

Internal Rules of FRH

The Internal Rules of the Association are agreed from time to time by the Council. They are a complement to the Statutes and, in the case of contradiction, the Statutes prevail. The Statutes and an up to date version of the Internal Rules dated and signed by the Council Chairman and Secretary are posted at all times on the website. Members, both Full and Associate accept these Rules by subscribing to the Association. Staff accepts them by signing working, internship or volunteering contracts.

1. Members
2. The General Meetings
3. Council
4. FRH Committees
5. FRH Administration and Office
6. Financial regulations and procedures

1.Members

Associate and Full Membership are official from the moment they are notified by FRH. The email conversations are filed for the record in the member Registry. Applications for full membership should include a résumé of the work of the applicant organisation, indicating the ways in which it meets the membership criteria. Membership applications are considered and approved electronically by a simple majority of the Council, on an ad hoc basis.

Member benefits

- All members have the opportunity to network and build relationships with other members, and to participate in all areas of FRH activity.
- All members have the opportunity to join Council Committees.
- Associate members and representatives of Full members have the right to stand for election to Council.
- Representatives of Full members have one vote at the General Meetings; Associate members cannot vote. Full members can be presented at general meetings by giving a member who is present a written, signed and dated proxy.
- All members receive FRH communications. All members receive electronic invitations to FRH events.
- All members receive a 10% discount on the attendance fee to events where the main organiser is FRH.

Member obligations

- Full members must nominate an individual as permanent representative. (Changes, including contact details, should be communicated to the FRH secretariat as soon as possible).
- Representatives ensure that information concerning FRH's activities is circulated through their own organisations, and to their members as appropriate.
- Representatives also ensure that information about their own organisation published on the FRH website is kept up to date.



- Members and their guests agree that pictures of them taken during the FRH activities can be published in magazines, newspapers, websites, social networking sites and other media of communication. There is no obligation for FRH to request prior authorisation, and no compensation will be provided.

Annual Membership Dues

Full Members

National, regional and local public and voluntary bodies:

Large organizations (annual budget of more than € 1 million)	€ 1.500,00
Medium organizations (annual budget between € 100.000 and € 1m.)	€ 200,00
Small organizations (annual budget of less than €100.000)	€ 50,00

Associate Members

Individuals	€ 25,00
Commercial companies and professional practices:	
Business/Corporate (large)	€ 3.000,00
Business/Corporate (small)	€ 500,00

Subscriptions are reviewed annually by the Council.
Only the Council is empowered to grant waivers.

Subscriptions are payable at the beginning of the calendar year, or at the time of joining the network. A first-time member joining after 31st August will benefit from a 40% reduction. Subscriptions are payable in the month following notification by direct transfer to the FRH account. They should include any costs of the transfer.

Members who fail to pay their subscriptions will be first reminded electronically.

If payment is not received within 16 weeks of the latter, they are no longer considered members of the Association.

A member resigning from the network remains liable for any outstanding subscriptions.

These must be settled and the current subscription paid before members can be readmitted to the network.

2.The General Meetings

The General Meeting is conducted by the President of the Council. If the President of the Council is not present the full members present elect on a show of hands a President for the Meeting.

Election to the Council

The General Meeting elects the Council from its members. The Council, on recommendation of the Nominations Committee, publicises its criteria for nomination to Council. Nominations of candidates accompanied by a CV should be made to the Nominations Committee in writing at least 30 days in advance of the General Meeting at which the elections take place. To be elected, a candidate must receive a simple majority of affirmative votes from the members voting. Proxies should be registered with the Nomination Committee at least 7 days in advance of the General Meeting, using the form provided. The proxies are to be kept



on record in the FRH Office. The Chair of the Nominations Committee conducts the election proceedings and informs the meeting of the names of candidates, their CVs, details of any proxies, resignations and numbers of vacancies to fill.

Candidates are asked to present themselves briefly. If candidates cannot be present, they should provide written indication of their willingness to stand. Elections are conducted by secret written ballot. Votes are counted by the Secretary, a member of the Nominations Committee and a non-Council member selected from the members by the Nominations Committee. The Secretary, in agreement with the Nominations Committee, prepares a permanent record of the election, obtains the signature of the Chair of the meeting and posts this document together with any supporting papers on the FRH website.

