

SIETAR EUROPA Guidelines

ARTICLE 1 – PURPOSE

All activities of the organisation 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 – MEMBERSHIP

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

Institutional members are organisations or organisational units that work in the intercultural field or show particular interest in the intercultural field. Institutional membership entitles an organisation to register a maximum of five employees 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.

The Board of Directors decides upon recognizing people as honorary members.

Membership fees shall be paid on an annual basis. The yearly dues shall entitle the members to the membership directory and specific products and services such as knowledge pools on intercultural issues. When applicable, members are eligible for reduced fees for congresses and other events.

Direct members of SIETAR Europa pay their fees directly to SIETAR Europa. Fees paid after 1 November shall cover membership for the following fiscal year. People with low income are eligible to apply for reduced membership fees of 50% but maintain full membership status. The Board of Directors decides upon a reduction of fees after checking the legitimacy of the request. The responsibility can be delegated to the Membership Committee.

National SIETAR organisations transfer the following percentage of their income of membership fees to SIETAR Europa:

Up to 100 members:	25%
100 to 249 members:	22,5%
250 to 399 members:	20%
400 to 599 members:	17,5%
above 600 members:	15%

This payment provides the members of a national SIETAR organisation with full SIETAR Europa membership status.

ARTICLE 4 – 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 organisation.

The Board of Directors decides upon accepting external financing. It will ensure that all external financing pursued through advertising through SIETAR materials as well as all sponsorship is done in accordance with the values of the organisation and its ethical standards.

ARTICLE 5 – DECISION MAKING

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

In case a virtual General Assembly is called, the Board of Directors decides upon the tools for virtual voting. The following criteria shall apply:

- (1) all members shall be included
- (2) each member is given one vote
- (3) at least three members of the Society shall check the results of the virtual voting

Members shall be contacted two months prior to the virtual voting. They will receive all information relevant to the issue in question and will be invited to ask questions. One month before the virtual voting they will be contacted again and will receive additional clarification if needed. The quorum for a virtual General Assembly voting shall be 25% of the total membership unless stated differently in the statutes. If the necessary quorum is not reached in the virtual voting, then a second vote may be called which does not require a quorum when the issue in question is not changed. Decisions are taken by simple majority of the voting members present. The cast valid votes count. Abstentions are counted as spoiled/invalid.

The issues the Board of Directors decides upon are stated in Article 8 of the statutes.

The decisions making procedures in the Board of Directors are as follows:

Decisions require the agreement of more than two thirds of the board members. If a decision cannot be taken, the Board of Directors may refer the matter to the General Assembly. Voting can take place in plenum in a General Assembly meeting, or by e-mail / internet-based survey when the General Assembly is not scheduled to physically meet. The voting quorum for the General Assembly shall be 50% of the total membership.

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

ARTICLE 6 – ACTIVITIES OF THE BOARD OF DIRECTORS

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

The Board shall meet at least once a year or whenever deemed necessary by the Chair or requested by one third of the Directors. The Board of Directors shall announce its physical meetings on the SIETAR Europa website at least one month in advance.

The Society bears the travel and lodging costs involved in attendance of board meetings for the direct members of the Board of Directors or their substitutes.

The Society can bear travel and lodging costs and other expenses incurred by members of the board and volunteers working on specific projects approved by the Board of Directors. All expenses need to be approved by the treasurer, before they are submitted to the office for reimbursement. The Board of Directors is accountable for expenses made through the fiscal year.

ARTICLE 7 – NOMINATION COMMITTEE

A Nomination Committee shall be appointed at a General Assembly meeting. It shall consist of at least three non-board members. This committee will solicit nominations for the election of direct members of the Board of Directors. It shall ensure that the Board reflects a balance of professions, genders and nationalities.

The Nomination Committee appoints a spokesperson among its members who is responsible for the communication with the Board of Directors. One person from the Board of Directors is appointed as contact person ensuring the communication between the Board of Directors and the Nomination Committee. The Nomination Committee must follow the statutes and guidelines of SIETAR Europa.

The Nomination Committee should publish a "Call for Nominations" specifying the duties of the direct members representative to the Board of Directors, and the required qualifications of the nominees four months before the elections. The information must then be sent to the Nomination Committee three months before the elections. Only people who have been members of SIETAR Europa for at least one year can be nominated.

The selected nomination slate shall be distributed to all direct SIETAR Europa members. The election can take place by postal or electronic voting. The result of the election must be communicated to the Board of Directors and the newly elected members as soon as possible and announced to the General Assembly.

The two persons (or one, in case of a single vacancy) with the highest number of votes will be elected to the Board of Directors. Once the Board vacancy or vacancies have been filled by the person(s) with the highest number of votes, the Direct Member candidate with the next highest number of votes will serve as substitute if one of the Direct Board members is not able to attend a given Board meeting or chooses to resign from the Board. The elected persons can go for re-election after their term.

ARTICLE 8 - COMMITTEES & WORKING GROUPS

The Board of Directors shall approve all committees and working groups established for the purpose of further developing the Society, securing funding or for the development of projects that will enhance the intercultural field in accordance with Article 4 of the statutes.

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.

(A) member(s) of the board can 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/working groups and board members are responsible for developing the plans, timetable, content and budget of the activity, which are submitted to the board for ultimate approval.

The committees/working groups bear full responsibility for an eventual deficit, unless a different arrangement has been negotiated beforehand.

ARTICLE 9 – STARTING A NEW SIETAR

Initiatives intending to form a new national SIETAR group shall follow the following action steps:

1. Assemble a group of interculturally active and interested people who subscribe to the SIETAR philosophy, aims and purposes.
2. Notify SIETAR Europa of your intention to form a national group.
3. 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.
4. Form a clear organisational structure in line with these statutes
5. Create a clear financial structure and fee-structure for the support of the new organization and for participation in the larger SIETAR community.
6. Approach the Board of Directors of SIETAR Europa for official acknowledgement and participation in the organization and financial arrangements of the Society

ARTICLE 10 - 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.