoral Committee shall be responsible for procedural voting issues related to the YEPP Congress.

All board members not seeking re-election are ex-officio members of the electoral committee. In case there are less than five eligible board members, the board must designate substitutes who are preferentially former board members to form an electoral committee of five members. Upon proposal of the Board, the Electoral Committee includes two participants of the Congress with no connection to the Board.

The Electoral Committee shall be nominated by the YEPP Board and approved by the Congress by a two thirds majority. Should the Electoral Committee not be approved, nominations shall be reopened until such a time as a new Committee can be proposed by the board.

#### 1.6. Election Procedure

The Electoral Committee shall be responsible for the creation of ballots and their validity, as well as the voting structure. Upon the delegation's receiving of the ballots by the Chair of the Electoral Committee, each ballot shall be stamped with the official stamp of YEPP. For each elected position which is open at the Congress, a separate ballot paper shall be required.

Ballots shall only be deemed valid provided that they have the official stamp of YEPP. If a ballot's validity is questioned, once a clear preference has been stated, its validity shall be confirmed. Each voting delegate must cast nine votes exactly for the position of Vice President, or the ballot will be deemed to be invalid. In the case of questionable ballots, the final decision shall lie with the Electoral Committee.

Voting shall be opened by the Chair of the Electoral Committee when all voting delegates have received their ballots. The number of voting delegates shall be announced at this time.

The Electoral Committee shall count the votes in camera, and the room shall be locked and sealed. The use of telecommunications devices shall be prohibited inside the counting room. Should a candidate wish to observe the counting, they shall nominate one representative to do so. An announcement shall take place as to the result of voting immediately upon the conclusion of voting, provided that a unanimous decision has been taken by the Electoral Committee as to the result and confirmation that the procedure was carried out in a fair and open manner.

Candidates (other than for the position of Vice-President) who obtain a simple majority of the valid votes cast are elected. As to candidates for the position of Vice-President, the nine candidates who received the most votes will be elected. Membership of the board is strictly personal. For each position, the number of votes cast by each delegate shall correspond to the number of available positions. If no candidate, for any position other than that of Vice President, is elected after the first ballot, a second ballot is organised between the two candidates who got most votes. In the case where there is a tie for the final position of Vice

President, a second ballot shall be organised between those candidates who have tied. An announcement shall take place as to the result of voting immediately upon the conclusion of voting, provided that a unanimous decision has been taken by the Electoral Committee as to the result and confirmation that the procedure was carried out in a fair and open manner.

## **2. COUNCIL**

### 2.1. General Provisions

1. The Council is convened and composed as described in Article 12 of the By-laws. Each Member Organization shall decide on its representation.
2. The Council's official working language shall be English. It is therefore necessary that every member participating must be in a position to comprehend, work and communicate in English.

### 2.2. Agenda setting

1. The Council Meetings (ordinary and extraordinary) are convened according to Article 12 of the By-laws.
2. The agenda of the Council meeting shall be set by the President.
3. In case the convened Council Meeting shall adopt the Organization's Annual Budget, according to Belgian Law, this shall be explicitly mentioned in the invitations sent to Member Organizations.
4. A. The agenda shall be made accessible to the Member Organizations at least one week prior to the Meeting, except for cases of absolute emergency as described in paragraph B of this article.
5. B. In case of emergency, the agenda may also be presented on the same day of the Council Meeting, and shall only consist of up to two points the Council will have to discuss and decide upon.
6. Upon the request of at least one third of the Board Members or two thirds of the Full Members of the Council, amendments to the Agenda shall be adopted.
  7. The Agenda is adopted by vote with a simple majority of the present members, provided the necessary quorum as set by Art. 12 of the By-Laws has been achieved.

