

## **Internal Regulations of the Global Network of Rainbow Catholics**

### **Art. 1: Members**

1.1. Groups who want to become Members or groups and individuals who want to become Associates need to send a written letter of application to the Secretary of the Board.

1.2. The application needs to specify the contact address, the number of individual members, and the amount of the last annual budget (in EURO).

1.3. The application needs to be supported by two other Member Groups through written declarations.

### **Art. 2: Membership Subscription Fee**

2.1. Membership subscription fee is based on the annual operational budget of the last completed financial year or calendar year of a Member Group. The operational budget must consider the income related to members' contributions and donations. Other income such as fundraising (project-money) may have specific purposes and cannot be assumed to count towards operational budget.

>50.000€	150€
20.000-49.999€	100€
5.000-19.999€	60€
0-4.999€	30€

Member groups without a formal budget automatically fall into the last category.

2.2. If Member Groups are not able to pay the membership subscription fee, they can appeal to the treasurer who has the authority to grant a reduction of 50% or full dispensation.

Reasons can be:

- the GNRC membership subscription fee represents more than 10% of the Member Group's annual budget
- the Member Group is an informal group or has only poor members and therefore has no means to pay the membership subscription fee.

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2.3. Associates are asked to give a voluntary donation to the GNRC on the following lines:

Groups	50€
Individuals	30€.

### **Art. 3: Regions of the GNRC**

3.1. The GNRC is divided into the five regions:

- Africa
- Latin America and the Caribbean
- North America
- Asia and Pacific
- Europe.

### **Art. 4: Procedures for the Assembly**

4.1. Before an Assembly, the Board shall decide and publish to the Member Groups of GNRC a detailed timetable enabling the following steps to be taken.

Procedure (the number of weeks refers to the time prior to the first day of the Assembly):

8 weeks: First and second invitation to the Assembly sent out to the Member Groups by the Board setting the date and place of the Assembly and including the first call for nominations for Board members and call for proposals.

6 weeks: Deadline for the submission of proposals and amendments to the Constitution

4 weeks: Publication of the preliminary agenda and of the activities and financial reports of the Board, including those from the Committees.

4 weeks: First and second invitation for an Extraordinary Assembly with its agenda, if necessary.

2 weeks: Deadline for amendments to regular proposals and to proposals to change the Constitution.

4.2. In case of Online-Assemblies the time allotted for voting must not be shorter than 72 hours. If technical problems make fair voting procedures impossible, the voting procedure shall be repeated one week later.

4.2.1. In order to discuss proposals before an Online-Assembly, the Board shall use appropriate tools for online discussion.

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4.3.1. Any proposal or motion must be sent to the Secretary in written form which includes the actual proposal or motion, the reason behind the proposal or motion, the name of the Member Group which is making the proposal.

4.3.2. Proposals and motions (except changes to Constitution) can also be made at face-to-face Assembly meetings provided these are submitted to the moderators of the Assembly in writing at least two hours before the Ordinary Assembly portion of the meeting begins.

4.4. The Membership and Nominations Committee is responsible for accepting and processing nominations. All nominations for Board membership must be sent to the chair of the Membership and Nominations Committee. It is at the discretion of this Committee to make further calls for nominations if they find necessary. Nominations must be endorsed through a form signed by the member group from where the nominated person comes from. No individual or self proclaimed nominations will be accepted.

4.5. The Assembly is chaired by two or up to four moderators who shall represent different regions and different genders and are not members of the current Board. The Board prepares the Assembly together with the moderators and proposes them to the Assembly.

4.6. In every Assembly, minutes shall be taken on all decisions. Debates, activities, prayer and worship shall be mentioned only. The Board shall identify two minute-takers and propose them to the Assembly.

4.7. The Assembly elects two persons as tellers.

## **Art. 5: Voting at Assemblies**

5.1. Each Member Group has one vote.

5.2. A Member Group may only vote at an Assembly if it has paid its membership subscription fee for the current calendar year or if it has received a written dispensation from the treasurer. Only groups whose membership subscription fees have been paid or waived will be eligible to vote.

5.2.1. The treasurer will notify groups four weeks before the Assembly about any amount due. Payment may be made in EURO cash at the Assembly.

5.2.2. A group voted into membership by the Board may vote at the Assembly during the same calendar year provided that it has paid the membership subscription fee for the current calendar year.

