

Rules of Procedure of the Youth of European Nationalities (YEN)

Preamble: These rules of procedure are an addendum and further explanation to the Statutes of YEN. As a document to be applied by all official bodies and members of YEN it shall give guidelines to regulate the procedures of the organization.

For reasons of simplicity we use in the following text for the various functions only the female forms, where applicable. All the posts and functions in the rules of procedure however refer to women and men alike. Also, for reasons of simplicity we use in the following for the term “autochthonous, national minorities” the abbreviation “minority/s”, as it reappears in several terms like “national minorities” or “traditional minorities”. For definition see point I.3. The paragraphs behind the headlines indicate the according provisions of the Statutes.

A. Umbrella organization and Network

1. The Youth of European Nationalities is an umbrella organization for youth organizations of autochthonous, national minorities that includes also the structure and principles of a network.
2. The Umbrella organization attends the representation of the youth of autochthonous, national minorities on a European level. It deals with the strategies and the process of opinion-gathering in YEN and implements them. The official bodies for the level of the Umbrella organization are foremost the General Assembly (GA) and the Board of YEN.
3. For the definition of “autochthonous, national minorities” YEN refers to the definition that is given in the Charta of the autochthonous, national minorities of FUEN and YEN. The Charta has been adopted by the General Assembly of YEN.

B. Working languages of YEN

1. YEN uses both, English and German, as working languages.
2. YEN starts all official letters, publications, etc. – hence they are bilingual – with the English version first, followed by the German version.
3. The Board and the Working Group members make sure that the awareness of bilingualism is carried out by the participants of any activity of YEN, not only at official occasions, but at any occasion possible throughout the whole activity in a sensual way.

C. Membership in YEN

1. General regulations for the admission of membership

- a. The General Assembly shall decide about the admission of ordinary and extraordinary members by an absolute majority. A decision about a supporting member is taken by the board. A decision can be taken three days after receiving the application.
- b. Admission can be denied without stating the reasons.
- c. A precondition for ordinary and extraordinary membership is the democratic structure of the applicant organisation. In any case, the applicants have to support the aims of YEN.
- d. If for political reasons a minority organisation has no possibility to organise themselves in their country, an organisation of members of the minority can represent them in exile.
- e. Ordinary and extraordinary members shall deposit their statutes at the Board and immediately inform YEN about any amendments.

2. Regulations for the admission of ordinary Membership

- a. Ordinary membership is open to all European minority organisations consisting at least in large part of minority members, having their focus on youth work and working with young people participating actively in all activities of the organisations.

- b. Applicants accepted for ordinary membership shall first be admitted as extraordinary members for at least one year, if there are no unusual conditions making a different procedure appear preferable.
- c. The application for ordinary membership shall be sent along with the organisation's statutes and the activity reports of the past two years. The Board can request further information. The application shall be addressed to the Board at least four weeks before the GA.
- d. Before the admission of ordinary membership at least one member of the Board and one member of the Working Groups (in specific cases a delegation) shall have visited the minority and applying organization. The reports on this visit shall serve as a basis for the recommendation of the Board and shall be furnished in writing together with the application to the GA.

3. Regulations for the admission of extraordinary membership

- a. Extraordinary membership is open to all minority youth organisations, whose participation in YEN appears to be reasonable, supporting the aims and interests of YEN, striving for ordinary membership.
- b. Applicants accepted for ordinary membership shall first be admitted as extraordinary members for at least one year, if there are no unusual conditions making a different procedure appear preferable.
- c. The application for extraordinary membership shall be sent along with the organisation's statutes and the activity reports of the past two years. The Board can request further information.
- d. The application shall be addressed to the Board at least four weeks before the GA.

4. Regulations for the admission of supporting membership

- a. Supporting membership is open to all natural persons, organisations and institutions that do not represent a representational organisation of a minority as defined above, but whose participation in YEN appears to be reasonable and that supports the aims and interests of YEN.
- b. Supporting members shall address their application together with a personal statement to the board. The board can request further information.
- c. The board takes a decision earliest three days after receiving the application.
- d. There shall be up to three participant places reserved for them at YEN events.

