

GUIDELINES

*This document was updated on 20 May 2017 by the SIETAR Europa Board of Directors.
These new guidelines take effect as of 1 June 2017*

ARTICLE 1 – PURPOSE

SIETAR Europa (hereinafter referred to „the Society”) is the union of all members of all recognized national SIETAR organizations in Europe (hereinafter referred to as “national SIETAR(s)”) and its own direct members. It is an intercultural association for individuals and institutions with a genuine interest in intercultural issues.

SIETAR Europa serves as a liaison between national SIETARs in Europe and the worldwide network of SIETAR organizations.

All activities of the organization must be in accordance with the purposes and values specified in Article 4 of the SIETAR Europa Statutes.

ARTICLE 2 – LANGUAGE

The working language of the Society shall be English. Any other language can be used for activities and events if shared or agreed on by the participating members.

ARTICLE 3 – LOGO

The Society and the national SIETAR organizations in Europe have the right to use the SIETAR logo. Newly formed SIETAR organizations in Europe have the right to use the logo after approval of the Board of Directors.

The use of the Logo of SIETAR Europa by individual and institutional members requires the approval of the Board of Directors of SIETAR Europa.

ARTICLE 4 – MEMBERSHIP

Members are classified as stated in Article 5 of the statutes.

Membership fees shall be paid on an annual basis. The yearly dues shall entitle the members to specific products and services provided by the Society. Members are eligible for reduced fees for congresses and other events organized by the Society or by recognized SIETAR organizations.

Members of national SIETARs:

SIETAR Europa recognizes as national SIETAR organizations:

SIETAR Europa Office

SIETAR Austria
SIETAR Bălgarija
SIETAR Deutschland
SIETAR Ireland
SIETAR España
SIETAR France
SIETAR Italia
SIETAR Nederlands
SIETAR Polska
SIETAR United Kingdom

Recognized national SIETAR organizations pay an annual contribution to SIETAR Europa equivalent to 17.5% of membership fees received in the previous calendar year. These fees shall be paid, as specified in Article 5 of the statutes, by the 31st of March every year. This payment provides the members of a national SIETAR organization with full SIETAR Europa membership status and makes them eligible to reduced fees for congresses and other events.

In the event that a national SIETAR finds itself in extreme financial difficulty, the contribution from the said national SIETAR may be reduced upon approval of the Board of Directors. Such decisions are made case by case based on the financial justification provided by the national SIETAR for the year in question.

Direct members

Direct members are individuals or institutions that do not belong to a national SIETAR organization and who have a particular interest in the intercultural field.

Direct members of SIETAR Europa pay their fees directly to SIETAR Europa for a 12 months' membership.

Direct Membership Fees:

Memberships fees are:

Membership	Annual Fee in Euros
Individual membership	100
Institutional membership (for and non-profit organizations) includes up to 5 members	360
Reduced fees (for students and people with an annual income lower than Euro 15,000)	30

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Reduced Fees People with low income are eligible to apply for reduced membership fees. Members receive full access to all services of SIETAR Europa, eligibility for reduced fees for SIETAR Europa activities and full voting rights at the General Assembly. The Office Manager approves the reduced membership fees following proof of legitimacy of the request. This includes a student card and proof of income and annual tax declaration form.

Institutional membership entitles an organization to register a maximum of five people with full access to all services of SIETAR Europa, eligibility for reduced fees for SIETAR Europa activities and full voting rights at the General Assembly.

Election of Direct Members to the Board

As stated in Article 8 of the Statutes, the Board of Directors shall include two direct members, each serving two--year terms. The normal process for election shall be as follows:

Recruitment of Nominations: The Board of Directors shall appoint an Election Chair from among its members to oversee the election process. A notice of election and call for nominations shall be sent to all Direct Members at least 30 days prior to the beginning of the election.

Qualifications: All Direct Members who have been a member of SIETAR Europa for at least one year (as of the nomination deadline), are eligible for election to the Board. Membership fee for the current period must have been paid prior to the candidate nomination deadline.

Nominations: Candidates may be nominated by any SIETAR Europa Direct Member, or may put themselves forward for election. In either case, the candidate must complete a candidate information form (which includes the names of two SIETAR Europa Direct Members willing to serve as nominators) and provide required supporting materials (see Annex 1). By doing so, both the nominators and candidates agree that the information provided (other than personal contact details) will be published and distributed for the purpose of the election.

