



Rules of Procedure of the European Council of Optometry and Optics (ECOO)

This version dated 13 May 2023 shall replace in entirety all previous versions of Rules of Procedure.

1. General

- a. These Rules have been made by the Directors of the European Council of Optometry and Optics (“ECOO”) in accordance with the Statutes.
- b. These Rules have been adopted by the General Assembly of ECOO by a simple majority.
- c. These Rules are binding to the members of ECOO and on National Delegations.
- d. The Directors shall have power to review, amend or repeal these Rules from time to time.
- e. The Directors will notify the General Assembly of any such amendments or repeal made by them.

2. Membership applications

- a. All applications for membership must be submitted in writing following the guidance of the Secretary General and Executive Committee.
- b. The Executive Committee will check applications for membership before making a recommendation to the General Assembly. The ultimate decision rests with the General Assembly including if there is a dispute regarding a membership application.
- c. A simple majority of those present and eligible to vote is required for a membership application to be successful and a majority of three-quarters of those present and eligible to vote is required for an affiliate application to be successful.
- d. The following criteria need to be met for a national association to be eligible for membership:
 - i. The applicant must be a national association from a country that is part of the continent of Europe but not restricted to countries that are members of the European Union. A country is defined as a recognised State or Nation and not an autonomous area within a recognised State or Nation. National association is defined as a professional association representing the professions of optometry and/or optics in its country and not only a region or local area within the country.
 - ii. The applicant must abide by the vision, mission and statutes of ECOO.
 - iii. The applicant must agree to respect the World Council of Optometry (WCO) concept of optometry.
 - iv. Where there is more than one national association representing opticians and/or optometrists (as applicable) within a country, all such bodies are eligible to join. If the country is already a member of ECOO, the Executive Committee will consult the existing member in writing.
 - v. No one member shall have a veto to prevent an application for membership being heard and voted on by the General Assembly.
 - vi. The applicant must confirm that their organisation is financially solvent and can pay the annual membership fee of ECOO.



3. Membership subscriptions

- a. The annual subscription is a fixed annual fee per country and is determined according to a method proposed by the Directors and agreed by the General Assembly.
- b. One invoice is issued per country and one payment, for the full amount is to be made to ECOO. Where more than one member exists per country, the respective members nominate one member to receive the invoice and agree among themselves the shares of the amount and organise the full payment to ECOO.
- c. Subscriptions are payable annually, by calendar year.
- d. The Secretary General issues invoices for subscriptions by the end of January of the year in question.
- e. Membership fees shall be paid by the end of April of the year in question.
- f. The voting right of the country will be suspended if the country fails to pay the membership fee by the due date.
- g. Any member that is unable to pay its fee in full or part should contact the Secretariat no later than 1 month before the Spring General Assembly to allow the Executive Committee to review options, including suggesting the member applies to the Solidarity Fund, and the Budget can take account of the potential reduction in income.
- h. The Executive Committee will make a recommendation to the General Assembly for further action if the country fails to pay the membership fee by the end of September.
- i. The Executive Committee will assess the situation and advise the General Assembly as to whether a member should be expelled if it fails to pay the membership fee by the end of the year in question.
- j. The liability for membership fees falls upon the country. In countries with more than one member association, if one or more of those member associations fail to make an agreed contribution towards the subscription fee, the other bodies that make up the national delegation are liable for the shortfall regardless of internal national agreements. Members of that country should first seek a new agreement, compromise or temporary arrangement amongst themselves before referring the case to the Executive Committee who will then assess the situation and decide on whether to expel the member who fails to pay its contribution.
- k. When a new member joins ECOO, the following arrangement applies:
 - i. If voted in at the Spring General Assembly, membership begins immediately and the membership fee of the current year is to be paid
 - ii. If voted in at the Autumn General Assembly, membership begins the following 1 January and the membership fee is to be paid as of the following year.

4. Supporting members

- a. ECOO will include information about each of its members on its website. Members are welcome (and actively encouraged) to promote their membership of ECOO on their own websites and social media and may use the ECOO logo to do so.
- b. Members are encouraged to keep the Executive Committee informed of ongoing activities at national level.
- c. When a national member wishes to invite a member of the Executive Committee to attend a national conference or event on behalf of ECOO, three months' notice shall be



given. The requesting member shall cover all travel and accommodation costs of the attending person from the Executive Committee. Where there is more than one member in the country in question, the other member(s) will be informed of ECOO's attendance but cannot prevent the attendance of an ECOO representative at the conference or event organised by the inviting member.