5. Regulations for inactive membership

- a. Member Organisations which are temporarily unable to actively participate in YEN can apply for the Inactive Member status.
- b. Inactive members do not have to pay membership fees. However, in case they send participants to YEN events, their costs are not covered by YEN, but shall be fully covered by the member organisation or the participants themselves.
- c. Applications for the Inactive Member status shall be addressed in writing, giving the reasons to the board, which shall decide on them. The Board can request further information.
- d. Inactive Members are still part of the YEN-Network and shall be informed about YEN activities. They shall keep in contact with the WG Member Integration.
- e. The inactive member status is revoked when the member organisation sends a written request to the board and pays the membership fee. The member organisation is upgraded again to the status it had before becoming an inactive member.

6. Termination of Membership

- a. Members can terminate their membership only in writing and only under consideration of a notice period of at least four weeks at the end of a financial year.
- b. Membership may, however, be terminated immediately in the following cases:
 - i. within four weeks after a member is informed about any resolution that will restrict their rights or expand their duties;
 - ii. within four weeks after a member is informed about a change of YEN's legal status or a merger.
- c. If the notice period is not observed, the membership shall remain unaffected until the end of the following financial year.
- d. A member can only be excluded if they contravene the Statutes, the Rules of Procedure or the resolutions of YEN, or in cases in which the membership fee is not paid in more than two consecutive years in spite of a reminder or in cases of conduct that is injurious to the interests of the association. The General Assembly shall decide on the exclusion with a two-thirds majority of votes cast.

D. Rights and duties of members

1. All member organisations of YEN have the right to participate at the GA with three delegates each.
2. Extraordinary and supporting members have the right to participate in the decision-making of the GA, but they do not have the right to cast their vote.
3. Those minorities that are represented in YEN by an ordinary member shall have the right to participate in the decisions of the General Assembly with six votes each.
4. Should more than one organisation from a given minority be member of YEN, then the votes shall be divided equally amongst all such organisations.

5. Should a given minority be represented by more than one organisation within YEN and should one such organisation be unable to attend a meeting, then it shall be permitted to grant a written proxy to that or those other organisation(s) from the same minority who is/are able to attend to vote on its behalf.
6. One delegate can carry all votes of her minority, according to the provisions of the points D.3 and D.4 of the rules of procedure.
7. Each member has to nominate its delegates in written form before the start of the GA.
8. It is the duty of the member organisations to brief their delegates about the meetings and activities of YEN and to ensure that their delegates are prepared adequately.
9. Members of YEN shall receive all official letters and information at least per e-mail. Therefore, it is the responsibility of the members to provide YEN with their current contact details. If a member is not able to provide e-mail, it can request all official delivery by post.
10. It is the duty of all member organisations to inform YEN about their activities of the current year. It is the duty of YEN to make this information available for its members to enhance the networking among them.

E. Membership fees

1. System for the payment of membership fees in YEN

- a. The size of the member organization which is the number of its members: The more members a MO has, the higher is the membership fee for YEN.
- b. The country of origin of the MO: The membership fee is regulated depending on the standard of living in the country of origin of the MO. The higher the standard of living, the higher is the membership fee for YEN. "For reasons of simplicity" YEN varies between three categories:

- i. Non-EU-Countries
 - ii. Old EU-Countries + Switzerland
 - iii. New EU-Countries (from 2004 on)
- c. On the basis of this, two criteria the following scheme shall be defined:

	Number of members				
Countries	0-100	100-300	300-1 000	1 000-10 000	10 000+
Non-EU-Countries	200€	200€	300€	400€	400€
New EU-Countries	250€	300€	400€	500€	600€
Old EU-Countries + Switzerland	300€	400€	500€	600€	700€

Non-EU: i.e.: Russia, Ukraine, Serbia, New-EU: i.e.: Hungary, Slovakia, Poland, Romania, etc. Old-EU: Denmark, Sweden, Netherlands, Germany, France, Spain, Austria, Italy... + Switzerland

- d. The membership fee for extraordinary membership is half of the amount of the membership fee for ordinary membership.
- e. The annual membership fee for supporting members shall be agreed upon between the Board and the member, but the actual sum shall amount at least 100 Euros.
- f. In well-reasoned cases the Board can allow an exoneration of the duty to pay membership fee.

