

EUROPEAN LIBERAL YOUTH

LYMEE

IMS Internal Rules

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Individual Members' Section Internal Rules

Written by the Individual Members of LYMEC and ratified by the Bureau in February 2011, in accordance with article 11 of the Statutes

Updated by the IMS Steering Committee and Delegates and ratified by the Bureau in June 2020

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1. Preamble

LYMEC exists to promote liberalism throughout Europe through the engagement of young people. LYMEC's Statutes provide for individual membership of LYMEC.

Citizens and 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 – here in referred to as IMS (Individual Members' Section).

This document sets out the framework under which the IMS work so as to gain the maximum benefit for the individuals, LYMEC and liberalism.

Article 1 - Definitions

For the purposes of these Internal Rules, the following definitions apply:

1. "IMS" refers to "LYMEC Individual Members' Section".
2. "Individual Member" refers to an individual member of LYMEC, in accordance with LYMEC's Statutes.
3. "SC" refers to the Individual Members Steering Committee, a body tasked with organising and coordinating the IMS, in accordance with LYMEC's statutes.
4. "Delegate" refers to an Individual Member elected by Individual Members to represent them in the Congress, in accordance with LYMEC's Statutes and Congress Rules.
5. "Working Groups" refers to groups of Individual Members that join forces to focus on a specific task or topic.
6. "Area Coordinator" refers to an Individual Member to which the Steering Committee delegates certain tasks in a specific geographical area.
7. "General Meeting" refers to a meeting to which all Individual Members are invited and during which a vote can be held to take formal decisions.

Article 2 - Nature and Objective of the Internal Rules

1. These Internal Rules regulate the internal workings of the IMS.

2. The IMS is composed of all Individual Members.
3. Everything within these Internal Rules should be interpreted in accordance with LYMEC's Statutes, Congress Rules and other statutory documents.

Article 3 - Goals of the IMS

The IMS has the following goals:

- a) to provide a forum for Liberal minded people to share ideas, debate and develop policy at all levels;
- b) to promote Liberalism, in particular in countries where no liberal youth organisations exist;
- c) to assist in setting up liberal youth organisations in countries where they do not yet exist;
- d) to provide support to LYMEC in its various activities, in Europe and throughout the world;
- e) to assist Individual Members of LYMEC in being active within LYMEC.

Article 4 - Members' Rights and Responsibilities

1. Individual Members have the following rights:
 - a) to take part in IMS activities, such as seminars and campaigns;
 - b) to apply for LYMEC events;
 - c) to take part in developing LYMEC's policies and political positions;
 - d) to vote for, and be elected as, IMS Delegates and Steering Committee members;
 - e) to attend IMS General Meetings;
 - f) all other rights granted to them by the LYMEC Statutes (including but not limited to Article 13(2)), these rules or other statutory documents.
2. Individual Members have the following responsibilities:
 - a) to abide by LYMEC's statutory documents and these Internal Rules;
 - b) to pay their membership fee in due time;
 - c) to help promote LYMEC's official policies and political position;

- d) to support and develop Liberalism;
- e) all other rights responsibilities attributed to them by the LYMEC Statutes, these rules or other statutory documents.

Article 5 - IMS Steering Committee

1. The Steering Committee is composed of a bureau member appointed by the bureau and two individual members elected for a term of two years in accordance with the procedures set out in the Statutes.
2. The IMS Steering Committee shall have the following rights and responsibilities during their term of office:
 - a) coordinating, organising and developing the Individual Members Section;
 - b) informing the IMs regularly about opportunities and the life of the section;
 - c) being the primary point of contact for current or potential individual members and answering their questions;
 - d) coordinating with the IMS Delegates on all relevant matters;
 - e) initiating disciplinary procedures against IMs who fail to comply with these internal rules; and
 - f) all other rights and duties attributed to them by these internal rules or the LYMEC Statutes.
3. The SC shall report to the congress and to the individual members at least once a year at the LYMEC Spring congress and at the IMS General Meeting preceding it, respectively.

Article 6 - IMS Delegates

1. Delegates shall be elected for a civil year, in accordance with the procedures set out in the Statutes.
2. IMS Delegates shall have the following rights and responsibilities during their term of office:
 - a) representing the Individual Members at LYMEC congresses by holding individual voting rights;

- b) involving the individual members in the preparation of the congress and organising pre-congress meetings;
 - c) representing and involve the Individual Members in the policy making process of LYMEC along the year;
 - d) coordinating with the Steering Committee on relevant matters;
 - e) being a secondary point of contact for individual members; and
 - f) all other rights and duties attributed to them by these Internal Rules.
3. Delegates will decide among themselves which Delegate is charged with carrying each individual duty described above.
 4. Delegates shall report to the individual members after each congress.

