



## STATUTES

**Adopted on 30th March 2002 in Sinaia, Romania**  
**Changed on 2nd November 2002 in Escaldes, Andorra**  
**Changed on 5th April 2003 in Vilnius, Lithuania**  
**Changed on 27th March 2004 in Zagreb, Croatia**  
**Changed on 10th April 2005 in Amsterdam, The Netherlands**  
**Changed on 3<sup>rd</sup> of December 2005 in Helsinki, Finland**  
**Changed on 2<sup>nd</sup> of May 2008 in Barcelona, Catalonia**  
**Changed on 1<sup>st</sup> of May 2010 in Sinaia, Romania**  
**Changed on 5<sup>th</sup> of November 2011 in Barcelona, Spain**  
**Changed on 13 of October 2012, Sofia, Bulgaria**  
**Changed on 16 of November 2013, Bucharest, Romania**  
**Changed on 31 of October 2015, Helsinki, Finland**  
**Changed on 13 May 2017, Stockholm, Sweden**  
**Changed on 13 October 2018, Vilnius, Lithuania**  
**Changed on 14 November 2020, Online Autumn Congress**

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## *Title I: Legal form – Name – Headquarters – Aims – Duration*

### **Article 1 - Name and legal form**

- (1) This association is established and registered as a non-profit organisation under the name: “European Liberal Youth”, abbreviated as “LYMEC”. The full and short names can be used separately or together.
- (2) LYMEC 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 association was changed to 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 association was changed to LYMEC, European Liberal Youth.

### **Article 2 - Seat**

The office and the Secretariat of LYMEC have their headquarters in the Brussels-Capital Region, in Belgium. A decision to change the headquarters’ location to any other place in Belgium shall be taken by a simple majority vote of the Bureau. This decision will be announced in the Annex to the Belgian State Gazette.

### **Article 3 - Aims and purpose**

- (3) The aims of the association are to:
  - a) educate its members about liberal ideas and values, and increase political participation and interest in European affairs through a variety of means;
  - b) stimulate co-operation and create opportunities for networking between its members on a European level;
  - c) take positions in the general public debate on a European level, and organise Europe-wide campaigns on certain political topics; and,
  - d) strengthen democracy in Europe at large, and support enlargement and integration of the European Union in accordance with liberal ideas and values, in close co-operation with other pan-European organisations.
- (4) The purpose of the association are as follows:

LYMEC is an independent youth organisation with a political aim, in which student and political liberal and radical-democratic youth organisations unite to promote, develop, and realise the ideas and values of liberalism and democracy within the European Union (EU) and Europe as a whole, both in Belgium and abroad, in its own name or in the name of its members.

It has, in general, full legal capacity to carry out all acts and operations directly or indirectly related to its aims and purpose or those that would directly or indirectly facilitate, fully or partially, the achievement of these aims and purpose.

Through association, contribution, merger, financial intervention or otherwise, it may take an interest in any company, association or companies whose purpose is identical, similar or related to its own or likely to promote the activities and objectives described above.

It can exercise the functions of administrator or liquidator in other associations.

It can act as guarantor or provide security interests for legal persons whose purpose is identical, similar or related to its own or likely to promote the activities and objectives described above, in a broader sense.

(5) Cooperation:

In order to achieve its aims, LYMEC shall cooperate with the Alliance of Liberals and Democrats for Europe Party - abbreviated as “ALDE Party” - and its parliamentary Group 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 interests exist.

(6) Relations with the ALDE Party:

LYMEC is the official youth organisation of the ALDE Party. LYMEC is independent from the ALDE Party in all decisions made and opinions held.

The LYMEC delegation to the ALDE Party Council is appointed by the LYMEC Bureau.

The LYMEC delegation to the ALDE Party Congress is elected by the LYMEC Congress, according to the Congress Rules. The elected delegates must confirm their participation at the ALDE Party Congress to the LYMEC Bureau at least eight weeks beforehand. If necessary, the Bureau will elect new delegates following an open call sent out to member organisations and individual members.

(7) 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 made and opinions held.

LYMEC is a member of IFLRY and is represented in IFLRY statutory bodies along the lines defined in the IFLRY statutes. The LYMEC representative in the IFLRY Bureau will be elected by the Congress according to the procedure of and with the criteria relevant for the election of the President as defined in Article 26(1) of the LYMEC Congress Rules.

(8) European Liberal Students Network and topical working groups:

Member organisations and individual members of LYMEC with a strong focus on student issues may choose to gather in an internal network named “European Liberal Students Network”, abbreviated as “ELSN”. ELSN defines its own internal rules and elects a network coordinator.

