

IHEU Bylaws, Internal Rules, General Assembly Regulations and Membership and Dues Regulations

IHEU Bylaws	3
Introduction	3
Objects	3
Membership	3
General Assembly	3
Board	4
Policy	4
Sections	4
Congress	4
Finances	4
Legal status	4
Amendments and dissolution	4
IHEU Internal Rules	6
Introduction	6
Board	12
Finances	16
Sections	16
Congress	19

Amendments	20
Regulations on the General Assembly	21
Introduction	21
Composition of General Assembly	21
Agenda of General Assembly	22
Registration for a General Assembly	22
Conduct of a General Assembly	23
Voting at a General Assembly	23
Emergency General Assembly	24
IHEU Membership and Dues Regulations	25
Membership Categories	25
Rights and Responsibilities of IHEU membership	27
Dues	27
Calculation of dues	28
Failure to pay dues	29
Expulsion from IHEU	29

IHEU Bylaws

Adopted by the General Assembly on 8 June 2009 in London, England, and replacing the Bylaws adopted in 1952 in Amsterdam, the Netherlands; later amended in 2004 in Kampala, Uganda and also in 2015 in Manila, Philippines.

1. Introduction

- 1.1. The name of the organization is International Humanist and Ethical Union, abbreviated IHEU.
- 1.2. Humanism is a democratic and ethical life stance that affirms that human beings have the right and responsibility to give meaning and shape to their own lives. It stands for the building of a more humane society through an ethics based on human and other natural values in a spirit of reason and free inquiry through human capabilities. It is not theistic, and it does not accept supernatural views of reality.

2. Objects

- 2.1. The purpose of IHEU is to promote Humanism throughout the world, to develop Humanism as a life stance, to represent organized Humanism in international bodies, to defend human rights and the rights of humanists, to develop organized Humanism in every part of the world and to build a strong and effective global organization.

3. Membership

- 3.1. Membership is open to humanist organizations and individuals worldwide.
- 3.2. Member organizations must have objects consistent with Bylaw 2, and adhere to these Bylaws.
- 3.3. Individuals who agree with the objects set out in Bylaw 2 may become non-voting supporters of the IHEU.

4. General Assembly

- 4.1. The General Assembly is the sovereign body of the organization. It is made up of representatives of Member Organizations and Sections, and the Board members. Its business shall be carried out in English and may be transacted by correspondence.
- 4.2. The General Assembly shall adopt and amend Internal Rules that shall include detailed provisions for the implementation of the Bylaws.
- 4.3. The Board shall call a General Assembly at least once in each calendar year.
- 4.4. An emergency General Assembly may be called at shorter notice by the Board, and the Board shall do so on receipt of a request from Member Organizations holding one fifth of the General Assembly votes provided that the calling Member Organizations come from at least three different countries.

5. Board

5.1. The Board is responsible for managing the IHEU in accordance with the Bylaws and the Internal Rules and the policies and directives of the General Assembly. The Board members shall be elected by the General Assembly, and shall be Directors or Trustees of the IHEU.

6. Policy

6.1. The official view of IHEU on humanism and on important issues of public concern consists of IHEU policy and IHEU position statements.

6.2. IHEU policy is agreed and may be amended by the General Assembly. The Board will periodically review policy for relevance, and propose changes if required.

6.3. IHEU position statements elaborate on existing policy in a way that is consistent with all existing policy. They are adopted and may be revoked by the Board.

7. Sections

7.1. IHEU can organize sections by geographical regions or other criteria. A section can be an independent legal body.

8. Congress

8.1. An international Congress shall be convened by the General Assembly not less than once in five years.

9. Finances

9.1. The Board is responsible for budget and accounts and reports to the General Assembly. All members must pay annual dues.

9.2. The Endowment Fund shall contribute to the long-term financing of the organization. The capital shall only be used in dire need.

10. Legal status

10.1. The IHEU is a non-profit organization incorporated in the State of New York, USA and registered there as a charity with 501(c)(3) status.

10.2. The headquarters is located in England, where IHEU is a corporation registered with Companies House.

11. Amendments and dissolution

11.1. The General Assembly can lay down, change and revoke Bylaws consistent with the provisions of the Certificate of Incorporation by a two-thirds majority of the votes at the General Assembly on condition that two months notice of the proposed change has been given to all Member Organizations.

11.2. A decision to liquidate the corporation may be carried by a two thirds majority of the votes at the General Assembly on condition that no less than six months notice has been given to all Member Organizations together with the reasons for such a proposal and recommendations on the disposal of the assets remaining upon liquidation, being in accordance with the purpose of the corporation and any other

consideration arising from the Certificate of Incorporation and subject to the approval of the Supreme Court of the State of New York.

IHEU Internal Rules

Adopted by the General Assembly on 8 June 2009 in London, England (amended in August 2011 and in May 2016)

1. Introduction

- 1.1. These Internal Rules are the detailed provisions for the implementation of the Bylaws as set out in Bylaw 4.2. If any provision in these Internal Rules conflicts with the Bylaws, the Bylaws shall prevail.

2. Membership

- 2.1. Membership of organizations, or a change in status of membership, is granted by the General Assembly based on an application from the organizations, supported by recommendations from the Board. The Board may grant provisional membership pending final approval of the General Assembly.
- 2.2. Only organizations with a purpose consistent with Bylaw 2 can be considered for membership.
- 2.3. There are the following categories of membership:
 - a) **Full member**. This category is for established national, democratic, membership organizations and national and international umbrella organizations for such membership organizations.
 - b) **Specialist member**. This category is for non-membership organizations; e.g. educational institutions; academic institutes; publishing houses, trusts, etc that are actively supporting humanism.
 - c) **Associate member**. This category is for local humanist organizations, for recently formed national membership organizations and for organizations where promoting humanism is not the primary activity; e.g. humanitarian organizations.
- 2.4. The Board will accept or refuse any application to become an annual or life supporter on payment of the relevant fee.
- 2.5. Member Organizations may enjoy at least the following benefits:
 - a) Be listed as a Member Organization on the IHEU web site.
 - b) Have the right to use "member of IHEU" on their stationary, website, promotions and other material.
 - c) Receive regular news bulletins in printed or electronic form.
 - d) Be represented at the General Assembly.
 - e) Be invited to host the Congress and General Assembly.
 - f) Participate in development of strategy and resolutions.
 - g) Participate in campaigns and other activities where appropriate.
- 2.6. Member Organizations have the obligation to:
 - a) Have a sustained commitment to the purpose of the IHEU.
 - b) Act at all times in ways that are in the best interest of the humanist movement.
 - c) Notify the IHEU of any changes to their constitution.

