

STATUTES

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STATUTES

Chapter 1 - Organisation

- Article 1 - Name

The organisation is established as an international association and registered as a non profit making organisation with under the name: “European Liberal Youth”, abbreviated as LYMEC.

It is subject to the Belgian law of 27 June 1921, as modified by the Law of 2nd May 2002.

- Article 2 - Aims

LYMEC is an independent youth organisation with a political aim, in which student and political liberal and radical-democratic youth organisations have united to promote, develop and realise the ideas of Liberalism and Democracy within the European Union (EU) and Europe as a whole.

The association wishes to:

- a) educate its members about liberal ideas, political participation and European affairs through the realisation of seminars, publications, symposia, courses and pedagogical meetings;
- b) stimulate co-operation and create opportunities for networking between its members on a European level;
- c) Take public positions in the general public debate at European level and organise Europe-wide campaigns on certain political themes;
- d) Strengthen democracy in Europe and support the deepening as well as the enlargement of the European Union as a youth organization, in close co-operation with other pan-European organisations of the same political family ;

- Article 3 - Headquarters

The office and the Secretariat of LYMEC shall be in Brussels, Belgium. It is currently fixed at Rue Montoyer 31/7, 1000 Brussels, Belgium. The headquarters belong to the judiciary district of Brussels.

A decision to change the headquarters to any other place in Belgium shall be taken by a simple majority vote by the bureau. This decision will be announced in the Annex to the Belgian State Gazette.

- Article 4 - Co-operation

In order to achieve its aims LYMEC shall co-operate with the European Liberal, Democrat and Reform Party -abbreviated as ELDR Party- and the parliamentary Group of the ELDR Party in the European Parliament, as well as the International Federation of Liberal Youth (IFLRY), sub-regional liberal organisations and other organisations in fields where common interest exists.

- Article 5 - Relationship with the ELDR Party

LYMEC is the official youth organisation of the ELDR Party. LYMEC is independent from the ELDR Party in all decisions.

LYMEC delegation to the ELDR Party Council will be appointed by the LYMEC Bureau.

LYMEC delegation to the ELDR Party Congress will be elected by the LYMEC Congress, according to the procedure as described in the Rules of Procedure. The elected delegates will have to confirm their participation at the ELDR Congress to the LYMEC bureau at least six weeks beforehand. The bureau will elect new delegates should it be necessary by an open call sent out to the Member Organisations and the Individual Members.

- Article 6 - Relationship with the International Federation of Liberal Youth

LYMEC is the official regional youth organisation of the International Federation of Liberal Youth (IFLRY) in Europe. LYMEC is independent from IFLRY in all decisions.

LYMEC is member of IFLRY and is represented in IFLRY statutory bodies along the lines defined in IFLRY statutes. LYMEC delegates to IFLRY statutory bodies, including LYMEC appointed bureau member in IFLRY bureau, will be appointed by the LYMEC Bureau.

- Article 6 bis - European Liberal Students Network

Student organizations that are members of LYMEC are gathered within an internal network named “European Liberal Students Network”, abbreviated as ELSN.

ELSN defines its own internal rules and elects a network coordinator every year.

Chapter 2 - Membership

- Article 7 - Types of membership

The association consists of member organisations (MO) and individual members (IM). LYMEC has three types of member organisations: full members, applicant members and observer members. LYMEC shall have a minimum of three member organisations.

The rights and duties of the Member Organisations as well as the criteria for membership are further described in Chapter 1 of the Rules of Association. The rights and duties as well as the criteria for membership of Individual Members are further described in Chapter 2 of the Rules of Association.

- Article 8 - Full membership

To become a full member of LYMEC any organisation must comply with the following criteria:

- 1) The organisation must be a national youth organisation, or a European regional youth organisation that is not part of a national organisation;
- 2) The organisation is not a member of any other pan-European political organisation that is not based on liberal, radical democratic ideas;
- 3) It must be run by and for young people;
- 4) It must be democratically organised;
- 5) It must be based in a European country;
- 6) It must agree with the aims of LYMEC as expressed in these Statutes and broadly agree with its Manifesto and Policy Book;
- 7) It must comply with the criteria as set out in Article 1 of the Rules of Association;
- 8) It must have been an applicant member organisation of LYMEC.

