

Circles Europe Association

INTERNAL REGULATIONS

Date: 1 June 2018

CirclesEuropeAssociation has internal regulations (IR). The internal regulations must contain in any case the amount of the contribution and how it is determined; and the election procedure of the Board. The Board is authorised to amend the internal regulations on the condition that these amendments do not affect the powers of the GM and are not contrary to the key objectives of CirclesEurope and these articles of association. The GM can give instructions to the Board with respect to amendments to be included. Internal regulations are subject to review and approval by the GM.

1. The transitional first Board

The composition and procedures of the first CirclesEurope Board and arrangements for transition to the first, full three year term of office.

- 1) The first CirclesEurope Board will have a term of office not exceeding 12 months from the date of formal registration of the association (June 15, 2018).
- 2) The Board will comprise five individuals, three of whom will serve as Chair, Secretary and Treasurer, with two other undesignated positions, for the duration of the first year.
- 3) The Board's composition of five will reflect the importance of both operational and research experience and perspectives, with a ratio of three Circles practitioners / operational managers and two from a research background; or alternatively four and one, in the same terms.
- 4) By the completion of the first twelve months elections will have been arranged to identify the new Board, following the election rules.
- 5) The first 12 month (transitional) Board will only comprise members of the Interim Governance Group

2. The election of the Board (Procedure)

All full members will be able to participate in the nomination and election of the CirclesEurope Board, providing there has been no prolonged period of an absence

of Circles provision and the annual membership fee payments are up to date. Full members are responsible for their own internal democratic processes to guide and inform the self-nomination and the internal election methodology for board membership by Circle providing organisations. The Board must be advised by a voting committee as to these respective processes in advance of elections to ensure a transparent and fair process and will reserve the right to require any necessary adjustments in advance of elections.

Nomination

2.1. Self-nomination for the board will be open to any staff professionally engaged in the delivery of Circles as part of a full member organisation, or currently involved in the evaluation of circles provided by a full member organisation.

2.2. Nominees will provide a completed form including two references who are also salaried staff within a circles provision and a brief written presentation justifying their nomination.

Election

2.3. Each full member organisation has two votes to cast for a total of four places on the board. One of the two votes cast must be for a nominee from another state than the full members' state.

2.4. The maximum number of votes will be used to allocate the board positions. In the event that three nominees from one country are amongst the four highest votes, only the two highest scores will count. This results in a maximum of two board members from any state.

2.5. The board will appoint a fifth member (which can also be an associate member) to bring a specific expertise (i.e. a researcher or criminal justice expert, whose expertise is related to Circles work) for the same term of office.

Procedure

The election process will be managed within a two month period of three phases;

Phase 1) Week 8 before GM

Notification through the CirclesEurope website and via mail of the opportunity to self-nominate for the Board, with access to download role descriptions. Clarification of the roles and numerical balance to be achieved on the board

Nomination forms to be returned by given date in week 5.

Phase 2) Week 4 before GM

Circulation of nomination forms and coded voting slip to all full members, eligible to vote, with invitation to cast two votes at the general meeting or in accordance with the provisions for proxy voting.

Phase 3) @ GM

Voting and Vote counting by Voting committee (Board Secretary, unless nominated and one other not standing for the Board). Notification at the end of GM and by the CirclesEurope website of election results.

3 Summary of roles and responsibilities in the Board

3.1 Chair of Board/Secretariat

- To be the named representative for CirclesEurope in external links and partnership developments, including with countries inside and outside Europe exploring the Circles model.¹
- To ensure the setting of clear business agenda for Board meetings, telephone conference and on-line meetings; and GM, and to chair the discussions.
- To liaise regularly with sub-group convenors, especially in anticipation of Board discussion, so that all themed matters needing resolution by the Board can be tabled and addressed.
- To ensure a diary is created of necessary and planned Association, meetings, discussions and events for the coming 12-24 months.

3.2 Secretary for the Board/Secretariat

- To keep in regular contact with the Chair to ensure an accurate note is kept of sub-group issues needing attention at Board discussions.
- To distribute (electronically) all dates, agenda and papers well in advance of the appropriate discussion / event.
- To minute and distribute Board meetings and telephone and on-line discussions.
- To co-ordinate any occasional team necessary for administering a larger event e.g. Circles Conference (including the work of any free-lance organiser if money is secured to fund such a temporary post).

