

## Internal Regulations of HOPE

***“No question is ever settled, until it is settled right”***

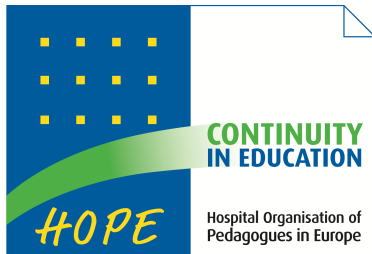
Ella Wheeler Wilcox (1855 - 1919)

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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 is required.

## Section 2. Membership

### 2.1 Individual membership, institutional membership and payment

The members pay their annual subscription fee to the national Committee Member unless a Committee Member of another country takes the responsibility for paying the annual fees. Every year the Committee Members send an updated list of all actual members to the Board. The subscription of all members must be paid to the Treasurer of HOPE before April 1st. If there is a General Assembly before this date, the payment must be made before the General Assembly starts.

### 2.1 Honorary Members

A (former) member of HOPE can be appointed as Honorary Member of HOPE, if she/he has made a great contribution to the organization HOPE.

Each Committee Member or Board Member of HOPE can, supported by five Committee Members (or Deputy Committee Members) from five different countries, nominate someone as an Honorary Member of HOPE.

To this end, the Committee Member or Board Member of HOPE, directs a request to the Ambassador of HOPE, consisting of the name of the person and a profile of contributions and achievements. The Ambassador acts as Chair of the panel that assesses the proposal.

The panel consists of: the Ambassador, a Board Member, one Honorary Member and eight random HOPE members (from eight different countries) chosen by the Ambassador. Every year a new Honorary Member can be chosen at the General Assembly. The panel makes the proposal for the appointment of someone as Honorary Member. The General Assembly decides by majority.

**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 publications in the name of HOPE. Honorary Members don't have to pay membership fees for HOPE.**

### 2.3 Membership cards

Each Committee Member can give out the membership cards for her/his own country. The membership card template is located on the Committee Member section of the website of HOPE. For members in countries without a Committee Member, the membership cards will be given out by the Treasurer.

### 2.4 Suspension of members

A member of HOPE can be suspended by the Board if the member has damaged the reputation of HOPE in a very bad way. Before the suspension of a HOPE member, the President contacts the Committee Member of the country where the HOPE member lives. After suspension the suspended member will be informed by the President about the decision. This decision will be explained by the Board during the next General Assembly.

## Section 3. Board of Directors

**3.1** The Board of directors is the governing body of HOPE and is elected by the members. The Board of directors (Board) is composed of a minimum of three and a maximum of ten HOPE members (commonly referred to as directors), each of whom is a natural person. The Board is ultimately responsible for the organisation's management. Although the power to manage the organisation is often broadly stated and not clearly defined, responsibility for making and carrying out decisions on behalf of the membership is clearly vested with the directors. The role of members of the Board **is to represent** the interest of the whole of HOPE (they have to be neutral in their decisions and to focus on planning for the future of HOPE).

**3.2** It is recommended that there should be a gradual change in members of the Board of Directors, which will not be more than one third for every General Assembly. At least two third of the members of the Board must be teachers working with children and adolescents with medical and mental health needs.

The President and the other Board Members of HOPE announce their availability for the Board of HOPE half a year before the General Assembly. The President and the other Board Members are elected for a period of four years. The President and the other Board Members can be re-elected.

**3.3** Each member of the Board should have a Deputy, approved by the Board, wherever possible.

**3.4** The President, Secretary and Treasurer must send the approved deputies in their place to meetings if they are unable to attend.

**3.5** The members of the Board are free to voice their own opinions as long as they state that it is their personal view and they must be factually correct when reporting the discussions of the Board. Presenting HOPE to European or extra-European audiences on behalf of HOPE in their function as HOPE representative (Board Member, Ambassador or Committee Member) must be reported in an article in the Newsletter of HOPE.

**3.6** Board Meetings should take place at least once every year. This can also be done by video-conferencing. The Board shall provide a short report of each of its meetings: Who participated, who gave apologies, dates and hours, the agenda and what decisions were taken.