Applications for full membership and all the necessary requirements must be transmitted in writing to the Secretariat at least six weeks prior to the Autumn Congress.

The application must be announced in the agenda of the Autumn Congress.

The Autumn Congress will decide upon the application by a two-thirds majority of those present and voting.

- Article 9 - Applicant Membership

To become an applicant member of LYMEC any organisation must comply with the following criteria:

- 1) The organisation must be a national youth organisation, or a European regional youth organisation that which is not part of a national organisation;
- 2) The organisation is not a member of any other pan-European political organisation that is not based on liberal, radical democratic ideas;
- 3) It must be run by and for young people;
- 4) It must be democratically organised;
- 5) It must be based in a European country;
- 6) It must agree with the aims of LYMEC as expressed in these Statutes and broadly agree with its Manifesto and Policy Book.
- 7) It must comply with the criteria 1, 2, 4, 5 and 6 as set out in Article 1 of the Rules of Association.

Applications for applicant membership and all the necessary requirements must be transmitted in writing to the Secretariat at least six weeks prior to the Autumn Congress.

The application must be announced in the agenda of the Autumn Congress.

The Autumn Congress will decide upon the application by an absolute majority of those present and voting.

- Article 10 - Observer Membership

The observer status is not a stepping-stone towards applicant membership or full membership. It is especially meant for organisations that want to have a closer relationship with LYMEC. They may either be organisations that do not comply with the criteria for membership or ones who cannot accept the Statutes or Manifesto in full, but share a common interest.

Any youth organisation based in a European country can apply for observer membership when it complies with the criteria for observer status as set out in Article 2 of the Rules of Association.

Applications for observer membership and all the necessary requirements must be transmitted in writing to the Secretariat at least six weeks prior to the Autumn Congress.

The application must be announced in the agenda of the Autumn Congress.

The Autumn Congress decides upon the acceptance of observer members by an absolute majority of those present and voting.

- Article 11 - Individual membership

Citizens and residents of a European country, aged between 14 and 35 years, who broadly agree with its Manifesto and Policy Book can become individual members of LYMEC.

The Bureau shall decide upon the acceptance of individual members. If an individual member or a full member organisation does not accept the Bureau's decision, the application will be forwarded to the Congress. The Congress will decide upon the application by a two-thirds majority. The applicant must provide details of its current and former membership of political organisations with the application.

- Article 12 - Resignation and expulsion of members

The member organisations and individual members of the association can leave the association in the following ways:

- they chose to resign of their own accord.
- member organisations and individual members can be expelled or suspended.
- the individual member of the association resigns, dies or exceeded the age of 35.

The expulsion from LYMEC or the suspension from the activities of LYMEC of any full member or applicant member is to be decided by a two-thirds majority of those present and voting at the Congress.

The observer status is to be terminated by a simple majority of those present and voting at the Congress.

Individual membership will automatically end when an individual member resigns, dies or exceeds the age of 35. Individual members can furthermore be expelled from LYMEC or be suspended from its activities by a two-thirds majority of those present and voting at the Congress.

Expulsion or suspension can be proposed either by the Bureau, a full member organisation or at least three individual member delegates when one of the following cases occurs:

- a) If a full member organisation, observer member organisation or applicant member organisation has not attended any of five consecutive congresses and has not provided written explanation;
- b) If an individual member, full member organisation, observer member organisation or applicant member organisation does not agree on the broad aims of the Association as expressed in Article 2 of these Statutes, in the Manifesto or the Policy Book;
- c) If an individual member, full member organisation, observer member organisation or applicant member organisation premeditatedly infringes these statutes;
- d) If an individual member, full member organisation, observer member organisation or applicant member organisation purposely damages the reputation of the association in a serious way;
- e) If an individual member, full member organisation, observer member organisation or applicant member organisation fails to fulfil its financial duties towards the association as set out in Chapter 1, Article 4 and Chapter 2, Article 8 of the Rules of Association.

Expulsion or suspension of a full member organisation, applicant member organisation, individual member or termination of an observer member status must be included in the agenda sent out to all member organisations and individual member delegates.

If an organisation has ceased to exist, full membership status, applicant membership status or observer membership status can be terminated by two thirds majority of those present and voting at the Congress. Members that have resigned, have been expelled, suspended or have ceased to exist and thus are no longer part of the association have no rights to the financial assets.

