

The following document is meant to be a reading aid/ an aid for comprehension. Please note that the German version will have to be signed.

RULES OF PROCEDURE
[XYZ] CHAPTER OF THE ERG)

§ 1 Name

A chapter bearing the name *XYZ* has been set up within the *Ernst-Reuter-Gesellschaft der Freunde, Förderer und Ehemaligen der Freien Universität Berlin e.V.* (ERG).

§ 2 Purpose of Chapter

(1) The purpose of the Chapter parallels that set out in the Charter of the ERG. The Chapter seeks to create and foster good and productive relations between MEMBERS OF THE *XYZ GROUP*, members of the Ernst Reuter Association and the Friends of the *XYZ GROUP*.

(2) The Chapter's objectives are largely achieved through

- the holding of regular meetings to cultivate the *XYZ GROUP* network;
- the lending of support to events promoting *XYZ GROUP* dialogue between faculty members, the ERG and members of the Freie Universität Berlin, e.g. graduation parties;
- the cultivation of relations with Friends of the *XYZ GROUP*;
- the fostering of international contacts;
- the provision of support for work done within the area of study, the department or the institute, etc.

§ 3 Altruistic aims

(1) The Chapter is a not-for-profit organisation and all activities of the Chapter are in line with this non-commercial precept. The Chapter is selfless in its aims and does nothing for its own gain or monetary benefit.

(2) Chapter funds may be used only for the purposes set out in § 2 of these Rules of Procedure.

(3) Chapter members have no claim on Chapter assets if they terminate their membership or if the Chapter is wound up. See also § 10 (3).

§ 4 Membership of Chapter

(1) Membership of the Chapter is open to any natural person who has studied the *XYZ GROUP* subject (or at the institute) and any individual or institution that considers him/her/itself a friend and supporter in the spirit of our declared purposes. A General Meeting of Chapter members can also rule on the enrolment of new members. A Chapter membership requires being a member in the ERG. The Chapter membership and the ERG membership can be applied for at the same time.

- (2) Chapter membership ends with the death of the member, the winding-up of the Chapter or the voluntary withdrawal from, or expulsion by, the Chapter or the Ernst Reuter Association.
- (3) Withdrawal from the Chapter can only take place at the end of the calendar year and the member must give written notice to the Committee and ERG Office prior to the year's end.
- (4) The Chapter Committee can elect to expel a Chapter member. If there is an objection to this expulsion the final decision is taken at a General Meeting of members.
- (5) Membership in the *Ernst-Reuter-Gesellschaft der Freunde, Förderer und Ehemaligen der Freien Universität Berlin e.V.* remains unaffected by withdrawal or expulsion from the XYZ GROUP Chapter.

§ 5 Membership fees

- (1) Each member can decide on the size of the membership fee that he/she wishes to pay. The minimum annual fee is laid down by the Ernst Reuter Association. Pursuant to § 8 of the ERG Charter, 60% of this fee is made available to the Chapter to enable it to fund its activities.
- (2) The annual membership fee is due by June 30 of the current calendar year.
- (3) The Chapter can accept fees, donations and other non-monetary contributions to help it perform its activities. These are to be used for the purposes set out in § 2 of the Chapter's Rules of Procedure.

§ 6 Organs

Chapter organs are:

- the General Meeting of Chapter members
- the Committee

§7 General Meeting of Chapter members

- (1) A General Meeting must be convened at least once a year. It is called and chaired by the Chairperson of the Chapter Committee.
- (2) Invitations, which should contain the agenda of the meeting, are sent out in writing at least two weeks prior to the date of the meeting. The invitation is considered delivered when it has been sent to the last address given by the member concerned. Invitations may also be sent by email.
- (3) A General Meeting must also be convened if at least ten percent of members request in writing that one is being held and submit the desired points for discussion.

(4) A General Meeting is quorate regardless of the number of members attending, as long as it has been duly and properly convened. The only exception to this stipulation concerns a General Meeting that proposes to vote on the winding-up of the Chapter itself (see also § 10).

(5) The following in particular are the business of a General Meeting:

- the submission of activity reports by Committee members and the submission of the Treasurer's report,
- the election of Committee members,
- votes on any changes to the Rules of Procedure and on the winding-up of the Chapter,
- a vote on the bestowing of honorary membership on an individual in recognition of achievement and merit.

(6) Decisions arrived at in a General Meeting must be recorded in writing and signed by the person chairing the meeting and if appropriate by the person taking the minutes. A copy of the minutes must be sent to each member and to the ERG Office.

§ 8 Committee

(1) The Committee shall be comprised of a Chairperson, a Vice Chairperson and a Treasurer. They are elected at the General Meeting for a period of three years.

(2) If a new committee has not been elected by the end of the Committee's term, the existing Committee will continue to exercise its powers until a new committee has been elected.

(3) A new election at the end of the three-year term can be waived if the members agree on this. Agreement is deemed to have been reached if no members object to the existing Committee continuing in office. A new election shall be held if at least three members request this in writing.

(4) The Chairperson convenes meetings of the Committee. A meeting should be held within ten days, if two members of the Committee request this.

(5) A Committee meeting is quorate if at least two members are present. If a vote is tied, the vote of the Chairperson decides the outcome. All issues put to a vote must be settled definitively at the meeting.

(6) The following in particular are the business of the Committee:

- the ongoing running of the Chapter,
- the submission of activity reports at the General Meeting,
- the compilation of the Treasurer's report based on the annual accounts drawn up by the ERG Office,
- the appointment of a person to maintain and update the web presence of the Chapter.

(7) The Committee and the webmaster are not remunerated for their services.

- (8) The Chapter's funds are administrated by the ERG Office. The funds are used for purposes laid down by the Chapter. The Treasurer is the link between the two bodies.
- (9) To ensure that the Chapter's charitable status is not jeopardised, the ERG is empowered to dictate how funds are to be spent without delay if the Committee spends no money over a period of two years.

§ 9 Financial year

The financial year for Chapter activities is deemed to be the calendar year.

§10 Winding-up of Chapter

- (1) The winding-up of the Chapter requires a two-thirds majority vote at a General Meeting attended by at least two thirds of the members.
- (2) If the General Meeting charged with voting on a winding-up of the Chapter is not quorate, a new General Meeting featuring the same point for discussion must be convened, observing the standard rules pertaining to written notice. This new General Meeting will then be quorate regardless of the number of members attending. The winding-up of the Chapter is conditional upon a two-thirds majority being obtained in favour of wind-up.
- (3) If the Chapter is wound up or suspends its functions or if its original purpose lapses, the balance of funds in the sub-account falls to the ERG, which is bound to use the funds without delay and exclusively for the charitable purposes set out in § 2 of these Rules of Procedure.

§11 Supplementary clause

- (1) Should the Ernst Reuter Association find fault with part of these Rules of Procedure, the ERG Managing Board is empowered to modify the Rules so as to remove the offending content. The Chapter's Committee is to be informed of these modifications.
- (2) The ERG Managing Board expects the Committee to respect and observe these Rules of Procedure. Should the Committee fall short of these expectations, the Board is entitled to call the Committee to order and, if appropriate, to relieve it of its duties.

The following documents must be submitted to the ERG Office following the foundation of the Chapter:

1. the minutes of the foundation meeting, signed by the elected Committee,
2. the Rules of Procedure laid down at the foundation meeting,
3. the ERG enrolment forms filled out by the founding Chapter members.

Dated: March 2014