The short report of the Board Meeting must then be made available on the reserved area of the HOPE website to all HOPE members within ten weeks. There must be a way for members to leave comments, questions and suggestions on the website of HOPE.

**3.7** The President is the legal head of the association and signs all legal and important papers. If the President is not able to sign, then the Vice President is allowed to sign, by agreement with the Board.

**3.8** The President should have experience in conducting professional meetings.

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

**3.10** If there are areas of which a Board Member is unsure, these must be expressed as a personal opinion and not as that of the association. These areas must be presented at the next meeting of the Board for their decision.

**3.11** The Secretary will send the members of the Board the proposed agenda for their meetings for comments and additions.

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

**3.13** The Treasurer's role is laid down in the Statutes Article 10 (ten). The Treasurer must find a substitute for situations in which the Treasurer cannot fulfill her/his tasks. This substitute is not necessarily a member of the Board. It must be a member of HOPE with experience in the field of bookkeeping and treasury work. This substitute is in direct contact with the Board for other things than daily bank affairs. The Committee Members must be informed if the Treasurer cannot fulfill her/his tasks and about the substitute and the expected duration.

**3.14** Special expenses for travels by Board Members need to be part of the financial report, which has to be approved by the General Assembly. A report of the activities undertaken for HOPE must be published on the website of HOPE.

**3.15** The Treasurer will keep up to date the members' list and issue membership cards. The Treasurer will show the numbers per country on the website.

### **3.16 Rules for the candidates for the Board**

**3.16.1** A member of the Board has to be a HOPE member and a professional with experience in the field of hospital education.

**3.16.2** The candidates for the Board and for Presidency can apply as candidate for becoming Board Member or President of HOPE four months before the General Assembly. The candidates should provide a curriculum vitae, express what they wish to do in HOPE and what they can offer. Candidates can mail their letters of application to the Board of HOPE. The letters of application of all candidates will be published on the HOPE website. During the next General Assembly the candidates present themselves to the General Assembly and thereafter the General Assembly votes. When a member of the Board informs the Board of her/his intention to step down, the Committee Members are notified immediately.

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

**3.16.4** If a Board Member steps down, she/he hands over her/his archives to the new responsible Board Member within three months.

**3.16.5** It is an obligation of the HOPE Board to hold a General Assembly at the HOPE Congress. In addition, it is a shared responsibility of the organizing committee of the congress and of the Board of HOPE to ensure that the HOPE Congress runs smoothly.

**3.16.6** The Board of HOPE has the autonomy to decide the appropriate number of directors that sit on the Board. The number of directors must be within the range set out by Article 7.1 of the HOPE statutes. The decision must balance the current workload of the Board of HOPE with the financial ramifications.

**3.17** Every Board Member and former Board Member must respect the privacy of the Board. Items that have been discussed within the Board of HOPE must stay within the Board, also after stepping down from the Board of HOPE.

**3.18** If a country is extremely aggressive towards another country for no reasonable and acceptable reason, the organization HOPE will suspend relations with official partners in that aggressive country until there is an acceptable peace.

In contrast, HOPE will continue to personally interact with individual (or institutional) members of HOPE. HOPE members from an extremely aggressive country cannot serve on the Board of HOPE or fulfil the role of Ambassador of HOPE. If an incumbent HOPE Board Member or incumbent HOPE Ambassador lives in a country that suddenly becomes extremely aggressive towards another country for no reasonable and acceptable reason, they must resign from their duties until an acceptable peace is restored.

HOPE members from an extremely aggressive country cannot be candidates for the Board of HOPE or the position of President or Ambassador of HOPE.

## Section 4. Committee

**4.1** HOPE has no central rules for the election of national representatives, but is following national principles of electing a president of an association for this country. Each candidate must be elected by the members of HOPE from her/his country. If a country has no Committee Member, the Board can take the initiative to find a “contact person”. Before the first election the Board may work with this “contact person” who seems the most concerned and/or appropriate for starting the collaboration. The Board tries to reach full representation of Committee Members for all the countries within HOPE.

