

CECOP internal rules

Article 6.1.a. of the statutes – extract

On an ordinary basis [...] the general assembly approves and may modify the internal rules defining the interpretation and application of the statutes.

(original text in French)

1. Admission of members [cf article 4 a) of the statutes]

The request of affiliation to CECOP is introduced on the basis of an application file to the Board represented by the president.

This file will include :

- a motivation letter signed by the president of the candidate organisation and certifying that its general assembly - or the corresponding body - wishes to adhere to CECOP.
- a declaration in which it recognizes to have read the statutes of CECOP, its internal rules and the mode of calculation of the membership fees.
- a copy of its statutes
- its last annual activity report and, in the case of a new organisation, its founding statement
- the name and the fonction of their representatives
- a file presenting all the elements allowing to calculate the amount of membership fees that the organisation will have to pay.

In accordance with the statutes, the board can refuse a demand of affiliation by justifying its refusal.

2. The membership fees and arrears interests (article 5 of the statutes)

2.1. The mode of calculation of the membership fees

The membership fees are ordinary or extraordinary.

2.1.1. Ordinary membership fees (see resolution approved by the general assembly of 28.06.2005)

The ordinary membership fees are those that all members of CECOP, be they full or associated members, have to pay annually.

Category A: full members as defined by Art. 3. A. of the CECOP statute.

BASIC MEMBERSHIP FEES Calculated on the number of affiliated enterprises		COMPLEMENTARY MEMBERSHIP FEES Calculated on the combined turnover of the affiliated enterprises	
< 100 enterprises	2500 €	First tranche < = 1 billion €	11 € / million € (max 11 000 €)
100 to 1000 enterprises	4550 €	Second tranche Between 1 and 4 billion €	5.5. € / million € (max 16 500 €)
< 1000 enterprises	5500 €	Third tranche > 4 billion €	2.1. € / million €

Example 1. Federation having 50 affiliated enterprises and an aggregate turnover of 50 million €

Basic contribution:	2500 €
Complementary contribution: 11 € x 50 =	550 €
Total :	3050 €

Example 2. Federation having 5 000 affiliated enterprises and an aggregate turnover of 5 billion €

Basic contribution: 5 500 €

Complementary contribution:

First tranche of 1 billion €: $11 \text{ €} \times 1000 = 11\,000 \text{ €}$

Second tranche of 1 to 4 billion €: $5.5 \text{ €} \times 3000 = 16\,500 \text{ €}$

Third tranche of 4 to 10 billion €: $2.1 \text{ €} \times 1000 = 2\,100 \text{ €}$

Sub-total: 29 600 €

Total: 35 100 €

Category B: associate members as defined by Art. 3. B. of the CECOP statute:

a) institutions whose mission is to support the creation and development of cooperatives

Fixed base	Support organisation:	4 000 €
	Financial organisation:	10 000 €

b) sectoral organizations of full member organizations pay the basic membership fees according to the number of affiliated enterprises.

c) organisations representing enterprises that are neither worker cooperatives (as defined in the World Declaration on Worker Cooperatives) nor social cooperatives (as defined in the World Standards on Social Cooperatives) also pay the basic membership fees according to the number of affiliated enterprises

Category C: the European co-operative groups and the SCE pay a direct membership fees of 0.5% of their turnover.

The General Assembly fixes the ceiling of the membership fees.

A ceiling of 50% of the aggregate amount of the membership fees shall be applied to any country: the member organisations of a single country shall not pay more than 50% of that aggregate amount, and an automatic ponderation mechanism shall be inserted for this purpose.

Membership fee reductions shall be granted to organizations whose ratio between the CECOP membership fee and their own operational budget exceeds 3.5%: in such cases, the membership fee shall be reduced to 3.5% of their operational budget. This provision shall not be included in the 50% country ceiling mentioned above.

2.1.2. Additional voluntary contributions

With the purpose to compensate for the above-mentioned membership fee reductions, additional voluntary contributions from member organizations will be encouraged. The mechanism proposed is described on the table below. These contributions shall not be included in the 50% country ceiling mentioned above nor in the voting rights.

Minimum operational budget	Level	Maximum operational budget	Contribution proposed
0 <	level 1	< 600,000	/
600,001 <	level 2	< 900,000	/
900,001 <	level 3	< 1,600,000	1000 €
1,600,001 <	level 4	< 2,100,000	2000 €
2,100,001 <	level 5		3000 €

2.1.3. Extraordinary membership fees

Exceptionally, in case of an emergency action or an extraordinary interest, the assembly can vote an extraordinary membership fees. In order to be valid, a qualified majority of two thirds must vote in favour of such a proposition.

2.1.4. Supplementary provisions

- We considers as a basis of calculation the statistical data of the year n-1
- The membership fees of the members from non-members states of the European union can be granted a waiver through a coefficient which takes into account the real purchasing power of their currency. This waiver is, however, not automatic and should be subject to a motivated request on behalf of the concerned organisations
- The compulsory membership fees will be annually indexed according to the EU average inflation rate increased by 1,5 %.