Member organisations and individual members may choose to gather in topical working

groups in accordance with the provisions set out in the LYMEC Congress rules.

#### **Article 4 - Duration**

The association is founded for an unlimited period of time.

### *Title II: Membership*

#### *Section I: Admission*

#### **Article 5 - Members**

##### (1) Types of membership

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

##### (2) Full membership

- 1) the organisation is a national youth organisation, or a sub-national 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; and
- 7) it must have been previously an associate member organisation of LYMEC.

##### (3) Associate membership

- 1) the organisation is a national youth organisation, or a sub-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 based in a European country; and
- 5) it must agree with the aims of LYMEC as expressed in these statutes and broadly agree with its Manifesto and Policy Book.

##### (4) Individual Membership

Citizens or residents of a European country, aged between 18 and 35 years, who broadly agree with its Manifesto and Policy Book, can become individual members of LYMEC. The Individual Members' Section (IMS), as the aggregate of all individual members, will be regulated by internal rules, drafted by the IMS, and ratified and supervised by the Bureau.

(5) Rights, roles and duties of organisations, members and their delegates.

Members enjoy only the rights and obligations included in the present statutes.

I. Rights and roles

§1. 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) participate in a LYMEC working group; and
- 7) put forward candidates for any election.

§2. Representatives of associate member organisations of LYMEC have the right to:

- 1) attend LYMEC events;
- 2) speak;
- 3) propose amendments; and
- 4) participate in a LYMEC working group.

§3. Individual members have the right to:

- 1) attend LYMEC events;
- 2) speak;
- 3) participate in a LYMEC working group;
- 4) propose motions or resolutions;
- 5) propose amendments; and
- 6) propose themselves as candidates for any election.

## II. Duties of member organisations

Any full or associate member organisation must comply with the following obligations:

- 1) ensuring that the LYMEC Secretariat is always provided with a current copy of their statutory documents in their original form, as well as a full English translation, if applicable;
- 2) ensuring that the LYMEC Secretariat is always provided with a current copy of their political programme, manifesto, or ideological standpoints in its original form, as well as a full English translation, if applicable;
- 3) if a full or associate member organisation has not attended any five consecutive statutory meetings, providing a written explanation to the LYMEC Secretariat;
- 4) notifying the LYMEC Secretariat of any changes of links (direct or indirect) with any other organisation, and explaining in full detail what form that link or dependence takes;
- 5) providing LYMEC with invitations to its Congress and, when relevant, other events; and
- 6) notifying the LYMEC secretariat of their current membership figures by 31 January of each year; LYMEC shall send out a request to submit membership figures to all member organisations at least four weeks in advance; if no notification has been received by the LYMEC Secretariat, the minimum amount of votes will be granted to the full member organisation concerned.

### **Article 6 - Admission procedure**

#### (1) Admission for full member organisations

To be admitted as a full member organisation, the applicant organisation fulfilling the conditions stated in the previous article needs to be approved by the Congress.

In order for an application to be considered by the Congress, the following requirements must have been fulfilled:

- 1) the applicant organisation must provide a copy of its statutes or constituting instrument 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 four events, which shall include at least one statutory meeting, organised by LYMEC prior to the 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 public funding, party funding, membership fees, annual turnover

- and the budget; and
- 7) at least one statutory event organised by the applicant organisation must be visited by a member of the LYMEC Bureau, the Secretary General, or the internal auditors.

Applications for full membership by the applicant organisation as well as a Bureau report on the fulfilment of the above stated requirements must be submitted in writing to the Secretariat at least eight weeks prior to the Congress. All written material must thus be provided by the said deadline and must be sent out to all members at least four weeks prior to the Congress. The application must be announced in the agenda of the Congress.

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

## (2) Admission for associate member organisations

To be admitted as an associate member organisation, the applicant organisation fulfilling the conditions stated in the previous article needs to be approved by the Congress.

In order for an application to be considered by the Congress, the following requirements must have been fulfilled:

- 1) the applicant organisation must provide a copy of its statutes or constitutional instrument 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 provide details of its membership figures (the applicant must also state how it defines membership); and
- 4) 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.

Applications for associate membership by the applicant organisation as well as a Bureau report on the fulfilment of the above stated requirements must be submitted in writing to the Secretariat at least eight weeks prior to the Congress. All written material must thus be provided by the said deadline and must be sent out to all members at least four weeks prior to the Congress. The application must be announced in the agenda of the Congress.

