

INTERNAL RULES OF
PROCEDURE
SOCIAL ECONOMY EUROPE



1. SOCIAL ECONOMY EUROPE

Social Economy Europe is the voice of social economy enterprises and organisations in Europe. Social Economy Europe was created in November 2000, as the Permanent European Conference of Cooperatives, Mutual Societies, Associations and Foundations, CEP-CMAF, with the main objective of establishing a permanent dialogue with the European institutions. In January 2008, CEP-CMAF changed its name to "Social Economy Europe". In January 2013, the organisation was registered as a not-for-profit association (ASBL) under Belgian law.

Social Economy Europe operates in areas of common interest to its members and acts, in accordance with the principle of subsidiarity, to ensure the added value of the organisation's actions.

Missions :

To represent the interests of the social economy in the European Union so that the main EU policies promote and take into account this business model;

To promote dialogue and inter-cooperation between its members and to develop new services of common interest;

Reinforce the visibility of the economic, social and environmental impact of the social economy and values;

and principles that define this business model;

Supporting public authorities and organizations that promote the development of the social economy.

Vision :

SEE believes in a European Union that is committed to promoting the economic and social progress of its Member States and that recognises its key role as a world leader in the social economy. SEE believes :

- In a pluralistic economy at the service of people. A democratic, sustainable and inclusive economy with a strong commitment to society.
- In an ecosystem more favourable to the development of the European social economy, which will continue to offer innovative solutions in response to societal demands.
- The active participation of the social economy in the development and implementation of the main socio-economic policies of the European Union.

2. COMPOSITION OF THE GENERAL ASSEMBLY

In line with article 7 of the Statutes of Social Economy Europe, the association is made up of the following three categories of members:

- Members representing the European groupings of cooperatives, mutual societies, associations and foundations, hereinafter referred to as CMAF.

- Members representing any national representative organisation bringing together several families (at least two) of the social economy (CMAF) working in a Member State and recognised as such in that

State. In the absence of national representation and where such representation is recognised, regional representation may be considered.

- Members representing European network organisations involved in the promotion of the social economy. These network organisations must be present in at least 6 Member States of the European Union.

On the other hand, in line with the statutes (article 7), the association may establish links with organisations or institutions with expertise in the social economy (European or international networks belonging to the social economy ecosystem, such as networks of researchers specialising in the social economy). These organisations may participate as observers in the General Assembly and may participate by invitation in the Board but do not have voting rights in the governing bodies of SEE. Relations with these organisations may be the subject of an external cooperation agreement.

CMAF	8000€	2 representatives
National organisations and networks promoting the social economy	4000€	1 representatives
External cooperation agreement	1000€	1 observer, 0 representatives

3. COMPOSITION OF THE BOARD OF DIRECTORS

Each member organisation has a single director.

The Board of Directors is composed of 3 colleges, one for each category of member. Within each category, the members each have one vote.

In the event of a vote and for a decision to be approved, the decision must obtain 51% of the votes by the directors present or represented in each of the colleges as well as 51% out of all the directors present or represented.

The administrators representing CMAF members have two votes, the administrators representing national representative organisations and European network organisations involved in the promotion of the social economy have one vote.

An administrator can only have a maximum of two proxies from other organisations.

Organisations with which Social Economy Europe has an external cooperation agreement are not members of the Board of Directors, they can participate by invitation but do not have voting rights.

4. MEMBER FEES

In accordance with the Articles of Association (Article 27), the membership fee is set annually on the proposal of the Board of Directors.

Any new member will be entitled to a reduction of 75% on its membership fee in the first year, 50% in the second year and 25% in the third year. The reductions are not applicable from the fourth year onwards. The membership fee will be aligned with that corresponding to the member's category. Each year, members are called upon for those who can contribute more significantly to the functioning of the

organisation. This punctual increase in membership fees does not change the number of representatives in the bodies.

In the event of major difficulties of a member in paying its membership fee, a partial and exceptional derogation from the payment of the fee may be made at the explicit and motivated request of the member. This derogation is given by the Board of Directors and is only valid for one year but may be renewed.

5. COMPOSITION OF THE BUREAU

The Bureau is composed of the President and three Vice-Presidents, one of whom acts as Treasurer. Each category of member organisation, as defined in Article 7 of the Statutes, is represented in the Bureau. The General Delegate is not a member of the Bureau but participates in its meetings.

