



**NOTES AND GUIDELINES
on creating a new chapter within the Ernst Reuter Association pursuant to § 8 of
the ERG Charter**

1. The creation of chapters is regulated by the Charter of the Ernst Reuter Association (ERG), in particular by § 8.
2. A new ERG chapter can be set up by any existing alumni interest group within a particular area of study, group of departments or single subject or having a particular focus of interest at the Freie Universität Berlin. The alumni interest group must have a minimum of 5 participants and not be formally registered as an association.
3. The interested individuals set up a chapter relating to their subject (or focus of interest). At a foundation meeting they agree on internal rules of procedure (a sample set of bye-laws is attached to this text) which are submitted to the ERG Managing Director for approval.
4. The minutes of the foundation meeting are to be recorded and the resulting document is to be signed by the founding members. The minutes do not need to record the business of the meeting in detail but should reveal the process by which the rules of procedure were voted on, list the individuals elected to the posts set out in the rules of procedure and indicate the spread of votes received in each ballot.
5. Chapter members are also members of the ERG (enrolment forms are enclosed with this text).
6. On request the ERG will assume responsibility for emailing invitations to the chapter's **annual general meeting**. A **copy of the AGM minutes** should be sent to ERG for its records. The ERG can also send out information by email, if the chapter provides the relevant file to be mailed.
7. The ERG Office will open a sub-account recording all sums received and spent by the chapter. The chapter's treasurer will receive regular communiqués from the ERG Administration. The bank account details for donations is:

Empfänger (recipient): Ernst-Reuter-Gesellschaft; Bank: Berliner Sparkasse;

BLZ (sort code): 100 500 00; Konto (account): 101 00 101 11,

IBAN: DE98 1005 0000 1010 0101 11 BIC: BELADEBEXX

Verwendungszweck (reference/narrative): [Sub-account no.] [name of chapter].

Gesa Heym-Halayqa
ERG Managing Director

Regina Allner
ERG Office

Encl.:
ERG Charter of 20.04.2012
Sample Rules of Procedure 18.05.2010
Registration forms for membership of ERG

Tel.: 030 - 838 53077
Fax: 030 - 838 73442
Email: erg@fu-berlin.de
Web: www.fu-berlin.de/erg

March 2014