Election: Direct Members whose annual dues have been paid will be eligible to vote. The list of candidates and supporting materials shall be published and distributed to Direct Members, along with instructions for casting a ballot (which may include electronic voting). Votes must be cast during a designated election period lasting at least 14 days, with a reminder at least one day in advance of the deadline. The Election Chair shall be responsible for tabulating all official ballots and announcing the winning Direct Member Representatives to the Board. Upon verification that the election was duly completed, the Board shall announce the results to members within 14 days.

Term of Office: Direct Member Board Representatives shall serve two-year terms from the time of election, or until a successor is duly elected. Representatives are eligible to stand for re-election at the end of their term, provided they meet the qualifications stated above at the time of election. Direct Member Representatives will be limited to three consecutive two-year terms, but may become eligible again after a period of two years off the Board.

Substitutes: In each election, the candidate receiving the next-highest number of votes shall be designated as Substitute. The Substitutes replace a Representative whenever he/she is not able to attend a board meeting and/or to participate in discussions. In these cases, the Substitute takes over

the Representatives' voting right. The Substitute is eligible for appointment in the event that the Direct Member Representative is unable to complete their term.

Vacancies: In the event of a vacancy, if a Substitute (as designated above) is available and willing to serve the balance of the term, the Board will automatically ratify the appointment. Vacancies shall be filled for the balance of the original term of the vacating member. In the event that a Substitute is not available, a new election should be held within 90 days, following the same procedure above.

Honorary members

Honorary members are individuals that have been honored by the Society for special merits for the Society or for the intercultural field. Honorary members have full membership status. The Board of Directors decides, by consensus, which individuals will be granted the title of Honorary Member.

ARTICLE 5 - INCLUSION OF NEW SIETAR ORGANIZATIONS

Initiatives intending to form a new national SIETAR group within Europe shall follow these action steps:

- Assemble a group of interculturally active and interested people who subscribe to the SIETAR philosophy, aims and purposes.
- Notify SIETAR Europa of the intention to form a national group.
- Create statutes and guidelines, in accordance with local legal requirements for benevolent or not-for-profit associations and in accordance with statutes and guidelines of SIETAR Europa.
- Form a clear organizational structure in line with these statutes.
- Create a clear financial structure (including clarification on membership fees) to ensure the new SIETAR can be financially self-sufficient and participate in SIETAR Europa.
- Create an action plan for this intercultural organization. Activities can include: meetings with selected target groups (trainers, students, university teachers etc.) with the purpose of popularizing a national SIETAR organization and attracting new members, organization of workshops/seminars for membership and public, networking: partnerships and open opportunities for collaborative work with organizations with similar areas of expertise, setting up a website and develop other PR material.
- Approach the Board of Directors of SIETAR Europa for a General Assembly voting for official acknowledgement and participation in the organization and financial arrangements of the Society. The acknowledgement is ratified by the Board of Directors when national SIETAR organization is registered as a legal entity.

The Society will assist the forming of a new SIETAR group:

- by entrusting a board member of SIETAR Europa to be a contact point and mentor for the forming and integration process and/or
- by asking an established, well-functioning national SIETAR organization to guide the forming process by sharing good practices.

SIETAR Europa Office

ARTICLE 6 – EXCLUSION

All members are expected to follow the purposes and values specified in Article 4 of the SIETAR Europa Statutes.

Reasons for exclusion are:

1. The display of behaviors or attitudes which violate the purposes or the values of SIETAR Europa can lead to exclusion and
2. The failure to pay annual membership fees.

A request for exclusion of a direct member or a request for derecognition of a national SIETAR organization can be made by any member of the Society and has to be justified.

The Board of Directors decides about the exclusion of a direct member. It is obliged to hear the direct member in question. It decides upon the exclusion by majority of two thirds of board members present. The cast valid votes count. Abstentions are counted as spoiled/invalid.

The General Assembly decides about the derecognition of a national SIETAR organization. At the General Assembly Meeting for which the request of exclusion is voted on, official representatives of the national SIETAR organization have to be given an opportunity to defend/explain their behavior/attitude. The decision is taken by simple majority of the voting members. The cast valid votes count. Abstentions are counted as spoiled/invalid.

The voting of exclusion/derecognition has immediate effect. Excluded members and derecognized SIETAR organization shall not be entitled to full or partial reimbursement of their paid membership fees.

De-recognized SIETAR organizations shall not use the name SIETAR. They are given two weeks in order to remove the name SIETAR and the SIETAR logo from all public relation materials.