**4.2** Minutes of the Committee Meeting are to be taken and approved. The Committee meeting will run following the same form as those of the General Assembly. First drafts of the minutes of the Committee Meeting are to be provided to the HOPE members within four months after the meeting by publishing the (first draft) minutes to the reserved area for members on the HOPE website. If the Secretary of the Committee Meeting is indisposed, the Deputy Secretary of the Committee takes over and informs the respective community. The final version (second draft) is then published on the website of HOPE and Committee Members and members are informed by the Secretary of the Committee Meeting that the revised version is available.

**4.3** Agendas must have room for "Any Other Business" (no decisions).

**4.4** The Chair of the Committee Member meeting provides a draft agenda.

**4.5** The national representatives should be elected for a period of four years (renewable) and should have a deputy.

**4.6** The role of the Committee Member is:

### **Obligatory tasks:**

**4.6.1** To represent her/his country within HOPE.

**4.6.2** To remain in contact with their national members and give them information from the Board, about congresses and other events within HOPE.

**4.6.3** To collect the membership fees, send the total amount to the Treasurer and transmit the members list to the Treasurer.

**4.6.4** To hand over membership cards every congress year to members, individual members as well as institutional members, that have paid their membership fees. The membership card must state the name of the individual member or the name of the institutional member.

### **Optional tasks:**

**4.6.5** If there is no national network for hospital teachers in a country, the Committee Member can try to raise one, if wanted with the help of the Ambassador of HOPE.



**4.6.6** To inform the Board and the Committee Members, at least every second year, about the developments of education for children and adolescents with medical or mental health needs and about projects in their country. The Committee Members meeting at the HOPE Congress is a regular opportunity for the Committee Members to inform the Board.

**4.6.7** To gather information, articles etc. and to send them to the Editor of the Newsletter of HOPE.

**4.6.8** To hand over requests, publications, etc. of her/his country to the Board.

**4.6.9** To create a handbook for hospital teachers.

**4.6.10** To make hospital pedagogues and teachers for children and adolescents with medical or mental health needs aware of the HOPE association and encourage membership, to motivate them on a national level.

**4.6.11** To keep in contact with the national associations for education of children and adolescents with medical or mental health needs, for special education and/or similar organisations, the national school administration and the Ministry of Education in order to exchange information between them and HOPE.

**4.6.12** To promote the aims of HOPE and the HOPE Charter in their country.

**4.6.13** To find candidates for the Board of Directors, between the times of the General Assemblies, willing to run for office. The Committee Members present Board candidates to the Board of HOPE to be presented for election at the General Assembly, to ensure:

- A geographical spread of members of the Board of Directors.
- Representatives of medical and psychiatric hospitals.

**4.6.14** To advocate for the right to education and the hospital teacher. The Committee Member should try to lobby at national and international level.

**4.6.15** To encourage fundraising.

**4.6.16** To encourage HOPE members to participate in the HOPE Project Fund.

**4.6.17** To support all countries within HOPE to put in place legislation for the education of children and adolescents with medical and mental health needs.

**4.6.18** To facilitate the exchange of knowledge and sharing between hospital teachers, at both national and international level.

**4.7** If a (Deputy) Committee Member does not respond to a Board Member after five attempts to reach out by e-mail (within two months), she/he will be suspended from the position. The Board will then ask the (Deputy) Committee Member to organise an election for a new (Deputy) Committee Member in that country.

**4.8** Special expenses for travels by Committee Members need to be part of the financial report, which has to be approved by the General Assembly. A report of the activities undertaken for HOPE must be published on the website of HOPE.

## Section 5. Ambassador

**5.1** The Ambassador of HOPE has to be a HOPE member and a professional with much experience in the field of hospital education.

**5.2** The Ambassador of HOPE is elected by the General Assembly for a period of four years and can be re-elected by the General Assembly.

The Ambassador of HOPE announce her/his availability half a year before the General Assembly.

**5.3** The Ambassador of HOPE supports the Board of HOPE and advises each member of HOPE who asks for support.

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

**5.5** The Ambassador can be asked by the Board to represent HOPE at events.

**5.6** If the activities of the Ambassador cost money the Board will have to approve this request.

**5.7** The Ambassador is the Chair of the panel that assesses the proposal for the appointment of someone as Honorary Member.

