

## **EUROPEAN ANTI-POVERTY NETWORK**

### **STANDING ORDERS**

#### **I. NAME, REGISTERED OFFICE, PURPOSE, FUNCTIONS**

##### **Article 1**

The European Network is called in English "European Anti-Poverty Network", and in French "Réseau Européen des Associations de Lutte contre la Pauvreté et l'Exclusion Sociale".

##### **Article 2**

The Network shall define actions to be undertaken and pursue specific programs and projects adopted in accordance with the procedures laid down in the Statutes and these Standing Orders.

##### **Article 3**

3.1. In accordance with its objectives, the Network can fulfil the following functions for the benefit both of its members and more generally all people and groups experiencing poverty and social exclusion within the European Union:

##### 3.2. Liaison and development:

- helping to develop local, regional, national and transnational networks between voluntary initiatives and non-governmental organisations (NGOs) fighting poverty and social exclusion;
- promoting training initiatives for those who are active in the fight against poverty;
- facilitating access by grass-roots groups to the different services and forms of support provided by the European authorities;
- running forums for discussion, debate, and exploring and sharing approaches and practices;
- liaise between the voluntary groups and non-governmental organisations (NGOs) with the European political and administrative authorities in connection with the implementation of all policies.

##### 3.3. Communication:

- setting up a central tool for collecting and disseminating relevant information;
- improving the collection, performance and processing of information needed for action, including surveys, research and statistics on all the factors that have a bearing on the success of policies, actions and interventions;
- circulating information to voluntary groups and non-governmental organisations (NGOs) fighting poverty and social exclusion through their networks;
- organising exchanges of different experiences and practices in the fight against poverty and social exclusion;
- informing members about events and work in progress or in preparation.

#### 3.4. Monitoring and exploration:

- monitoring the preparation, design and implementation of directives, action programs and any other measures in all policy spheres relevant to the fight against poverty and social inclusion;
- identifying trends and developments in all policies pursued at European level and in the social practices implemented in the field that are likely to impact on the rights and the living conditions of people and groups experiencing poverty and social exclusion, as well as on the means of action by anti-poverty initiatives and non-governmental organisations (NGOs);
- analysing developing needs, identifying appropriate responses to them, and determining the viability of new solutions;
- collecting and analysing European and national studies and surveys that are relevant to the fight against poverty and social exclusion.

#### 3.5. Influencing policy:

- analysing current issues that affect people and groups experiencing poverty and social exclusion or anti-poverty voluntary groups and non-governmental organisations (NGOs); evaluating policy responses to these issues, and on the basis of this, making proposals to public authorities, voluntary groups and non-governmental organisations (NGOs);
- analysing European legislative proposals, recommendations and programs; suggesting new measures or changes to existing and draft measures, and specifying the most relevant policy options;  
-centralizing its members' proposals on problems that affect people and communities experiencing poverty and social exclusion or anti-poverty groups.

#### 3.6. Lobbying for people and groups experiencing poverty and social exclusion:

- organizing transnational campaigns;
- lobbying to get proposals and measures (directives, regulations, resolutions, recommendations, etc.) adopted by the European authorities;
- lobbying in each Member State for the effective implementation of measures taken by the European Community bodies that are deemed to be in line with the objectives pursued by the Network.

#### 3.7. Representation and interfacing:

- representing anti-poverty voluntary initiatives and non-governmental organisations (NGOs) vis-à-vis all the authorities, institutions, bodies, undertakings, etc. having responsibilities at European level;
- acting as an interface with the European authorities on all measures likely to affect the field of poverty and social exclusion.

3.8. EAPN will support its members with its experience in order to make points 1, 2 and 3 of Article 3 possible to achieve in practice.

## II. MEMBERS

### Article 4

Members of EAPN are:

- National Networks (one for each country) of voluntary organisations and grass-roots groups

- European Organisations

4.1. EAPN expects that its members will:

- work to actively support EAPN's activities.
- work to bring attention to EAPN's activities in their own country or organisation.
- work to promote the active participation of people experiencing poverty and exclusion and the organisations in which they participate
- be open to cooperation with a wide range of anti-poverty NGOs in their country.
- contribute to framing EAPN's policy positions.
- be able to establish links between the reality of poverty in their own country and the positive or negative impact of the EU on that reality.

4.2. EAPN pledges to its members that it will:

- work to maximise the active involvement of its members in all EAPN activities.
- work to promote its members' activities.
- work to provide members with information and support that will assist them in their work.
- work to make the activities of its members more visible at European level.