Chapter 3 - Institutional Provisions

- Article 13 - Statutory Bodies

The statutory bodies of the association are as follows (in ranking order):

- A) The Congress
- B) The Bureau
- C) The Internal Auditors

These bodies will be assisted by the Secretary General.

- Article 14 - Congress

The Congress is the highest decision making body of LYMEC and has full powers to accomplish the aims of the association. The Congress is made up of delegates and meets at least twice a year. The votes at the Congress are distributed by a formula set out in Article 14 of the Rules of Association.

The Congress has the right to put in question a Bureau member, the Secretary General, the Internal Auditors, representative to the ELDR Party Congress or one of their substitutes, and to replace that person through a constructive vote of no confidence with an absolute majority of those present and voting at the Congress.

The Congress can further decide on all matters, which it unanimously recognises as falling within its competence. The Congress can deliberate on all proposals submitted to it by a member organisation or an individual member delegate.

Resolutions approved at the Congress are added to LYMEC Policy Book and distributed electronically to members no later than two weeks after their adoption.

The Congress has the right to put in question the Secretary General, and to replace that person through a constructive vote of no confidence with an absolute majority of those present and voting at the Congress.

The Congress is further described in Chapter 3 of the Rules of Association.

- Article 15 - Bureau

The Bureau determines and implements LYMEC policy and activities within the framework of guidelines adopted by the Congress. The Bureau may delegate its responsibilities as it desires and employ staff.

The Bureau shall meet at least five times per year. Decisions are taken by simple majority of those present; in case of a tie the proposal falls. The Bureau can only take decisions when a quorum of four out of seven of its members is reached.

The bureau is responsible for all its activities to the Congress.

Except in the case of special mandates, the President and Vice President or Treasurer, who will not have to justify the powers conferred for this purpose to third parties, shall sign all deeds that bind the association. All legal actions, be it as plaintiff, claimant or a defendant, shall be taken, continued and expedited by the Bureau, represented by the President. Alternatively, a

member of the Bureau or the Secretary General can be appointed for this purpose by the Bureau.

The Bureau composition, election and responsibility are further described in the Rules of Association.

- Article 16 - The Secretary General

The Bureau shall delegate the daily management of the LYMEC Secretariat to the Secretary General. The Bureau defines the scope and financial limitations of the daily management powers of the Secretary General.

The Secretary General shall be remunerated, according to decisions of the Bureau.

The Secretary General's election and responsibility are further described in Chapter 6 of the Rules of Association.

- Article 17 - Internal Auditors

The Congress shall elect two Internal Auditors to examine the accounts and the general management of the association and to give a report thereon to the Congress.

Two substitutes shall be elected to replace them if necessary. Internal Auditors cannot be members of the Bureau. Former Bureau members are not allowed to candidate for Auditing directly after leaving the Bureau. Auditors will be elected for the same period as the Bureau. The electoral rules are fixed in the Rules of Procedure.

The Internal Auditors shall receive all the information they need to execute their task from the Treasurer upon simple demand. Without request they will receive an update on the finances at each quarter of a year. Internal Auditors shall receive the Annual Financial report of the Association at least four weeks prior to the Spring Congress. Internal Auditors shall send their report thereon to the Congress at least two weeks before it starts. The Internal Auditors shall attend the annual Spring Congress.

The Internal Auditors shall administrate the elections and conduct the ballots during the Congress. In case the Internal Auditors stand for elections themselves their substitutes or an appointee by the Congress will replace them.

- Article 18 - Budgets and Accounts

The Bureau in its entity is responsible to the Congress for the finances of LYMEC. The financial year begins on January 1 and end on December 31 of every year.

All member organisations and individual members pay a membership fee on a yearly basis. Membership fees for Member Organisations shall not exceed 2000 euros per organisation per year. Membership fees for Individual Members shall not exceed 100 euros per individual per year. Membership fees are further described in Articles 4, 5 and 8 of the Rules of Association.

Internal Auditors carry out an internal audit after every budgetary year and report to the Bureau and the annual Spring Congress. An external audit must also be performed each year. The external auditor shall be approved by the congress after a proposal by the bureau at least three weeks prior to the congress. The external auditor is appointed for a three years term. The Bureau's Annual Financial Report together with the report of the internal and external Auditors, containing an itemised account of expenditure for administration and activities, will be available to all members at least two weeks prior to the annual Spring Congress.