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

## **Article 7 - Individual members**

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 transferred 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 their application.

### (1) Individual member Congress delegates



The individual members shall elect individual member delegates to the Congress. These delegates have the right to vote at the Congress. They are elected for a civil year.

Elections take place electronically. The elections will last three days and will end at least eight weeks before the Spring Congress starts. Elections and requests for candidacy shall be announced to all individual members at least four weeks before the start of the elections.

Delegates must themselves be individual members, with their term as delegates expiring at the end of the civil year. Their duties towards LYMEC and the individual members shall be properly specified by the internal rules of the Individual Members' Section.

Delegation of votes from one or more delegates to other individual member delegates must be justified in written form to the Bureau and Secretariat. Delegation of votes to member organisations is strictly forbidden. If for compelling reasons a delegate cannot fulfil their mandate or resigns, a partial election shall be called as soon as possible but not during the eight weeks preceding a congress. A partial election shall not be held if this occurs after the Autumn Congress.

An individual members' delegate cannot simultaneously be a member of the Bureau or an internal auditor.

## (2) Individual Member Steering Committee

The Individual Member Steering Committee coordinates and organises the Individual Members Section. Its specific duties and rights are specified in the internal rules of the Individual Members Section.

The Steering Committee is composed of a Bureau member appointed by the Bureau and two individual members elected for a term of two years.

Elections take place electronically. The elections will last three days and will end no later than eight weeks after the election of a new Bureau. The call for elections and requests for candidacy shall be announced to all individual members at least four weeks before the start of the elections.

If an elected member resigns or cannot fulfil its mandate, a partial election shall be held to replace them for the remainder of the term. A partial election shall not take place if this occurs less than eight weeks before the election of a new Bureau.

An elected member of the Steering Committee cannot simultaneously be a member of the Bureau or an internal auditor.

## ***Section II: Membership termination and exclusion - modifications***

### **Article 8 - Membership termination**

(1) Each member of the association is free to terminate its membership at any moment. The notification of termination must be addressed to the Bureau by mail to the LYMEC headquarters

or by email to the email address of the association.

(2) The full Member organisation, associate member organisation or individual member who no longer meets the requirements stated in Article 5 of the present statutes to become a full member organization, associate member organisation or an individual member is considered as resigning and automatically loses its membership status.

In the event of the death, bankruptcy, collapse, liquidation or ban of a full member organisation, associate member organisation or an individual member, the membership is fully terminated on the date the event takes place.

(3) The resigning full member organisation, associate member organisation or individual member cannot claim the assets of the association and cannot claim the reimbursement of the contribution and the membership fees it already paid.

(4) The resigning full member organisation, associate member organisation or individual member cannot claim or request access to bank statements, accountabilities, affixing of seals or to the inventory of LYMEC.

### **Article 9 - Disaffiliation**

(1) Member organisations and individual members can be disaffiliated or suspended. A disaffiliation or suspension can be proposed by the Bureau, three full member organisations or at least three individual members. The group making this proposal should provide an explanation of the reasons for the disaffiliation or suspension, and proposals of this kind must be put on the Congress agenda.

(2) Only the Congress can decide on the disaffiliation or suspension of a member organisation or an individual member. The disaffiliation or suspension must be indicated in the call for Congress.

The disaffiliation or suspension proposal has to be communicated to the member organisation and individual members concerned, by email at the email address communicated to the association, at least 8 weeks before the start of the Congress. If the member concerned has chosen to contact the association by letter, the proposal is sent by registered mail.

The full member organisation or the individual member whose disaffiliation is requested must be heard by the Congress. Furthermore, after the communication of the disaffiliation or suspension proposal, the member has the right to communicate its observations in writing and following the same modalities in place prior to the Congress.

The disaffiliation of a member organisation or individual member can only be decided by the Congress in accordance with the quorum and majority conditions required for amending these statutes.

(3) The Bureau communicates the decision taken on the disaffiliation or suspension proposal within fifteen days to the member organisation or individual member concerned by email to the email address communicated to the association. If the member concerned has chosen to contact the association by letter, the decision is sent by registered mail.

(4) A disaffiliated member organisation or individual member cannot claim the assets of the association and cannot claim the reimbursement of his contribution and the membership fees paid.

(5) A disaffiliated member organisation or individual member cannot request access to bank statements, accountabilities, affixing of seals or to the inventory of LYMEC.

#### Modifications of membership status

(6) Member organisations and individual members of the association can leave the association by choosing to resign of their own accord.