### 2.3. Resolutions procedure

1. During ordinary Council Meetings Resolutions from Full Member Organizations or the Board shall be presented.
2. A. Resolutions coming from Full Member Organizations shall be introduced to discussion at the Working Groups, prior to a Council Meeting or the Congress, only if supported by Full Member Organizations representing at least five (5) different countries.
3. B. Resolutions of the Board shall be presented for discussion, in case they are supported by at least a 2/3 majority of the Board Members.
4. Observers and Associated Members can take the floor but not to initiate a resolution, submit an amendment or vote.
5. During the Council Meeting or Congress session, the resolution must be presented by the initiator. Any amendment submitted for the first time during these sessions

(without a prior discussion in Working Groups) is discussed according to the procedure followed within the Working Groups, as described below in Article 2.5 of the Internal Regulations.

6. A Board recommendation may take place right after the presentation of the Resolution by the initiator, at the discretion of the Board.
7. An Emergency Resolution will only be discussed if more than 50% of the present full members declare it as an emergency.

#### 2.4. Working group procedure

1. Working groups are chaired by the President or by any other Board Member the President appoints to do so.
2. The initiator presents the resolution during the Working Groups session. After the presentation, the floor is open for arguments against or in favour of the presented resolution. Amendments to withdraw the presented resolution are discussed and voted upon first. Upon discussing each amendment two Members of the Council or the Congress shall speak in favour and two against it. At the discretion of the Chair the number of speakers can be extended
3. A preliminary decision either in favour or against a resolution, an amendment to withdraw or any other proposed amendment is taken by a simple majority of the people taking part in the Working Group sessions.
4. A roll call shall take place during a working group and member organisations present will have one vote per organisation similar to Council Meeting procedure.
5. For any other matters not explicitly covered in these particular chapter of the Internal Regulations concerning the Working Groups procedure, provisions in relation to the Council Meetings Procedures of the Internal Regulations or the Bylaws shall be applied if suited.
6. The procedure of the Working Groups as described above is applied in the occasion of Working Groups before a Congress as well.

#### 2.5. Voting procedure

1. Each Full Member organization shall have one vote, with the exception of any special provisions made by the By-Laws or the Internal Regulations, such as the voting procedure held during a Working Group session for a preliminary decision to be taken. The Council can validly decide with a simple majority of the votes cast and as long as the necessary quorum, as set in Article 12 of the By-Laws is met.
2. Abstention votes shall be counted separately and cannot be added to either the in favour or against votes. When deciding on a certain topic, such as the adoption of a resolution or a white paper, in case abstention votes come first in number, a second round of voting shall take place.

3. In order to safeguard the internal democracy of YEPP, by the start of each Council, if no digital voting system is available, the Council shall elect two delegates as vote counters. Coming to votes where the majority is not obvious, a vote count will be initiated if at least three organisations call for it. The elected vote counters shall both count the vote, both reporting to the council president the tally of the vote. If the tally of the vote differs, with no clear majority in sight, the votes shall be counted again by the vote counters until a tally in which both counters report the same result appear.

## 2.6. Motion of No Confidence Procedure

1. The Motion of No Confidence is initiated and held according to Article 11, paragraph [e] of the By-Laws. Provided the necessary majority is met, the Motion of No Confidence shall be added at any point of a Council Meeting Session, by suggestion of the Board and clearly stating, to be recorded in the Council Meetings Minutes, which of the reasons listed in the same Article of the By-Laws are met. The discussions shall be initiated during that particular Council Meeting.
2. During the Meetings of the Council deciding upon an initiated Motion of No Confidence, no other member or guest, except for Full Members and Members of the Board, shall be present.
3. The Ethics Committee established according to Article 20 of the By-laws, is responsible for the further investigation and assessment of the case. The committee's mission is the establishment of the necessary dialogue with the concerned Board Member, collecting all necessary evidence, and sorting out the liabilities that may be found.
4. By a Motion of No Confidence against a Board Member adoption, as set above, the Council also automatically terminates any payments or access the concerned member has got to the Organization's databases, bank accounts etc..
5. In a case where a Board Member has been convicted by Court, sanctioned by the EPP or sanctioned by his/her party and these facts are acknowledged by the Council, the aforementioned procedure will not be implemented, and the Member will automatically be expelled.

## **3. BOARD**

### 3.1. Board Meetings

1. Board Meeting are convened as set in Article 11 paragraph [j] of the By-laws. In case a member cannot participate, written explanation of his/her absence shall be



submitted to the Board.