The budget for the following budgetary year will be available to all members at least two weeks prior to the Autumn Congress.

In the Annual Financial Report, the Treasurer shall present an itemised list notably stating the following to the Congress:

- a) the amount of membership fees that should have been received from all member organisations;
- b) the amount of membership fees that has been effectively received from all member organisations;
- c) the total number of individual members and the number and the amount of individual membership fees received.

Any donations worth more than 1000 euros (in any financial year) are only permitted under conditions of transparency. LYMEC fundraising activities and their results shall be made public in the Annual Financial report published by the Treasurer of LYMEC. Donations of more than 100 euros as described above must be approved by a formal decision of the LYMEC Bureau.

Chapter 4 - General Provisions

- Article 19 - Working language

The working language of LYMEC shall be English.

- Article 20 - Interpretation of the Statutes

The Congress shall rule on the interpretation of these Statutes. The Congress will decide all that is not stipulated by these statutes, the Rules of Association or by the Rules of Procedure.

The Auditors shall rule on the interpretation of these Statutes if required between Congresses. Auditors must report to the Congress the reason for such interpretation and are fully accountable to the Congress.

- Article 21 - Statutory changes

Every proposal that aims to change these Statutes or adopt new Statutes must be made either by the Bureau or by member organizations and individual member delegates holding at least three voting rights.

Such a proposal has to be sent to the LYMEC Secretariat at least three months prior to the Congress. The Secretariat shall forward the proposal within one week after that deadline to all members.

A majority of two-thirds of those present and voting is needed to pass such a motion. The Congress can arrange further matters in the Rules of Association and the Rules of Procedure, as long as these matters do not contradict with the Statutes.

- Article 22 - Validity of the statutes

These Statutes will be valid until the adoption of new Statutes or dissolution of the Association. Statutory amendments take effect immediately after the Congress of their adoption.

All that is not stipulated by these Statutes or by the Rules of Procedure, and the announcements which have to be made in the Belgian State Gazette, shall be arranged in accordance to the provisions of the law of 21 June 1921.

- Article 23 - Rules of Association

Every proposal that aims to change the Rules of Association attached to the present Statutes must be made either by the Bureau or by member organisations and individual member delegates holding at least three voting rights

Such a proposal has to be sent to the LYMEC Secretariat at least three months prior to the Congress. The Secretariat shall forward the proposal within one week after that deadline to all members.

A majority of two-thirds of those present and voting is needed to pass such a motion.

Changes to the Rules of Association take effect immediately after the Congress of their adoption.

- Article 24 - Dissolution

A proposal that aims to dissolve LYMEC must describe clearly why LYMEC needs to be dissolved and it must be made either by the Bureau or by member organizations and individual member delegates holding at least three voting rights.

Such a proposal has to be sent to LYMEC Secretariat to all members at least three months prior to the Congress.

A majority of two-thirds of all votes in presence is needed to pass such a motion. In the event that less than two thirds of all votes are present at this Congress, a new Congress shall be called under the aforesaid conditions where a two-third majority of those present and voting shall be required to pass the proposal.

The Congress will determine in which manner the association is dissolved and settled. However, in such event, the patrimony of LYMEC can only be allocated to a non-lucrative cause.

RULES OF ASSOCIATION

Chapter 1 - Member Organisations

- Article 1 - Criteria for applicant membership and full membership status

Any organisation that applies for full membership of LYMEC must comply with the following criteria:

- 1) The applicant organisation must provide a copy of its Statutes or Constitution in its original form and a copy in the working language of LYMEC;
- 2) The applicant organisation must provide a copy of its Political Program, Manifesto or ideological standpoints in its original form and a copy in the working language of LYMEC;
- 3) The applicant organisation must have been present at a minimum of five events, which shall include at least one statutory meeting, organised by LYMEC prior to the Autumn Congress where the application is considered;
- 4) The applicant organisation must provide details of its membership figures. The applicant must also state how it defines membership;
- 5) The applicant must declare any links (direct or indirect) with any other organisations and explain in full detail what form that link or dependence takes;
- 6) The applicant organisation must provide information on its sources of finance, this must include details of any State funding, party funding, membership fees, annual turnover and the budget;
- 7) At least one statutory event organised by the applicant organisation must be visited by a member of the LYMEC Bureau or an appointee of the LYMEC Bureau. In case of an appointee, the Bureau has to inform all member organisations and individual members about the identity of the appointee;

Any organisation that applies for applicant membership must comply with the points 1, 2, 4, 5 and 6 as mentioned above.

