

Rules and regulations of BeVolunteer

Introduction

BeVolunteer is mainly defined by its official statutes. The rules and regulations clarify and further specify some points defined in the statutes as well as set some rules to enhance the management of the organization.

Given this dependency, any rules contradicting the statutes are invalid.

Reminder of the Article 7 of the Statutes: "Rules and regulations will be established by the Board of Directors and approved by the General Assembly in order to define the method of execution of the present statutes. These regulations apply to all the members of the association." It means that the Board of Directors can at any moment change these rules, which become effective after approval by General Assembly.

Membership

This refers to Article 6 of the statutes: membership.

- Membership of BeVolunteer is **not** required to be a BeWelcome volunteer.

Conditions

In order for a person to become a member of BeVolunteer, the following guidelines will be considered. The person should:

- have been an active BeWelcome member for 3 months.
- have been volunteering for BeWelcome for 3 months.
- agree to grant to BeVolunteer a right forever to use the work done for BeVolunteer during the membership of BeVolunteer. This covers work done for BeVolunteer and any and all projects of Bevolunteer, such as BeWelcome.
- write an adequate application for membership and send it to the BeVolunteer board.
- Accept the Statutes and the Rules and regulations of the association.

The board will, upon receiving applications for membership, as per the Statutes, either approve it or reject it. If, for any reason, you don't correspond to this profile but believe that your application should be approved, be welcome to apply, the BoD will consider it.

Approval/rejection of membership

After receiving an application, the board should during its first upcoming meeting decide on the issue of this application. In case the board confirms the application, it will send a welcoming message to the new member. In case of a rejection, the board should explain the concerns to the member. A notice must be posted in the following BoD report, mentioning no personal information, explaining the reasons for the rejection. In either case, the message should be sent before the next meeting of the board.

Member status

As per the statutes, members fall in two groups, active members and supportive/honorary members.

- Active members: these are physical persons who have been accepted as members of BeVolunteer. The membership bestows upon them the following rights:
 - During the first three months: The member is not given the right to vote at a general assembly during this period, and neither can the member be elected to the board. Note that this does **not** exclude the member from participating in a general assembly.
 - During the following nine months: given that the member still qualifies as a BeVolunteer member (i.e. follows the spirit of the Statutes and the rules and regulations), they are then granted the right to vote at the GA as well as the right to be elected for Board of Directors. However, the member is **not** permitted to vote on topics related to article 10 of the present Statutes.
 - After the first 12 months of membership: given that the member still qualifies for membership, they are then given all rights defined in the Statutes and the rules and regulations.

At each of these transitions, the board can postpone the member's transition or cancel the membership, if the conditions for membership are not fulfilled anymore or if the member has been inactive.

To prevent a stalemate for the organization, there should not be too many 'active members' that are not taking part in the organization's projects, evolution and volunteer work. The procedure is as follows:

- send out a **first letter** to all inactive BV members:
 - ask them whether they would like to contribute more
 - show where and how (contact team coordinators)
 - explain to them that inactive members might cause an administrative problem quorum
 - inform them about the possibility to become supportive members (receiving this message does not mean that the member will be supportive member, just no answer will change their status until they want to become active again)
- after a delay of two weeks a **second letter**: reactivating info will be sent again, but with a notification: "you will pass to supportive member status"
 - if there is no reaction after two weeks, the member will be automatically set to supportive members status .

Rules pertaining to the ordinary general assemblies: article 8 of the Statutes

- At least 1 month in advance an invitation must be published by the BoD that mentions location and time. It is up to the Board of Directors (BoD) to determine the most appropriate means of communication, but it must be adequate in terms of notifying the largest amount of members in due time. Possible means of communication are (but are not limited to): publishing the invitation on the BeVolunteer website/wiki, sending invitations by email, using instant messaging, etc.
- The Board of Directors defines the way the assembly is held. In any case it must be ensured that members who have the right to vote are able to do so.

- The Secretary Delegate is responsible for taking meeting minutes. These are validated by the coming board and published on the BeVolunteer website at the latest one month after the general assembly.
- An identification process for managing the votes is defined by the Board of Directors (BoD) for each GA to ensure the best process in function of the organization.

Rules pertaining to the extraordinary general assemblies: article 8.1.2 of the Statutes

- In case the extraordinary assembly is an online event, a notice must be sent to all BV members 2 week in advance.
- The form adopted by this online event is left to the appreciation of the members organizing it. However it must allow for logged discussion, instant discussion and summaries to be produced.

Board of Directors

This refers to Articles 8.2 of the Statutes: board of directors

Number of members

- The Board of Directors has a minimum of three seats, and a maximum of 12 seats. Both numbers include the seats of the three delegates. The number of seats are equal to the number of elected candidates for the board, unless there are fewer than three or more than 12 elected.
- Each member present at the general assembly, who is allowed to vote, is given a number of votes equal to the amounts of candidates running for board. The members choose themselves how many votes they will cast, however, they are only allowed to vote **once** for each candidate (hence, even if you have 10 votes, you are only allowed to use one of those per candidate).
- Election for Board of Directors is held using a single ballot displaying the list of candidates and a box next to each name. Ticking or crossing the box signifies casting a vote for the candidate.

Rules of organising board meetings

The BoD can meet at any time and through any means convenient to them. However, in order to take official BoD decision such as editing this document or validating a BV membership application, an official BoD meeting must be organised following the guidelines exposed below:

- The secretary of the Board must publish the agenda at least 1 week in advance to the BV and the BW members.
- At least half of the BoD members should be present to take decisions. When less than half the BoD members are present, the meeting can still take place for discussing and brainstorming, but will not be allowed to take official action.
- The board meeting report has to be approved by at least two board members (other than the moderator of the respective meeting) and published publicly in order to be valid.
- A report must be published at least once a month.

Decision making

- Any decision that is not the prerogative of the BoD or the GA can be taken within the BV group.
- The decision override abilities in BV follow thus: GA > BoD > BV group. That way, the BV community controls through the GA the controlling entity (BoD).
- The decisions taken by each entity is valid as long as no overriding entity is against it.
- Decisions must be communicated visibly to all active BV members.

(New since March 2014)

When making informal decisions, and deciding on BeVolunteer membership applications, the following process will be used by email or on the BoD group:

- Once a simple majority of 51% has been reached: wait for two more days to give everybody the chance to speak up / vote
- Once a majority of 70 %: wait one more day
- Once a majority of 80 %: we can proceed immediately

Remark: (BV membership applications will still need formal approval in the next BoD meeting, but applicants can already be contacted)

Official voice of BeVolunteer

The official voice of BV is the executive delgate of the BoD.

Confidentiality of information

Every member is obliged to keep all information about BeVolunteer and its members confidential, i.e. within the circle of BeVolunteer members. Divulging information can cause penalties defined by the Board of Directors. This does not extend to include information defined as publicly available. Public information about BeVolunteer is exactly the official information as defined by the board or the general assembly and published on the website of BeVolunteer.