- d. If a member of the ECOO Executive Committee or Secretariat is invited to attend any other conference or event in a member country on behalf of ECOO, the Secretariat will notify all members in that country as a courtesy, however members cannot veto ECOO's attendance. See also specific requirements relating to the Chair/co-Chairs of the ECOO Accreditation Agency in 14(j) below.
- e. When a national member requests the support of ECOO for its national activities, for example in the form of advice or a written letter, the member shall send such requests to the Executive Committee, ideally with at least one month's notice, and keep the Executive Committee informed of ongoing activities.
- f. In the case of written support for political or regulatory purposes or in the case of an official meeting with policy makers or stakeholders and where more than one member exists in a country, the other member organisations shall be informed and invited to comment with the objective of finding a common approach or consensus. In the case that no such consensus can be found and another member opposes the support, ECOO will withdraw its support.

5. Termination of membership

- a. Membership may be terminated for good and sufficient reasons by the General Assembly in the following cases, as applicable:
 - i. If the member harms the operations of ECOO
 - ii. If the member does not abide by ECOO's statutes and/or Rules of Procedure
- b. When a vote is taken to terminate the membership of a member, a majority of three-quarters of those present and eligible to vote is required for the termination to be successful.
- c. The member concerned shall have a right to be heard before a vote is taken and a final decision is made.
- d. Where a member wishes to terminate its membership, a written letter (electronic means accepted) shall be sent to the Secretary General before the autumn General Assembly. The subscriptions for the started year remain due in full.
- e. All reference to an organisation which has left membership will be removed from the ECOO website and future official documents. The former member must remove the ECOO logo and any reference to being an ECOO member from its own website and documents.

6. Affiliation

- a. The following criteria need to be met for private sector companies to be eligible to affiliate to ECOO:
 - i. The applicant must be a private sector company with operations in the optometric and optical field.



- ii. The private sector company may have its headquarters in any country of the world but must have operations in the European continent (not restricted to countries which are members of the European Union).
 - iii. The applicant must agree to respect the World Council of Optometry (WCO) concept of optometry.
 - iv. The applicant must abide by the vision, mission and statutes of ECOO.
 - v. The applicant must confirm that their company is financially solvent and can pay the annual affiliation fee to ECOO.
- b. The annual affiliation fee is set by the Executive Committee in agreement with the interested affiliated company. Two packages are proposed in the ECOO Affiliation brochure as a guidance.
 - c. The invoice is issued by the end of January of each year, unless the affiliate requires a yearly written request to issue a PO number, in which case the request is issued by the end of January each year and the invoice is issued as soon as the PO number is made available. The invoice is to be paid within 30 days from the issue date unless the company has a standard payment term in place.
 - d. Affiliates can terminate their relationship with ECOO at any time by giving written notice before the end of the calendar year, to be applicable as of the following year. ECOO can terminate the relationship with an affiliate if it becomes aware that the Rules of Procedure have not been respected, or if ECOO's interests have been harmed in any other way.
 - e. Affiliates are included on ECOO's mailing lists.
 - f. Depending on the affiliation package chosen, a representative may attend the ECOO General Assembly, including any workshops and Committee meetings.
 - g. Affiliates may not stand for election to any ECOO director roles or committees and do not have any voting rights.
 - h. Affiliates may provide input to ECOO's work but they may not unduly influence any decision taken by ECOO.

7. Use of the ECOO logo

- a. All ECOO members and affiliates may display the ECOO logo on their website and communication materials and state that their organisation is a member of/affiliated to ECOO. The Secretariat will provide the logo in the appropriate format on request.
- b. The ECOO logo cannot be used for commercial advertisement or used in a way that would mislead the public as to the nature of the membership/affiliation status.
- c. Any other uses of the ECOO logo need to be explicitly approved by the Executive Committee in writing.
- d. When an organisation ceases to be an ECOO member or affiliate it should remove the ECOO logo from its website and any documents.

8. General Assemblies

- a. The General Assembly will meet twice a year, in spring and in autumn.
- b. The dates for a General Assembly shall be agreed at a previous General Assembly.