- Article 2 - Criteria for observer membership status

Any observer organisation must comply with the following criteria:

- 1) The applicant must provide a copy of its Statutes or Constitution in their original form and a copy in the working language of LYMEC;
- 2) The applicant organisation must provide a copy of its Political Program, Manifesto or ideological standpoints in its original form and a copy in the working language of LYMEC;
- 3) The applicant organisation must provide a full written application in English detailing why it wishes to be an observer member of LYMEC;
- 4) The applicant organisation must have attended at least one LYMEC event prior to the Autumn Congress where the application is dealt with. This cannot include any seminar attached to the Autumn Congress where the application is dealt with;
- 5) All observer membership applications must be received at the LYMEC secretariat at least six weeks prior to the Autumn Congress where will be dealt with the application. All written material must also be provided by the said deadline and must be sent out to all members at least four weeks prior to the Autumn Congress.

- Article 3 - Changes in member organisations

If a full member organisation, observer member organisation or applicant member organisation merges with another non-member organisation, its membership in LYMEC must be confirmed by an absolute majority of those present and voting at the next Autumn Congress.

The new applicant member organisation must comply with the criteria (except 3 and 7) as set out in Article 2 of the Rules of Association. All the necessary requirements must be transmitted in writing to the Bureau at least six weeks prior to the Autumn Congress.

- Article 4 - Membership fee

The yearly membership fees to be paid by full member organisations, applicant member organisations and observer member organisations shall be decided by the Autumn Congress by a two-thirds majority of those present and voting. Membership fees must be paid at latest at the opening of the Spring Congress. The Bureau has to send out an invoice at least 6 weeks prior to the concerning Congress.

The year an organisation has been accepted as applicant member, it does not have to pay a membership fee.

Without prejudice to any other measures which may be decided upon by the Congress, those members whose fees remain outstanding will have their voting rights at Congress automatically suspended.

- Article 5 - Reduced membership fee and payment arrangement

Member Organisations can apply for a reduced membership fee, which must be more than zero euros, or a payment arrangement. Individual members can only request a payment arrangement. Any such reduction or payment arrangement will have to be approved by the Congress by an absolute majority on a proposal by the Bureau and based on the following considerations:

- 1) Whether an organisation has a permanent office and its size;
- 2) Whether an organisation has permanent staff and its number;
- 3) Whether an organisation has state funding;
- 4) The number of paying members of the organisation;
- 5) The level of service provided for international work;
- 6) The financial situation and the ability to pay;
- 7) The state of the banking system in the country of residence of the member organisation or individual member.

The payment arrangement is especially meant for member organisations with liquidity problems or facing a temporary economical problem, and for member organisations and individual members lacking a decent banking system in their country of residence.

Written objections or requests for payment arrangements have to be sent to the Bureau at least 4 weeks before the first Congress meeting of the year.

- Article 6 - Duties

Any full member organisation, applicant member organisation and observer member organisation must comply with the following criteria:

- 1) The organisation must provide a copy of its Statutes or Constitution in its original form and a copy in English when it is substantially modified.
- 2) The organisation must provide a copy of its Political Program, Manifesto or ideological standpoints in its original form and a copy in English when it is substantially modified.

- 3) If a full member organisation, applicant member organisation or observer member organisation has not attended any of five consecutive statutory meetings it should provide written explanation to the LYMEC Secretariat.
- 4) The organisation must declare any changes of links (direct or indirect) with any other organisation and explain in full detail what form that link or dependence takes.
- 5) The organisation should provide LYMEC with invitations to its Congress and, when relevant, other interesting events.
- 6) Member organisations are obliged to notify the LYMEC secretariat of their membership figures before the end of 31st January of each year. LYMEC shall send out a request to submit membership figures to all member organisations at least six weeks in advance. If no notification has been received by the LYMEC Secretariat, the minimum amount of votes will be granted to the concerned full Member Organisation.