(7) Individual membership expires automatically on the 36th birthday or upon the death of the individual member.

(8) Full or associate membership of an organisation automatically ends by declaration of the Bureau, providing evidence to the Congress that the organisation ceased to exist, and no clear successor organisation could be identified.

(9) An individual member who has not paid their membership renewal shall be automatically suspended one month after the expiry of said membership. Such suspension automatically ends when payment of the fee is received by LYMEC. The Bureau can waive such suspension on a case by case basis.

Member organisations and individual members can be disaffiliated or suspended as mentioned above. Member organisations or individual members leaving the organisation in any of the ways stipulated in this article are no longer part of the association and have no rights over its financial assets.

(10) The LYMEC Bureau may propose to change an organisation's membership status from a full to an associate member. In this case, it shall provide due explanation of the grounds for the proposed status change.

#### Modifications in member organisations

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

(12) The new member organisation must comply with the criteria, rights and obligations set out in the present statutes. All the necessary requirements must be transmitted in writing to the Bureau at least eight weeks prior to the Congress.

### **Article 10 - Membership fee**

(1) The yearly membership fees to be paid by full member and associate member organisations shall be decided at the Autumn Congress by a two-thirds majority of those present and voting. Membership fees must be paid at the latest at the opening of the Spring Congress. The Secretariat must send out an invoice at least eight weeks prior to that Congress.

(2) 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.

(3) Individual members shall pay a membership fee valid for the period of time of their membership type. Its amount will be agreed upon by a two-third majority of those present and voting at the Congress.

#### Reduced membership fee and payment arrangement

(4) Member organisations may apply for a reduced membership fee, which must be more than zero EUR, or a payment arrangement. Any such application needs to be received in written form by the LYMEC Secretariat at least four weeks prior to a Congress.

(5) Any such reduction or payment arrangement must 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 public funding;
- 4) the number of paying members of the organisation;
- 5) the level of engagement provided for international work;
- 6) the financial situation and the ability to pay; and
- 7) the state of the banking system in the country of registration of the member organisation.

(6) All member organisations and individual members pay an annual subscription. Membership fees must not exceed two thousand euros (€ 2,000.00) per organisation and per year. Expenses in membership fees for individual members must not exceed one hundred euros (€ 100.00) per person per year.

### ***Title III: General Assembly (“Congress”)***

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

- 1) the General Assembly (“Congress”);
- 2) the Bureau
- 3) The Internal Auditors;
- 4) the Committee of Discipline and Arbitrage; and
- 5) Ombudspersons.

(2) The Secretary General assists these bodies.

#### **Article 11 - Composition**

The General Assembly, called “the Congress”, consists of full member organisations, individual members and associate member organisations without voting rights.

#### **Article 12 - Powers**

The Congress exercises the powers vested by law and by these statutes and its operating mode is described in more detail in the Congress rules.

The Congress consists of the delegates and meets twice a year. The number of votes in Congress

is distributed by a formula defined in the Congress rules.

This includes the following exclusive competences which may only be exercised by the Congress:

- 1) amendment of the statutes;
- 2) appointment and dismissal of the Bureau members and the setting of their remuneration in cases where remuneration is needed;
- 3) appointment and dismissal of the internal auditors and the setting of their remuneration where needed;
- 4) granting of discharge to the Bureau members and the internal auditors, as well as the introduction of measures against the administrators of the association (Bureau members) and auditors, if need be;
- 5) approval of the annual accounts and the budget;
- 6) dissolution of the association;
- 7) exclusion of a member organisation or an individual member;
- 8) transformation of the non-profit organization (ASBL) into an “International non-profit organisation” (AISBL), as per Belgian law;
- 9) carrying out or acceptance of the free contribution to or of “a universality” (actives and passives as a whole);
- 10) all other actions required by the law or by these statutes, and in particular any power to accomplish the social purpose of the association.
- 11) acceptance of new members as mentioned above.
- 12) adoption of decisions as set out in these statutes, respecting the conditions, the quorums and majorities indicated therein.
- 13) suspension or questioning any member of the Bureau, the Secretary General, an internal auditor or one of their substitutes, a member of the LYMEC-delegation to the ALDE-party Congress or one of their substitutes, and replacement of them at Congress by a vote of confidence with a simple majority.
- 14) deliberation by a two-third majority vote of all possible votes in Congress to decide if a subject falls within its competence.

### **Article 13 - Call and holding of the Congress**

Two ordinary meetings of the Congress are held every year, the first during the first semester and the second during the second semester at the headquarters or at any other location indicated in the call.