- d) Notify the IHEU of any change in address, contact details and leading officers.
 - e) Appoint an IHEU contact person.
 - f) Submit a copy of their annual report and audited accounts every year.
 - g) Submit the necessary information for the tri-annual dues calculation.
 - h) Pay the annual dues on time.
- 2.7. Individual Supporters may enjoy at least the following benefits:
- a) Receive regular news bulletins in printed or electronic form.
 - b) Attend the General Assembly.
 - c) Participate in the Congress at a reduced rate.
 - d) Participate in campaigns and other activities where appropriate.
- 2.8. Individual Supporters have the obligation to:
- a) To act at all times in ways that are in the best interest of the humanist movement.
 - b) Notify the IHEU of any change in address or contact details.
 - c) Pay the annual dues on time.
- 2.9. Considering the differences between the Member Organizations, a complete interpretation of recurrent income for all cannot be given here, but the Board will provide further guidance in the Membership and Dues Regulations.
- 2.10. The basis for calculating the annual dues for the different categories is:
- 2.10.1. Full Members
- a) Member Organizations with more than 1.000 members, who pay annual dues of at least GBP 10 on average, or with other recurrent income of more than GBP 20 per member, shall pay at least 5% of annual recurrent income plus GBP 0.05 per member. The minimum contribution shall be GBP 1,500. The maximum contribution from any Member Organization in any year shall not exceed one third of the total amount of membership dues for that year.
 - b) Member Organizations with more than 1.000 members or supporters, who do not pay annual dues, and with other recurrent income of less than GBP 20 per member, shall pay at least 4% of annual recurrent income. The minimum contribution shall be GBP 100.
 - c) Member organizations with less than 1.000 members or supporters shall pay 3% of recurrent income or GBP 50, whichever is higher.
 - d) Umbrella organizations whose membership is made up exclusively of other organizations may choose to belong to group a) based on the total number of members in all their participating organizations or else belong to group b).
- 2.10.2. Specialist Members

Specialist members shall pay at least 2% of annual recurrent income. The minimum contribution for this category is GBP 750.

2.10.3. Associate Members

Associate members shall pay 1% of annual recurrent income. The minimum contribution for this category is GBP 30 and the maximum is GBP 1.000. Local groups of national Humanist organizations that are Full Members, shall pay a fixed contribution of GBP 100, membership agreed by the Board.

2.11. Individual supporters

The fee for annual supporters is GBP 33 per year. Life supporters shall pay a single contribution of GBP 550 for supporters aged under 65 and GBP 440 for supporters aged 65 or above.

The Board may offer other forms of payments for supporters (e.g. Club 100 sponsorship, discounts for supporters living at the same address).

2.12. Contributions for all members and supporters are due on 1 January in each year and should be paid within two months. New Member Organizations shall pay the initial contribution after approval of their application by the Board and before their application is considered by the General Assembly. The initial contribution shall cover both the part-year in which the application is approved by the General Assembly and the following calendar year.

2.13. The Board may negotiate a lower membership fee for a limited number of years with Member Organizations facing financial difficulties, and shall report such arrangements to the next annual general assembly.

2.14. The annual dues shall be calculated by IHEU once in three years, and the dues shall remain valid until the year following the next tri-annual dues calculation. In the event that a Member Organization fails to supply IHEU with the relevant information, the Board may make a reasonable estimate or apply a 20% increase on the previous year's dues, and this revised figure shall be payable.

2.15. The dues regulations shall be reviewed at least every three years, and the dues for all types of membership at least adjusted for inflation, but may be changed at any General Assembly.

2.16. Member organizations that have not paid their annual dues, including all arrears, shall not have the right to attend or vote at the General Assembly. Annual supporters that fail to pay their annual dues shall cease to be supporters until payment is received.

2.17. Member organizations that have not paid their annual dues for three consecutive years shall have to negotiate suitable fee payments to reactivate membership of the IHEU.

2.18. A Member Organization can be expelled for not fulfilling their membership obligations as described in paragraph 2.6.

2.18.1. A proposal to expel a Member Organization may be initiated by the Board or by at least three full Member Organizations and submitted to the Board.

2.18.2. The proposal for expulsion shall be sent to the Member Organization concerned, and it shall have three months to prepare a written response, together with the right to attend and speak at the Board meeting at which the expulsion proposal is considered.

2.18.3. If the expulsion proposal is agreed, it shall be effective immediately. The organization shall have the right of appeal to the next scheduled General Assembly, with the right to present that appeal, provided that the Member Organization notifies the President at least 45 days prior to the General Assembly of its intent.

2.18.4. The Board shall inform the submitting Member Organizations of its decision, and shall report back to the next General Assembly.

3. General Assembly

3.1. The Board shall announce the time and place of the annual General Assembly at least 120 days in advance.

3.1.1. Member Organizations may propose items for discussions or resolutions to the General Assembly, to reach the IHEU office at least 60 days in advance. The Board has discretion to decide whether the proposed items should be included in the agenda. A list of proposed agenda items that are not included in the agenda by the Board should be provided at the opening of the General Assembly. The proposing member association has the right to ask for the proposal to be added to the agenda. Such inclusion shall be decided by a majority vote.

3.1.2. The agenda and all relevant papers shall be made available for all Member Organizations and for any individual supporter who has registered for the General Assembly, at least 30 days before the General Assembly.

3.1.3. Member Organizations may also propose resolutions making policy statements to the General Assembly at the opening of the meeting, but only where they concern matters that have arisen since the 60 day deadline. Such proposals must be voted upon by the General Assembly, and may be included in the agenda if that vote is *nem con* (i.e. there are no votes against the resolution being considered).

3.2. The notice of an emergency General Assembly must contain an explanation of the emergency and the proposed agenda and resolutions for the meeting, and shall be held in the country where the IHEU office is situated. The business to be discussed at

the emergency General Assembly shall be limited to the matters related to the emergency.