- c. In the event that an in-person General Assembly cannot take place, it may be organised electronically.
- d. When notice of the next General Assembly is given, members will be invited to submit any agenda items to the Secretary General. The President and the Secretary General will then prepare the agenda of the General Assembly and send it to all members at least 30 days before the General Assembly is due to take place.
- e. At all General Assemblies, the following items must feature on the agenda:
 - i. minutes of the previous meetings, voted upon
 - ii. report from the President
 - iii. report from the Treasurer
 - iv. other matters as determined by the Secretary General, Executive Committee or notified in writing (including electronically) by members with 30 days' notice.
- f. At the spring General Assembly, the agenda must include:
 - i. presentation of the accounts for the previous year, voted upon
 - ii. report of auditors, voted upon
 - iii. presentation of the proposed budget and membership fees, voted upon
- g. At the autumn General Assembly, the agenda must include:
 - i. vote on the appointment of the auditors
- h. The Secretary General and members of the Executive Committee will prepare the background documents for the General Assembly meeting, which will be shared by the Secretary General with ECOO members no later than 30 days before the General Assembly is due to take place.
- i. Members may send a delegation to the General Assembly and each member may nominate a maximum of two people to represent their delegation. Other members of the delegation may attend and contribute as observers, subject to payment of registration fees.
- j. Each country shall have one vote at the General Assembly, regardless of the number of members attending on behalf of the country. It is the responsibility of each country to agree how to cast the vote.
- k. Voting shall be by show of hands of those present, notwithstanding the right of the President to call for a secret ballot on any matter if (s)he deems it right and proper. Where no member from a country attends a General Assembly, they may have a proxy vote by notifying the Secretary General in writing at least 24 hours before the start of the General Assembly of their vote, who will then cast it on their behalf. Where there is more than one member in a country, all members need to agree in writing on the proxy vote. Where a General Assembly is held electronically, voting may be held on-line.
- l. If there is a resolution from the floor, or from the President, that a ballot be taken on any issue, then the Secretary General and one member of the General Assembly chosen at random shall count or scrutinise the vote, which will be by show of hands unless the President calls for a secret ballot.
- m. In the event of an inconclusive result or a tie, the President shall have the casting vote.
- n. The Secretariat will be responsible for making a written record of the General Assembly which will be distributed to all members not later than four weeks after the General Assembly.



9. Elections

- a. All elections shall take place by secret ballot.
- b. In order for a candidate to be elected they must receive more than half of the votes cast. In the event of an inconclusive result or a tie, the outgoing President shall have the casting vote.
- c. If the in-person General Assembly meeting during which the elections were scheduled does not take place, elections can be carried-out electronically.
- d. The Secretary General will give written notice of the elections at least three months before the elections are due to take place.
- e. Candidates must be nominated and seconded and give their written consent to the Secretary General, at least one month before the elections are due to take place.
- f. Each candidate may only be nominated for one position.
- g. For a candidacy to be valid, the nominator must be from the same member organisation as the candidate and the seconder must be from another member in another country. The candidate, nominator and seconder must all belong to an ECOO member.
- h. The Secretary General will circulate the written details of all candidates to the General Assembly three weeks before the elections are due to take place.
- i. If no nominations have been made for a particular vacancy within the timetable specified above, the Secretary General will inform members that late nominations may be accepted up to the start of the General Assembly meeting. Candidates nominated late for a Standing Committee will be voted on separately from those candidates whose nomination was received in accordance with the timetable specified under 9.e
- j. Elections for a term of two years will be held for the following positions:
 - i. President-elect
 - ii. Treasurer
 - iii. Chairs of Standing Committees
 - iv. Members of Standing Committees
- k. Candidates for the positions of President-elect and Treasurer must have represented their national delegation in ECOO for at least two years to be eligible to stand for election.
- l. The President-elect will automatically take on the position of President after two years in post, when the next elections are held, and two years after that will become Immediate-Past-President.
- m. The following limits apply to the number of terms which a delegate may serve in that position:
 - i. President: limited to one term
 - ii. President-elect: limited to one term
 - iii. Immediate-past-President: limited to one term
 - iv. Treasurer: limited to three terms
 - v. Chairs of Standing Committees: limited to three terms
- n. A person who has served the maximum number of terms in any role, as described in 9.m above, may subsequently stand for any of the other roles listed in 9.j. They may only stand for the same role again when two years has elapsed since they last held this office as part of the Executive Committee of ECOO (in the case of President-elect, this means two years since they last held the role of Immediate-past-President).