2. Reduction of membership fee

- a. If a MO is not able to pay the membership fee in its full amount, it shall have the right to ask for a reduction.
- b. The Board decides on the basis of the following documents on the application for reduction of each MO:
 - i. Official letter from the MO with the request of reduction.
 - ii. Financial report of the last year.
 - iii. Budget for the current year.

3. Non-payment of membership fees

- a. The invoice for the membership fee of the current year will be sent to the MO at latest on 1st of February of the same year.
- b. Upon that the MOs have three possibilities to reply:
 - i. The MO pays the membership fee until the 15th of March of the current year.
 - ii. The MO asks for a reduction of the membership fee until 15th of March of the current year.
 - iii. Until 15th of March of the current year the MO asks for an extended period to pay the membership fee.

If until March 15 no reply from the MO has been received by YEN (payment, reduction, announcement of delay), the organisation receives a written reminder with the request for immediate payment or announcement of delay.

- c. Ordinary Members which don't respond to the reminder lose their voting rights at the GA. Extraordinary Members who don't respond to the reminder lose the right to participate at the GA.
- d. Supporting members who don't pay the membership fee for two years in a row lose their membership.

F. Partners

- a. Any network or organisation with which cooperation appears to be reasonable and which pursue the YEN's aims and interests, can become partners of YEN.
- b. The Board can conclude a written agreement on a preliminary partnership status with these organisations and networks.
- c. The General Assembly shall confirm the partnership status with an absolute majority.
- d. Partners shall annually express their interest in the partnership status.
- e. Partners can be invited to seminars and events of YEN, if required.

- f. Any organisation or network can submit their application for partnership to the Board at any time.
- g. The partnership can be resolved by the GA or the partner at any time.

G. The Board and Executive Board of YEN

1. General

Provisions

- a. Every individual board member works, acts and decides in her function based on her best knowledge and conscience. She takes her own responsibilities on behalf of and according to the principles of YEN. The Board divides its tasks according to its needs.
- b. The Board is comprised of the President, two Vice-Presidents, three Convenors and one Treasurer.
- c. The Board has to meet at least twice a year.
- d. The Executive Board is comprised of the President, the Two Vice-Presidents and the Treasurer and is head of ongoing business affairs of YEN.

2. Functions of the Board

- a. The Board is obliged to put all proposals by all official bodies of YEN on its agenda and discuss these, take a decision and react properly.
- b. Board members work together with other Board members and help each other, where necessary.
- c. They participate actively and with a positive approach at the meetings of the Board.
- d. Board members represent YEN to its external (in the media, official institutions, political parties, etc.) and stand up for YEN and its needs.
- e. They keep contact to youth groups of any minority and other youth groups.
- f. They keep contact to the members of YEN.
- g. They handle any other tasks that may be attributed to them.

- h. They introduce their successors in their positions properly and hand over to them all the necessary documentation. They support their successors, especially in the beginning phase, with advice and stay in regular contact with them.
- i. At the meetings of the Board, the members of the Board give an insight in their tasks and assignments and decide on further common steps.
- j. The tasks and assignments of the members of the Board differ according to their functions. It is however always important to use the skills and opportunities as well as possible.
- k. The minutes of the meetings of the board shall be published to the member organisations within a period of four weeks. In case of publishing entire minutes, the board keeps the right to take out points of the agenda that should not be public.
- l. All basic documents necessary for the GA shall be sent to the member organisations at least one week before the GA.

3. The President

- a. The President looks after the matters of YEN and bears the main responsibility.
- b. She represents YEN externally.
- c. Takes notice of all important statements of YEN.
- d. Signs deciding and important letters of YEN.
- e. Keeps in contact with the members of the Board and of the office.
- f. Keeps in contact with the members and partners of YEN.
- g. Helps the individual board members and looks after the process of group work in YEN.
- h. In urgent cases she decides in the benefit of YEN also without consulting the rest of the board.
- i. Presides over (or assigns this to a substitute) the Board meetings.
- j. Draws up the agenda of the Board meetings in agreement with the Board.
- k. Represents YEN in the board of the FUEN and attends its meetings.

- l. Represents YEN in the European Dialogue Forum of FUEN, YEN and the Intergroup of the European Parliament and attends its meetings.
- m. Takes part in the yearly FUEN-Congress and makes a report-speech about the basic concept of youth work and minorities.
- n. Searches for and keeps in contact with as many persons as possible from the national and international fields related to youth and minority questions.
- o. Visits (international) institutions and officials and mediates to them.
- p. Takes care and keeps control over all projects and procedures in YEN.