- 3.3. The General Assembly consists of representatives duly appointed by Member Organizations, representatives from sections and the Board. Individual supporters in good standing, IHEU staff and guests invited by the Board may attend as observers.
 - 3.3.1. The Member Organizations must be in good standing and have paid their dues up to and including the current year to participate in the General Assembly. Member Organizations with one, two or three votes may appoint representatives up to their number of votes. Each Member Organization with more than three votes, may appoint up to three representatives to vote on its behalf.
 - 3.3.2. Member Organizations shall appoint their representatives by notifying the IHEU office in writing at least 40 days in advance of each General Assembly.
 - 3.3.3. Member Organizations may appoint representatives from other organizations as proxies to vote or act as their representative. However, no individual shall vote on behalf of more than two Member Organizations. Member Organizations may instruct their proxy on how to vote on specific agenda items, and in that event the proxy shall vote in accordance with such instructions.
 - 3.3.4. The quorum for any General Assembly shall be one third of the total General Assembly votes, whether present by representatives or by proxy, providing those representatives are from at least three countries. Votes shall only be taken when a quorum is present.
 - 3.3.5. If a quorum is not present, the Chair may adjourn the meeting for up to three days. In the event that a quorum is still not present at any meeting adjourned for lack of a quorum, the Board shall call a further General Assembly for a date not less than 30 and not more than 120 days after the date when a quorum was not present. That further General Assembly shall be held in the country where the IHEU office is situated, and the quorum shall be one Full Member present by representatives or by proxy. The agenda shall be the same as that for the General Assembly at which a quorum was not present and the notice period shall be at least 30 days.
 - 3.3.6. Except for an emergency General Assembly, all representatives and observers shall register for the General Assembly at least 30 days in advance. The Board shall arrange for sufficient accommodation for the numbers of representatives and observers who have registered in advance. Representatives and observers who have not registered in advance may be refused admission to the General Assembly if space is not available.
- 3.4. The General Assembly shall be chaired by an Board member or a voting representative elected by the General Assembly.

- 3.5. Duly appointed representatives and members of the Board have the right to speak at the General Assembly. Observers may speak only at the invitation of the Chair.
- 3.6. The agenda for the annual General Assembly shall at least include:
- a) Constitution of the General Assembly (registration of delegates, counting of votes, calling a quorum)
 - b) A report from the Board of the activities of the IHEU during the previous year ending 31 December for approval. In addition, the General Assembly may provide guidance to the Board when developing the IHEU strategic and action plans for the next ensuring planning cycle.
 - c) A statement of accounts up to 31 December of the previous year for adoption.
 - d) Appointment of auditors for the next year.
 - e) Election of Board members on a rolling programme as specified in paragraph 4.1.1.
 - f) Resolutions or other items sent in by Member Organizations.
 - g) Any other business from the Board on the agenda.
- 3.7. The General Assembly may appoint Honorary Associates of the IHEU on the recommendation of the Board.
- 3.8. The number of votes for each Member Organization at the General Assembly shall be determined by the following regulations.

3.8.1. Full Members

In a) and b) below, the result of the calculation of the number of votes shall be rounded up to the next higher whole number; the number of members shall be the total individual voting membership of the organization, which shall not exceed the number used in calculating the dues; and the dues in pounds sterling shall be the amount last paid by the organization.

a) Member Organizations paying dues according to paragraph 2.8.1. a):

$$\text{votes} = \sqrt{\frac{\text{number of members} + \text{dues in pound sterling}}{2000}}$$

b) Member Organizations paying dues according to paragraph 2.8.1. b):

$$\text{votes} = \sqrt{\frac{\text{number of members} + \text{dues in pound sterling}}{5000}}$$

c) Member organizations paying dues according to paragraph 2.8.1. c): one vote.

d) Full members who have negotiated a restricted membership dues arrangement under paragraph 2.11. shall have one vote.

3.8.2. Specialist Members shall have one vote each.

3.8.3. Associate Members do not have a vote.

3.8.4. In no case shall Member Organizations from one country cast more than one third of the total votes available at any General Assembly. When this event arises, the votes from that country shall be reduced to the nearest whole number below the one-third threshold. Where more than one Member Organization represents that country, the President shall decide the division of the vote reduction. Member Organizations that are international in nature shall be regarded as representing the country in which its largest individual membership is located.

3.8.5. A member of the Board shall not act as a representative (or proxy) of Member Organizations at the General Assembly and therefore shall not vote except as the Chair of the meeting under paragraph 3.9.

3.9. Decisions shall be carried by a simple majority of the votes cast, except where a greater majority is specified. When a vote results in a tie, a second ballot shall be taken at once. If the vote should again be equally divided, the Chair shall cast the deciding vote.

4. Board

4.1. The Board consists of the President, the Vice-President, the Treasurer and six additional Board members (if possible not more than two persons coming from the same Member Organization or country).

4.1.1. The offices of President, Vice President, and Treasurer are directly elected by the General Assembly, each for three year terms. Retiring officers shall be eligible for re-election.

4.1.2. In the event of a vacancy arising for President, Vice President, or Treasurer in between General Assemblies, the Board shall fill that vacancy by co-option from among their number until the next General Assembly.

4.1.3. The term of office of the additional Board members is three years. One third of the additional Board members shall retire at each General Assembly, on a rolling programme. In the event that fewer than a third of the additional Board members is due to retire at a General Assembly, lots shall be drawn so that one third of the additional Board members shall retire at each General Assembly. Retiring members shall be eligible for re-election.

4.1.4. All Member Organizations in good standing have the right to nominate individuals to positions on the Board. Such individuals shall either be members of a Member Organization or individual supporters of the IHEU. A call for nominations shall be sent out with the notice of the General

Assembly. Nominations must be received in writing in the office 45 days before the General Assembly.

- 4.2. Vacancies arising on the Board are of two types: general vacancies and specific vacancies.
- 4.3. When an election is called, if the absence of the retiring members leaves the Board without a member from (i) Africa, (ii) Asia, (iii) Latin America, then the following rules will apply:
 - 4.3.1. In the event of (i) a specific vacancy will be advertised limited to individuals resident in Africa or nominated by a Member Organisation based in Africa;
 - 4.3.2. In the event of (ii) a specific vacancy will be advertised limited to individuals resident in Asia or nominated by a Member Organisation based in Asia;
 - 4.3.3. In the event of (iii) a specific vacancy will be advertised limited to individuals resident in Latin America or nominated by a Member Organisation based in Latin America.
- 4.4. All vacancies arising other than those under 4.3 above are general vacancies.
- 4.5. At each General Assembly, any specific vacancies will be filled by elections prior to the holding of elections for general vacancies and all candidates unsuccessful in elections for specific vacancies will be considered candidates for general vacancies.
- 4.6. The Board shall co-opt members to fill vacancies on the Committee until the next General Assembly, at which time they shall retire. Such co-opted members shall be Trustees/Directors of IHEU and shall have full voting power.
- 4.7. A person may not be appointed as a member of the Board if he or she is under the age of 18 years, or if he or she would at once be disqualified from office under the provisions of paragraph 4.4. No one shall be entitled to act as a member of the Board on election, re-election or co-option until he or she has expressly acknowledged, in whatever way the Board decides, his or her acceptance of the relevant office.
- 4.8. A member of the Board shall cease to hold office if he or she:
 - a) is disqualified from acting as a Trustee or Director of IHEU by virtue of any relevant provision in any relevant jurisdiction;
 - b) becomes incapable of managing his or her own affairs by reason of illness, injury or mental disorder;
 - c) is absent without permission of the Board from all their meetings held within a period of six months and the Board resolves that his or her office be vacated; or
 - d) notifies the Board of a wish to resign, but only if enough Trustees/Directors will remain in office when the notice of resignation takes effect to form a quorum for meetings.
- 4.9. The Board may invite any person to observe or participate in their meetings, but such people shall not have a vote.

