

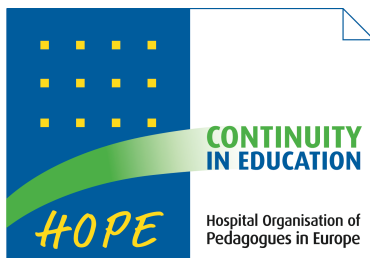
Draft Internal Regulations of HOPE

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Section 1 – Logo

HOPE uses this logo:



HOPE uses this name sign



For the use of the logo and name sign of HOPE written permission of the Board of Directors is necessary.

Section 2 – Membership

2a) Effective and associate membership, payment and suspension: The members pay their annual subscription fee to the national Committee Member. Every year the Committee Members send a list of all actual members, which shall be continuously updated to the Board of Directors. The subscription of all members must be paid to the Treasurer of HOPE before 1st September. If there is a General Assembly before this date, the payment must be done before the General Assembly starts.

2b) Honorary Members.

Honorary Members are allowed to speak officially using their title "Honorary Member of HOPE. In agreement with the Board of Directors, they can speak or produce publication in the name of HOPE.

Honorary Members can be effective members, if they wish, at the same time and fulfil the criteria of the statutes.

Section 3 – Suspension of members

A member of HOPE can be suspended if the member has damaged the reputation of HOPE in a very bad way. After suspension the suspended member will be informed by the President about the decision.

Section 4 – Board of Directors

4.1 The members of the Board of Directors, represent the interest of the whole of HOPE (they have to be neutral in their decisions and to concentrate on the planning of the future of HOPE).

4.2 It is recommended that there should be a gradual change in members of the Board of Directors, which will not be more than 1/3 every General Assembly. At least two third of the members of the Board of Directors must be active teachers in charge of sick students. Moreover, the President and the Treasurer must be active members.

4.3 Each member of the Board of Directors should send a Deputy, approved by the President, wherever possible.

4.4 The President, Secretary and Treasurer must send named deputies to Board of Directors meetings if they are indisposed.

4.5 The members of the Board of Directors are free to speak their own opinions as long as they state it is their personal view but must loyally report the discussions of the Board of Directors.

4.6 Board of Directors meetings take place at least twice a year.

4.7 The President is the legal head of the association and signs all legal and important papers.

4.8 The President should have experience of conducting business meetings.

4.9 When a member of the Board of Directors represents the Board of Directors in areas not discussed, he/she must inform the members of the Board of Directors and any concerns must be expressed to the President within 10 days.

4.10 When there are areas of which he/she is unsure, these facts must be expressed as a personal opinion and not that of the Association. These areas must be presented at the next meeting of the Board of Directors for their decision.

4.11 The Secretary will send the members of the Board of Directors the proposed agenda for their meetings for comments and additions, to be given the final approval by the President.

4.12 The Secretary may write general letters on behalf of the association, but must consult the President for important decisions, who may in turn decide to consult the Board of Directors.

4.13 The Treasurers' role is laid down in the Statutes Art.10. The Treasurer must find a substitute for situations in which the Treasurer cannot fulfil his/her tasks. This substitute is in direct contact with the Board of Directors for other things than daily bank affairs.

4.14 The Treasurer will keep up to date the member's list and issue membership cards.

4.15 Rules for the candidates for the Board of Directors.

4.15.1 A member of the Board of Directors should be an active member of the Association.

4.15.2 All proposals for the candidature for the Board of Directors must be introduced three months before the General Assembly the candidates should provide a curriculum vitae, express what they wish to do in the Association and what they could offer.

4.15.3 In case of emergency, it is allowed to combine two functions within the Board of Directors, but only temporarily. If this happens, the Board of Directors informs the Committee Members and puts the information on the website of HOPE.

Section 5 – Committee

5.1 No central rules for the election of national representatives, but following national principles of electing a President of an association for this country. Each candidate must be elected by the members of HOPE of this country. Before the first election the Board of Directors may work with a "contact person" who was the first from a country to join HOPE or seems the most concerned and/or appropriate for starting the collaboration.