2.2. Membership fees and arrears

- In mid-January, the treasurer, or the secretariat under his/her request, invites the members to communicate all the most recent information that is necessary to the calculation of their annual membership fees. This information is sent to him/her within 15 days of the request.
- The treasurer thus establishes the amount of each individual membership fees and in informs the concerned members that can highlight possible observations within 15 days. In case of a dispute, the treasurer, after proposing an amicable solution, will seize the board that will take a decision on the basis of the documents serving to establish the membership fees. The decision of the board will be without appeal.
- All this procedure must be completed at the latest at the end of February, after which the call to membership fees for the ongoing accounting year will be launched by the secretariat.
- The payment of the membership fees must be done at the latest on 31 March. From this date, the membership fees produce arrears equal to the interest rate of banking overdraft as applied by CECOP's bank raised by 2 %.

2.3. Deadlines for payment and dispensation

The board may grant payment deadlines or may dispense a member from paying all or part of its membership fees on motivated written request addressed to the President and to the CECOP secretariat. This decision is valid for one year and is renewable.

3. CECOP's bodies

3.1. The general assembly

3.1.1. Introduction

- The statutory general assembly must be held within a maximum time frame of six months after the closing of the accounting year.
- The accounting year of the association is set as the civil year, namely from 1 January to 31 December.
- At the general assembly, be it ordinary or extraordinary, only members having duly paid their membership fees relative to the accounting year that this general assembly will close can take part to the vote, except for the cases foreseen by art. 2.3.
- A member affiliated between the beginning of the accounting year and the general assembly, be it ordinary or extraordinary, cannot vote on matters concerning the past, but can vote on matters involving its participation in the future.

3.1.2. The calls

- The calls to the general assembly including the agenda are addressed, by electronic mail, to all members at least one month before the date set for the general assembly. All useful documents are attached to the call and notably, if the case arises, the list of the candidates to the board.
- All members wishing to have a point put on the agenda of the assembly must send its request to the President of the association. It must reach the latter 15 days before the convening of the General assembly. The board will decide at the simple majority of the votes cast about the opportunity to treat these questions at the general assembly.

3.1.3. Voting modalities

- In general, voting can be done in the following ways : with a show of hands, by secret bulletin, by correspondence (postal, email, fax) subject to the approval by the General Assembly of a specific rule on voting modalities and by proxy.
- All votes submitted to the general assembly concerning persons is made by secret bulletin.
- The vote modalities at the general assembly, decided by the board, are specified in the calls.
- Members voting by correspondence are included in the number of votes to be counted in order to obtain the quorum. The votes by correspondence remain valid for the extraordinary general assembly organised and convened immediately if the quorum is not reached at the time of the general assembly, subject to the maintenance of the points of the agenda.
- The proxies will be handed at the latest before the opening of the General assembly to the secretary of the association that will proceed to their verification.
- Every member holds the number of votes foreseen in the statutes

3.1.4. Modes of representation

All member can be represent by another member of the same category at the general assembly, ordinary or extraordinary. A member will not have the possibility to hold more than two proxies.

3.2 The Board

3.2.1. Introduction

- According to article 6 of the statutes, it is the general assembly of the congress that elects the President of the Association and the members of the board.
- The President of the association also ensures in full right the presidency of the board and the executive committee.
- In case of vacancy of the Presidency for different reasons, duly noted by the board, the latter can meet, under call by one or all vice-presidents of the board, in order to take all useful measures to the good functioning of the association, including the designation of a new acting President and the call for an extraordinary general assembly with the election of a new president on the agenda.

3.2.2. The call for candidacies

Six weeks before the general assembly, the board addresses to the full and associated members a call for candidacies that specifies the number of vacancies within the board and the deadline to receive the candidacies.

3.2.3. Election of the members of the Board

- The board sends the list of the candidates with the call to the General assembly to each member of the association.
- In case the number of candidates is superior to the number of vacancies, and if, to fulfill the last vacancy, two candidates obtain the same number of votes, the one representing an organisation whose membership to the association is the oldest will be elected.

3.2.4. Election of the vice-presidents and other members of the Executive committee

- At the first meeting following the general assembly, the board elects within its members, by secret bulletin, the vice-president(s) including a first vice-president, and the other members of the executive committee.
- As indicated in the statutes, this Executive committee is composed of at least the President, a Vice-president, a Secretary and a Treasurer.
- Before the election, the board decides at relative majority on the composition of the Executive committee according to the needs of the moment.
- The Vice-President(s) and other members of the Executive committee are elected for a renewable period of four years.
- They are revocable by decision taken by a three quarter majority of the members of the board, the person whose revocation is considered will not participate in the vote and his/her seat will not be taken into account for the calculation of the quorum.