Ideally, the Bureau meets before each Board of Directors and General Assembly to prepare these meetings and to exchange on the different proposals and information that will be presented to the directors. The Bureau acts in a collegial manner.

6. ADOPTION OF OPINIONS

SOCIAL ECONOMY EUROPE, in ordinary situations but also in emergencies, will systematically refer to its elected representatives, natural persons, who, according to the mandate of their organisation, must consult their member and/or can take decisions. A position and/or decision for which there is the opposition of one of the members cannot be adopted. Apart from statutory obligations, decision-making will always be subject to a search for consensus.

The maximum time required for each member to prepare a reply is half the time allowed for replying to the consultation launched by the European institutions. As this maximum time may vary during each consultation, the time available to members is recalled each time.

Beyond this deadline, the member who has not replied is considered to agree with the position prepared by SOCIAL ECONOMY EUROPE.

7. WORKING METHOD

In line with the articles of association, the General Meeting of SEE, chaired by the Chairman of SEE, decides on the main strategic orientations of the organisation. Likewise, a deliberation of the GA is necessary to amend the statutes and the Internal Rules, admit new members, approve the budgets and annual accounts etc. It brings together all the members of the organisation each year before 30 June. The Board of Directors has the power over the management of the organisation.

The strategic orientations and work plans are proposed by the President, in cooperation with the Secretariat, then submitted for discussion and decision to the governing bodies and implemented by the President and the secretariat, in cooperation with the Vice-Presidents and the members of the Board.

- A SOCIAL ECONOMY EUROPE position may be established on the basis of positions taken by several members ;

- SOCIAL ECONOMY EUROPE may issue an ad hoc opinion on a subject of interest to all its members. Each member retains the possibility of drafting and disseminating its own position on the same subject;
- Depending on the collective interests of the other members of Social Economy Europe
- Wherever possible, schedules are set in advance. Working papers are written in English and/or French. Positions shall be circulated in both French and English.

8. AGENDA

In order to make administrative work and the work of SOCIAL ECONOMY EUROPE's Secretariat's easier, all thematic issues of the agenda should be illustrated by an explanatory note, at the latest provided at the meeting, and transferred via e-mail to the Secretariat.

9. REPRESENTATION

For any meeting with authorities from European institutions or other public institutions or private organisations, members are to be informed beforehand on the objectives and agenda of the meeting; the delegation should be made up of the President, Vice-President(s), Directors and/or members representative(s), depending on the subject of the meeting. SOCIAL ECONOMY EUROPE's Secretariat will inform the members as soon as the meeting is fixed.

10. DELEGATION FOR INSTITUTIONAL RELATIONS

In the case of a permanent delegation, a written mandate (minutes, special mandate...) specifying the authorisation and the procedures of information to the other members is needed.

11. WORKING GROUPS

SOCIAL ECONOMY EUROPE may set up *ad hoc* working groups. In that case, SOCIAL ECONOMY EUROPE appoints one coordinator and ensures the balance among the representatives of the members.

12. SETTING UP OF THE CALENDAR

The calendar must be adopted annually and should be revised every semester. If the President is unable to attend a session, one Vice-president will chair it.

13. TASKS, COMPETENCES, RESPONSABILITIES OF THE DIRECTOR

The Director, at the service of the President and the Board of Directors, manages the technical secretariat of SEE, provides support for the activities of the Social Economy Intergroup of the European Parliament and coordinates the activities linked to the functioning of SOCIAL ECONOMY EUROPE (day-to-day management, monitoring of European policies, organisation of meetings and follow-up, representation towards external contacts, drafting of briefings and informative documents, response to European Commission consultations, participation in the search for funding and European projects providing added value to the association, coordination of the association's

structuring work and participation in the establishment of an annual work plan and annual report and all other work relating to the day-to-day management of an association).

14. HONORARY MEMBER

Upon proposal of the President or of a member, the General Assembly can appoint as Honorary Member, any former member of the Board of Directors, not holding any statutory position in the association anymore and having had a relevant contribution to the development of the association.

The Honorary Member retains the title of the highest position she/he had in the association.

Honorary Members of the association are invited to every meeting of the General Assembly and the Board of Directors.

The President must ensure the enforcement and the respect of the Internal Rules of Procedure.