5.2 Minutes of the Committee meeting to be taken and approved

5.3 Agendas must have room for "Any Other Business" (no decisions)

5.4 The President provides the agenda, he may delegate the leadership

5.5 The national representatives should be elected for a period of two to three years (renewable) and should have a Deputy

5.6 The role of the Committee Member is:

5.6.1 to represent his/her country

5.6.2 to inform the Board of Directors and the Committee regularly, at least every second year, about the developments of education for sick children in their own country and about projects for sick students in their country

5.6.3 to gather information, articles etc. and to send them to the Editor of the Newsletter to remain in contact with their national members and give them information from the Board of Directors, congresses and other events within HOPE

5.6.4 to hand over requests, publications, etc. of his country to the Board of Directors

5.6.5 to collect the subscriptions, send the total amount to the Treasurer and transmit the member's list to the Secretary and the Treasurer (see section 4 .14)

5.6.6 to make hospital pedagogues and teachers for sick children aware of the association HOPE and encourage membership

5.6.7 to try to find associate members

5.6.8 to keep in contact with the national associations for education of sick children, for special education and/or similar organisations, the national school administration and ministry of education in order to exchange information between them and HOPE

5.6.9 to promote the aims of HOPE and the charter "Rights and Educational Needs of Sick Children and Adolescents in Education" (Barcelona 2000) in their country

5.6.10 It is the task of the Committee, between the times of the General Assembly, to find candidates for the Board of Directors willing to run for office to ensure

- * a sufficient geographical spread of members of the Board of Directors

- * representatives of somatic and psychiatric hospitals

- * representatives of all levels of teachers in hospitals

5.6.11 The Committee presents Board of Directors' candidates to the Board of Directors to be presented for election at the General Assembly

5.6.12 The Committee Meeting is opened by the President who presides over the meeting, according to the agenda sent 28 days before the Committee Meeting.

5.6.13 The Conductor of the Committee Meeting, proposed by the Board of Directors, is approved by the Committee Meeting.

5.6.14 The Recorder, proposed by the Board of Directors, is approved by the Committee Meeting.

5.6.15 The Board of Directors appoints the Minute-Secretary.

5.6.16 The negotiations could be tape-recorded as a support for the Recorder. All recordings will be deleted completely after approval of the minutes.

5.6.17 The Committee Meeting will be conducted according to the agenda. On the agenda of the Committee Member meeting should always be the following topics: Report of the Ambassador, Examples of good practices, and Reports of all workshops within HOPE.

5.6.18 Each proposal for suggested change must be given in writing or in a confirmed email to the President fifteen days before the Committee Meeting.

5.6.19 The Committee Meeting may decide to change the order and later take up the points listed on the agenda.

5.6.20 The Conductor monitors the negotiations during the Committee Meeting and that good parliamentary order is maintained.

5.6.21 The individual participants of the Committee Meeting must in all cases comply with the decisions on order taken by the Conductor.

5.6.22 Speakers will be invited to speak in the order in which they are registered by the Conductor. However, the President and the Proposer may at any moment ask if they may speak, and the Conductor may allow a short reply. Registration of the order to speak, can be done during the Committee Meeting.

5.6.23 The Conductor may decide on a time-limit for speakers with the acceptance of the Committee Meeting.

5.6.24 The Conductor or a member may propose the debate closed after the registered speakers. If such a proposal is accepted by the Committee Meeting, only the President and the Proposer can be given the permission to speak.

5.6.25 Proposals for resolutions and changes in these must be given in writing to the Conductor.

5.6.26 The Conductor will decide the order in which proposals and changes of proposals will be put to a vote

5.6.27 All agendas must provide for "Any Other Business" (no decisions)

5.6.28 The comments on the agenda of any member unable to be present should be sent to the President and would be presented by the Conductor at the appropriate place during the Committee Meeting.