### **5.8 Procedure for a new Ambassador of HOPE**

Members of HOPE can apply as candidate for becoming Ambassador of HOPE four months before the General Assembly. Candidates can mail their letters of application to the Board of HOPE. The candidates should provide a curriculum vitae and they should express what they wish to do in HOPE and what they can offer. The letters of application of all candidates will be published on the website of HOPE. During the next General Assembly the candidates present themselves to the General Assembly and thereafter the General Assembly votes.

**5.9** Special expenses for travels by the Ambassador need to be part of the financial report, which has to be approved by the General Assembly. A report of the activities undertaken for HOPE must be published on the website of HOPE.

## **Section 6. Webmaster**

**6.1** The Webmaster maintains the website of HOPE and the mailing lists for the Board and the Committee Members.

**6.2** The Webmaster offers user names and passwords to the HOPE members.

**6.3** The Webmaster gives technological assistance to members of HOPE on how to use the website.

**6.4** Any publication of copyright-protected texts, pictures, lyrics, etc. in HOPE publications (newsletter, website, etc.) should be avoided. For publishing on the HOPE website, the person providing that material is responsible for the correct use of copyright-protected texts and pictures. For the website of HOPE in general, the Board of HOPE is responsible for the correct use of copyright-protected texts and pictures.

## **Section 7. Newsletter of HOPE**

**7.1** The Newsletter of HOPE is edited in English by a HOPE member.

**7.2** On the website of HOPE, information is available about the Editor and on how to offer articles for the Newsletter of HOPE. Any publication of copyright-protected texts, pictures, lyrics, etc. in HOPE publications (newsletter, website, etc.) should be avoided. For publishing articles in the Newsletter of HOPE the person providing that material is responsible for the correct use of copyright-protected texts and pictures. For the Newsletter of HOPE in general, the Board of HOPE is responsible for the correct use of copyright-protected texts and pictures.

**7.3** The final language check of the Newsletter of HOPE will be done by a native English speaker.

**7.4** The Newsletter prior to the HOPE Congress contains the minutes of the last General Assembly, the minutes of the last Committee Member meeting, the financial report of the Treasurer and the invitation and agenda of the General Assembly at the next HOPE Congress.

**7.5** All published Newsletters of HOPE are available for HOPE members only, on the members' area of the website of HOPE.

## **Section 8. General Assembly**

### **Rules of order for the General Assembly**

**8.1** The General Assembly is opened by the President who, in general, presides over the meeting according to the agenda sent twenty eight days before the General Assembly. By exception the role of Chair can be executed by another Board Member assigned by the President. All documents for the General Assembly must be published and must be available on the website of HOPE twenty four days before the General Assembly.

**8.2** The Chair of the General Assembly is approved by the General Assembly.

**8.3** The Recorder, proposed by the Board, is approved by the General Assembly.

**8.4** The Board appoints the Minutes Secretary.

**8.5** The proceedings may be recorded only as a support for the Secretary of HOPE. For security reasons two recordings are made to prevent technical problems with the audio recordings. The recordings will be deleted in their entirety after the approval of the minutes.

**8.6** Enumerators will be appointed by the Chair to count the votes.

**8.7** The General Assembly will be conducted according to the agenda.

**8.8** Each proposal for suggested changes of the agenda must be given in writing or in a confirmed email to the President fifteen days prior to the General Assembly.

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

**8.10** The Chair monitors the proceedings during the General Assembly and ensures that good parliamentary order is maintained.

**8.11** The individual participants of the General Assembly must in all cases comply with the decisions on orders which are taken by the Chair.

**8.12** Speakers will be invited to speak in the order in which they are registered by the Chair. However, the President and the proposer may at any moment ask if they may speak, and the Chair (not being the President) may allow a short reply. Registration of speakers can be done during the General Assembly.

**8.13** The Chair may decide on a time limit for speakers with the acceptance of the General Assembly.

**8.14** The Chair may propose the debate closed after the registered speakers. If such a proposal is accepted by the General Assembly, only the Chair can be given the permission to speak.

**8.15** Proposals for resolutions and changes in the order of speaking must be given in writing to the Chair, at least three hours before the start of the General Assembly and must be communicated to the General Assembly at the beginning of the meeting, e.g. after the formalities have been concluded.