2. In every Board Meeting, the Secretary General presents his/her proposed draft budget for approval by the Board. Along with the Budget, the Secretary General shall provide all necessary information as well as explanation that may be requested by fellow Members of the Board. The Budget along with the necessary information may be presented, but never drafted, by the Deputy Secretary General, in case the Secretary General is prevented from doing so.
3. Board Meeting sessions are chaired by the President and the majority of its Members shall be present in order for it to validly discuss and decide upon issues of the Agenda set.
4. Agenda setting
5. The Agenda is set according to Article 11 paragraph [j] of the By-laws. The Agenda must contain at least a (i) Political Report from the President, (ii) Management Report from the Secretary General and (iii) Financial Report from the Treasurer. In case one of the above mentioned Members are prevented from participating to the Meeting, the First Vice-President shall temporarily replace the President and the Deputy Secretary General the Secretary General. In case the quorum is not reached, the responsible board member must submit a written report to the board within 14 days after the board meeting, still to be approved in the next ordinary board meeting.

### 3.2. External Service Providers

1. In relation to contractual relationships of the Organization with third-parties or its employees, the decision for the commencement or termination of such a professional cooperation is taken as stated in Article 11, paragraph [l] of the By-Laws. The President will advise the Council of these decisions.
2. When a Board decision is taken on matters of this nature, every Board Member shall approve the contract given to said external service provider.
3. Upon the approval by the Board, the Secretary General, or in case he/she is unable to do so, the Deputy Secretary General shall proceed with all necessary actions for the realisation of the approved professional co-operation, unless decided otherwise by the Board.
4. After any professional agreement between the organization and third parties, a copy of the signed contract shall be available to board members as requested.
5. In case of legal disputes arising from existing or negotiated contractual relationships, the Secretary General shall immediately inform the rest of the Board and take all actions necessary for them to be resolved. These actions shall always be approved by the President.

## **4. MEMBERSHIP**

### **4.1. Application procedures**

Application for full membership shall be submitted to the Board in writing. They shall comprise a statement confirming that the applicant party undertakes to comply with the basis values and principles, the by-laws and internal regulations of the association, in addition to a copy of the by-laws and information on the background of the applicant. Based on a thorough analysis of the application, the Board will transmit the application together with a recommendation as to whether or not the applicant should be admitted as a Member to the Congress.

Applications for observer and associated membership shall be submitted to the Board in writing. They shall comprise a statement confirming that the applicant party undertakes to comply with the basic values and principles, the by-laws and internal regulations of the association, in addition to a copy of the by-laws and information on the background of the applicant. The decision to grant observer status to an applicant organization is taken by the Council, upon recommendation by the Board based on a thorough analysis of the applicant organization and its activities within YEPP.

### **4.2. Council Procedure for Membership Issues**

The Council shall be held in camera for the discussion of all membership issues. When the Council goes in camera, every individual without full membership of a full member organisation, is to be removed from the Council chamber. The chamber doors shall then be closed and the taking of minutes shall be suspended until such a time as the Council ceases to be in camera, with the exception of recording the results of any votes held by the Council during this time.

## **5. FINANCIAL REGULATIONS**

### **5.1. Payments**

All invoices to be paid by YEPP shall contain the signature of the Secretary General and the official stamp of the organisation prior to the payment order.

The signature of the Secretary General may be a physical signature or an electronic signature, however the Electronic Signature of the Secretary General may not be used without their expressed permission or authorisation. The authorisation shall be done in writing and attached to the dossier. Invoices shall be verified by the person who requested the service before they are paid. Any reimbursements related to the Secretary General must be approved and signed by the President. The President may delegate this responsibility to the Deputy Secretary General and/or the Treasurer.

For payments over 1000 euro (eg. Invoices, travels, reimbursements, etc.) the budget shall be assessed, and if approved signed, by the Secretary General.

For payments over 3000 euro in exchange of services, at least three competitive offers shall be

requested in advance.

If there are invoices submitted to YEPP about working breakfast/lunch/dinner, a short agenda of meeting shall be attached to the dossier. The name and function of eventual external guests shall be mentioned on the completed form.