5.6.29 During the Committee Meeting, the Board of Directors may demand a short pause for a short meeting (with a maximum of 15 minutes).

5.6.30 At the end of the Committee Meeting, the Recorder and the Minute-Secretary give a summary of the decisions of the meeting and will ask for the approval by the Committee Meeting.

5.6.31 A summary of the Committee Meeting will be included in the next Newsletter and a detailed report will be sent to each Committee Member and published on the website of HOPE.

5.6.32 The Board of Directors should choose at least 2 possible Conductors ensuring that they have the following qualifications: they are neutral, experts, able to put things in order and to hand over when required, as well as having a sound knowledge of the statutes of HOPE. If neither Conductor is accepted by the Committee Meeting, it is the duty of the Committee Meeting to provide a suitable Conductor.

Section 6 – Ambassador

6.1 The ambassador must be a HOPE-member.

6.2 The Ambassador of HOPE supports the Board of Directors and advises every member that asks for support.

6.3 At the Committee Members meeting the Ambassador gives his/her report of his activities since the last Committee Member meeting.

6.4 If the activities of the Ambassador cost money, the Board of Directors will have to approve this request.

Section 7 – Webmaster

7.1 The webmaster maintains the website of HOPE and the mailing list for the Board of Directors and the Committee Members.

7.2 The webmaster offers user names and passwords to the members.

7.3 The webmaster gives technological assistance to members of HOPE to consult the website.

Section 8 - Newsletter of HOPE

8.1 The Newsletter of HOPE is edited in English by a Board Member.

8.2 On the website of HOPE is information about the Editor and information about how to offer articles for the Newsletter.

8.3 The final check of the Newsletter of HOPE must be done by a native speaker.

8.4 The Newsletter prior to the HOPE Congress contains the minutes of the last General Assembly, the minutes of the last Committee Member meeting and the invitation and agenda of the General Assembly at the next HOPE Congress.

8.5 All published Newsletters of HOPE have to be available on the website of HOPE.

Section 9 – General Assembly

Rules of order for the General Assembly

9.1 The General Assembly is opened by the President who presides over the meeting, according to the agenda sent 28 days before the General Assembly.

9.2 The Conductor of the General Assembly, proposed by the Board of Directors, is approved by the General Assembly.

9.3 The Recorder, proposed by the Board of Directors, is approved by the General Assembly.

9.4 The Board of Directors appoints the Minute-Secretary.

9.5 The negotiations could be recorded only once as a support for the Recorder. The recording will be deleted completely after the approval of the minutes.

9.6 Enumerators will be appointed by the Conductor, to count the votes.

9.7 The General Assembly will be conducted according to the agenda (Statutes Art 6).

9.8 Each proposal for suggested change must be given in writing or in a confirmed email to the President fifteen days before the General Assembly.

9.9 The General Assembly may decide to change the order and later take up the points listed on the agenda.

9.10 The Conductor monitors the negotiations during the General Assembly and that good parliamentary order is maintained.

9.11 The individual participants of the General Assembly must in all cases comply with the decisions on order taken by the Conductor.

9.12 Speakers will be invited to speak in the order in which they are registered by the Conductor. However, the President and the Proposer may at any moment ask if they may speak, and the Conductor may allow a short reply. Registration of speakers can be done during the General Assembly

9.13 The Conductor may decide on a time-limit for speakers with the acceptance of the General Assembly.

9.14 The Conductor or a member may propose the debate closed after the registered speakers. If such a proposal is accepted by the General Assembly, only the President and the Proposer can be given the permission to speak.

9.15 Proposals for resolutions and changes in these must be given in writing to the Conductor.

9.16 The Conductor will decide the order in which proposals and changes of proposals will be put to vote.

9.17 All agendas must provide for "Any Other Business" (no decisions)

9.18 The comments on the agenda of any member unable to be present should be sent to the President and would be presented by the Conductor at the appropriate place during the General Assembly.