- 4.10. The Board shall meet at least three times a year to deal with current business. At least one such meeting must involve the physical presence of those members who attend the meeting. Other meetings may take such form as the Board decides, including video and telephone conferencing, provided that the form chosen enables the members to hear each other simultaneously. Business may also be transacted by correspondence or e-mail. All the decisions of the Board shall be recorded in its minutes.
- 4.11. The quorum shall be three members. If there are fewer than three members in office, the quorum shall be two, but the Board shall then be quorate only for the purpose of co-opting additional members of the Board.
- 4.12. The President shall chair the meetings of the Board. If the President is absent from or does not wish to chair a meeting or part of a meeting, the members present shall choose one of their number to chair that meeting or part of the meeting.
- 4.13. Decisions shall be made by a majority of the members present and voting on the question. The person chairing the meeting shall have a casting vote whether or not he or she has voted previously on the same question, but no member in any other circumstances shall have more than one vote.
- 4.14. A member must absent himself or herself from any discussions of the Board in which it is possible that a conflict will arise between his or her duty to act solely in the interests of IHEU and any personal interest, including but not limited to any personal financial interest.
- 4.15. The Board may exercise any of the following powers to further the objects:
- a) to raise funds;
 - b) to buy, take on lease or in exchange, hire or otherwise acquire property and to maintain and equip it for use;
 - c) to sell, lease or otherwise dispose of all or any part of the property belonging to IHEU;
 - d) to borrow money and to charge the whole or any part of the property belonging to IHEU as security for repayment of the money borrowed;
 - e) to cooperate with other organizations, charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - f) to establish or support any trusts, associations or institutions formed for any of the purposes included in the objects;
 - g) to acquire, merge with or enter into any partnership or joint venture arrangement with any other trusts, associations or institutions formed for any of the objects;
 - h) to create such advisory committees as the Board shall see fit;
 - i) to employ and remunerate such staff or consultants as are necessary for carrying out the work of IHEU;
 - j) To appoint the hosts of General Assemblies and Congresses;
 - k) to do any other lawful thing that is necessary or desirable for the achievement of the objects.

- 4.16. The Board may delegate any of their powers or functions to a committee including two or more members of the Board and others appointed for the purpose by the Board. Any such committee must act in accordance with any directions given by the Board. It must report its decisions and actions fully and promptly to the Board. It must not incur expenditure on behalf of IHEU except in accordance with a budget previously agreed by the Board. The Board must consider from time to time whether the powers or functions that they have delegated should continue to be so delegated.
- 4.17. When exercising any power in administering or managing IHEU, each member of the Board must use the level of care and skill that is reasonable in the circumstances, taking into account any special knowledge or experience that he or she has or claims to have (“the duty of care”). No member of the Board, and no one exercising powers or responsibilities that have been delegated by the Board, shall be liable for any act or failure to act, unless, in acting or failing to act, he or she has failed to discharge the duty of care.
- 4.18. As Directors of IHEU, the Board is responsible for the management of the organization between the General Assemblies. This includes at least:
- a) adopting the strategic plans for the organization;
 - b) setting a budget;
 - c) monitoring the financial situation of the organization, including investments and endowments;
 - d) implementing the decisions of the General Assembly;
 - e) producing an annual report of activities and achievements;
 - f) agreeing a Schedule of Delegated Authority with the Chief Executive; and
 - g) creating committees and working groups as required, and specifying their members and mandate.
- 4.19. The Board shall appoint any roles or positions required by English law, and may appoint other officers and employ Staff. Other personnel (employees, consultants or volunteers) may be appointed to work to further the aims of the organization. Member Organizations shall be informed of such appointments.
- 4.20. The Board may appoint IHEU representatives to any appropriate international organization, and summaries of their activities shall be included in the annual report submitted to the General Assembly.
- 4.21. The Board shall develop detailed regulations to implement the Bylaws and these Internal Rules. Such regulations shall be available to Member Organizations on request and shall at least cover:
- a) Financial regulations
 - b) Membership and dues regulations
 - c) Board regulations
 - d) Regulations for International representatives
 - e) Human relations regulations (employees, consultants, officers, volunteers)
 - f) Congress regulations

5. Finances

- 5.1. IHEU's financial year is from 1 January to 31 December.
- 5.2. The Board must comply with its obligations with regard to:
 - a) the keeping of accounting records for IHEU;
 - b) the preparation of annual statements of account for IHEU;
 - c) the auditing or independent examination of the statements of account of IHEU;and
d) the submission of the statements of account to the relevant authorities.
- 5.3. The Board shall adopt a budget for the next financial year.
- 5.4. The Board shall adopt regulations on reimbursing expenses for officers, staff, consultants, representatives and volunteers.
- 5.5. The Finance Officer, in conjunction with the Treasurer, is responsible for ensuring that adequate and appropriate financial records are kept and maintained, in conformity with auditor's requirements.
- 5.6. It is the responsibility of the Finance Officer to ensure that the relevant information for the calculation of dues is collected from Member Organizations, and that the annual dues are invoiced.
- 5.7. The Finance Officer is responsible for ensuring that all legal requirements are met with regard to insurance and that the property of IHEU is adequately insured.
- 5.8. Any bank or building society account in which any funds of IHEU are deposited must be operated by the Board and held in the name of IHEU. Regulations shall make suitable provision for the authorisation of cheques and orders for payment, failing which all cheques and orders for the payment of money from any such account shall be signed by at least two members of the Board.
- 5.9. Any funds received for a special purpose shall be accounted for and used for the designated purpose. Any residue value of such funds can be used for a similar purpose by the decision of the Board.
- 5.10. The Endowment Fund shall contribute to the long-term financing of the organization. The capital shall only be used in dire need. Expenses incurred in the administration and protection of the Fund shall be charged to it. The income from interest or other investments of the Endowment Fund is free and unrestricted funds for IHEU's general purposes. A part of the income shall be used to maintain the value of the Fund, if possible.