- o. If a person elected to a position as a Director of ECOO leaves that position before the end of their term of office, the Executive Committee may appoint another of the existing Directors to take on their role until the next General Assembly. A recommendation will be made by the Executive Committee to the members as to whether to continue with the appointed Director until the next election is due to take place or whether to hold an election to appoint a new interim Director. This recommendation will be voted on at the next General Assembly.
- p. The Executive Committee shall appoint a Secretary General for a period of three years, and this will be confirmed by a vote at the General Assembly. The Secretary General and any relevant staff or assistants shall be referred to as the 'Secretariat'. The cost of operating the Secretariat shall be a legitimate expense of ECOO, forming a key component of expenditure in the budget. The early termination of the role of either the Secretary General or the 'Secretariat' by ECOO must be confirmed by a vote of the General Assembly. Where the Secretary General or Secretariat wish to terminate their contract early, this will be done in accordance with their contract terms and the General Assembly shall be duly notified.

10. Executive Committee

- a. The Executive Committee meets at least four times a year, two of which meetings are held in conjunction with the General Assemblies.
- b. The Secretariat is responsible for preparing the meetings and for writing the minutes.
- c. Minutes will be made available to ECOO members once approved by the Executive Committee
- d. The Chair of the European Qualifications Board will be appointed by the President and confirmed by the Executive Committee every two years. This may be done via written procedure. The Chair of the European Qualifications Board (EQB) has a permanent seat with a voting right on the Executive Committee.
- e. Secretaries of the Standing Committees may attend the meetings of the Executive Committee but have no voting rights.
- f. The Executive Committee will seek to make decisions on a consensus basis and if this fails by a simple majority.

11. Co-option of members to the Executive Committee

- a. The Executive Committee may co-opt a maximum of two members at any one time. Co-optees are full members of the Executive, including having full voting rights.
- b. The purpose of co-option is to bring specific experience or expertise to the work of the ECOO Executive Committee and/or to enable effective succession planning for election onto the Executive.
- c. Factors that the ECOO Executive Committee may take into consideration when co-opting a person include (but are not limited to) providing balance of geographic regions, balance of scope of practice and development of eye care, or contribution to the experience and skills of the committee.
- d. The decision of who to co-opt will be made by the ECOO Executive Committee. The person(s) selected will be contacted by the ECOO Secretariat with an invitation to become a co-opted member of the ECOO Executive Committee.



- e. In order to be co-opted that person must be a representative of a national organisation that is a member of ECOO. They will have attended ECOO General Assemblies for at least two years prior to being invited for co-option.
- f. Co-optees will attend up to four meetings of the Executive Committee for a period of one year. After this period, co-option will automatically cease. A person who is co-opted may be co-opted again, but they may not be co-opted for longer than a period of two concurrent years. The co-optee will be expected to be able to devote the time and effort required to appropriately prepare for and attend meetings and to participate in discussions.

12. Standing Committees

- a. Each Standing Committee will consist of six members plus a Chair, each elected by the General Assembly.
- b. No country may be represented by more than one member on a Standing Committee (excluding the Chair).
- c. Additional members may be co-opted to Standing Committees either to fill vacant positions or bring in specific skills, experience or expertise. The Committee Chair may put forward recommendations for co-option on behalf of the Standing Committee. Decisions on co-option will be made by the Executive Committee.
- d. Standing Committees will operate in accordance with the Rules of Procedure and also the detailed Terms of Reference, provided to the Chairs and Secretaries by the ECOO Secretariat.
- e. Each Standing Committee develops its own work programme, which will be approved by the Executive Committee.
- f. Each Standing Committee may be assisted by a Committee Secretary, who is appointed by the Chair of the Committee and approved by the Executive Committee. This may be done via written procedure.
- g. The Chairs and Secretaries of the Standing Committees will be responsible for the agendas and minutes of their respective meetings.
- h. Temporary sub-committees or working groups may be appointed by Standing Committees. These report to the Standing Committees.

13. Boards, Panels and External Bodies

- a. The Executive Committee may appoint Boards (such as the European Qualifications Board), Panels or External Bodies to run specific projects.
- b. Each Board, Panel or External Body will have its own terms of reference, which will be consistent with the Statutes and will be approved by the Executive Committee.
- c. All Boards, Panels and External Bodies report to the Executive Committee and will be responsible to the General Assembly.
- d. The Executive Committee may appoint Secretaries to assist the work of the Boards, Panels and External Bodies.
- e. The Executive Committee may appoint representatives of ECOO to participate in the work of external bodies.
- f. The Executive Committee will notify the General Assembly of all such appointments.



- g. Members of Boards, Panels and External Bodies are to be appointed or reconfirmed by their respective Chairs and Executive Committee every two years in writing (electronic record acceptable).