4.3. In order for a European Organisation to be considered for membership of EAPN it must have members and be carrying out activities in at least 50 per cent of the Member States at the time of their application.

## III. GENERAL ASSEMBLY

### Article 5

The General Assembly comprises four categories of participant:

- the full members;
- the associate members;
- observers: individuals or bodies that are invited to participate in assemblies without voting rights;
- experts: individuals or bodies requested by the Executive Committee or General Assembly to give an opinion on an issue that their expertise may help to address at the Executive Committee or General Assembly meeting, without voting rights.

### Article 6

6.1. The delegates of each National Delegation shall be elected by and from within the national networks. The Executive Member will be one of these delegates. The ratio of their votes shall be proportional as follows:

Germany, Spain, France, Italy, United Kingdom, Poland: 8  
Belgium, Greece, Hungary, Netherlands, Portugal, Czech Republic, Romania: 6  
Austria, Bulgaria, Denmark, Finland, Ireland, Lithuania, Norway, Serbia, Slovakia,  
Sweden: 4  
Cyprus, Estonia, FYROM, Iceland, Latvia, Luxembourg, Malta, Croatia: 2

6.2. Each European organisation member shall send one delegate to the General Assembly, with voting rights.

6.3. The national networks shall elect the non-voting national delegations of associate members. The number of delegates shall be discussed at the same time of admission as an associate member.

#### Article 7

The members delegated to the General Assembly and the Network's governing bodies do not sit as representatives of organisations or groups but take part in the interests of action against poverty and social exclusion.

#### Article 8

8.1. The quorum for the General Assembly is at least half of its full members to make it valid. Two-thirds of the National Networks must be represented in this quorum.

8.2. The total votes that may be cast by the representatives of the European organisations may not exceed one-fifth of the total votes that may be cast by all members of the General Assembly.

8.3. Resolutions shall be passed by ordinary majority unless a different majority is expressly provided for.

#### Article 9

9.1. Pursuant to article 3 of the Statutes and article 3 of the Standing Orders, the General Assembly shall discuss the Network's policy guidelines and the means by which to achieve its objectives.

9.2. The General Assembly shall elect an Executive Committee from amongst its number for a mandate of three years

9.3. The General Assembly shall discuss and approve the annual work programme of EAPN and set the priorities.

9.4. The General Assembly shall approve the annual report on activities submitted by the Executive Committee.

9.5. The General Assembly shall examine the progress reports on network development presented by each National Delegation.

9.6. The General Assembly shall approve the closed-off accounts and shall vote on the budget forecasts for the following year submitted by the Executive Committee.

9.7. The General Assembly shall approve the additional rules to the Statutes drawn up by the Executive Committee.

9.8. The General Assembly shall transact all business not specifically reserved for other bodies, and all items entered on its agenda.

9.9. Motions for resolutions shall be tabled at least four weeks before the commencement of the General Assembly.

#### Article 10

10.1. The General Assembly shall meet on the requisition of the Executive Committee's Bureau, or a majority of Executive Committee members, or one-third of the members delegated to the General Assembly.

10.2. The General Assembly shall meet at least once a year to conduct a previously set order of business sent out to members at least one month in advance of the meeting.

### IV. EXECUTIVE COMMITTEE

#### Article 11

11.1. If a candidate put forward by a National Delegation is not approved by majority vote of the General Assembly, the National Delegation shall be asked to make another proposal.

11.2. The candidates put forward by the group of European organisation members shall be elected separately. If any candidate fails to win a majority of votes in the General Assembly, the group of European organisation members present shall be asked to put forward new proposals for the candidate(s) not accepted

11.2.1. European organisations are entitled to six places in the Executive Committee. They can also nominate 2 substitutes to replace existing EOs on the EXCO should they be unable to attend.

11.2.2. The European organisations which are members of EAPN will meet at least three times a year, facilitated by EAPN staff, to organize their input into the statutory matters of EAPN collectively.

11.3. If an Executive Committee member from a National Delegation stands down, the National Delegation shall be asked to appoint a new member to occupy his/her seat on the Executive Committee. Such appointment must be ratified by the following General Assembly.

11.4. If an Executive Committee member from the group of European organisations stands down, the group of European organisations shall be asked to appoint a new member to

occupy his/her seat on the Executive Committee. Such appointment must be ratified by the next following General Assembly.