6. Sections

- 6.1.1. The General Assembly may delegate policy and representation to any section by protocol agreement.
- 6.1.2. A section may appoint one representative to the General Assembly.

- 6.2. International Humanist and Ethical Youth Organization (IHEYO)
 - 6.2.1. IHEYO is IHEU's youth wing and a Section within IHEU.
 - 6.2.2. The main purpose of IHEYO is to bring into active association youth groups and young Humanist individuals throughout the world interested in promoting Humanism.
 - 6.2.3. IHEYO shall work within IHEU's policy and strategy.
 - 6.2.4. The IHEYO Committee may nominate a voting representative to IHEU's General Assembly, and have the right to propose items and resolutions to IHEU's General Assembly and Congress.
 - 6.2.5. IHEYO member organizations may send one non-voting representative to IHEU's GA as an Observer.
 - 6.2.6. The IHEYO Committee may nominate a permanent observer to attend the IHEU EC with no vote.
 - 6.2.7. Full membership of IHEYO is open to youth branches of Humanist membership organizations, and formally constituted Humanist membership organizations dedicated to the activities of youth under the age of 35. These Humanist organizations must be democratically governed.
 - 6.2.8. Associate membership is open to all Humanist associations. Associate members do not have a vote at the General Assembly, but they do have speaking rights.
 - 6.2.9. The membership criteria shall be the same as that of IHEU.
 - 6.2.10. Individuals may participate in IHEYO as Individual IHEYO Supporters on payment of the relevant fee.
 - 6.2.11. IHEYO shall be managed by an elected Committee.
 - 6.2.11.1. The IHEYO Committee shall be comprised of at least four (4) and not more than twelve (12) persons between the ages of 18 and 35 who are members of an IHEYO organization. Effort shall be made to have as much diversity in the IHEYO Committee as possible.
 - 6.2.11.2. IHEYO Officers are the following: President, Secretary-General, Treasurer, and regular members. Other posts may be created by the IHEYO Committee. Officers shall be elected annually by the Committee.
 - 6.2.11.3. The members of the IHEYO Committee shall be elected by the IHEYO General Assembly for a term of two years. Their term ends at the General Assembly held in the second year after their election. A vote of simple majority shall be sufficient to elect a Committee member.

- 6.2.11.4. The term of office of a Committee member may be ended by resignation in writing, death or dismissal by the General Assembly.
- 6.2.11.5. The process for dismissal of an IHEYO Committee member by the IHEYO General Assembly shall be: the proposal for dismissal shall be agreed by at least one-half the members of the Committee, and at least one-half of the votes at the General Assembly.
- 6.2.11.6. An individual shall be limited to three consecutive terms in office, but may run again at a later time for non-consecutive office.
- 6.2.11.7. The IHEYO Committee may maintain collaborative partnerships with other organizations to further its aims. These organizations are called IHEYO Partners.
- 6.2.11.8. The IHEYO Committee shall decide on IHEYO's strategy and work plan, based on the recommendations by the IHEYO General Assembly, and within the IHEU strategic plan.
- 6.2.11.9. The IHEYO Committee shall adopt regulations for the General Assembly, elected Committee, volunteers etc as needed (IHEYO Standing Orders).
- 6.2.11.10. Decisions of the IHEYO Committee may be made by email.
- 6.2.12. IHEYO shall hold an Annual General Assembly of its Members.
 - 6.2.12.1. The date of the IHEYO General Assembly shall be communicated by the IHEYO Committee to all members ninety (90) days prior to its occurrence.
 - 6.2.12.2. The agenda of the General Assembly shall be arranged by the Committee. The agenda of the IHEYO General Assembly shall be sent to member organisations at least thirty (30) days prior to the meeting with the documents of the meeting.
 - 6.2.12.3. Each IHEYO Full Member, that has paid its membership fee, shall have one vote at the IHEYO General Assembly, except organizations with over 1000 members who shall have two votes and organizations with over 3000 members shall have three votes. Only representatives under 35 years of age may carry votes and only three votes as maximum per delegate. In the case of umbrella organizations, the individual members of all their member organizations are counted.
 - 6.2.12.4. Decisions are made by simple majority of voting members, except when stated otherwise.

- 6.2.12.5. The quorum for IHEYO General Assembly is one quarter of the Full Members that have paid the membership fee, present or represented by proxy vote.
- 6.2.12.6. Representatives of collaborative partners and Individual Supporters may attend as observers with no vote.
- 6.2.12.7. The IHEYO General Assembly decides on the following issues:
 - a) To propose changes to the IHEYO clauses in IHEU's Internal Rules for adoption by the IHEU General Assembly;
 - b) To elect and dismiss members of the IHEYO Committee;
 - c) To approve membership or consultative partnership of IHEYO, on recommendation by the IHEYO Committee;
 - d) To recommend on the strategy and work plan to the IHEYO Committee, within the IHEU strategic plan;
 - e) To decide about IHEYO membership dues.
- 6.2.13. Full IHEYO Members shall pay a membership fee, decided upon by the IHEYO General Assembly through a proposal of the IHEYO Committee.
 - 6.2.13.1. The membership fee shall be paid in full by January 31 of each year.
 - 6.2.13.2. The membership fee depends on the number of members in the member organization; large member organizations pay more than the small organizations. The minimum fee is 1 Euro per year.
 - 6.2.13.3. If any member cannot pay the stipulated fees, then the member concerned has to formally state why they cannot to the IHEYO Committee. The IHEYO Committee will then decide if they (the affected organization) can remain a full member with voting rights or an associate member."

7. Congress

- 7.1. Notice of the date and city of the Congress shall be given to all Member Organizations and individual supporters at least one year in advance.
- 7.2. The Board shall make the necessary arrangements for the Congress with the host organization.
- 7.3. The Congress shall be organised in accordance with the Congress regulations maintained by the Board.
- 7.4. Resolutions of Congress:

- 7.4.1. The General Assembly shall appoint a Congress Resolutions Committee at their meeting a year prior to the Congress. The committee shall include individuals from at least three countries and a member of the Board.
- 7.4.2. Resolutions to Congress may be proposed by Member Organizations and shall be clearly identified as to their source and shall be accompanied by a statement of the President/Chair of the Member Organization, or other authorised person, that the resolution have been duly agreed to by the management/Board of the Member Organization for presentation to Congress.
- 7.4.3. Resolutions must be submitted to the IHEU office at least 90 days prior to the opening date of the Congress, and shall be distributed to Member Organizations and those attending Congress 30 days before the opening of Congress.
- 7.4.4. The Resolutions Committee shall decide which resolutions shall be presented to the Plenum of Congress. They may refuse to refer a resolution in whole or in part to Congress and may combine multiple resolutions to form composite resolutions. They shall communicate their decisions, with explanations, to the submitting Member Organization before the Congress mailing is sent 30 days before the opening.
- 7.4.5. Workshops held at Congress may also present resolutions to the Plenum provided they are approved by the Resolutions Committee.
- 7.4.6. A motion to amend a resolution shall state precisely which part(s) of a resolution are to be amended and shall be deposited with the IHEU office or with the Congress office (during Congress) at least 24 hours before the Plenum. The Resolutions Committee shall decide whether such amendments shall be put to the Plenum. Resolutions or motions to amend resolutions shall not be accepted from the Plenum.
- 7.4.7. Resolutions passed by the Plenum of Congress shall bind the IHEU only when and if adopted by the General Assembly at a regularly scheduled meeting.