The Bureau or, if need be, the internal auditors must call for the Congress in the following cases:

- 1) if it is set so by law or by these statutes;
- 2) if it is in the interest of the association; and
- 3) when at least one fifth of the full member organisations request it. In this case, the full member organisations indicate the topics to be included in the agenda in their request. The Bureau or, if needed, the internal auditors will convene the Congress within twenty-one days of the convening request, and the Congress is held at the latest the fortieth day following this request.

The Congress may deliberate on any proposal submitted by the Bureau, a member organisation or a delegate of the individual members.

The invitations to the Congress must contain the agenda. Any proposal signed by at least one twentieth of the full member organisations or individual members can be put to the agenda.

The invitations are sent by email, at least fifteen days before the start of the Congress, to all member organisations, by the Bureau or, if needed, the internal auditors. The invitation is sent by ordinary mail to people with unknown email addresses, the same day as the mailing of the electronic invitations.

A copy of the statutory congress documentation is sent without delay and free of charge to full members, the Bureau and internal auditors who request it.

Anyone can disregard the Congress invitation and will be, in any case, considered to have been properly invited if the person or organisation is present or represented at the Congress.

#### **Article 14 - Admission to the Congress**

To be admitted to the Congress with the right to vote, a member must be a full member organisation or an individual member and must be registered as such in the register of members.

The invitation may stipulate that to participate in the Congress, members must also inform the association of their intention to attend at the time of the registration at least six weeks before through the corresponding form given by the association.

Observers or associate members also get admitted to attend the Congress and may address it. The Congress may request these observers to leave the assembly for items on the agenda that do not require their presence. The internal auditors need to take part in the Congress, if the Congress deliberates on the basis of their report.

#### **Article 15 - Meetings**

The Bureau proposes the chairs and the secretaries to the Congress to be approved as described in the Congress rules.

#### **Article 16 - Deliberations**

##### **(1) Voting rights.**

Only Full Member Organisations and delegates of the Individual Members' Section have the right to vote at the Congress. The right to vote at the Congress is distributed and exercised in accordance with the Congress Rules.

##### **(2) Proxy**

A full member organisation or delegates of the Individual Members' Section, registered for the Congress, may give to another full member organisation or an individual member delegate a proxy for representation and vote at the Congress, only for a limited point on the agenda, and only if they have been available at the roll call vote at the start of Congress. A granted proxy loses validity with the passing of the agenda point for which it was granted.

##### **(3) Any Congress can only deliberate on the proposals of the agenda, unless the members present**

explicitly decide otherwise in accordance with the Congress rules.

(4) Except in the cases provided for by law or these statutes or in the Congress rules, decisions are taken by a majority of votes, regardless of the number of members represented at the Congress.

### **Article 17 - Minutes**

The minutes recording the decisions of the Congress are kept in a register. They are signed by the President of the association and the Secretary-General.

The attendance list and any reports are added in annexes to the minutes.

The register of minutes is kept at the headquarters of the association where all members can read it, without moving the register.

In case copies need to be provided to third parties, they shall be signed by one or more members of the Bureau who have a power of representation.

## ***Title IV: Administration – Control***

### **Article 18 - Composition of the Bureau**

The association is administered by the Bureau composed of seven (7) members. The Bureau is elected and appointed by the Congress for a mandate of two (2) years. If no candidate receives a majority of votes in the event of an appointment, a run-off vote is taken between the candidates who have obtained the most votes. The Congress can terminate at any time, with immediate effect the mandate of each Bureau member.

Outgoing Bureau members are eligible for re-election. The mandate of outgoing Bureau members who are not re-elected ends immediately after the Congress which proceeded with the re-election.

Each member of the Bureau can resign by notification to the Bureau. That member can do himself/herself whatever is necessary to make the end of the mandate enforceable against third parties. All Bureau members are required to continue to perform their duties after their resignation until a replacement has been elected in reasonable time.

Only the Congress can elect a new Bureau Member if a position in the Bureau becomes vacant before the end of the term.

### **Article 19 - Presidency of the Bureau**

The Bureau must include a President, a Vice-President and a Treasurer, elected by the Congress following the Congress rules. The Secretary General assists the Bureau in its activities.

In the absence of the President, the Vice-President replaces the President or by default another Bureau member nominated by his/her colleagues or by default of agreement, the oldest Bureau member present.

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.

## **Article 20 - Composition of the Bureau - roles and elections**

(1) The Bureau consists of:

- 1) the President;
- 2) the Vice-President;
- 3) the Treasurer; and
- 4) 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.