5.3. Delegates of a Member Group and delegates who hold proxy votes must prove with a written document that they are authorized by the Board of the Member Group.

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5.4. Elections shall be conducted by secret ballot. Ballot papers shall be distributed to each Member Group present.

5.5. In case of Online-Assemblies, secret ballot must be assured:

5.5.1. The Board shall utilise online voting mechanism(s) that verifies the votes as belonging to specific delegates and that those delegates are eligible to vote.

5.5.2. The online mechanism(s) shall balance accessibility, both in terms of ability and technology, with security and confidentiality.

5.5.3. Delegates' votes shall not be catalogued past the need for verification, and no voting record shall be made public or used against the delegate.

5.4.4. The Board shall ensure that instructions for the online voting mechanism(s) and an explanation for its selection is made available to the members 4 weeks before the date voting starts.

5.5.5. The times that voting opens and closes must be published in this first report. A second report on the efficacy and outcomes of the mechanism(s) shall be made available to Member Groups within 2 weeks after voting closes.

5.6. At face-to-face Assemblies, votes in matters other than elections shall be conducted by show of voting cards.

### **Art. 6: Executive Functions within the Board**

6.1. The responsibility of the outgoing Board members ends at the last day of an Assembly.

6.2.1. If the majority of new Board members wishes, they can ask a neutral person to assist in the election procedure for the Board's executive offices.

6.2.2. The Co-Chairs must represent different gender identities and different regions.

6.3. The Board may define further offices and responsibilities within the Board.

6.4. If a Board member or an executive doesn't perform according to the requirements of office, the other Board members have the responsibility to find out the reasons and look for appropriate solutions.

### **Art. 7: Decision-making of the Board**

7.1. Decisions of the Board should be made in a spirit of searching for a consensus.

7.2. The Board can only make valid decisions if more than 50% of the Board members with full voting rights are present in the meeting.

7.3. Board decisions are made by simple majority of the Board members with full voting rights who are present in the meeting.

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7.4. The GNRC works according to the principle of subsidiarity.

7.5. The Board takes into consideration regional consultations and the opinions of the representatives of a region or specific social groups based on sexual orientation, gender identity and expression, and sex characteristics that are specifically affected by a Board decision.

### **Art. 8: Committees**

8.1.1. At the Assembly, non-Board members are strongly encouraged to join the work of various Committees.

8.1.2. Normally, a Committee shall be composed by volunteers from member groups representing three or more regions.

8.2. Committees organize themselves according to their own needs and tasks. The Committees choose their own moderator(s). The Board appoints one of its members to be a liaison with the Committee. If no Board member participates in the Committee, the moderator(s) are responsible to keep the Board informed about the ongoing work of the Committee.

8.3. The Committees shall contribute a report of their activities to the Board's annual report to the Assembly.

8.4. When the Committee reports that its tasks are completed, the Assembly can decide to assign further tasks or dissolve the Committee.

8.5. If a Committee doesn't function according to its assigned tasks, the Board has the responsibility to intervene to find appropriate solutions.

### **Art. 9: Financial Management**

9.1. The GNRC will draw its revenue from the following sources:

- the annual membership subscription fee from the members of GNRC;
- a collection to be made during a face-to-face Assembly;
- special contributions made by donors supporting the Association;
- project-related grants;
- gifts, donations, subventions, legacies and appointments of heir. It is understood, however, that the GNRC may never accept such appointments without liability beyond the assets descended;
- any other profits and revenues.

9.2. The financial year coincides with the calendar year, thus starting on the first of January and ending on the thirty-first of December.

9.3. The GNRC shall maintain its funds and draw up its accounts in EURO.

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9.4. The Board shall keep records of the financial position of the GNRC, thus allowing GNRC's assets and liabilities to be determined at any moment.

9.5. The Board shall produce annual accounts for each financial year in a format that complies with any requirements of the law of Italy, and which shall include a balance sheet, profit and loss statement, and comparison of the actual outcome with the yearly budget approved by the Ordinary Assembly.

9.6. The Board shall keep all annual accounts for at least ten years.

### **Art. 10: Appointment of Internal Auditor**

10.1. The Internal auditor has the tasks

- to check if the financial administration is accurate and its procedures are transparent;
- to make the Assembly aware of extraordinary risks involved in the financial planning;
- to give a written auditing report to the Assembly.

10.2. Internal auditors are appointed by the Assembly for a period of two years.

10.3. The internal auditor can be a shared post.