8. Amendments

- 8.1. The General Assembly can change these Internal Rules by a simple majority vote, except for changes to paragraph 3.3.4, 3.8, 3.9 and 8.1, which requires a two-thirds majority vote.

Adopted by the General Assembly in June 2009

Amended by the General Assembly in August 2011

Last amended by the General Assembly in May 2016



INTERNATIONAL HUMANIST AND ETHICAL UNION

Regulations on the General Assembly

This is one of several documents that are part of the IHEU Bylaws structure, supplementing the Bylaws and the Internal Rules.

This version was adopted by the General Assembly in August 2010.

1. Introduction

- 1.1. The General Assembly is the sovereign body of the organization. It is made up of representatives of Member Organizations and Sections, and the Board members. (B 4.1)
- 1.2. The Board shall call a General Assembly at least once in each calendar year. (B 4.3)
- 1.3. The Board shall announce the time and place of the annual General Assembly at least 120 days in advance. (IR 3.1)
- 1.4. In years when there is a Congress, the annual General Assembly (GA) is held both before (for one whole day) and after the Congress (for half a day, to ratify any Resolutions passed at the Congress)

2. Composition of General Assembly

- 2.1. The General Assembly is made up of representatives duly appointed by Member Organizations and Sections and the Board members. (B4.1)
- 2.2. The Member Organizations must be in good standing and have paid their dues up to and including the current year to participate in the General Assembly. (IR 3.3.1)
- 2.3. Member Organizations with one, two or three votes may appoint representatives up to their number of votes. Each Member Organization with more than three votes, may appoint up to three representatives to vote on its behalf. (IR 3.3.1)
- 2.4. Member Organizations shall appoint their representatives by notifying the IHEU office in writing at least 40 days in advance of each General Assembly. (IR 3.3.2)
- 2.5. Individual members of Member Organisations may also attend as observers.
- 2.6. Individual supporters in good standing, IHEU staff and guests invited by the Board may attend as observers. (IR 3.3)
- 2.7. Member Organizations may appoint representatives from other organizations as proxies to vote or act as their representative. However, no individual shall vote on

behalf of more than two Member Organizations. Member Organizations may instruct their proxy on how to vote on specific agenda items, and in that event the proxy shall vote in accordance with such instructions. (IR 3.3.3)

- 2.8. To appoint an individual to carry a proxy vote for a Member Organisation, the organisation's International Contact and Executive Director must email the Secretary to the GA with the name of the person carrying the proxy at least 7 days in advance of the GA.

3. Agenda of General Assembly

- 3.1. The agenda for the annual General Assembly shall at least include (IR 3.6):
 - 3.1.1. a) Constitution of the General Assembly (registration of delegates, counting of votes, calling a quorum)
 - 3.1.2. b) A report from the Board of the activities of the IHEU during the previous year ending 31 December for approval. In addition, the General Assembly may provide guidance to the Board when developing the IHEU strategic and action plans for the next ensuring planning cycle.
 - 3.1.3. c) A statement of accounts up to 31 December of the previous year for adoption.
 - 3.1.4. d) Appointment of auditors for the next year.
 - 3.1.5. e) Election of Board members on a rolling programme
 - 3.1.6. f) Resolutions or other items sent in by Member Organizations.
 - 3.1.7. g) Any other business from the Board on the agenda.
- 3.2. Member Organizations may propose items for discussions or resolutions to the General Assembly, to reach the IHEU office at least 60 days in advance. The Board has discretion to decide whether the proposed items should be included in the agenda. (IR 3.1.1)
- 3.3. The General Assembly may appoint Honorary Associates of the IHEU on the recommendation of the Board. (IR 3.7)
- 3.4. The agenda and all relevant papers shall be made available for all Member Organizations and for any individual supporter who has registered for the General Assembly, at least 30 days before the General Assembly. (IR 3.1.2)

4. Registration for a General Assembly

- 4.1. Except for an emergency General Assembly, all representatives and observers shall register for the General Assembly at least 30 days in advance. (IR 3.3.6)
- 4.2. The Board shall arrange for sufficient accommodation for the numbers of representatives and observers who have registered in advance.

Representatives and observers who have not registered in advance may be refused admission to the General Assembly if space is not available. (IR 3.3.6)

5. Conduct of a General Assembly

- 5.1. The General Assembly’s business shall be carried out in English and may be transacted by correspondence. (B 4.1)
- 5.2. The General Assembly shall be chaired by an Board member or a voting representative elected by the General Assembly. (IR 3.4)
- 5.3. The quorum for any General Assembly shall be one third of the total General Assembly votes, whether present by representatives or by proxy, providing those representatives are from at least three countries. Votes shall only be taken when a quorum is present. (IR 3.3.4)
- 5.4. If a quorum is not present, the Chair may adjourn the meeting for up to three days. In the event that a quorum is still not present at any meeting adjourned for lack of a quorum, the Board shall call a further General Assembly for a date not less than 30 and not more than 120 days after the date when a quorum was not present. That further General Assembly shall be held in the country where the IHEU office is situated, and the quorum shall be one Full Member present by representatives or by proxy. The agenda shall be the same as that for the General Assembly at which a quorum was not present and the notice period shall be at least 30 days. (IR 3.3.5)
- 5.5. Duly appointed representatives and members of the Board have the right to speak at the General Assembly (IR 3.5) However the Chair may limit the length of time and/or the number of times any individual may speak to each item.
- 5.6. Observers may speak only at the invitation of the Chair. (IR 3.5). The Chair may decide to extend that invitation only after all representatives and EC members who wish to speak have done so.