9.19 During the General Assembly, the Board of Directors may demand a short pause for a short meeting (with a maximum of 15 minutes).

9.20 At the end of the General Assembly, the Recorder and the Minute-Secretary will give a summary of the decisions of the meeting and will ask for the approval by the General Assembly.

9.21 A summary of the General Assembly will be included in the next Newsletter and a detailed draft report will be sent to each Committee Member and published on the website of HOPE.

9.22 The Board of Directors should choose at least 2 possible Conductors ensuring that they have the following qualifications: they are neutral, experts, able to put things in order, as well as have a sound knowledge of the statutes of HOPE.

9.23 If neither Conductor is accepted by the General Assembly, it is the duty of the General Assembly to provide a suitable Conductor.

9.24 The Board of Directors must be aware that English is always the only language during the General Assembly.

9.25 At a General Assembly a presentation is given by the team that prepares the next HOPE congress.

Section 10 – A HOPE Congress

10.1 A HOPE Congress can be organised as partner of HOPE by a team of Hospital Teachers from a European country. The risks (financial, legal) are completely for the organising team. At a HOPE conference is a General Assembly and a Committee Member meeting. The rooms for these two meetings are offered for free by the organising team.

10.2 Key note speakers at the HOPE Conference have to speak only English. During the workshops, visits and during the HOPE Congress, English is the common language. Only by high exception, another language can be used by the leader of the activity. If the leader does not speak English, the organising team has to provide translations into English for free.

10.3 A congress should be organised every two years without any limitation in number of participants.

10.4 The Board of Directors is allowed to choose the country in which the next HOPE congress will take place, based on the documents introduced by the different countries three years before the congress.

10.5 The Board of Directors can provide a loan (of maximum € 3000,00) to the organising team for the next HOPE congress. The loan must be paid back completely within six months after the HOPE congress.

Section 11 – The network of workshops

11.1 Every member of the association is requested to take part in one or other workshop, to be active member, to share experience.

11.2 Each workshop is responsible for its own organisation (methodology). The Board of Directors must be informed about any "public manifestation" (exhibition or publication) organised by a workshop.

11.3 The Board of Directors will inform the coordinators of the workshops of any opportunity of promoting the work of the workshops.

11.4 Each workshop approves a coordinator who agrees to manage it for a term of two years (renewable). To set up a workshop the Board of Directors can appoint a temporary coordinator until the first meeting. If no progress is made in a workshop or if it the Board of Directors is called because of internal problems, the Board of Directors may ask the members of the particular workshop to redefine their objectives, methodology, or to apply for another coordinator. (This should be implemented, if the workshop is not working in the spirit of the statutes.)

11.5 The coordinator is the pedagogical and logistic organizer of the workshop, who works in relation with the HOPE network coordinator. He/she is a member of the Board of Directors.

- The workshop coordinator presents on the website of HOPE the aims of the workshop, a list with the actual members of the workshop, the name of the coordinator of the workshop, planned activities and the evolution of the work done in the workshop.
- The Board of Directors: to approve any publications in the name of HOPE or the subsidies requested to organize seminars, exhibitions etc.
- The HOPE Treasurer: to check the account, to see if there is a subsidy given on behalf of HOPE for the workshop.

11.6 To ensure coherence, development and continuity among the workshops, a coordinator of the whole network will be appointed by the Board to whom the coordinator has to give feedback and report.

11.7 Very close contact between the workshop coordinator and a HOPE network coordinator is necessary at least twice a year.

11.8 Closing a workshop. A workshop ends upon the decision of the Board.

Section 12 - Financial support for HOPE Projects

12.1 Depending the financial situation of HOPE, the Board of Directors offers the possibility to offer some financial support for so-called "HOPE Projects". Each year the maximum amount of money for HOPE Projects is approved by the Board of Directors and published on the website of HOPE.

Section 13 – Legality

To avoid duplication all applications or agreements in the name of HOPE must have the signed approbation of the President.