- Article 7 - Rights

Delegates of full member organisations of LYMEC have the right to:

- 1) attend LYMEC events;
- 2) speak;
- 3) propose motions or resolutions;
- 4) propose amendments;
- 5) vote;
- 6) take part in a LYMEC working group;
- 7) put forward candidates for the LYMEC Bureau and for LYMEC Secretary General.

Representatives of applicant member organisations of LYMEC have the right to:

- 1) attend LYMEC events;
- 2) speak;
- 3) propose motions or resolutions;
- 4) propose amendments;
- 5) take part in a LYMEC working group.

Representatives of observer member organisations of LYMEC have the right to:

- 1) attend LYMEC events;
- 2) speak;
- 3) propose motions or resolutions;
- 4) take part in a LYMEC working group.

Chapter 2 - Individual Membership

- Article 8 - Membership fee

Individual members will pay an annual membership fee. Its amount will be agreed upon by a two-third majority of those present and voting at the Congress. The year the applicant applies for individual membership, the membership fee has to be paid within six weeks after the application.

At latest by the 1st of January of each year, the LYMEC Secretariat shall request individual members whose membership statuses have expired to pay their annual membership fee. If the membership fee remains outstanding on end of 31st January, the individual member will be suspended. The individual member cannot regain its status without a favourable decision of the Bureau and, when relevant, after having paid the arrears of membership fees.

- Article 9 - Congress delegates

The individual members will elect individual member delegates to the Congress.

Elections take place electronically. Elections and requests for candidacy shall be announced to all individual members at least 8 weeks before the end of the elections. The elections will last two weeks and will end at least four weeks before the Congress starts. Delegates are elected for each Congress. The same delegates will represent individual members at the Autumn Congress. They cannot be substituted in case they cannot be present.

The Delegates are also elected for all extraordinary congresses taking place in between ordinary congresses.

Delegates cannot be member of the LYMEC bureau or be LYMEC internal auditor at the same time. Delegates need to be individual member of LYMEC.

- Article 10 - Rights

Individual members have the right to:

- 1) attend LYMEC events;
- 2) speak;
- 3) take part in a LYMEC working group, limited as stated in Article 17 of the Rules of Association.
- 4) propose motions or resolutions;
- 5) propose amendments.
- 6) put forward candidates.

Individual member delegates also have the right to vote at the Congress.

Chapter 3 - Congress

- Article 11 - Meeting

The Congress meets at least two times every year in order to:

- a) elect, dismiss and discharge Bureau members;
- b) amend the Statutes and the Rules of Association;
- c) approve and modify the Manifesto or the Policy Book;
- d) adopt motions or resolutions;
- e) adopt the accounts and discharge the LYMEC Bureau for its financial management
- f) adopt the budget
- g) adopt the programme of action for two years, of which a draft is to be send to member organizations and individual members no later then three months in advance
- h) dissolve the organisation.

A Congress meeting can be called by the Bureau, a group representing at least the fifth part of the votes that could have been cast at the most recent Congress or one third of the full member organisations.

Congress chairs shall be elected at the beginning of the meeting according to the Rules of Procedure.

- Article 12 - Date and location

The Bureau shall decide the date and location of the Congress if it has not been decided at the previous Congress. The Bureau shall send out information concerning the date and location of the Congress at least eight weeks before the Congress takes place. The agenda of the Congress shall be proposed by the Bureau and shall be sent out to all members at least five weeks before the Congress takes place.

- Article 13 - Delegates

Congress delegates with voting rights shall be:

- 1) the delegates of full member organisations;
- 2) the delegates elected by individual members.

The Congress shall also include:

- 1) Bureau members and the Secretary General without voting rights;
- 2) representatives of the applicant member organisations without voting rights;
- 3) representatives of the observer member organisations without voting rights;
- 4) the Internal Auditors without voting rights.

- Article 14 - Distribution of voting rights

Delegates of full member organisations and individual members shall exercise their voting rights at the Congress according to the following scale of vote:

Full member organisations:

3 basic votes per organisation. Furthermore organisations with:

500-999 members	receive 1 extra vote
1000-1999 members	receive 2 extra votes
2000-3999 members	receive 3 extra votes
4000-5999 members	receive 4 extra votes
6000-7999 members	receive 5 extra votes
8000-9999 members	receive 6 extra votes
More than 10.000 members	receive 7 extra votes

An organisation can hold maximum 10 votes.

Member Organisations are free to distribute their votes within their respective delegations.