3. Council

The Council upholds Nolan's 7 principles of Public Life:

Selflessness Integrity Objectivity Accountability Openness Honesty Leadership.

The administration of FRH is entrusted to the Council (article 12 of the statutes).

Election of office-holders

The Council elects by simple majority from amongst themselves a President, a Treasurer and a Secretary on a three year term of office.

President

The role of the President is to:

- act in the best interests of the Association and its members
- chair meetings of the Council
- oversee staff appointments and performance
- act as a figurehead for the Association (for example, representing it at functions, meetings or in the press)
- lead on the development of the Council and ensure its decisions are implemented.
- take urgent action, including decision making action, between Council meetings when it is not possible or practical to hold a meeting
- keep members updated on progress.

Treasurer

The role of the Treasurer is to:

- oversee accounts, budgets and financial statements and present them to Council and to the General Meeting

The Council may nominate an Associate Treasurer to assist the Treasurer in fulfilling these duties.

Secretary

The role of the Secretary is to:

- organise and minute the Council meetings and General Meetings.
- oversee the effective and efficient administration of the Organisation.

Council members

Council have the following fiduciary responsibilities, which cannot be delegated, including the



following to:

- ensure that the Association complies with its statutes, charity law, company law and any other relevant legislation or regulations.
- ensure that the Association pursues its objects as defined in its statutes.
- safeguard the good name and promote the values of the Association
- contribute actively to the Council's role in giving firm strategic direction to the Association, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- sit on a minimum of one committee
- use any specific skills, knowledge or experience they have to help the Council reach sound decisions.
- scrutinise all official papers

Person specification for a Council role

A Council member should have the following attributes:

- commitment to FRH and its values and aims
- willingness to devote the necessary time and effort
- strategic vision
- good, independent judgement
- ability to think creatively
- understanding and acceptance of the legal duties, responsibilities and liabilities of the Council
- ability to work effectively as a member of a team
- some experience of charity finance, and/or fundraising
- the skill to analyse proposals and examine their consequences
- willingness to be available to staff for advice and enquiries on an ad hoc basis.

Council Meetings

The Council meets at least four times a year. Council meetings are convened by the President aided by the Secretary. They can be physical, telephonic or electronic. Wherever possible, the agenda and supporting papers should be circulated at least seven days before the meeting. Council meeting dates should be set a year in advance and published on the FRH website.

At physical and telephonic meetings, if the President of the Council is absent, one of those present is elected Chair for the meeting. Minutes are prepared by the Secretary and agreed with the Chair of the meeting then circulated in draft to the full Council. The President and the Secretary of the Council sign the minutes once they are approved as being a correct record. Following formal approval to these minutes by each of the members present, they are posted permanently, within 60 days of the meeting, on the FRH website Council members section. Electronic meetings are reserved for simple yes/no decisions such as approval of new members.

The Secretary ensures that the office keeps a paper version of the signed copy as a record for reference. The Secretary ensures that this plus any relevant supporting papers are filed



electronically in such a way that Council members can readily access these.

4.FRH Committees

The Council is supported and advised by the following committees which consist of particularly active members of the organisation.

- The remits are reviewed annually at the Council meeting that approves the annual accounts.
- The remits may be modified or cancelled at any time by the Council.
- If any doubt as to the interpretation of the Committee remits or their recommendations, the Council is the final arbitrator.
- Any changes to the Committees composition are approved by the Council.
- Members of the Executive Committee are specifically elected from members of Council.

The Committees are:

Executive Committee

To ensure a timely and effective function of the association, an Executive Committee is established. The remit of the Committee is to oversee the day-to-day implementation of Council policies and provide organizational direction for its Executive Officer. It provides decision-making authority between Council meetings. The Executive Committee comprises the President, Secretary and Treasurer. In addition, for one year from the approval of this version of the Internal Rules (20-02-20) the chair of the Governance Committee will also be a member. This is to ensure organizational integrity and proper management during a transition period which involves significant change of Council members, including the three roles forming the Executive Committee. The Executive Officer will attend the Executive Committee ex-officio. The Chairs of any of the Council committees may attend the Executive Committee on invitation of any one of the members. It meets once a month or as needed, in person or virtually. It keeps the Council fully informed of its actions by circulating minutes of its meetings shortly after and posting these and any relevant supporting papers on the Council section of the Drive.