3.3 Treasurer for the Governing Board/Secretariat

- To arrange and administer a collective bank account for CirclesEurope for the administration of all income and expenditure arising from the activities of CirclesEurope.
- To monitor and ensure the provision of individual full member fees and associate membership fees in accordance with the sums set by the Board.
- Presentation of externally verified accounts, and budget, on an annual basis to CirclesEurope board and audit committee.

¹ Such initial approaches and links may, and often should, be referred to another appropriate CirclesEurope 'official' e.g. the convenor(s) of a sub-group dealing with the themed areas.

- Oversight and management of all financial processes arising from CirclesEurope activities.²

It is also the role and responsibility of the board to seek external funding for CirclesEurope, from statutory, non-governmental and any other possible sources. These financial resources will be used by the Board for any goals and activities which are the responsibility of the Board, in accordance with the vision and strategic goals of the residing Board, and as approved in the general meeting.

4 Sub-committees

The board will be (initially) supported by three sub-committees³ and an audit committee to be recruited from the full membership;

- I. Governance, Quality Assurance and membership
- II. Service development and innovation,
- III. Knowledge-sharing, evaluation and research,
- IV. Financial audit committee,
- V. Voting committee (as and when required).

4.1 Each sub-committee will elect a 'convenor' (which may or may not be one of the Secretariat) with up to four other associate or full members from CirclesEurope, including at least two with direct experience of Circles provision.

4.2 Each sub-committee may also include a co-opted member of the CirclesEurope board or another credible 'expert' in the field, agreed by the Board.

4.3 Each sub-committee will manage its subject area and can work together with other sub groups, reporting back to the board at least twice a year on progress, and consulting with the Secretariat as and when necessary.

4.4 Role of the Sub-group convenors

- To agree and set dates for discussions, liaising with the Treasurer as to the provision of funds for any unavoidable and justifiable costs.
- To liaise with all members of the sub-group in setting agendas and a strategic plan for that particular area of work to the benefit of the European Association more broadly.
- To bring to the board the proposed plans and recommendations relating to that theme.

² It is not necessary for the Treasurer to have formal accountancy background or qualifications, but a good working knowledge of income and expenditure processes and basic safeguards is necessary.

³ This is a reduction from the six sub-groups envisaged in the Dec 2013 Code of Governance, in order to achieve greater simplicity and manageability.

- To enlist a sub-group member who will liaise with the 'web-site convenor' in regards to the materials submitted and proposed as appropriate for the website.

5 Roles of sub-groups

5.1 Role of the Quality Assurance and Membership Sub-group

- To regularly review the quality framework set for satisfying membership to ensure consistent and robust provision across all European CoSA providers.
- To devise and administer ways of assessing compliance with the quality assurance standards.
- To receive and assess approaches for Full and Associate Membership and to make recommendations to the board as to suitability.
- To receive and administer in accordance with the relevant article of the statutes and internal regulations any instance of suspension or withdrawal of membership of a full or associate member.

5.2 Role of the Service Development Sub-group.

- To explore and encourage CoSA service developments both in terms of current provision and possible new variants of CoSA useage, including the area of volunteer development.
- To ensure the dissemination of new ideas and best practice to all Full members, and establish as identified support systems on line, through the website, and face to face, for staff and volunteers.
- To liaise with both other sub-groups to ensure quality assurance is integral to all developments as and to support the effective promotion of service

3. Role of the Knowledge-sharing, Evaluation and Research Sub-group.

- To develop and propose to the board a strategy for key CoSA research, to include areas, possible academic partners, and assist in the negotiation of planned research activities towards the wider dissemination of knowledge gained.
- To maintain oversight of evaluation systems used by Full Members and to share lessons, good practice models and ideas for innovation and developments.
- Through a designated website convenor, to oversee the updating of materials on the website, its accuracy and accessibility.

6 The benefits of full membership

6.1) All full members have influence in the organisation, practice and development of CirclesEurope, with the right to be involved in the election of the Board.