Article 7 - Thematic Working Groups

1. Without prejudice to the right of Individual Members to join a LYMEC working group as set out in the LYMEC Statutes, the Steering Committee can decide to form a working group within the IMS to work on a specific task or topic.
2. Working groups activities are monitored by the SC. This task can be delegated to the delegates in relevant cases (e.g. Working Group to write a resolution).
3. IMS Working Groups may report on their activities during Mandatory Meetings.
4. IMS may formally adopt a policy paper, a study or a similar document through a formal vote in one of its General Meetings, where it may also decide to submit that document to the LYMEC Bureau, and/or to present that document at a meeting of the LYMEC Congress.

Article 8 - Area Coordinators

1. If there are enough members in a geographical area (e.g. city, region or country), the Steering Committee may decide to name a coordinator for the area.
2. The coordinator is in charge of organising activities and is a point of contact for individual members and prospective members in the area.
3. Other tasks can be attributed to the coordinator by the SC.

4. The coordinator reports to the SC and acts under its supervision.
5. The coordinator may report on its activities during General Meetings.
6. The SC may decide at any time to replace a coordinator or that one is no longer needed in a specific area.

Article 9 - General meetings and Other Mandatory Meetings

1. IMS General Meetings are meetings to which all Individual Members are invited and during which a vote can be held to take formal decisions. They are to be called for by the Steering Committee. They take place online.
2. The following General Meetings are mandatory and must happen:
 - a) one after the resolutions are published but before the amendment submission deadline for the Spring Congress (also known as “*Pre-Congress meeting*”);
 - b) one after the resolutions are published but before the amendment submission deadline for the Autumn Congress (also known as “*Pre-Congress meeting*”).
3. The SC can call for additional general meetings if there is a need, but they are not mandatory.
4. Additionally, the following debates are mandatory but are not considered General Meetings:
 - a) A debate between the candidates during the electoral campaign for the Delegate positions;
 - b) A debate between the candidates during the electoral campaign for the Steering Committee positions.

Article 10 - Annual Seminar

Subject to LYMEC's financial position and political priorities, the LYMEC Bureau and the SC will aim to organize a seminar specifically for individual members every year.

2. *Article 11 - Disciplinary procedures*

1. In order to guarantee the rights of any IMs affected by disciplinary procedures are duly respected, the steps described below shall be followed by the SC upon formal receipt of notification that such a procedure is opened against an IM:
 - a) informing the IM in question that a disciplinary procedure has been opened;
 - b) drafting a rationale for the disciplinary procedure, including a careful review of the facts of the case, the point of view of the Steering Committee and the penalty proposed by the SC;
 - c) sending the rationale to the IM in question, on the one hand, and to the LYMEC Ombudsperson, on the other hand;
 - d) reminding the IM in question that he or she has the right to have the disciplinary procedure conducted in full confidentiality, and that he or she may waive this right either expressly or tacitly (i.e. by revealing elements of the procedure to the general public or other IMs such that the SC needs to reveal further such elements in order to provide a balanced picture of the procedure);
 - e) holding a (virtual) meeting with the IM in question and the LYMEC Ombudsperson so that the IM in question can make his or her case; the IM in question may choose to submit his or her arguments in writing instead or to waive his or her right to participate in the meeting; and
 - f) agreeing on a penalty (or no penalty) for the IM in question with the LYMEC Ombudsperson, forwarding the proposal to the LYMEC Bureau for its implementation, and notifying the IM in question of the proposal.

Upon receiving the notification of the proposed penalty, if the IM in question believes that his or her rights have not been respected during the procedure, he or she shall have fourteen (14) calendar days to file a complaint with the LYMEC Committee of Discipline and Arbitrage. If the IM in question makes use of this right, the implementation of the penalty shall be suspended until the Committee of Discipline and Arbitrage has issued its opinion on the matter.

If the proposed penalty is the expulsion of the IM in question from the Individual Members Section, its implementation shall be subject to ratification by the next LYMEC Congress (or the second-next, if the next one is scheduled to begin in fourteen (14) or fewer calendar days). In such cases, if his or her violations of the LYMEC Statutes or IMS Rules are deemed to be particularly egregious, the LYMEC Bureau may at its sole discretion suspend the IM in question until the LYMEC Congress has voted on the matter.