4. The Vice-Presidents (in general)

- a. Represent the President where she cannot handle a task.
- b. They take care of the contact with the Board members and inform them about new developments.
- c. Look together with the other Vice-President after the members of YEN through regular personal contacts.
- d. Help with questions related to the organising of conferences, seminars, projects, etc.
- e. Take care of and control one or more projects of YEN.
- f. Search for and keep in contact with as many persons as possible from the national and international fields related to youth and minority questions.

5. The Vice-President with responsibility for internal issues

- a. Is responsible for the Office of YEN that she controls and is the first contact person concerning all personal affairs in YEN.
- b. Is responsible for the advertisement of a vacancy for employees in YEN.
- c. Keeps specific contact to the organizers of the upcoming seminars and projects of YEN. She is, if not agreed on differently in the Board, responsible for the supervision of the seminars.
- d. Controls the deadlines of YEN and accompanies the work of the Office.

- e. She is responsible for the distribution of the minutes of the GA and the meetings of the Board, together with the needed translation and as quick as possible.
- f. Keeps an eye on and acts in accordance to the decisions of the official bodies of YEN and works on their accomplishment.
- g. She is responsible for public relations and their promotion.

6. The Vice-President with responsibility for external issue

- a. Together with the President she is responsible for the external relations/representation/policy of YEN.
- b. Ensures sustainability of YEN's external representations.
- c. Handles and supports the PR work of YEN.
- d. Develops and maintains contacts with public institutions, partner and other organizations.
- e. Is a contact and support person for the representatives of YEN in external events.
- f. Reports to the statutory bodies of YEN about the external activities in representing the organization.
- g. She takes part in the activities of the YFJ, FUEN and other external activities.

7. The Treasurer

- a. She is responsible for the bookkeeping and keeps care of the accounts of YEN properly.
- b. She has access to all bank accounts of YEN and authorises the Office for the bookkeeping and the access to the accounts of YEN.
- c. Sends the yearly invoice to the members of YEN.
- d. Sends reminders to all the YEN-members, who have omitted to pay the membership fee.
- e. Helps other board members with their bookkeeping.
- f. Controls the payment of expenses of the members of the Board or authorizes in well-reasoned cases advances for them.

- g. Searches together with the Office for subventions in the name of the YEN, at the European Council, at the EU and at other international organizations and maintains contact with these.
- h. Takes care of the financing possibilities of the YEN in general.
- i. Presents together with the Office at each meeting of the Board an overview of the actual situation of the finances.
- j. Presents a comprehensive financial report about the past financial year to the GA.
- k. Discusses the yearly settlement of the accounts with all official bodies of YEN.
- l. Draws up a budget for the following financial year, namely in advance, and presents it at the GA.
- m. Passes on important information and experiences related to the financial matters to the other members of the Board or working bodies of YEN.

8. The Convenors

- a. preside over the Working Groups,
- b. report on and coordinate the work in between their respective Working Group and the Board,
- c. coordinate the work of their Working Group,
- d. convene the meetings of their Working Groups at least four weeks before the meeting,
- e. communicate between the Working Groups and the Office,
- f. have the right to vote in the Working Groups. In case of parity of votes the vote of the convenors is deciding.
- g. keep an eye on the decisions of their Working Group and work on their accomplishment.
- h. are responsible for all fields that concern the specific topic of their Working Group or that are related to it.

H. The Working Groups

1. YEN has three Working Groups with the topics “minority rights”, “integration of members” and “communication”. If a topic is changed, the change shall be written down in these rules of procedure
2. For each Working Group the GA elects a convenor as member of the Board.
3. Tasks of the Working Groups:
 - a. The Working Groups’ aim is to develop ideas and conduct projects for YEN in accordance with their main working focus and to advance the strategic orientation and the content of YEN’s work.
 - b. They shall as far as possible cooperate with the members of YEN, other minorities, that are not represented in YEN, external experts and institutions related to minority issues, as well as any non-Working Group members.
 - c. They take care of and implement at least one project of YEN.
 - d. They can request a budget at the Board.
 - e. They develop the program part of the Working Groups for the Easter Seminar.
 - f. The Working Groups have the right to keep the workshops closed where needed.