**8.16** The Chair will decide the order in which proposals for resolutions and changes of proposals will be put to vote.

**8.17** All agendas must include "Any Other Business".

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

**8.19** During the General Assembly each HOPE member may demand a short pause for a short meeting (with a maximum of fifteen minutes).

**8.20** At the end of the General Assembly, the Recorder and the Minutes Secretary will give a summary of the decisions of the meeting and will ask for the approval by the General Assembly.

**8.21** 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.

First draft of the minutes of the General Assembly are to be provided to the HOPE members within four months after the meeting by publishing the (first draft) minutes to the reserved area for members on the HOPE website. If the Secretary is indisposed, the Deputy Secretary takes over and informs the respective community.

The final version (second draft) is then published on the website of HOPE and Committee Members and members are informed that the revised version is available. This must be realised within six months after the General Assembly.

**8.22** The Board should choose a possible Chair ensuring that she/he has the following qualifications: she/he is neutral, expert in the field of hospital education and she/he is able to put things in order, as well as has good knowledge of the statutes of HOPE and the Internal Regulations of HOPE.

**8.23** If neither Chair from the Board is accepted by the General Assembly, it is the duty of the General Assembly to provide a suitable Chair.

**8.24** The Board must take care that English is always the only language used during the General Assembly.

**8.25** At a General Assembly a presentation is given by the team that organises the next HOPE Congress.

**8.26** Voting at the General Assembly is only possible with the voting cards of HOPE which will be available for individual members and institutional members. The voting cards will be provided by the Board at least one hour before the General Assembly starts. Every Committee Member has to handover the membership list of her/his country to the Treasurer at least thirty days before the General Assembly

**8.27 Rules for voting at the General Assembly for Board Members, Ambassador and President of HOPE**

**8.27.1** Every candidate gets three minutes at the General Assembly to introduce herself/himself to the members of HOPE. The order of speaking will be determined by drawing lots. This draw will be organized by the Board one day before the General Assembly. The candidates will be invited for this draw by the Board.

**8.27.2** After the introductions of all candidates, there will be a vote in the same order of the speaking. During the vote a photo of the candidate will be shown, stating their name and country of origin.

**8.27.3** After each vote the counters tell their outcomes to the Minutes Secretary and the Deputy Minutes Secretary. These outcomes are not read out loud after each vote.

**8.27.4** After all votes the Minutes Secretary will read out loud all outcomes and will state who has been elected by the General Assembly.

**8.27.5** The candidates who have been elected can express a short word of thanks (maximum one minute).

**8.28** There will be a possibility on the HOPE website, before every General Assembly, to discuss the items of the agenda.

**8.29 Online General Assembly**

An online General Assembly takes place in years when there is no HOPE congress where the HOPE members meet in person. For an online General Assembly a digital conference tool will be used, chosen by the Board. This conference tool includes the possibility of online voting. A Board Member is the host of the online General Assembly.

To control the online process of voting there is an electoral committee of HOPE members, from different countries. After every vote the technical leader of the online General Assembly reports the outcomes of the votes. The electoral committee will be asked to check the outcomes and to confirm them.

Sometimes the electoral committee cannot vote online at the same time as all other participants. The Board of HOPE considers it important that all members of HOPE have the right to vote, including those HOPE members who make themselves available to be members of the electoral



committee. This can be solved simply and transparently by organizing an extra meeting, in which the members of the electoral committee vote in advance on the various topics and share these results with all members of the electoral committee.

Pre-voting is only done by the members of the electoral committee. The members of the electoral committee vote shortly before the online General Assembly. These results will have already been determined before the online General Assembly. The results of the pre-voting will be announced by the host of the online General Assembly, immediately after the digital voting during the online General Assembly. In this way HOPE prevents the announcement of the votes of the electoral committee from becoming “swing votes”.

There is an automatic internal control in this approach, because all members of the electoral committee know how they voted, because the host of the meeting makes an inventory of all votes. In addition, the members of the electoral committee will all receive the results of the voting by the host after the meeting. All attendees of the online General Assembly can see and hear what the results are. Should the host of the online General Assembly make a mistake, the other members of the electoral committee can then correct it immediately. The Board of HOPE aims for members of HOPE (as co-hosts) from different countries and who already attended a General Assembly of HOPE before.