(2) Functions:

- 1) The Bureau determines and implements LYMEC's policy and activities within the framework of guidelines adopted by the Congress. Specifically, 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. makes recommendations to the Congress concerning the acceptance and exclusion of member organisations and individual members;
  - e. is accountable to the Congress for all its activities; and
  - f. may propose motions or resolutions.
- 2) The Bureau may delegate its responsibilities as it desires and may employ staff.

(3) Elections:

- 1) Candidates for the Bureau may be put forward by a full member organisation 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.
- 2) Candidates to the Bureau must be between 18 and 33 years of age on the date of the election. A mailing, introducing all candidates that supplied the secretariat with the necessary material at least four weeks prior to the Congress, shall be sent out maximum 2 weeks before the Congress.
- 3) Members of the Bureau are elected by secret ballot for a regular Bureau period of two years according to the procedure specified in the Congress Rules. Bureau members elected in a by-election serve until the end of the regular period. The introduction of all candidates shall be arranged by the Congress Chair during the Congress.
- 4) Bureau members who have not attended at least half of the meetings in the twelve months following their election will be subject to a vote of confidence by the next Congress.

The Bureau has the ability to put a confidence vote on one of its members in front of the Congress which should decide on 2/3 majority of its members present and represented. The proposal should be motivated.

## **Article 21 - Call for a Bureau meeting**



The Bureau meets when convened by the President or, if the President is unable to do so, the Vice-President or the Secretary General. By lack of Vice-President or Secretary General or if they are unable to convene, by lack of Vice-President and Secretary General or if they are unable to attend, another Bureau member is appointed by his/her colleagues.

The Bureau meets at least five times a year.

The call for the meeting is made in writing, at the latest seven (7) days before the meeting, except in case of emergency. In the latter case, the nature and reasons for the emergency are mentioned in the invitation or in the minutes of the meeting.

The meeting is held at the place indicated in the notice and, in the absence of such indication, at the headquarters of the association.

### **Article 22 - Deliberations of the Bureau**

The Bureau can only take decisions if at least half of its members are present or represented. Any Bureau member can give a mandate to one of his/her colleagues in order to be represented at a certain meeting of the Bureau and specifically identified votes therein. This mandate must be given in writing. The Bureau member is, in this case, deemed to be present.

A Bureau member cannot represent more than one other Bureau member.

A Bureau member may also, provided that half of the members of the Bureau are present in person, express their opinions and formulate their votes in writing.

The Bureau cannot validly deliberate and rule on items that are not on the agenda unless all its members are present at the meeting and give their consent.

This consent will be deemed to be given if no objection has been noted in the minutes.

The decisions of the Bureau can be taken by majority consent of all Bureau members, expressed in writing (written procedure).

As a general rule, the decisions of the Bureau are taken by simple majority votes at a Bureau meeting.

### **Article 23 - Minutes of the Bureau meetings**

(1) The decisions of the Bureau are recorded in minutes signed by the President of the meeting and by other present Bureau members who wish to sign. The minutes are kept in a special register. The decisions, as well as the opinions and votes given in writing, are annexed.

Bureau members may request that their opinions or objections to a decision of the Bureau are mentioned in the minutes. All copies and extracts of the minutes are signed by one or several members of the Bureau having a power of representation.

The minutes of Bureau meetings are made available to all members within four weeks of the meeting on the LYMEC website.

(2) The Bureau will report on its activities at least four weeks prior to Congress, through reports of each individual bureau member. The 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 may also regularly report to members on its activities through appropriate means.

#### **Article 24 - Powers of the Bureau**

(1) Powers:

The Bureau has the power to implement all necessary or useful actions for the achievement of the aims and purposes of the association, with the exception of those that the law or these statutes reserve for the Congress.

(2) Power of representation:

The Bureau represents the association, including the legal representation. With due regard to the general power of representation of the Bureau as a college, the association is validly committed, in non-judicial situations, by all acts that are signed by the President of the Bureau, the Secretary General or the Treasurer, acting jointly.

They must not present proof of their powers to third parties. All legal actions, be it as plaintiff, claimant or 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.

#### **Article 25 - Remuneration of Bureau members**

The Congress decides whether or not the Bureau Member's mandate is exercised free of remuneration. If the Bureau's mandate is remunerated, the Congress, ruling by an absolute majority of votes, or the sole shareholder, determines the amount of this fixed or proportional remuneration. This remuneration will be brought to overhead expenses, regardless of any representation, travel or trips costs. Unless otherwise explicitly stipulated by Congress, the Bureau member mandate is exercised free of remuneration.