I. The Seminars

1. General Provisions

- a. YEN organises at least two seminars per year. The main Seminar of YEN is the Easter Seminar. The Youth Leader Seminar (YLS) is the working seminar of YEN, that takes place in autumn. The organisation of the seminars will be given by the GA throughout election to an applying MO.
- b. The basic principle (as with all projects of YEN) is the collaboration with the hosting organizer and the mutual support. In cases of

ambiguity, where no agreement can be made, the Board of YEN decides.

- c. The Board of YEN participates at all decisions concerning the financing, the contents and the organization.
- d. The Board of YEN is responsible that each YEN-Seminar is implemented according to the guidelines and objectives of YEN.
- e. The Board of YEN supports and advises the hosts in all important questions.
- f. The organisation of the Seminars will be assigned at least one year in advance. The organising MOs for the seminars will be elected by the GA.
- g. The applying MO has to present its project-idea to the GA. The MO has to be able to fulfil the local and organisational requirements for the Seminar.
- h. The organising MO has to present a provisional financing plan and provisional program to the Board at latest half a year before the Seminar.
- i. The financial direction, bookkeeping and clearing have to be fulfilled correctly according to the respective contracts.
- j. The organising MO is responsible for the invitation of minorities from their country of origin, if those are yet no members of YEN.

2. The Easter Seminar

- a. It is the main annual gathering of YEN.
- b. It gives the Working Groups the possibility to arrange working group meetings.
- c. The Easter Seminar takes place the week before Good Friday (Gregorian calendar).
- d. The General Assembly of YEN takes place in the frame of the Easter Seminar.

3. Regulations for the participation at seminars

- a. Each MO of YEN has the right to participate at all events of YEN.
- b. The number of places at the seminars has to be equal for each ordinary and extraordinary member organisation.
- c. All participants at the Seminars are obligated to participate at least at 80% of the program of the Seminar. If a participant of a MO should not fulfil this condition, the participant does not receive the travel reimbursement unless it is agreed otherwise beforehand. The Board has to send the affected MO a notice on that at latest four weeks after the seminar.
- d. The number of participants of the seminars will be set by the Board together with the organiser for each seminar separately according to the financial and logistic circumstances. However, when a GA takes place around a seminar, the number of participants shall be in accordance to the right of participation at the GA.
- e. Members of the Board and the Working Groups do not take part in the contingent of their MO at the seminars.

J. YEN Social Fund

1. The aim of the YEN Social Fund is to help and support the member organisations and participants of YEN events financially.
2. The Social Fund can be accessed by MOs and participants of YEN events who have difficulties in paying membership fees, participation fees and travel costs.
3. The Social Fund will be financed by the membership fees of the supporting members and other donations directed to it.
4. The participants of YEN events can apply to the Social Fund for financing the travel costs or the participant fee for YEN events. They cannot apply for both. Information about the possibilities and the procedure for applying for funding from the Social Fund shall be provided in the call for participation at YEN events.

5. Treasurer and the President shall decide about the amount of costs to be covered by the Social Fund.
6. MOs which are not able to pay their membership fee can apply for support by the Social Fund. They shall send a written request explaining their reasons for the inability to pay and the amount of support to the Board. The Board can request additional information.
7. The Board shall decide the amount of support. However, the total amount of the membership fee cannot be covered by the Social Fund.
8. The supporting members who help funding the Social fund shall be mentioned on the YEN Homepage.
9. The support of the social fund will be part of the financial report to the GA

K. General Assembly

1. General Provisions

- a. The General Assembly constitutes a quorum if half of all of YEN's possible votes is present.
- b. Each member organisation of YEN has the right to participate in the General Assembly.
- c. In the case of absence of more than half of votes required, an extraordinary General Assembly, which constitutes a quorum in any case, shall be convened.
- d. The General Assembly is open to the public. Its non-public nature can be decided on.
- e. Representatives of minorities, whose organisation is an ordinary or extraordinary member of YEN, supporting members, the Board and the Auditors shall have the right of proposal at the General Assembly.
- f. The General Assembly's decisions shall be announced to the members of YEN within a period of four weeks.