## **Section 9. A HOPE Congress**

**9.1** All countries can apply for organizing a HOPE Congress via the application form that is available on the website of HOPE.

**9.2** A HOPE Congress can be organised as a partner of the Board of HOPE by a team of hospital teachers from a country. The organising team is completely responsible for the risks (financial, legal). At a HOPE Congress, a General Assembly and a Committee Member meeting are held. The rooms for these two meetings are offered for free by the organising team, including technical equipment and technical support. The organizing team must keep the financial risks as small as possible by taking out event insurance or by having a sound organization in their country guarantee any residual debts.

**9.3** In general, all speakers at the HOPE Congress have to speak only English, because within HOPE English is the common language. Only by high exception, another language can be used if somebody does not speak English. The organising team has to provide translations into English for free.

**9.4** A HOPE Congress should be organised every two years, without any limitation in number of participants.

**9.5** The Board is allowed to choose the country in which the next HOPE Congress will take place, based on the documents submitted preferably three years before the next HOPE Congress.

**9.6** The Board can provide an interest-free loan of maximum € 3000 (three thousand Euros) to the organising team for the next HOPE Congress. The loan must be completely paid back within six months after the HOPE Congress.

**9.7** An organising team for a HOPE Congress promises to respect the current Statutes of HOPE and the current Internal Regulations of HOPE, when it formally accepts the challenge to organise a HOPE Congress.

## **Section 10. The network of workshops**

**10.1** Every member of HOPE is invited to take part in one or more workshops, to be an active member and to share their experiences and so on.

**10.2** Each workshop is responsible for its own organisation and methodology. The Board must be informed about any “public manifestation” (exhibition or publication) organised by a workshop.

**10.3** The Board will inform the coordinators of the workshops of any opportunity for promoting the work of the workshops.

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

**10.5** The workshop coordinator is the person responsible for content and logistic organisation of the workshop, who works in relation with the network coordinator. This network coordinator is a member of the Board. To ensure coherence, development and continuity among the workshops, the workshop coordinators have to give feedback and report to the network coordinator.

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

**10.6** Periodical contact between the workshop coordinator and a HOPE network coordinator is necessary at least once a year. This can also be done by video conferencing.

**10.7** Closing a workshop. A workshop ends upon the decision of the Board.

## **Section 11. HOPE Project Fund**

### **11.1 The HOPE Project Fund**

HOPE can provide financial support for HOPE members undertaking projects in their own educational setting. Depending on the financial situation of HOPE, the Board of Directors offers the possibility to offer some financial support for so called HOPE Projects.

The aims of a HOPE Project must comply with (at least one of) the aims of HOPE. The HOPE Project Fund is a trust based fund, this requires good membership of the HOPE members and good governance of the Board of HOPE. Each year the maximum budget for the HOPE Project Fund is approved by the Board and will be published on the website of HOPE. The maximum grant available for a single HOPE Project will be € 1000 (one thousand Euros)

### **11.2 Criteria for the HOPE Project Fund**

An application must meet all these criteria to be successful:

- The applicant (organisation) must be a current member of HOPE;
- The aim of the HOPE Project must comply with (at least one of) the aims of HOPE;
- The applicant (organisation) will document and financially justify the HOPE Project by submitting an article to the HOPE Newsletter;
- The HOPE Project aims must be realistic and achievable within the proposed budget and time frame.

### **11.3 Types of HOPE Projects**

HOPE Projects may have different forms, for example:

- Organising an event, an activity or a project relating in some way to hospital education;
- The creation of a national organisation of hospital teachers.

Extra conditions for receiving a grant for the creation of a national organisation of hospital teachers:

1. A name for the national organisation;
2. Two coordinators for the national organisation;
3. A running website for the national organisation;
4. An e-mail address and a postal address for the national organisation;
5. A national meeting of hospital teachers organised within a year of receiving the grant.

