

## **Standing Order IHEYO**

### **Article 1. General Assembly**

#### **Section. 1 Preparation of General Assembly**

It is the task for the 1st Vice President of the Executive Committee (EC) to announce the meeting and prepare the agenda. He/she will coordinate the preparation of agenda items and documents.

The aim is to have the minutes, reports, and other relevant documents that have been put on the agenda circulated to delegates at least 30 days in advance of the meeting.

#### **Section 2. Roles of EC during General Assembly**

Once the agenda is approved, the President will yield the chairmanship to the 1st Vice President.

-The 1st Vice President chairs the meeting and closes it. In addition to the tasks set out in the By Laws: -the treasurer presents the budget for the coming year;  
-other boardmembers may have been designated the task of presenting agenda items by the 1st Vice president.

In case any of the persons in office cannot be present or is otherwise unable to fulfil his/her role, the General Assembly may elect a substitute, preferably within the Executive Committee

#### **Section 3. Role of Observers and Delegates during General Assembly**

For changes to the By Laws and Standing Orders, proposals should be given to the 1st Vice president in written before the voting on the proposal, so that the 1st Vice president can communicate the proposal to the others at the General Assembly in the exact words. In case the GA adopts resolutions, these also need to be given in written statement before voting.

The General Assembly decide on the order of the agenda and can decide to suspend the meeting for a given time (which also can be proposed by the chair).

The needed sample of votes to approve an item on the agenda or proposal is specified in the By Laws, as is the procedure to become a delegate, the way of voting and transferring voting rights from one full member organisation, not able to be present, to an organisation that is present.

#### **Section 4. Agenda items**

The agenda will include, in addition to what is stated in the By-Laws, minutes of the previous General Assembly, annual report, financial report, action and/or strategic plan, the appointment of the audit committee and their report and any other business that may come up such as proposals from the floor, amendments to By-Laws or Standing Order when these are already on the agenda.

#### **Section 5. Candidature for the Executive Committee**

All members are informed at least 30 days before the meeting which offices are up for election. When someone wants to be a candidate for the Executive Committee, she/he should fill in the candidate form and hand it or e-mail it to the 1st Vice President, at least one day before the election takes place.

### **Article 2. Executive Committee (EC)**

#### **Section 1. Making a decision**

Decisions are made based on consensus. When there is no consensus, the EC should try to reach a consensus. If not possible, the decision will be adopted if a majority of EC-members are in favor.

Decisions can be made during EC-meetings and in between meetings, by using e-mail. IHEYO works with an e-list on which all EC-member are subscribed. A proposal for decision can be put forward by any EC-member. All EC-members have a week time or more (when more time is stated in the message of the

person proposing) to give their opinion on the proposal. When one or more EC-members are not in favor of a proposal, the EC should try to find a consensus. When an EC-member does not respond, it is assumed that the person is in favor of the proposal.

### **Section 2. Responsibilities of the EC-members**

Besides the general duties and rights all IHEYO-volunteers have, it is the responsibility of EC-members to check at least once a week the EC e-mail list-messages as well as keeping other EC-members informed on valid contact details (including e-mail address).

When the person for a longer period is unable to access the e-mail or unable to perform his/her duties, it is the responsibility of the EC-member to inform the other EC-members. It is possible upon request to be relieved from office for a given period (at minimum a month). The EC will then look within its EC for another board member to take up the office for the given time. The EC-member that was relieved from office, has during this period no right to decide on EC-matter or right to a reimbursement of costs for his/her EC-work.

### **Section 3. Relation between employee and EC**

In case IHEYO has one or more employees working in office. It is possible for the employee to be an elected member of the EC, through not as acting President. In case the attracted employee would be President of IHEYO, she/he should leave office the moment she/he starts working for IHEYO. The Vice President then take up the Presidency (as interim). The President overlooks the workings of the employee(s), possibly assisted by other EC-members.

All details concerning tasks, hours, working conditions of the employee(s) will be arranged in their contract and in agreements between the EC and employee.

### **Section 4. Member organisations**

Member organisations have the right to be informed about the decisions made during EC-meetings, about the current activity of the EC and the different tasks each EC-member carries out. They may also give feedback at any time to the EC on the workings of IHEYO.