2. Tasks of the General Assembly

The General Assembly is at least responsible for:

- a. the acceptance of reports by the Board, the Auditors and the Working Groups,
- b. the discharge of the Board,
- c. the adoption of the working plan for the current and the following year,
- d. the adoption of the budget for the current and the following year,
- e. the election of members of the Board, the Auditors and the Working Groups.

3. Voting rights and number of votes

- a. All ordinary members of YEN have the right to vote.
- b. Number of votes
 - i. All minorities represented in YEN by ordinary members have the right to participate in the decisions of the GA with six delegate votes.
 - ii. In the event that several organisations of one minority are members of YEN, the votes shall be divided in equal parts among the organisations. If more than two member organisations are not able to agree upon the voting rights, the disputed votes shall be considered as abstentions.
 - iii. In the event that one of several member organisations of one minority in YEN is absent, written consent from the organisation concerned is required to enable the present organisation(s) to use the voting rights of the absent organisation.
 - iv. One delegate can make use of all of her minority's votes.
- c. Elections shall be held by open ballot. Elections by secret ballot can be required by a member.
- d. It shall not be permitted to delegate the right to vote to organisations from another minority. Members of the Board do not have the right to vote in their function of Members of the Board. They may, however, vote as representatives of their own delegation.

4. Quorums

- a. A simple majority of votes shall be required for decisions. Abstentions shall always be counted as valid votes.
- b. An absolute majority of votes shall be required for elections of individuals and for the acceptance of members.
- c. The following decisions require a two-thirds majority of votes

- i. the dissolution of YEN
- ii. the removal of the Board
- iii. the removal of one member of the Board
- iv. amendments to the statutes
- v. the removal of a working group members.

5. Process of the General Assembly

- a. Any General Assembly and any extraordinary General Assembly shall be convened by the Board with a notice of at least four weeks. Notice shall be in writing and sent to YEN's members at least by e-mail. It shall specify the agenda.
- b. The detailed voting procedures shall be provided to the members at the beginning of the assembly.
- c. After determining the quorum, the General Assembly shall decide about the agenda.
- d. At the beginning of a meeting of the General Assembly, two vote counters shall be elected by open ballot. The vote counters shall belong to different minorities.
- e. The General Assembly shall elect a chair of the meeting from one of their number.
- f. All documents, upon which the GA shall decide during their meeting, shall be on hand to each present MO before ballot.

6. Election of the Board

- a. The election of the Board shall be conducted by secret ballot at the General Assembly. A separate election shall be held for each function. A candidate shall only be elected if she receives more than fifty percent of the valid votes present (absolute majority). Abstentions shall be counted as valid votes. If no candidate manages to secure a sufficient number of votes to be elected on the first ballot, a second ballot shall be held with the two candidates still willing to fill the vacancy who achieved the largest number of votes in the first ballot. Decision shall be taken by simple majority.
- b. A candidacy is possible until the beginning of the ballot.

- c. The President, the Treasurer and two convenors shall be elected in even years, the two Vice-Presidents and one convenor shall be elected in odd years.
- d. In the event that a member of the Board resigns from her function early, the General Assembly shall nominate a replacement. The replacement shall remain in her function only until the end of the originally intended term of office.
- e. The re-election of the Board members shall be permissible only once. The General Assembly has the right to remove the complete Board or individual members of the Board from office, specifying their reasons.

7. Election of Auditors

- a. Auditors shall be elected alternating for a period of two years.
- b. The two Auditors shall belong to different minorities.

8. Election of Working Groups

- a. The Working Groups shall consist of at least three and at the most ten members plus one convenor.
- b. More members of one Working Group can belong to one minority, as long as this minority does not constitute a majority within the group. The re-election of members shall be permissible.
- c. The members of the Working Groups shall be elected by the GA for a period of one year.
- d. There shall be a candidate list for each Working Group. The nomination of a candidate shall take place by writing the name on only one candidate list.
- e. Candidate lists with less than 11 candidates shall be elected as closed lists by secret ballot. These closed candidate lists shall be elected by an absolute majority of the GA.
- f. The candidates on candidate lists with more than 10 candidates shall be elected personally. After the election, these Working Groups shall consist of the ten candidates with most votes. If the last places from the ten are elected with the same

number of votes and if there are more candidates than available places, then the last places shall be divided in a second ballot.