#### **Article 26 - Daily management**

The Bureau may delegate day-to-day management, as well as the representation of the association with regard to this management, to one or several people, members or not of the Bureau.

The Bureau determines whether they act alone, jointly or collegially. Day-to-day management includes both actions and decisions that do not exceed the needs of the day-to-day functioning of the association as acts and decisions which, either because of the minor interest they represent, or because of their urgency, do not justify the intervention of the Bureau.

The day-to-day management delegates may, with regard to this management, assign special tasks to any agent. The Bureau sets the attributions and remuneration possible for the delegates to day-to-day management. The Bureau can revoke their terms at any time.

#### **Article 27 - Role of the President, Vice-President, Treasurer, Bureau members and Secretary General**

(1) 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; and
- 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 take over the duties of the President until the next Congress, where a new President will be elected.

(2) The Vice-President:

- 1) deputises the President during their absence, or upon their delegation of tasks;
- 2) supervises the role of the Secretary General in the administration and personnel management of the organisation; and
- 3) supervises the execution of tasks of the Bureau members.

(3) 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; and
- 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.

(4) 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 assignment.

(5) The Secretary General:

- 1) The Bureau shall delegate the daily management of the LYMEC Secretariat to the Secretary General in accordance with article 26 of the present statutes. The Bureau defines the scope and financial limitations of the daily management powers of the Secretary General.
- 2) The Secretary General shall be remunerated, according to decisions of the Bureau.
- 3) The Secretary General is appointed for a two-year mandate, approved by the Congress taking place immediately after the Congress that has elected the Bureau, according to the procedure specified in the Congress Rules.

- 4) The Bureau may propose the renewals of the mandate of the Secretary General for up to two years by making a reasoned recommendation to the Congress, including the necessity and consequences of such renewals.
- 5) All members of member organisations and individual members of LYMEC can be put forward as candidates for the Secretary General post.
- 6) Candidates to the Secretary General post must be between 18 and 33 years of age at the date of the approval by the Congress.

#### **Article 28 - Control of the association – Commissioners/External Auditors**

When requested by the law in the foreseen limits, in accordance with article 3:47 and following of the Belgian “Code of companies and associations”, the control of the association shall be carried out by one or several commissioners (external auditors), named by the Congress for a duration of 3 years and eligible for re-election.

#### ***Title V: Internal auditors – Committee of Discipline and Arbitrage – Ombudspersons***

#### **Article 29 - Internal Auditors**

- (1) 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.
- (2) Two substitutes shall be elected. Their purpose is to replace them if necessary. Internal Auditors cannot be members of the Bureau. Former Bureau members are not allowed to be candidates for internal auditor. Auditors will be elected for the same period as the Bureau. The electoral rules are provided for in the Congress Rules.
- (3) The Internal Auditors shall receive all the information needed 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 convenes. The Internal Auditors must attend the annual Congresses.
- (4) The Internal Auditors shall administer the elections and conduct the ballots during the Congress. In case an internal auditor stands for election themselves, a substitute or an appointee by the Congress will replace them.

#### **Article 30 - Committee of discipline and arbitration**

- (1) The discipline and arbitration committee shall be composed of five members selected by the Bureau and approved by the Congress for a two-year mandate.
- (2) The chairperson of the committee shall be elected by its members. The Committee will decide its own rules of procedure.
- (3) The discipline and arbitration committee shall be competent for any disciplinary issue not falling within the scope of Article 5 (5) II of the Statutes, for any dispute between two member

organisations, and for any dispute between the Bureau and a member of LYMEC.

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

(5) The committee may impose sanctions other 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 arbitration procedure proposed by the committee.

(6) Members of the committee cannot be members of the Bureau, internal auditors, or the Secretary General.

### **Article 31 - Ombudspersons**

There are two Ombudspersons: one internal auditor nominated by the Internal Auditors and one member of the Committee of Discipline and Arbitration nominated by the Committee of Discipline and Arbitration.

Event participants, individuals from member organisations, from the Individual Members' Section or from staff can turn to (individually or collectively) the Ombudspersons to report on cases of perceived harassment.

## ***Title VI: Sources of funding – Financial year – Internal regulation – Languages***

### **Article 32 - Sources of funding**

In addition to the membership fees that will be paid by the members, the association may be financed, among other things, by donations, legacies and income from its activities.