If a direct member of SIETAR Europa or a national SIETAR is in arrears with a due payment of membership fees, the office of SIETAR Europa will send a request for payment within four weeks in written form. The reminder has to refer to the impending exclusion. In case of no response within the prescribed period the member/national SIETAR will be excluded/derecognized.

ARTICLE 7 – EXTERNAL FINANCING

The Board of Directors will ensure that external financing through projects, fundraising and other activities will not compromise the financial and political independence of the organization.

The Board of Directors decides upon accepting external financing. It will ensure that any advertising purchased in SIETAR materials as well as all sponsorship respects the values of the organization and its ethical standards.

ARTICLE 8 – THE BODIES OF THE SOCIETY

According to Article 6 and 7 of the Statutes the General Assembly and the Board of Directors are the governing bodies of the Society. The highest governing authority of Society is the General Assembly.

The following further bodies can be installed:

- committees, special interest groups & project groups
- a Management and Operations Team
- an Advisory Board

The installation of a Management and Operations Team and an Advisory Board requires the approval of the General Assembly.

ARTICLE 9 – PROCEDURES FOR GENERAL ASSEMBLY MEETINGS

According to Article 7 of the statutes the General Assembly shall meet at least once a year.

The issues the General Assembly decides upon and the decision-making process are stated in Article 7 and 10 of the statutes.

The Board of Directors as well as other bodies of the Society shall find ways and provide incentives that stimulate wide participation of members in the General Assembly. The Board of Directors shall prepare a clear agenda with questions for voting clearly identified and necessary documents for informed decision-making attached. According to Article 7 of the Statutes, the letter of invitation must be sent out at least two months before the date of the General Assembly meeting.

In order to allow as many members as possible to attend a General Assembly Meeting, the Board of Directors can call virtual or blended (face-to-face meeting with the opportunity of virtual participation) General Assembly Meetings. A reminder should be sent a week before the General Assembly Meeting.

Members participating virtually shall have the opportunity to:

- follow the discussions
- see the visual material that is presented
- ask questions and comment on issues
- vote

Members will receive all information needed for virtual participation at least two weeks prior to the General Assembly Meeting.

ARTICLE 10 – ROLES AND PROCEDURES OF THE BOARD OF DIRECTORS

The composition, the activities and the responsibilities of the Board of Directors are specified in Article 8 of the SIETAR Europa statutes.

In addition to this, it is the Board of Directors' responsibility to:

SIETAR Europa Office

- jointly develop an annual Strategic Plan for SIETAR Europa, including financial plan, to be presented for approval to the General Assembly
- monitor and evaluate the execution of the Strategic Plan
- nurture the common identity and relationship between SIETAR Europa and the members they represent by communicating and resolving mutual concerns
- ensure that the member list is up-to-date for the group they represent

The Board of Directors should strive for consensus on major issues.

Membership on the Board carries with it the responsibility of being aware of the Statutes and Guidelines and of being very well-versed in matters pertaining to the operation of the organization.

Outgoing directors shall guarantee an orderly transfer of their fields of responsibility to their successors.

Roles and tasks of the President and the Officers (Vice-president, Treasurer, Secretary):

The President:

- invites to, presides and chairs the General Assembly Meetings
- facilitates General Assembly Meetings
- invites to, presides and chairs the meetings of the Board of Directors
- facilitates meetings and decision-making processes of the Board of Directors
- represents the Society legally to the Public and can delegate this representation
- determines the agenda for the meetings according to the Statutes and Guidelines in cooperation with the Officers and other Board members
- is a liaison to national SIETAR Presidents

The Vice-President:

- assists and supports the president in executing his/her responsibilities
- is a liaison to the Management and Operations Team if such a team is installed
- supervises and coordinates of the activities of the Committees, Special Interest or Project Groups

The Treasurer:

- controls the budget management
- supervises the financial transactions of the Society
- works in close cooperation with the office manager to maintain up-to-date accounting documents
- approves expenses and their payment
- prepares and presents to the Board and to the GA the budget plans for coming years

The Secretary:

- notifies the board / the members of forthcoming meetings and is sharing pertinent documents in cooperation with the Office Manager
- keeps the minutes of General Assembly Meetings
- keeps the minutes of meetings of the Board of Directors
- guarantees the proper publication and archiving of these minutes.

The Board must give utmost consideration to the background, competencies and skills of the proposed candidate(s) for the function of President, Vice-president, Treasurer and Secretary.

The Board of Directors can authorize a Management and Operations Team to carry out managerial and other responsibilities.