Individual members section:

1 to 499 members	3 delegates receive 1 vote each
500 to 999 members	4 delegates receive 1 vote each
1000 to 1999 members	5 delegates receive 1 vote each
2000 to 3999 members	6 delegates receive 1 vote each
4000 to 5999 members	7 delegates receive 1 vote each
6000 to 7999 members	8 delegates receive 1 vote each
8000 to 9999 members	9 delegates receive 1 vote each
More than 10.000 members	10 delegates receive 1 vote each

Delegates

No delegates may exercise votes for multiple delegations at the same Congress. Members of the Bureau and the Secretary General cannot be a delegate of a member organisation or individual member delegate to the LYMEC congress. Casting a vote demands the presence of the delegate. A roll call shall be taken if requested.

Quorum

The Congress can only take decisions when the quorum of one-third of the votes is present.

- Article 15 - Publicity

The Congress works in public, unless otherwise stated. On motion of a full member organisation, or an individual member delegate, a special point of the agenda can be dealt with in privacy. To pass, such a motion needs an absolute majority of those present and voting.

- Article 16 - Motions and resolutions

Motions are proposals of an internal, statutory or organisational nature. Resolutions are policy proposals. Adopted resolutions are all listed in the LYMEC Policy Book, unless removed or amended by the congress.

Motions and resolutions must be received by the LYMEC secretariat at least three weeks in advance of the Congress. The Congress can decide through a simple majority vote to accept resolutions that by their urgent nature could not have been proposed before the official deadline.

- Article 17 - Working groups

The Congress can set up working groups to strengthen the political, programmatic and organisational development work within LYMEC by a simple majority vote of those present and voting. The composition of the working group is defined by the Congress or the Bureau.

A working group can consult external specialists if the working group thinks this will contribute to their work.

A Chairperson of each working group is appointed by the Congress or the Bureau for one year. The working group elects her or his proxy. The working group shall determine its own rules of procedure.

The Congress has to describe the task of the working group. The chair of the working group shall report to the Congress. The Congress can either redefine the task of the working group, or when the working group fulfilled its tasks, dissolve the working group.

A working group can propose motions or resolutions.

- Article 18 - Fringe meetings

The Congress may be divided into fringe meetings. A rapporteur will be appointed in each fringe meeting and be responsible for presenting a report of the meeting to the Congress.

- Article 19 - Register

Minutes of the Congress shall be kept in a register at the secretariat and be made available to all members within four weeks after the meeting ended.

Chapter 4 - Bureau

- Article 20 - Responsibility

The Bureau:

- a) executes the day-to-day work of the organisation;
- b) implements the decisions of the Congress;
- c) represents LYMEC to other institutions and organisations;
- d) recommends to the Congress concerning the acceptance and exclusion of member organisations and individual members;
- e) is accountable to the Congress.

The Bureau is responsible for all financial matters to the Congress. The approval of the budget and the annual accounts is the exclusive power of the Congress.

The Bureau will report on its activities to the Congress by publishing an annual report at least four weeks prior to the Spring Congress, and to the Autumn Congress through a bureau report containing reports of each individual bureau member. The annual report describes to what extent the tasks and goals as described in the Program of Action have been fulfilled. In between statutory meetings the Bureau shall also regularly report to members on its activities through appropriate means.

In case of vacancy or resignation of the Secretary General, the Bureau has the right to fill this vacancy until the next Congress providing a minimum two-week notice has been given of the vacancy.

The minutes of Bureau meetings shall be made available to members within four weeks after the meeting.

The bureau can propose motions or resolutions.

- Article 21 - Composition and election

Candidates for the Bureau can be put forward by full member organisations or an individual member. All members of full member organisations and individual members of LYMEC can be put forward as a candidate for the Bureau.

Candidates to the Bureau must be under the age of 33 years at the date of the election. A mailing, introducing all candidates that supplied the secretariat with the necessary material at least three weeks prior to the Congress, shall be sent out maximum 2 weeks before the Congress.

Members of the bureau are elected by secret ballot for a regular Bureau period of two years according to the procedure specified in the Rules of Procedure. By-elections are meant to be until the end of the regular period. The introduction of all candidates shall be arranged during the Congress.

Bureau members who have not attended at least half of the meetings of the Board in the twelve months following their election will be subject to a vote of confidence of the Congress.