14. ECOO Accreditation Agency

- a. ECOO have developed the European Diploma in Optometry and Qualifications in Optics as syllabi and competency frameworks, and operates an Accreditation scheme for institutions to benchmark against these frameworks. The Accreditation Agency has been set up to run this accreditation work autonomously. Autonomously means independently organising its day to day activities, team and procedural decision taking. However, the Accreditation Agency remains part of ECOO's legal entity.
- b. The Accreditation Agency is headed by a Chair, or two Co-Chairs, who are responsible for its activities and deliverables.
- c. The Chair (co-chairs) of the Accreditation Agency is appointed by the Executive Committee of ECOO for a term of four years, re-appointable by agreement. Written procedure is permissible.
- d. The Chair/one of the Co-Chairs is also the Chair of the European Qualifications Board and as such is a member of the ECOO Executive Committee, as per clause 10d.
- e. ECOO may appoint an Accreditation Officer to support the day-to-day activities and administrative tasks of the Agency. Details of any such role will be set out in a role description. The length of any appointment will be determined by the Chair/co-chairs. Decisions on an appointment will be made by the Chair/Co-Chairs, with the involvement of the Secretary General and President. The Accreditation Officer reports to the Chair/Co-Chair and cooperates with the Secretary General and ECOO Secretariat.
- f. The Chair/Co-Chairs and Accreditation Officer are remunerated by ECOO in accordance with an agreed fee, which is approved by the Executive Committee.
- g. The Accreditation Agency is responsible for recruiting, training and engaging a pool of visitors who carry out accreditation visits in the presence of the Chair or at least one Co-Chair.
- h. The Chair/co-Chairs will provide regular reports on the activities of the Agency at meetings of the ECOO Executive Committee. The ECOO Executive Committee is responsible for validating the accreditation reports.
- i. The Accreditation Agency will operate in accordance with ECOO's Rules of Procedure and Statutes.
- j. The Chair/Co-Chairs may attend meetings with any university/educational institution as needed but should make every effort to inform the ECOO Secretary General/Secretariat in advance of the visit, so that any potential sensitivities or concerns can be managed.

15. Organisation of General Assemblies

- a. Each General Assembly meeting is hosted by a member association in their own country. The Secretary General will advise the organisation hosting the General Assembly on the practical arrangements.
- b. The host organisation will provide the Executive Committee with a full cost overview to host the General Assembly meetings, taking into account the set registration fees.



- c. The cost of the ECOO meetings shall be covered by the registration fees. ECOO does not cover any shortcomings nor claim any surpluses from the meeting.
- d. The costs of the General Assembly will include the registration fees and hotel costs of the Secretary General and one other Secretariat representative.
- e. The General Assembly may be organised by a member or partner organisation on behalf of ECOO either as a stand-alone event or in conjunction with another event.
- f. In the event that no member is able to organise a particular General Assembly then it may be organised by the Secretariat and held in Brussels. Alternatively, the General Assembly may be organised and held electronically.

16. Finance

- a. The Treasurer and the Secretary General will prepare an annual budget of income and expenditure in EUR for approval by the Spring General Assembly.
- b. The annual budget supports and will be accompanied by the business plan. The business plan may cover a period of several years.
- c. The Treasurer and the Secretary General will inform the Executive Committee each quarter of the income received and expenditure incurred in the current year; they will also present the corresponding bank statements to the Executive Committee upon request.
- d. The annual accounts of ECOO will be prepared in EUR by the Treasurer and the Secretary General, assisted by an accountant, within three months of the end of the year in question.
- e. The documentary evidence supporting the annual accounts will be inspected by two members of the national delegations, who are not members of the Executive Committee and who have been elected by the autumn General Assembly as Auditors. The audit may take place in person or online.
- f. The annual accounts and the reports of the Auditors will be submitted for approval by the spring General Assembly.
- g. The accounts are required by law to be filed with national authorities according to their requirements.
- h. Payments for items of expenditure by ECOO of less than €5000 may be authorised by the Secretary General. Items of expenditure of €5000 or more must be authorised by the Treasurer and the President will be informed of any such items.
- i. The Executive Committee may approve budgets for projects upon request from the Standing Committees.
- j. All claims for reimbursement of expenses will be made in writing in accordance with ECOO's Expenses Policy and must be accompanied by receipts. (See Expenses Policy for full details.)
 - i. The members of the Executive Committee and any co-optees may claim reimbursement of, and ECOO will pay, the cost of their travel and accommodation to attend those meetings of the Executive Committee which are not held alongside a General Assembly of ECOO. The amounts paid will be reviewed annually by the Executive Committee and, if agreed, a cap will be put on the reimbursement of each claim thereafter.