The Board shall have at least one physical meeting and a minimum of three additional virtual meetings per year. In addition to this, the Board shall meet whenever deemed necessary by the President or requested by one third of the Directors.

The Society bears the all costs involved in attendance of physical board meetings for all members of the Board of Directors or their substitutes (travel, accommodation and meals). The Society can bear travel and lodging costs and other expenses incurred by volunteers working on specific projects if approved by the Board of Directors. All expenses need to be approved by the treasurer, before they are submitted to the office for reimbursement.

In order to participate in virtual Board meetings, members are responsible for having access to high-speed bandwidth and access to agreed teleconferencing tools.

Decisions that directly impact national SIETAR organizations require the approval of more than two thirds of the national SIETAR organizations. National SIETAR organizations are given two months to approve/disapprove a decision of the Board of Directors. The national SIETAR organizations decide upon their internal decision-making processes. If a national SIETAR does not react within two months, this is regarded as approval.

The minutes of the meetings will be shared with the Board of Directors. The national SIETARs' Board representatives may share the minutes with their national boards and the members and the representatives of the direct membership may share the minutes with the direct members.

ARTICLE 11 – MANAGEMENT AND OPERATIONS TEAM

In order to carry on day-to-day operations and to initiate actions to execute the Strategic Plan of the Board a Management and Operations Team (hereinafter referred to as „MOT”) can be installed.

The MOT shall consist of a maximum of five people who do not necessarily need to be members of SIETAR Europa. The Society's Vice-president will be a member of the MOT and guarantee a smooth cooperation of MOT and the Board of Directors.

The Board will seek and identify suitably qualified and interested people to serve on the MOT and will ensure that adequate resources are made available to run the MOT effectively.

The Board of directors will appoint the members and a leader of the MOT. It will supervise its activities and can suspend and end the cooperation with MOT members any time.

In the case the MOT foresees costs or expenses related to its activities and operations, these must be approved by the Treasurer and the Officers of the Society. These costs will be entered into the Budget.

ARTICLE 12 – COMMITTEES, SPECIAL INTEREST GROUPS & PROJECT GROUPS

Committees, Special Interest Groups & Project Groups serve the purpose of further developing the Society and enhancing the intercultural field in accordance with Article 4 of the statutes. They can be initiated by members of the Society or by the Board of Directors.

Committees deal with permanent tasks, such as enhancing internal and external communication, supporting IT and the data management for society, organizing training opportunities for members (such as webinars and workshops) etc.

Special Interest Groups deal with current issues of concern such as migration, racism etc.

Project groups deal with undertakings in a limited time frame, such as the organization of congresses.

The Board of Directors shall approve all committees, special interest groups and project groups. Activities of any individual member or group of members which are carried out under the name of SIETAR Europa are under the responsibility of the Board of Directors of SIETAR Europa. Member(s) of the Board or the MOT shall be designated as liaison between the committees and working groups and the Board. They shall report their activities to the Board of Directors at least every three months.

The committees, special interest groups and project groups bear full responsibility for any deficit, unless a different arrangement has been negotiated beforehand. They can be dissolved by the Board of Directors at any time.

A committee, special interest group or project group may request funds that might be deemed necessary for its activities and operations. This request will be made in advance and must be approved by the Treasurer and the Officers of the Society. These costs will be entered into the Budget.

ARTICLE 13 – TASKS AND RESPONSIBILITIES OF THE OFFICE

The Office supports the work of the Board of Directors and the MOT.

The office:

- is the official address of the Society
- receives incoming mail and forwards it to the respective persons
- sends mailings to the membership on behalf of the President or the Board of Directors
- administrates the membership list and guarantees it is kept up-to-date
- organizes physical board meetings
- assists the Treasurer through the day-by-day management of the accounts
- administrates an archive in which all important documents of the Society are stored
- answers standard phone and email enquiries
- pays suppliers and reimburses expenses approved by the Treasurer
- liaises with the Accounting Consultancy in charge of the Society's annual financial report
- liaises with the bank negotiating bank fees, services, etc.
- oversees the bank accounts.

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ARTICLE 14 - AFFILIATIONS / ASSOCIATE RELATIONSHIPS

SIETAR Europa, in accordance with the goals and aims of the Society, stated in Article 4 of the Society's statutes, may establish associate relationships with organizations in related fields.

This document includes 10 pages and 14 Articles.

This document was approved by the SIETAR Europa Board of Directors on 26 May 2017.