11.5. If an Executive Committee member from a National Delegation fails to attend three consecutive meetings, the National Delegation shall be asked to appoint a new member to occupy his/her seat on the Executive Committee. Such appointment must be ratified by the following General Assembly.

11.6. If an Executive Committee member from the group of European organisations fails to attend three consecutive meetings without notifying the secretariat and without valid reason, the group of European organisations shall be asked to appoint a new member to occupy his/her seat on the Executive Committee. Such appointment must be ratified by the following General Assembly.

11.7. The powers of the Executive Committee members so elected shall come to an end when the term of office of the outgoing members normally expires.

#### Article 12

The Executive Committee is competent to:

- execute the General Assembly's decisions;
- elect the Bureau members and represent the network;
- take initiatives under the general policy guidelines laid down by the General Assembly and in pursuance of article 3 of the Standing Orders;
- prepare, convene and suggest an agenda to the General Assembly;
- represent the Network between General Assemblies;
- sign agreements and contracts that are necessary to the normal conduct of its activities;
- manage the human, technical, material and financial resources at its disposal to - monitor the implementation of the EAPN Fund;
- the appointment of the Director should be confirmed by the Executive Committee on the basis of a proposal from the Bureau following an open recruitment procedure.

#### Article 13

Meetings of the Executive Committee shall be held whenever voted for by a majority of its members, or on the President's request. The Executive Committee shall meet at least three times a year.

The quorum for the Executive Committee shall be at least half its members present in person.

#### Article 14

Executive Committee decisions are taken by ordinary majority. If there is an equal number of votes, the President shall have a casting vote.

### Article 15

The official languages of the Network are the official languages of the Member States of the European Union. The working languages of the Executive Committee and all the working groups/task forces are at least, and when enough resources available, English and French. If there will be not enough resources, namely for interpretation, the best common language should be used. Other EAPN meetings held in countries where neither French nor English is the official language may also take place in that country's language when enough resources are available or sufficient co-funding. Efforts will be made to address the language needs of countries which are neither French-speaking nor English-speaking in order to ensure effective participation by all.

### Article 16

The minutes of each Executive Committee meeting shall be drawn up and made available to the members after approval by the Executive Committee. The draft should be made available within a period of 30 working days after the meeting took place. After approval by the Executive Committee, the approved minutes should be available in a special book which shall be kept by the secretary and also accessible in the members' room of the EAPN website.

### Article 17

The Executive Committee shall inform the European Network about the structure and functioning of the national networks, and the European organisations, the development and operation of which are included in the objectives of the European Network. Where such networks and European organisations have their own Statutes, the Executive Committee will determine whether they are compliant with those of the European Network. In the event of serious inconsistency, the matter will be referred to the General Assembly.

## V. BUREAU

### Article 18

The Bureau comprises a number of seven members. There will be a President and six Vice-Presidents, acting collectively, and supported by the staff, to manage the smooth operation of the affairs of the EAPN as manifested by its Executive Committee and staff.

### Article 19 (Merging old 20 and 21)

The Bureau shall be responsible for:

- Preparing Executive Committee agendas and preparing recommendations for action
- Ensuring implementation of Executive Committee decisions
- The Bureau has a key role in representing EAPN externally
- Managing and supporting the work of the Director, engagement in the appointment of other key staff positions, dealing with staff complaints
- Monitoring the financial management of EAPN including the monitoring of the EAPN Fund
- The Bureau has a vote engaging in the management of the Fund

- The Bureau shall undertake key functions in between Executive Committee meetings and if decisions are required at short there should be reported back to the Executive Committee.

## V1. STRATEGIC CONGRESS

### Article 20

At least every third year a Strategic Congress will be held before the General Assembly of that year, to review EAPN's over all development and to propose a strategic plan for EAPN for the following three years and any necessary major changes in working structures needed to implement the strategic plan. The Strategic Congress can also propose and discuss changes to Statutes and Standing Orders that will be decided at the following General Assemble. The Executive Committee will prepare the agenda and proposals for the strategic congress.

### Article 20.1

The number of delegates for the Strategic Congress will follow the same rules of the ones established for the GA (article 6.1)

### Article 20.2

The European organisations will be represented by one person per organisation and each delegate will have voting rights.

## V11. FINANCIAL PROVISIONS

### Article 23

The resources of the Network may include:

- voluntary contributions from members, subsidies, donations, subscriptions, legacies, gifts, offerings and contributions from public or private legal entities or individuals;
- exceptional resources, such as loans;
- income generated by goods and assets belonging to the Network;
- the proceeds of payments for services provided.