6.2) All full members may use and benefit from mutual support, consultations, funding ideas, evaluation and research proposals and invitations, marketing materials (including case studies), volunteer recruitment and support materials, (including a European Circles Volunteer Buddying Scheme) provided by CirclesEurope through a digital, secured platform and via meetings and conferences.

6.3) All full members will have one or two reduced fee places for CirclesEurope conferences, depending upon CirclesEurope's resources.

6.4) Support and advocacy from CirclesEurope with their respective national government in the event of any risk of having to terminate the service.

6.5) Circles materials produced by CirclesEurope will be provided in English for translation in the own language by the full member.

6.6) All full members will be entitled to use the CirclesEurope logo alongside their individual national Circles logo as a badge of formal accreditation of their service by CirclesEurope.

6.7) Receive a half-yearly CirclesEurope newsletter.

7. The benefits of associate membership

7.1) Notification of and invitation to CirclesEurope events and to the GM

7.2) Access to the CirclesEurope Full Member network and data-base for national contact names and details.

7.3) One reduced-rate place at CirclesEurope conferences

7.4) Alerts to planned and developing Circles evaluation and research initiatives.

7.5) Access to research reports produced by CirclesEurope members

7.6) Receive a half-yearly CirclesEurope newsletter

8. Membership Fees.

8.1 While it is intended and anticipated that the governance and membership structure is low-cost, some assured income will be necessary to meet basic administrative requirements. These may include for instance room hire costs for

board and sub-committee meetings⁴ ; travel expenses for essential Secretariat and board meetings; printing and marketing materials to promote CirclesEurope across Europe and beyond. While much can be achieved through conference calls and on-line meetings, an annual meeting at least of the board is likely, and require some justifiably funded support from the organisation.

8.2 It is proposed that each full and associate member pays a nominal fee as negotiated with the Quality Assurance and Membership and approved by the Board., as a contribution to the administrative costs of CirclesEurope per annum, to the CirclesEurope central account.

8.3. The sums determined for Full membership will be considered according to a sliding scale , with the amount set in accordance with attention to the following principles and practice.

- a) The average income over the previous three year period for the particular national Circles service.
- b) The anticipated expenditure for the coming year of the particular Circles service
- c) The scale of the service, in terms of salaried, staff, volunteers and number of Circles provided in the previous twelve months.

8.4 The associate membership fee will be proposed by the Quality Assurance and Membership sub-committee and ratified by the Board. Two sums will be determined each year;

- a) For individual Associate membership
- b) For organisational Associate membership.

9. Suspension and Removal of Membership

9.1 In circumstances where a full member is considered by the Board to have breached their membership entitlement, in accordance with 2.1.8 of the statutes their membership may be suspended. The full member will be informed in writing immediately of the Board's decision and its reason, and the right of appeal.

9.2 The right of appeal process will explain the opportunity to submit in writing within one month to the Quality Assurance and Membership sub-committee the case against suspension and relevant evidence and argument in its favour and/or planned action and timeframe to correct the cause of suspension.

⁴ In all likelihood room costs will be manageable through use of Probation and other 'friendly' partners' facilities.

9.3 The Quality Assurance and Membership sub-committee will consider the appeal and within two months present its recommendation to the Board who will notify the full member either of

- the continuation of the suspension, pending further action
- the instant removal of suspension.
- the removal of full membership for a period of eighteen months from notification.

9.4 The Board will advise the full member in writing as to the reasons behind all three possible outcomes and no further appeal will be considered.

9.5 In circumstances where an associate member is considered by the Board to have breached their membership entitlement, in accordance with 2.2.5 of the statutes associate membership may be suspended. The associate member will be informed in writing immediately of the Board's decision and its reason, and the right of appeal.

9.6 The right of appeal process will explain the opportunity to submit in writing within one month to the Quality Assurance and Membership sub-committee the case against suspension and relevant evidence and argument in it's favour and/or planned action and timeframe to correct the cause of suspension.

9.7. The Quality Assurance and Membership sub-committee will consider the appeal and within three months present its recommendation to the Board who will notify the full member either of;

- the instant removal of suspension.
- the removal of full membership for a period of two years from notification.

9.8 The Board will advise the associate member in writing as to the reasons behind either outcome and no further appeal will be considered.