Section 14 – Finances

14.1 The subscriptions are to remain at the level already given, until the General Assembly decides differently:

* Effective members: minimum 15 €

* Collective members: minimum 30 €

There can be an additional fee of some Euro's for each national administration costs.

14.2 Travel costs:

14.2.1 Costs for accommodation when attending Committee Meetings:

Concerning the low budget of HOPE, it is necessary that the national representatives look for their own sources for accommodation costs to attend Committee Meetings. If they don't succeed, HOPE will pay the costs for the accommodation, only for the extra night to attend the Committee Meeting. The Committee Meeting is always at a HOPE congress. Therefore HOPE will not pay for the travel of the Committee Members. It is the duty of each Committee Member to look for a reasonable possibility for stay.

If there are not enough finances, the Board has to decide about paying a percentage of the costs. HOPE might reimburse only 50% if the budget is stressed. The Committee Members have to present the original bills for the reimbursing of their costs.

14.2.2 Costs for travel and accommodation when attending Board Meetings:

Also for the Board Meetings it is necessary that the Board members look for own sources for travel and accommodation costs to attend Board Meetings. If they don't succeed, HOPE will pay the travel and accommodation costs. It is the duty of the Board members to look for a reasonable possibility for travel and stay.

If there are not enough finances, the Board has to decide about paying a percentage of the costs. HOPE might reimburse only 50% if the budget is stressed. The Board Members have to present the original tickets and bills for the reimbursing of their costs.

14.2.3 Costs for travel and accommodation when inviting guests at Board Meetings.

At the Board Meeting prior to the HOPE conference, a representative of the organising team is invited to attend the Board Meeting to report about the preparations. Concerning the low budget of HOPE, it is necessary that the representative of the organising team looks for his/her own sources for travel and accommodation. If he/she doesn't succeed, HOPE will pay the costs for the travel and accommodation. It is the duty of each representative of the organising team to look for reasonable possibilities for travel and stay.

If there are not enough finances, the Board has to decide about paying a percentage of the costs. HOPE might reimburse only 50% if the budget is stressed. The representative of the organising team has to present the original tickets and bills for the reimbursing of his/her costs.

14.2.4 Costs for travel and accommodation for the Ambassador:

Concerning the low budget of HOPE, it is necessary that the Ambassador looks for his/her own sources for travel and accommodation. If he/she doesn't succeed, HOPE will pay the costs for the travel and accommodation. It is the duty of the Ambassador to look for reasonable possibilities for travel and stay.

If there are not enough finances, the Board has to decide about paying a percentage of the costs. HOPE might reimburse only 50% if the budget is stressed. The Ambassador has to present the original tickets and bills for the reimbursing of his/her costs.

14.2.5 The Treasurer and the President are each authorised to make transactions of up to € 500,00 per transaction and if they are both indisposed, the day-to-day business may be performed by 2 members. The Board decides who on the Board is allowed to transfer the money from the Bank account.

Section 15 – Charter of HOPE

The Charter of HOPE (about the Rights and Educational Needs of Sick Children and Adolescents in Education) was adopted at the General Assembly of the HOPE congress in Barcelona in 2000. HOPE publishes all translated Charters on the website. A special format for the Charter is available. When a new translation is finished, it can be sent to the Board of Directors, to put it for free in the format for the Charter.

Section 16 – Modifications of the Statutes

Each proposal for suggested change must be given in writing or in a confirmed email to the President four months before the General Assembly. The proposal(s) must be sent to all Committee Members 40 days before the General Assembly. The proposal(s) must be published on the website of HOPE 40 days before the General Assembly.

Section 17 – Internal Regulations

Internal regulations have to be available at the website of HOPE. This is a task of the Board of Directors.

Each proposal for suggested changes must be given in writing or in a confirmed email to the President four months before the General Assembly.

Section 18 – Unforeseen matters

For situation where these Internal Regulations do not create sufficient clarity, the Board of Directors decide what to do. After this incident, the Board of Directors makes a proposal to adapt the Internal Regulations for the future.