- g. The General Assembly has the right to remove members of the Working Groups from their function, specifying their reasons.

9. Election of external representatives of YEN

The General Assembly has the right to elect external representatives, e. g. for the Dialogue Forum, the Advisory Council of the Council of Europe, or the European Youth Forum.

L. Office

1. Employees of YEN

- a. The Office of YEN is comprised by the paid employees of YEN. It consists of at least one full-time position, the secretary general of YEN. The full-time position can be divided in part-time positions. If it is done so, one of the employees has to be responsible for the Office as secretary general.
- b. The Board of YEN decides about hiring and dismissal of employees of the Office.
- c. The payment of the employees shall be secured by continual financing. The board has the responsibility for this.
- d. The detailed conditions of employment have to be regulated in agreements with the employees. The conditions of employment have to be in accordance to the valid laws that apply for the employee. The Board has the responsibility for that.
- e. The Board can nominate an appointment committee for the hiring of employees. Notice of the constellation of the appointment committee has to be sent to the members of YEN before its first meeting. The President of YEN presides or chooses someone to preside over the appointment commission.

2. Seat of the Office

- a. The seat of the Office can differ from the seat of YEN.
- b. The seat of the Office goes with the secretary general, if not decided differently by the Board.

3. Functions of the Office

- a. The activities of the Office include carrying out the running activities of YEN, supporting the official bodies of YEN and their activity, taking care of the projects of YEN and cooperating with the member organisations.
- b. One of the main functions of the Office is the professional and timely processing and reporting on the funding agreements to the European Union, the Council of Europe and other funders that are needed for financing YEN.
- c. The Office is involved actively in the creation of YEN and supports the official bodies of YEN also in questions of content.
- d. The Office fulfils its tasks in close coordination with the Board and supports the aims and principles of YEN according to the provisions in the employee agreements.
- e. The employees of the Office work self-contained and according to the requirements of YEN. They are always informed about the current situation in the field of minority issues and youth questions and are up to date concerning all contents of YEN. They further educate themselves with self-responsibility and with the support of YEN. They can give professional information about YEN without problems.
- f. The tasks of the Office are in detail:
 - i. Managing the operation of YEN, in particular the administrative, organisational and financial management as well as developing the annual and budget plans. The Office controls the annual agenda of YEN, takes care that deadlines are met, e.g. for applications and final reports for funding. It always keeps an

eye on the YEN-internal deadlines and is in contact with the board about upcoming meetings and deadlines.

- ii. The Office supports the activities of the official bodies of YEN, especially the Board and the implementation of the decisions of the bodies of YEN. The Office participates in the meetings of the official bodies.
- iii. The Office manages the bookkeeping of YEN professionally and accurately. It supports the auditors at their audit meeting and takes care that all the required documents are present. It also supports the Treasurer to make the financial accounts of the current financial year.
- iv. The Office applies for subventions on behalf of YEN, at the Council of Europe, at the EU and at other international and national organisations and is responsible for a correct processing of applications and reports. It supports where possible the official bodies and member organisations in search for project-subvention, like for the Easter Seminar, whereas running activity and applications of YEN are prioritised.
- v. The Office has an official address, at which it regularly receives letters and post of any kind for YEN that it answers if needed and if no decision of the Board is necessary. It is receivable at announced office hours under an official telephone number and handles the official e-mail- address of YEN. Through that it fulfils the function of an official port to the external of YEN and forwards all important information to the Board and to the members of YEN.
- vi. The Office handles the correspondence between YEN and its members; it forwards important information to the official bodies of YEN and sends out all official and important information, invitations and minutes, etc, to the members of YEN.

- vii. The Office keeps contact to all persons and institutions that are relevant for the work of YEN, like, i.e. the EU, the Council of Europe, FUEN, the Dialogue Forum in the European Parliament, the European Youth Forum, etc.
- viii. The Office takes care of the projects of YEN, especially the main activities like the Easter Seminar and the Youth Leader Seminar.
- ix. The Office is responsible for the administration and actuality of the homepage of YEN, if not regulated differently by the Board. The official bodies of YEN are responsible for the contents of the homepage.
- x. It participates at congresses and trainings that support the professionalism of the employees and that are in the interest of YEN.