The Council is additionally supported by:

The Communications Committee

The Development Committee

The Adhoc Digital Committee

The Finance Committee

The Governance Committee and Nominations Committee

The Membership Committee

The Scientific Advisory Committee

The Adhoc Strategic Plan Committee

A Committee requires a minimum of three members, the chair of each committee is elected yearly and is a Council member. The Committee Chairs are responsible to bring in their committee report to the Council meetings and ensure their files are maintained at the FRH



Office. Committee members and remits are to be posted on the FRH Website.

5. FRH Administration and Office

The FRH Office shall assist the Council and its Committees.

The FRH Office shall perform day to day tasks and administration as required, including:

- In conjunction with the Council, contribute to the design of the development strategies for the network; execute the strategy and activity plans
- Develop project proposals, activities and strategic partnerships
- Assist in developing fundraising proposals and other means of attracting income.
- Coordinate and implement the annual work of the Association
- Coordinate and implement the decisions of the Council
- Assist in organising and servicing the meetings of the Association
- Administer membership systems and assist in attracting, and supporting members
- Shall have a representation function at external meetings and events
- Develop and / or maintain ongoing contacts with the European Institutions, Council of Europe, UNESCO, and other authorities and potential cooperation partners such as European cultural networks.
- Represent FRH and communicate its aims and vision during major events or European conferences
- The FRH Office is given specific powers by the Council to:
 - 1) Sign correspondence on behalf of the Association
 - 2) Represent the Association in its dealings with official bodies both European and national
 - 3) Sign for registered letters or packages delivered by the Post Office or other entity
 - 4) Take all necessary measures to carry out the decisions of the Council or the General Meeting

Financial regulations

FRH will maintain a Euro bank account with a Belgian bank. All accounting and budgeting shall be in Euros.

Authorised signatories:

The Treasurer and two other Council members are to be signatories. The Council will name from time to time authorised signatories both for use with the Association's bankers and for internal purposes

Signing limits and the number of signatories required are proposed by the Finance Committee and subject to approval by the Council and should be recorded in its policy and procedures manual.

Credit and Debit cards may be authorized for FRH Staff and Council signatories. Signing limits and signatories are subject to approval by the Council and should be recorded in its policy and procedures manual.



EU Project Financing

In as much as EU project bids submitted by FRH, if successful, may impose future constraints on the Association, care must be taken to ensure that the Council understands and approves the objectives for which funding is being sought.

Reimbursements of expenses

As a charitable organisation, FRH encourages its staff and volunteers to assist the organisation in ensuring that all costs incurred are necessary and are kept to a minimum without impairing the efficiency of the organisation.

Staff expenses are reimbursed according to the annual budget approved by the Council. These expenses must respect EU-set limits for reimbursement of costs per country and expense category. Budget overruns require the Executive Officer's and the Treasurer's approval. Staff and volunteer travel, accommodation and subsistence expenses will be reimbursed against receipts. They are all expected to be kept reasonable.

EU funded project expenses are identified and reimbursed according to the EU project criteria. Budget overruns require the Executive Officer's and the Treasurer's approval.

Contributions to Council and Committee member travel expenses are established in the annual budget approved by the Council. These expenses must respect EU-set limits for reimbursement of costs per country and per expense category. Budget overruns require the Treasurer's approval and reporting to the Council.

6. FRH Advisory Council

An FRH Advisory Council is established whose members shall be elected by the members of the Council for a term of 3 years renewable twice. Advisory Council members shall have no rights, voting privileges, nor obligations of attendance at regular meetings of the Council. Advisory Board members attend said meetings at the invitation of the Council.

Members of the FRH Advisory Council shall possess the desire to serve the FRH members and support the work of FRH by providing expertise and professional knowledge. Members of the Advisory Council shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent therewith upon being voted onto and accepting appointment to the FRH Advisory Council.

Members of the FRH Advisory Council shall meet once a year and attend the FRH Annual Meetings.



The President of FRH Council shall see that all written recommendations made by FRH Advisory Council members are brought to the attention of the FRH Council. These recommendations, emanating from the FRH Advisory Council Member expertise and professional knowledge, can be provided jointly or severally.

The Secretary of FRH Council will be responsible for all official correspondence to and from FRH Advisory Council members.

2020.02.20