### **11.4 How to apply for a grant from the HOPE Project Fund**

To apply for a grant from the HOPE Project Fund the applicant (organisation) needs to complete an online application form and submit this with supporting documents to the Treasurer of HOPE. Applications are accepted throughout the year.

Once the Treasurer of HOPE has received the online application and all supporting documents, it will be passed to the Board of HOPE for assessment. As part of this process, a Board Member may contact the applicant (organisation) for more information. Once a full assessment has been completed, the request will be discussed at the next Board Meeting for approval.

#### **11.5 Access, transparency and accountability**

Information about how to apply for a grant from the HOPE Project Fund, is located on the members' area of the website of HOPE. An applicant (organisation) can apply digitally for a grant from the HOPE Project Fund. The application form for the HOPE Project Fund is on the member's area of the HOPE website. The applicant (organisation) has the obligation to report to the Board of HOPE about the results of the HOPE Project. A final report in writing about aims achieved (or not) and about the financial result is put on the reserved area of the members within three months from the end of the HOPE Project.

Applications for funding for a HOPE Project must be on the agenda of the next Board Meeting. After approval by the Board there should be a statement by the Board on the website. On the website of HOPE there should be a presentation about the status of a supported HOPE Project. There will be one Board Member who is the contact person for the applicant (organisation) as well as for HOPE members (questions they may have, etc.) The grant for the HOPE Project is a gift, that requires no accountability afterwards. A funded HOPE Project has to show publicly that they were supported by HOPE (and the amount of the grant). A funded HOPE Project will report the outcomes of the project by publishing an article in the Newsletter of HOPE.

## **Section 12. Legality**

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

## Section 13. Finances

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

- Individual members: minimum € 15 (fifteen Euros)
- Institutional members: minimum € 30 (thirty Euros)

There may be an additional fee (of some Euros) for national administration costs.

### 13.2 Travel costs

#### 13.2.1 Costs for lodging when attending Committee Meetings

Regarding the low budget of HOPE, it is necessary that the national representatives look for their own resources for lodging costs to attend Committee Meetings. If she/he doesn't succeed, HOPE will pay the costs for lodging, 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 option for lodging. The lodging will be in a hotel with two or maximum three stars based on bed and breakfast basis.

If there are not enough finances, the Board will 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 reimbursement of their costs.

#### 13.2.2 Costs for travel and lodging when attending Board Meetings

Also for the Board Meetings it is necessary that the Board Members look for own resources for travel and lodging costs to attend Board Meetings. If they don't succeed, HOPE will pay the travel and lodging costs. It is the duty of the Board Members to look for a reasonable option for travel and lodging. The lodging will be in a hotel with two or maximum three stars based on bed and breakfast basis.

If there are not enough finances, the Board will 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 reimbursement of their costs.

#### 13.2.3 Costs for travel and lodging when inviting guests at Board Meetings

At the Board Meeting prior to the HOPE Congress, a representative of the organising team is invited to attend the Board Meeting to report on the preparations. Regarding the low budget of HOPE, it is necessary that the representative of the organising team looks for her/his own resources for travel and lodging. If she/he doesn't succeed, HOPE will pay the costs for the travel and lodging. It is the duty of each representative of the organising team to look for

reasonable possibilities for travel and lodging. The lodging will be in a hotel with two or maximum three stars based on bed and breakfast basis.

If there are not enough finances, the Board will 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 reimbursement of her/his costs.

#### **13.2.4 Costs for travel and lodging for the Ambassador**

Regarding the low budget of HOPE, it is necessary that the Ambassador looks for her/his own resources for travel and lodging. If she/he doesn't succeed, HOPE will pay the costs for the travel and lodging. It is the duty of the Ambassador to look for reasonable possibilities for travel and lodging. The lodging will be in a hotel with two or maximum three stars based on bed and breakfast basis.

If there are not enough finances, the Board will 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 reimbursement of her/his costs.

**13.2.5** The Treasurer and the President are each authorised to make transactions up to € 500 (five hundred Euros) per transaction without written permission of the Board. If they are both indisposed, the day-to-day business may be performed by two other Board Members. The Board decides who on the Board is allowed to transfer the money from the bank account.

### **13.3 Financial Reports**

Financial reports have to include all accounts of HOPE. The financial report has to show the opening balance on January first, and the closing balance on December thirty first of that year.