3.2.5. Functioning of the Board

- The Board meets every time that it is necessary under a call by the President, or to the written request of the third of its members at least.
- The meetings can take place exceptionally by videoconference or electronic system, defining its modality of functioning.
- The deliberations of the board are only valid if half of its members are present or represented.
- The members of the Board may name a substitute
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- The decisions of the board are taken with a show of hands but the secret ballot is compulsory when requested by two members at least.
- The Board can invite to the board meetings all persons if it considers their presence necessary. This person does not take part in the vote and commit him/herself not to reveal the issues discussed at the meeting.
- In addition to the agenda defined by the executive committee, the Board may treat various issues and urgent questions. The various points should be transmitted in writing, by the members of the board, to the secretariat of the association at the latest 48 hours before the beginning of the meeting; these points will be treated if possible.
- Exceptionally, a member of the Board can submit to the Board an agenda point that he/she considers to be an urgent matter. This issue will however be under the "any other business" section of the agenda, which will not be modified except if the majority of the members so request.
- To be considered, all excuse for an absence to a meeting must be obtained in writing to the headquarters of the association before the opening of such meeting.
- The board members must be available by electronic mail, fax, telephone and post. They commit themselves to communicate their contact details to the secretariat, as soon as they begin their mandate, and to inform immediately of any possible modification. The communication by electronic mail is the one by default and is preferred to any other method. The board members therefore commit themselves to reading regularly the electronic mails that are addressed to them. When Board member knows that he/she will not be able to read his/her electronic mails during a given time (vacations, etc.), he/she must warn his/her colleagues while indicating precisely the dates. During this period, he/she can:
 - either vote by correspondence if he/she indicated a means to join him/her during this period (telephone, etc.);
 - or to give a proxy to another board member (a board member cannot hold more than two proxy of this type);

3.2.6. Board meetings

- A board meeting is subject of an agenda previously debated by electronic mail. The minutes of the meeting are then communicated to the members and are placed on the website of the association.
- Votes at the board :
- The decisions taken by the board are voted at a simple majority, the president having the casting vote in case of a tie.
- The decisions of the board are binding for all members of the association.
- Any action implemented by a member of the association in the latter's name must have received the permission of the board. These actions are subject to a report.

3.2.7. Duration of an administrator's mandate

The duration of an administrator's mandate is four years, and is renewable. It ends with the ordinary general assembly that closes the fourth year of his/her mandate.

3.2.8. End of the mandate - resignation

- A Board member can present his resignation when he wishes to. He/she must declare it to his/her colleagues and must inform the members of it. His/her resignation immediately takes effect if his/her departure does not lead to the lack of a Board member. If the case arises, his/her resignation takes effect after the entry of a new Board member.

- If his/her departure lead to the lack of a Board member, the board can elect a temporary Board member whose mandate will end at the nearest general assembly (article 6 of the statutes).
- The board can also hold an extraordinary general assembly to proceed to the election of Board members for the replacement of resigning administrators. The vote takes place in the same conditions that at the time of an ordinary general assembly (section 3.1 of the present rules).

3.3. The executive committee

All rules applicable to the board apply automatically to the executive committee.

In accordance with the statutes, the board constitutes among its members a committee composed of:

- a president - who is the president of the association;
- a secretary;
- a treasurer;
- one or several vice-presidents (including a first vice-president)

3.3.1. Working of the executive committee

- The executive committee meets as often as necessary at the request of the President and at least every two months.
- The meetings can be held by telephone or electronic conference.
- The President, at the request of a member of the Executive committee, may invite to the meetings of the Committee all persons whose presence is considered necessary. This person does not participate in the vote and commit him/herself not to reveal the points discussed at the meeting.

3.3.2. Voting modalities

The Executive Committee is elected by the Board on proposal of the President

3.3.3. Dates of the Elections

This vote of the composition of the Executive committee by the board takes place:

- After the general assembly;
- at the end of the mandate (resignation or dismissal) of one or several members of the Executive Committee; in that case, the vote will be put on the agenda of the next board meeting, in which one or several members of the Board will be elected, after their names have been proposed by the president;

In the last two cases, only the position in question is submitted to the vote.

If this election frees a position within the Executive committee, the board will proceed to the election of one of its members to fulfil the position.

3.3.4. End of the mandate

The mandate within the executive committee lasts four years

4. Other business

4.1. Modification to the internal rules

In all cases in which the Board deems it appropriate, except concerning the voting procedures, an annex to the present internal rules can be added by decision taken at the simple majority of the board members and will be submitted to the approval of the following general assembly.

4.2. Confidentiality

All members commit themselves to abide by the confidentiality of the debates which they attend or in which they participate, of the documents of which they have knowledge, and of the activities carried out by CECOP, even when they take part in such activities.

4.3. The access to the site www.cecop.coop

The login and passwords attributed to the members allowing them to access the section of the site that is dedicated to them are under the responsibility of each member organisation and cannot be communicated or used outside the latter.

The member organisations commit themselves not to distribute to third parties the documents and information elaborated by CECOP that are on the section of the site reserved to members.

Adopted by the CECOP general assembly
of 12 May 2006 – Brussels

Modified by the CECOP extraordinary general assembly
of 15 December 2015

Original text in French