For approved payments under 100 euros the submission of a receipt suffices. However, having an invoice for each payment is recommended if possible.

## 5.2. Reserve Fund

The Secretary General is obliged to manage and plan the assets of YEPP so that a physical fund of €20,000 always remains in the bank account for emergency uses. Such emergency use must be approved by the Board by a two thirds majority decision.

## 5.3. Membership Fees

Membership fees are to be paid by bank transfer only. Cash is not acceptable. The annual membership fee for Full Members will be calculated by dividing the portion of the annual budget which cannot be financed through other financial resources proportionately on the basis of the number of delegates of the Full Member on the last meeting of the Congress. Organisations having status of full member will pay a membership fee equal to the representation of one delegate and this until the first meeting of the Congress. Associated Members and Observer Members will pay a fee equal to the fee of a Full Member with one delegate.

To guarantee active and passive voting rights at the congress the latest date that a membership fee as well as any other debts deriving from unpaid participant fees or penalty fees, must be transferred to the YEPP account is 5 working days before the commencement of the Congress. In case of a delayed payment, the Congress has the right to ratify the payment and validate voting rights. In case the fee for the current or past years is not payed, the defaulting Member organisation is automatically withdrawn any active or passive voting rights at the congress as defined in Article 7 of the by-laws.

## 5.4. Cash management

Small amounts of cash may be kept in a safe box at the office. A limit of €500 should apply. The safe box shall be accessible by the Executive Officer, the President the Secretary General/Treasurer only. A note of all movements of money from petty cash shall be kept, in a docket book, in the safe box. The docket will include the following information:

*-Date*

*-Name of the person taking/depositing cash*

*-amount*

*-purpose*

*- signature of the person taking/depositing cash*

All payments received in cash during the Council Meetings, such as participant fees, shall be deposited in the YEPP's bank account within 3 working days following the event.

#### 5.5. Credit and debit card management

The President, the Secretary General/Treasurer and the Executive officer may be holders of a YEPP credit and/or debit card, which shall only be used to cover YEPP-related expenses and never for a personal purpose.

The amount to be spent by using a YEPP credit card shall be limited according to the financial needs of the organisation. This limit shall be established by the Secretary General at the bank. In order to ensure the appropriate use of the products, the Secretary General shall be guaranteed full access to the YEPP accounts and all YEPP credit/debit card movements, regardless their holder. A short description of expenditure shall be attached to every payment executed by card.

#### 5.6. Travel and expenses

##### AUTORISATION

Prior to any travel to a non YEPP hosted event (Board meeting, Council, Congress), Board members shall submit the following information in writing to the office:

- Invitation (if applicable)*
- purpose of the travel*
- estimated budget\**
- program/agenda of stay*

\*The estimated budget shall include all expenses of any nature related to the travel.

After considering the financial costs and according to the purpose of the activity, the president and the Secretary General shall give authorisation for the purchase of the tickets. When it is required, the Treasurer and/or the Deputy Secretary General may assist the Secretary General in doing so.

Authorisation shall be granted or rejected within 48 hours of notice.

Board members are responsible for organising the trips as soon as the activity is authorised.

After every travel, board members shall submit a short report containing information on the event to be kept in an annual activity record.

Board Members shall submit boarding passes and proofs of payment (invoices, receipts...) within one month after the activity.

When submitting expenses to the Executive Officer, receipts or invoices must be accompanied by an expense form outlining the breakdown of expenses.

Board members are allowed to claim expenses for travel to and from the airport and flights. Any other expenses such as meals or minibar consumption cannot be covered.

In the event that a Board Member needs to spend an extra night before or after a conference, the Secretary General must be advised of this. This will only be expensed in the event that the Board Member cannot attain flights on the relevant day, and never for personal reasons.

When payments are made in a currency, which is not euro, the European Commission exchange rate shall be used.