The report will summarise all income and expenditure. The following must be listed as vidual items:

1. expenditure for Board Meetings
2. expenditure for any additional travel of Board Members and Ambassador
3. expenditures for the HOPE Projects Fund
4. expenditures for legal purposes (and their recipients)

Questions by members for more details of specific expenditures are to be answered.

**13.4** The Board of HOPE is authorized to spend HOPE money as stated in the approved budget.



## **13.5 Auditor**

**13.5.1** An external Auditor will be appointed by the General Assembly. This Auditor will

- have experience in book-keeping and treasury
- serve a term of four years

Each year, the Treasurer will supply the Auditor, prior to March 1st, with HOPE's financial record comprising of

- the income and expenditure of the previous year
- receipts matching all of the expenditure transactions
- copies of all statements for HOPE bank accounts and credit cards
- a financial report that summarises the income and expenditure under budget headings

The Auditor will examine the annual financial records to ensure that they are accurate and correct, matching the evidence presented.

The Auditor will advise the Treasurer of any issues or errors in the accounts prior to April 1st. Once the accounts have been deemed accurate and correct, the Auditor will inform the Treasurer that the financial accounts are approved. This will be reported to the General Assembly as part of the Treasurer's financial report.

If the Auditor cannot approve the financial accounts, the full financial record will be presented to the General Assembly for direct approval. If the financial records are not approved by the General Assembly, a motion of no confidence in the Treasurer should be proposed and voted upon by the General Assembly.

**13.5.2** The Auditors' report will be published on the HOPE website. If the Auditors' report is not submitted on time or is incomplete, the approval of the finances will be deferred until the next General Assembly.

## **Section 14. Charter of HOPE**

The Charter of HOPE (about the Rights and Educational Needs of Children and Adolescents with medical and mental health needs) was adopted in the General Assembly of the HOPE Congress in Barcelona (in 2000). At the General Assembly of the HOPE Congress in Vienna (in 2016) a short sentence has been added to the Charter of HOPE. In 2022 the words “sick children and adolescents” have been replaced by the words “children and adolescents with medical and mental health needs”. HOPE publishes all translated Charters of HOPE on the website of HOPE. A special format for the Charter of HOPE is available. When a new translation is finished, it can be sent to the workshop coordinator of the workshop “Charter of HOPE” to have it put, for free, in the format for the Charter of HOPE.

## **Section 15. Membership management**

HOPE will start using a centralised membership management system to ensure that HOPE adheres to the General Data Protection Regulation (GDPR) as soon as possible.

## **Section 16. Global Address List for Hospital Education**

HOPE maintains a Global Address List for Hospital Education with non-personal information about hospital education and allied organizations. All this information is freely available on websites of organisations, therefore it is not governed by the General Data Protection Regulation (GDPR).

The Global Address List for Hospital Education contains the names of the organisations, postal addresses and email addresses and is available on the members area of the HOPE website.

The content of the Global Address List for Hospital Education is available for organisations for hospital education who want to make contact globally with other organisations for hospital education and allied organisations.

The Board of HOPE is responsible for keeping up-to-date the Global Address List for Hospital Education. An organisation that uses the Global Address List for Hospital Education is responsible for the way it is used.

## **Section 17. Modifications of the Statutes**

The statutes of HOPE have to be published by the Board on the public part of the website of HOPE.

Each proposal for suggested change of the Statutes of HOPE 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 by the Board twenty eight days before the General Assembly. The proposal(s) must be published on the members area of the website of HOPE by the Board twenty eight days before the General Assembly.

## **Section 18. Internal Regulations**

Internal Regulations have to be published by the Board on the public part of the website of HOPE. Each proposal for suggested changes in the Internal Regulations of HOPE 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 by the Board twenty eight days before the General Assembly. The proposal(s) for changes in the Internal Regulations must be published on the members area of the website of HOPE by the Board twenty eight days before the General Assembly.

## **Section 19. Unforeseen matters**

For situations where these Internal Regulations do not create sufficient clarity, the Board decides what to do. After such an incident, the Board makes a proposal to adapt the Internal Regulations for the future.