- ii. The Executive Committee may agree from time to time to reimburse ECOO's representatives their costs of travel and accommodation to attend meetings of other organisations or meetings that further the work of ECOO.
- iii. The Executive Committee may agree from time to time to reimburse members of the Boards their costs of travel and accommodation to attend the meetings of the Boards of the European Qualifications Board.
- k. ECOO may pay fees and honoraria to external persons with specialist knowledge who carry out work for ECOO and which has been authorised by the Executive Committee. [SEP]
- l. National organisations may kindly agree to cover the costs of their representative for any meetings other than the General Assemblies, which are always covered by the national organisation. It has to be noted, that such informal gestures are an important contribution to maintaining a healthy ECOO budget.

17. Solidarity Fund

- a. The purpose of the Solidarity Fund is to provide financial support to help meet the membership fees of members of ECOO who are facing financial difficulties.
- b. Payments into the Solidarity Fund
 - i. All payments to the Solidarity Fund are voluntary.
 - ii. Each year, a reminder of the Solidarity Fund will be sent to each member organisation, with details of how to make an online payment to the account.
 - iii. All payments to the Solidarity Fund are separate to the membership fees and need to be transferred with the reference "Solidarity Fund + [Name of country and association]"
 - iv. Payments to the Solidarity Fund can be made at any time of the year.
 - v. The ECOO Secretariat needs to be informed of a contribution in writing and will send a confirmation of receipt.
 - vi. Individuals, members or affiliates may make a donation to the fund at any time. Such donations shall not entitle the donor to any rights, entitlements or consideration under any circumstances.
 - vii. Donations or contributions to the Solidarity Fund are considered final and irrevocable.
- c. Applications for assistance from the Solidarity Fund
 - i. Members who are facing financial difficulties and are unable to pay their membership fee, may formally apply for assistance from the Solidarity Fund.
 - ii. When a member becomes aware that they face a problem in paying their ECOO membership fees, they should contact the Secretariat as soon as possible, and before the relevant General Assembly, to explain the reasons for the financial difficulties, and to:
 - specify the amount that cannot be paid (either full or partial amount of the membership subscription)
 - explain what other possible sources of income they have already explored (e.g. sponsorship, special membership fee collection etc.).



- iii. If no other solution of funding is found, a member organisation can apply for funds from the Solidarity Fund to pay either partial or full ECOO membership fees.
 - iv. An application will need to be made in writing (which includes e-mail) to the Secretariat. In addition:
 - Detailed accounts/statements (including information on the annual accounts and budgets of the country association) must be supplied, including information on membership numbers and fees charged to members of the relevant organisation.
 - The Executive may seek further information and or clarification as required.
- d. Approval of requests to the solidarity fund
- i. An ad-hoc committee comprising of Auditors (who are not members of the Executive), the Treasurer and the Immediate Past-President shall be convened if there is a request for assistance from the Solidarity Fund. This committee shall be called the Solidarity Fund Committee.
 - This committee shall make a recommendation to the General Assembly for disbursement of funds (if any are available) from the Solidarity Fund, which will then vote on whether or not to approve the application.
 - i. The Solidarity Fund Committee may recommend either a full or partial payment of the calculated membership fee, where a member is unable to pay the full amount. The expectation is that those seeking assistance should make some form of (nominal) contribution to the cost of their membership fee.
 - ii. The Solidarity Fund Committee may only approve a request for assistance from the Solidarity Fund for:
 - A maximum of two consecutive years
 - and may not consider more than two requests from any member organisation in any five-year period (from the year of the first donation).
- e. Other rules
- iii. Resources received from the Solidarity Fund may be used to assist a member to pay ECOO membership fees for the year of the application. They may not be used to assist with
 - delegate travel costs or expenses
 - payments to third parties
 - payment of outstanding fees from previous years
 - iv. The Solidarity Fund Committee cannot approve a payment if there are insufficient funds in the Solidarity Fund account.
 - v. A member may nominate a representative to attend the General Assembly to present their case for assistance from the Solidarity Fund; such a representative may attend the General Assembly session only and will not be subject to delegate fees, if attending for that purpose only. However, the preferred option



would be for them to ask another member who is already attending the General Assembly to present on their behalf.

- vi. A member that has received assistance from the Solidarity Fund should aim to contribute back into the Solidarity Fund as soon as it is financially viable for them to do so.