### **Article 33 - Financial year**

The fiscal year begins on January 1st and ends on December 31st of each year. On this last date, the books are closed and the Bureau establishes the annual accounts in accordance with the applicable legal provisions. The Bureau also draws up a budget proposal for the following financial year. The Bureau submits the annual accounts for the previous financial year and the budget proposal for the following financial year to the Congress.

### **Article 34 - Internal regulation**

Internal regulation may be established by the Bureau and presented for approval to the Congress. Modifications to these rules may be made by a Congress, acting by a simple majority of the full member organisations and Individual Members Section present or represented.

### **Article 35 - Budget and accounts**

(1) The Bureau in its entirety is responsible to the Congress for the finances of LYMEC. The financial year is the calendar year.

(2) 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 four weeks prior to the Congress. The external auditor is appointed for a three-year term. The Bureau's annual financial report together with the report of the external auditors, containing an itemised account of expenditure for administration and activities, must be transmitted in writing to the Secretariat at least four weeks prior to the annual Spring Congress.

(3) The budget for the following budgetary year must be transmitted in writing to the Secretariat four weeks prior to the Autumn Congress.

(4) 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; and
- C) the total number of individual members and the number and the amount of individual membership fees received.

(5) Any donations worth more than 1000 EUR (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 EUR as described above must be approved by a formal decision of the LYMEC Bureau.

### **Article 36 - Working language**

The working language of LYMEC shall be English.

## ***Title VII: Dissolution – Liquidation***

### **Article 37 - Dissolution**

(1) The association can be dissolved at any time, by decision of the Congress taken under the same conditions as those provided for the modification of the non-profit object or purpose of the association. Reporting obligations will be fulfilled in this context, as required by law.

(2) 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 organisations and individual member delegates holding at least three voting rights.

(3) Such a proposal must be transmitted by the LYMEC Secretariat to all members at least eight weeks prior to the Congress.

(4) A majority of two-thirds of all possible votes at the Congress is required to dissolve LYMEC. In the event that fewer 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.

(5) The Congress will determine in which manner the association is dissolved and settled.

However, in such an event, the patrimony of LYMEC can only be allocated to a non-lucrative cause.

### **Article 38 - Liquidators**

In the event of dissolution of the association, for whatever reason and at any time, the Bureau Members in office are designated as liquidators under these statutes if no other liquidator has been appointed, without prejudice to the Congress which can appoint one or several liquidators and determine their powers and fees.

### **Article 39 - Allocation of net assets**

In the event of dissolution and liquidation, the extraordinary Congress decides on the allocation of the association's assets, which must in any case be assigned to a non-profit purpose. This allocation is made after clearing all debts, charges and liquidation costs or after deposit of the amounts necessary for this purpose.

## *Title VIII: General provisions*

### **Article 40 - Interpretation of the Statutes**

- (1) The Congress shall rule on the interpretation of these Statutes. The Congress will decide on all matters not stipulated by these statutes or the Congress Rules.
- (2) If required, the auditors shall rule on the interpretation of these Statutes between Congresses. Auditors must report to the Congress the reason for such interpretation and are fully accountable to the Congress.

### **Article 41 - Modifications of the Statutes**

- (1) Every proposal that aims to change these Statutes or adopt new Statutes must be made either by the Bureau or by member organisations and individual members.
- (2) Such a proposal must be received by the LYMEC Secretariat at least eight weeks prior to the Congress. The Secretariat shall forward the proposal within one week after that deadline to all members.
- (3) A majority of two-thirds of those present and voting is needed to pass such a motion. The Congress can arrange further matters in Congress Rules, as long as these matters do not contradict with the Statutes.

### **Article 42 - Validity of the statutes**

- (1) 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.
- (2) All that is not stipulated by these Statutes or by the Congress Rules, and the announcements which have to be made in the Belgian State Gazette, shall be arranged in accordance to the provisions of the Belgian “Code of companies and associations”.

### **Article 43 - Choice of law**

For the execution of these statutes, any member, administrator, commissioner or liquidator domiciled abroad elects domicile at the seat of the association where all communications, calls, assignments, notifications can be validly made to them if they have not chosen another domicile in Belgium for the association.

### **Article 44 - Jurisdiction**

For any dispute between the association, its members, administrators, commissioners and liquidators relating to the affairs of the association and the execution of these statutes, exclusive jurisdiction is attributed to the courts of the seat, unless the association expressly renounces it.

### **Article 45 - Common law**

The provisions of the Companies and Associations Code to which it does not lawfully derogate are deemed to be included in these statutes and the clauses contrary to the mandatory provisions of the Companies Code are deemed unwritten.