6. Voting at a General Assembly

- 6.1. The number of votes for each Member Organization at the General Assembly is laid down in the Internal Rule 3.8.
- 6.2. Full Members voting is as follows:

In a) and b) below, the result of the calculation of the number of votes shall be rounded up to the next higher whole number; the number of members shall be the total individual voting membership of the organization, which shall not exceed the number used in calculating the dues; and the dues in pounds sterling shall be the amount last paid by the organization.

a) Member Organizations paying dues according to paragraph 2.8.1. a)

$$\text{votes} = \left\lceil \frac{\text{number of members} + \text{dues in pound sterling}}{2000} \right\rceil$$

b) Member Organizations paying dues according to paragraph 2.8.1. b):

$$\text{votes} = \sqrt{\frac{\text{number of members} + \text{dues in pound sterling}}{5000}}$$

c) Member organizations paying dues according to paragraph 2.8.1. c): one vote.

d) Full members who have negotiated a restricted membership dues arrangement under paragraph 2.11. shall have one vote.

6.3. Specialist Members shall have one vote each. (IR 3.8)

6.4. Associate Members do not have a vote. (IR 3.8)

6.5. In no case shall Member Organizations from one country cast more than one third of the total votes available at any General Assembly. When this event arises, the votes from that country shall be reduced to the nearest whole number below the one-third threshold. Where more than one Member Organization represents that country, the President shall decide the division of the vote reduction. Member Organizations that are international in nature shall be regarded as representing the country in which its largest individual membership is located. (IR 3.8.4)

6.6. A member of the Board shall not act as a representative (or proxy) of Member Organizations at the General Assembly and therefore shall not vote except as the Chair of the meeting. (IR 3.8.5)

6.7. Decisions shall be carried by a simple majority of the votes cast, except where a greater majority is specified. When a vote results in a tie, a second ballot shall be taken at once. If the vote should again be equally divided, the Chair shall cast the deciding vote. (IR 3.9)

7. Emergency General Assembly

7.1. An emergency General Assembly may be called at shorter notice by the Board, and the Board shall do so on receipt of a request from Member Organizations holding one fifth of the General Assembly votes provided that the calling Member Organizations come from at least three different countries. (B 4.4)

7.2. The notice of an emergency General Assembly must contain an explanation of the emergency and the proposed agenda and resolutions for the meeting, and shall be held in the country where the IHEU office is situated. The business to be discussed at the emergency General Assembly shall be limited to the matters related to the emergency. (IR 3.2)



INTERNATIONAL HUMANIST AND ETHICAL UNION

IHEU Membership and Dues Regulations

This is one of several documents that are part of the IHEU Bylaws structure, supplementing the Bylaws and the Internal Rules.

This version was adopted by the Board in August 2009.

1. Membership Categories

- 1.1. IHEU has three membership categories which are specified in the Internal Rules (IR). They are Full Member, Specialist Member and Associate Member.
- 1.2. All Member organizations have to be Humanist organizations and have objects (in their constitution) that are consistent with Bylaw 2, and IHEU's definition of Humanism in Bylaw 1.

Bylaw 2 states: The purpose of IHEU is to promote Humanism throughout the world, to develop Humanism as a life stance, to represent organized Humanism in international bodies, to defend human rights and the rights of humanists, to develop organized Humanism in every part of the world and to build a strong and effective global organization.

Bylaw 1 states: Humanism is a democratic and ethical life stance that affirms that human beings have the right and responsibility to give meaning and shape to their own lives. It stands for the building of a more humane society through an ethics based on human and other natural values in a spirit of reason and free inquiry through human capabilities. It is not theistic, and it does not accept supernatural views of reality.

- 1.3. **Full member:** The Internal Rules say "This category is for established national, democratic, membership organizations and national and international umbrella organizations for such membership organizations." (IR No 2.3a) This is the main category, and most large Humanist organizations belong here.
 - 1.3.1. The term *established* means that the organization has been in existence for some years, and has a well functioning organizational apparatus, including elected leadership, staff (volunteer or professional), membership register, etc. Annual reports and accounts should be available for at least three years. The organization should also be duly registered with the appropriate civil authorities in their country.
 - 1.3.2. Newly formed such organizations can become Associate Members until they

have reached sufficient organizational maturity.

- 1.3.3. The term *national* refers to the scope of the organization, and that it has activities and is open for membership from all places in the country where it operates. Country will normally refer to the member states of the UN.
- 1.3.4. A group that has a more restricted scope, like a community or part of a nation, can become Associate Members.
- 1.3.5. The term *democratic* refers to the form of governance in the organization. It has to be some form of democratic (direct or representative) decision-making process and election of officials (board, leadership committee or management). The election system must allow all the registered members to know that elections are taking place, to be able to stand for leadership positions, and to be able to vote.
- 1.3.6. A non-democratic organization could be an organization governed by a small group of founders or by a leadership elected by a process that is not open to all members.
- 1.3.7. The term *membership organization* means an organization that is a gathering of individuals who share the Humanist life-stance. The organization has to maintain a list (register) of persons who have actively requested membership, and the members have to make some form of renewable commitment to the organization – a commitment which *may* be in the form of a membership fee.
- 1.3.8. A non-membership organization could be an institution or an organization run by a small number of persons and not being open for others to join eg Trust Fund, research institution, think tank, library, etc and should be a Specialist member of IHEU.
- 1.3.9. The term *umbrella organization* refers to organizations having other organizations as members, where the member organizations themselves are local or regional membership organizations.
- 1.4. **Specialist member:** The Internal Rules state that “This category is for non-membership organizations; e.g. educational institutions; academic institutes; publishing houses, trusts, etc that are actively supporting humanism.” (IR No 2.3b)
- 1.5. **Associate member:** The Internal Rules says that “This category is for local humanist organizations, for recently formed national membership organizations and for organizations where promoting humanism is not the primary activity; e.g. humanitarian organizations.”
- 1.6. This group of member organizations are any other organization that share the purpose of the IHEU and that does not fit into the Full or Specialist member category.