## **6. INTERNAL AUDITING**

1. The Internal Auditors shall exercise the powers explicitly conferred to them by Article 17 of the By-Laws and Internal Regulations of the Organization.
2. The report submitted shall comply with the European Union Standards as well as those set by Belgian Law.
3. The report shall be submitted by both Auditors. In case one of them is prevented from doing so, he/she or the remaining Auditor shall immediately give written information to the Board. The Board might decide, upon recommendation of the Secretary General to hold an extraordinary election in the next Council Meeting, for the vacant Internal Auditor's position to be filled.
4. Before conducting the Report the Auditors shall be provided with all the necessary information and documents by the Secretary General. In case, clarifications are needed they should contact the Board.

## **7. PERSONNEL REGULATIONS**

### **7.1 Categories of Personnel**

All personnel working for Executive office are classified into following types

#### **7.1.1 Employees**

Employees designate salaried individuals who, after a probationary period, are given ongoing assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on long-term basis subject to periodic evaluations and performance assessments. They will have the responsibility towards the day to day functioning of the office.

All the employees of the office are classified into categories. These categories are as

follows: **1. Management Category:**

- a. Executive officer

**2. Professional Category:**

a. Communication manager

### **3. Support Category:**

a. Administrative and events assistant and volunteers.

#### 7.1.2 Consultants

Consultants are professional experts hired by Executive office on short-term basis only for the completion of specific tasks and assignments related to Executive office or one or more of its projects/events. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to consultants. They will be paid on daily/monthly/weekly basis depending upon the nature of their assignment. They will not be considered as full-time or part-time employees of the organization.

#### 7.1.3 Volunteers

Volunteers are individuals who work at Executive office out of their own choice or have been deputed at YEPP by other organizations. They will be assigned tasks from time to time as deemed necessary by Executive office. The Executive office will have a limited contract with volunteers and will not provide any compensation except under special conditions. They will not be considered as full-time or part time employees of the organization.

### 7.2 Personnel Recruitment

YEPP believes in equal employment opportunity to each individual, regardless of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant condition. This policy applies to recruitment and advertising; hiring and job assignment; promotion, demotion and transfer; layoff or termination; rates of pay and benefits; selection for training; and the provision of any other human resources service.

#### 7.2.1 Notice of Vacant or New Position

It is the responsibility of the Board to fill vacant positions as well as new regular positions and new temporary positions of a duration exceeding more than six months. The Board must make sure that the positions can be filled under the organizational budget.

For all new positions, a job description shall be established and include the following

- elements: - position summary
- description of duties and responsibilities
- conditions of work
- qualifications

#### 7.2.2 Interview and selection

As a rule, a selection committee comprising of, at least three members (the President, the Secretary General and one of the Vice Presidents) shall be assembled for filling all positions.

The committee will go through the applications received, retaining those that show the best qualifications. It will evaluate each candidate's application with the help of an evaluation form created beforehand, containing well-defined criteria.

A list of the candidates chosen to be interviewed will be shortlisted by the Selection Committee. The interviews will serve to make a final choice and also to establish a database of potential future candidates.

The final choice is made by Board decision.

#### 7.2.3 Appointment Letter

Any personnel employed with YEPP will be issued an appointment letter prior to his/her employment by YEPP. The appointment letter will officially announce his/her position within the organization, the place of assignment and the effective date of employment. The appointment letter will carry annexes, specifying the employee's job description, terms of reference, salary and benefits and other relevant terms of employment. The Secretary General signs the appointment letter.

#### 7.2.4 Probationary Period

A probation period of three months shall apply to all new employees from the date of hire. Exceptionally, the probation period may be extended to six months. In case, if a new employee fails to perform in accordance to expectations of Executive office /Board, he/she will be given a notice, terminating the contract at the end of the probationary period.

#### 7.2.5 Conflict of Interest

To avoid putting themselves in a conflict of interest with the objectives and operations pursued by YEPP, employees shall respect the following guidelines:

- It is prohibited to use YEPP property for illegal or unauthorized purposes.
- It is prohibited for any YEPP employee having confidential information to disclose it without express authorization beforehand.
- Employees cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.
- Employees cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties within the organization.

### **8. ASSET REGULATIONS**

The management of material resources is the responsibility of the Secretary General and the Executive office.

Material resources are managed by means of records or files.