The Bureau consists of:

- a) The President
- b) The Vice President
- c) The Treasurer
- d) Four other Bureau members

The Secretary General shall be permanently invited to the meetings of the Bureau with no voting rights and acting as secretary of the meeting.

- Article 22 - The President

The President:

- 1) exercises the highest political, executive and representative role in the organisation.
- 2) represents LYMEC externally.
- 3) reports on the Bureau's activities to the Congress
- 4) may assign organisational and political tasks among bureau members at his/her own discretion.

If the President shall for any reason step down during the term of office, the Vice President shall be appointed by the Bureau to undertake the duties of the President until the next Congress, where a new president will be elected. If no Congress is to be held within the two months after the President's resignation an extraordinary Congress will be called by the Bureau.

- Article 23 - The Vice President

The Vice President:

- 1) deputises the President when s/he is absent and upon his/her delegation of tasks
- 2) supervises the role of the Secretary General in administration and personnel management of the organisation.

- Article 24 - The Treasurer

The Treasurer:

- 1) in consultation with the Bureau, establishes the annual budget (including membership fees) and the annual financial report and submits these to the Congress for approval;
- 2) controls the execution of the budget, both as regards fundraising and expenses;
- 3) is responsible for the correct administration and use of the budget, under the control of internal and external auditors;

The Treasurer must be consulted on all main financial transactions that affect the association.

- Article 25 - Other Bureau members

LYMEC has four other Bureau members.

The Bureau can assign them both organisational and political tasks. Those fields of responsibility will be communicated to members following their assignation.

Chapter 5 - The Secretary General

- Article 26 - Responsibility

The Secretary General:

- 1) assists the organisation and its bodies;
- 2) manages the daily business under the guidance of the Bureau and executes the decisions taken by the Bureau;
- 3) heads the Secretariat, the composition and organisation of which will be proposed by the Secretary General to the Bureau;
- 4) organises the statutory meetings under the guidance of the Bureau;
- 5) assists the Treasurer in the administration of the budget;
- 6) is accountable to the Bureau and the Congress, and can be dismissed ad nutum by any of them through a constructive vote of non confidence.

- Article 27 - Election

The Secretary General is selected for a two years mandate, renewal once, by the bureau and approved by the Congress taking place immediately after the Congress that has elected the Bureau, according to the procedure specified in the Rules of Procedures.

The Bureau can propose to renew the mandate of the Secretary General for another term of two years by making a recommendation to the Congress.

All members of full member organisations and individual members of LYMEC can be put forward as candidate for the Secretary General post.

Candidates to the Secretary General post must be under the age of 33 years at the date of the election. A mailing, introducing all the selected candidate(s) by the bureau shall be sent out at latest 2 weeks before the Congress when the approval takes place.

Chapter 6 - Committee of discipline and arbitrage

- Article 28 - Composition and rules of procedure

The discipline and arbitrage committee shall be composed of five members selected by the Bureau and approved by the Congress for a two years mandate.

The chairperson of the committee shall be elected by its members. The Committee will decide about its own rules of procedure.

- Article 29 - Competences

The discipline and arbitrage committee shall be competent for any disciplinary issue not falling within the scope of Article 12 of the Statutes, for any dispute between two member organisations, and for any dispute between the Bureau and a member of LYMEC.

In order to legitimately deliberate about a case, the disciplinary and arbitrage committee must be called upon by the Bureau, by a member organisation or by an individual member.

The committee may impose sanctions others than expulsion at its own initiative on members of member organisations or on individual members of LYMEC, and may arbitrate any conflict submitted to its competence provided that the two parties concerned agree on the arbitrage procedure proposed by the committee.

- Article 30 - Incompatibilities

Members of the discipline and arbitration committee cannot be members of the LYMEC Bureau, Auditors or LYMEC Secretary-general.

Appendix

Origin of LYMEC

LYMEC, European Liberal Youth, was established in 1976 under the name LYMEC, Liberal and Radical Youth Movement of the European Community. At the Executive Committee in July 1994 in Gummersbach, Germany, the name of the organisation was changed to LYMEC, Liberal and Radical Youth Movement of the European Union, as a consequence of the establishment of the European Union. Finally in 2002 at the extraordinary Congress in Andorra the name of the organisation was changed to LYMEC, European Liberal Youth.