2. Rights and Responsibilities of IHEU membership

- 2.1. Member Organizations may enjoy at least the following benefits (IR No 2.5):
 - Be listed as a Member Organization on the IHEU web site.
 - Have the right to use “member of IHEU” on their stationary, website, promotions and other material.
 - Receive copies of the International Humanist News in printed and electronic form.
 - Be represented at the General Assembly.
 - Be invited to host the Congress and General Assembly.
 - Participate in development of strategy and resolutions.
 - Participate in campaigns and other activities where appropriate.
- 2.2. Member Organizations have the obligation or responsibility to (IR No 2.6):
 - Have a sustained commitment to the purpose of the IHEU.
 - Act at all times in ways that are in the best interest of the humanist movement.
 - Notify the IHEU of any changes to their constitution.
 - Notify the IHEU of any change in address, contact details and leading officers.
 - Appoint an IHEU contact person.
 - Submit a copy of their annual report and audited accounts every year.
 - Submit the necessary information for the tri-annual dues calculation.
 - Pay the annual dues on time.
- 2.3. Failure to carry out a Member Organisation’s obligations or responsibilities can lead to expulsion from IHEU (see section 6)

3. Dues

- 3.1. Annual membership dues for all member organizations are due on 1 January in each year and should be paid within two months. (IR 2.10)
- 3.2. The annual dues are calculated by IHEU once in three years, and the dues shall remain valid until the year following the next tri-annual dues calculation. Member Organisations must supply IHEU with the necessary information to make the dues calculation. In the event that a Member Organization fails to supply IHEU with the relevant information, the Board may make a reasonable estimate or apply a 20% increase on the previous year's dues, and this revised figure shall be payable. (IR No 2.12)
- 3.3. The membership dues is calculated based on the Membership Category, the number of individual members, the size of their membership dues and the recurrent income of the organization.
- 3.4. The *number of individual members* of an organization should be stated in their annual report, and be generally available. Children under 15 (or a similar local limit) should not be counted as members. A member should be counted even if s/he has not paid their dues in the last year, if s/he has been in good standing for previous years.
- 3.5. The *membership dues* should be the amount paid to the organization for general

membership benefits, including a magazine subscription, access to meetings, and a vote in organizational elections. Money paid for participation in specific conferences, for ceremonies or for other specific services rendered, is not counted as membership fee.

- 3.6. The *total recurrent income* of the organization is all income that is regular and can be expected from year to year, and can be used for planning of activities and budget. Examples are membership dues, subscription fees, release from funds, interest on capital, regular grants, regular income from local and national government bodies, gifts and donations, etc.
 - 3.6.1. Income that is irregular should not be included. Examples are one-off large donations, income related to a special campaign etc.
 - 3.6.2. From the recurrent income is deducted certain costs that are permanent in nature. If the membership fee contains a local part that is automatically forwarded to local societies, the local portion may be deducted. If the membership fee includes a free journal or magazine, the cost of production and distribution of the journal/magazine can be deducted. Income from capital and release from funds that are restricted to a specific purpose (e.g. humanitarian aid, a specific social projects etc) can also be deducted. If the organization is responsible for managing institutions (hospitals, schools, care homes, etc) with part of the recurrent income, this part can also be deducted.
 - 3.6.3. Revenue from sales of books and brochures and from journal subscriptions shall not be counted as recurrent income, but the surplus of income over expenditure from such activities shall be included. Government and/or other grants shall be considered recurrent income if they are given for the general aims of the organization, but not that part that is restricted for expenses for certain purposes/services.
 - 3.6.4. The total recurring income less the specified deductions is called the *recurring free income*, and is used in the dues calculations.
- 3.7. IHEU's Board may negotiate a lower membership fee for a limited number of years with any Member Organization facing financial difficulties, They have to report such arrangements to the next annual General Assembly. (IR No 2.11)

4. Calculation of dues

- 4.1. The dues for Full members are calculated this way:
 - a) If the organization has more than 1.000 individual members AND the organization has regular income from annual membership dues of at least GB Pound (£) 10 on average or other forms of recurrent income of more than GBP 20 on average per member; the dues are 5% of the recurring free income plus GBP 0.05 per member. The minimum contribution shall be GBP 1500.

Example 1: An organization has 1800 members paying dues of GBP 15 on average.

The recurrent income is GBP 30,000 and the reductions (e.g. cost of magazine) is GBP 12,000. The fee is GBP 900 (5% of recurring free income of GBP 18,000) plus GBP 90 (1800 times GBP 0.05) is GBP 990. So the minimum fee of GBP 1500 would apply.

Example 2: A larger organization has 8,000 members paying dues of GBP 25 on average. The recurrent income is GBP 250,000 and the reductions (e.g. cost of magazine and subsidies to local groups) is GBP 50,000. The fee is GBP 10,000 (5% of recurring free income of GBP 200,000) plus GBP 400 (8,000 times GBP 0.05) equals GBP 10,400.

b) If the organization has more than 1,000 individual members BUT with other recurring income of less than GBP 20 on average per member; the dues are 4% of recurring free income. The minimum contribution is GBP 100.

Example: An organization has 2,000 members, and total recurring income of GBP 35,000. The reduction is GBP 15,000 (e.g. cost of magazine etc). The fee is GBP 800 (4% of recurring free income of GBP 20,000).

c) Member organizations with less than 1.000 members or supporters shall pay 3% of recurring free income or GBP 50, whichever is higher.

d) Umbrella organizations whose membership is made up exclusively of other organizations may choose to belong to group a) based on the total number of members in all their participating organizations or else belong to group b).

4.2. The dues for Specialist members is at least 2% of annual recurring free income. The minimum contribution for this category is GBP 750.

4.3. The dues for Associate Members is 1% of annual recurring free income. The minimum contribution for this category is GBP 30 and the maximum is GBP 1.000.

5. Failure to pay dues

5.1. Member organizations that have not paid their annual dues (including all arrears) do not have the right to attend or vote at the General Assembly. (IR No 2.14)

5.2. Member organizations that have not paid their annual dues for three consecutive years shall have to negotiate suitable fee payments to reactivate membership of the IHEU. (IR No 2.15)

6. Expulsion from IHEU

6.1. A Member Organization can be expelled for not fulfilling their membership obligations (see section 2 of these Regulations) (IR No 2.16)

6.2. A proposal to expel a Member Organization may be initiated by the Board or by at

least three full Member Organizations and submitted to the Board. (IR No 2.16.1)

6.3. The process for expulsion is as follows:

- 6.3.1. Firstly: The proposal for expulsion shall be sent to the Member Organization concerned, and it shall have three months to prepare a written response, together with the right to attend and speak at the Board meeting at which the expulsion proposal is considered. (IR No 2.16.2)
- 6.3.2. Secondly: If the expulsion proposal is agreed, it shall be effective immediately. (IR No 2.16.3)
- 6.3.3. Thirdly: The Board shall inform the submitting Member Organization of its decision, and shall report back to the next General Assembly. (IR No 2.16.4)
- 6.3.4. Appeal: The organization shall have the right of appeal to the next scheduled General Assembly, with the right to present that appeal, provided that the Member Organization notifies the President at least 45 days prior to the General Assembly of its intent. (IR No 2.16.3)