## **Article 3. Payment of Costs**

### **Section 1. Reimbursement of costs**

The organisation does not commit itself before hand to any reimbursement of volunteer activities. It has no structural provision set up for this.

Costs for carrying out the voluntary work such as for internet access, phone or other direct costs will be reimbursed on the condition the volunteer, such as the EC-member, follows the following procedure. He/she contacts the treasurer for the estimate of the amount that is needed to cover the costs for his/her volunteer work during the coming period. The Treasurer will check if there is enough budget for reimbursing these costs and if the request is reasonable. The Treasurer will answer back to the volunteer soon after the request of reimbursement. When agreed by the Treasurer, the person may expect the amount reimbursed, provided he/she gives in the costs according to the Treasurer guidelines for accounting the costs.

The Treasurer may pay an advancement (according to the Treasurer guidelines). And the Treasurer is obliged to inform any new volunteer on the guidelines for reimbursing. The guidelines can only be changed with the consent of the EC during EC-meetings.

When the volunteer does not declare his/her costs according to the guidelines (for instance a lack of receipts for a substantial amount, non-eligible costs declared, etc.), the treasurer has the right to refuse reimbursement. In this case, the Treasurer should consult with the President before refusing payment.

### **Section 2. Travel costs EC-members**

Membership to the EC (or any other volunteer work for IHEYO) does not mean that travel costs to IHEYO conferences and EC-meetings will be reimbursed, or that the volunteer will receive fee reduction/waiver for IHEYO conferences or similar benefits. Reimbursement of such costs as travel will be decided per event, based on the volunteer effort of the member and the available budget for the event in question.

Member organisations can support one or more EC-members in their travel costs to EC-meetings and IHEYO conferences. This can be arranged with the EC-member they want to support, or by contacting the President with their request.

### **Section 3. Payment of costs**

For any payments above 100 Euro, the Treasurer must have consulted the EC on issuing the payment. In case one or more EC-member object to the payment, the Treasurer should reconsider payment and try reach consensus (as described above).

There is one exception to this rule of consulting: costs for projects that have been budgetted as such and have been approved by the decision making body according to this budget. When a cost is much higher than budgetted, the Treasurer should discuss in the EC if the cost should be made.

In case a project is run by a standing committee, the EC can allocate the financial administration of this project to one of the project organisers based on a budget that is approved by the EC.

## **Article 4. Duties and rights volunteers**

### **Section 1. Volunteer**

A volunteer is some one who freely donates time to do tasks for IHEYO during a longer period, at minimum for a month. The person is not doing the volunteer work on behalf of another organisation, like a member organisation.

### **Section 2. Mutual rights and duties**

The volunteer has a right to information about his/her activities, the scope of his/her working field, a contact person in case of conflicts, information about the required clothing or equipment, and when possible about adjusted schooling.

The organisation has a right to a correct loyal attitude with integrity (see Belgian 'deontologische code') of the volunteer in regard to following up the agreements made between volunteer and organisation, and in having respect of the limiting of scope of the working field for the volunteer.

To reach this mutual understanding, a volunteer-contract with basic agreements will be drawn up.

### **Section 3. Liability**

The organisation is liable for the damage the volunteer causes towards third parties during or as result of the volunteer work on behalf of the organisation.

In case the volunteer causes damage towards third parties during or as result of the volunteer work, he or she is only responsible in case of deceit and his/her heavy blame.

For light blame he/she is only liable when this damage happens as a rule with this person rather than accidental.

### **Section 4. Pledge of secrecy**

According to Article 458 of the Belgian criminal code:

*"Doctors, surgeons, healthcare officers, gynecologists, pharmacists and all other persons whom on behalf of their profession or position carry knowledge of secrets that we entrusted to them and than make known these secrets in situations other than that they are called upon to do so by law or obliged to do so by law (or in front of a research committee of the parliament), will be punished with a prison sentence of eight days up to six months and with a financial fine of a hundred to five hundred BEF".*

The inclusion of 'all other persons' in this summing up, can also refer to a volunteer in situations where a pledge of secrecy is obliged.