



South East European Youth Network

SEEYN ASSEMBLY MANUAL

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1. SUBJECT OF THE DOCUMENT

This document describes work and duties of SEEYN Assembly. This manual gives description of how is assembly is structured.

2. SCOPE

This manual is used as a main manual for all Assembly as well as other organizational bodies, in the process of functioning of the organization, its members and relations with donors.

3. CONNECTIONS WITH OTHER DOCUMENTS

– Statute of the organization

4. DEFINITIONS, SYMBOLS AND ACRONYMS

SEEYN South East European Youth Network

SEE South East Europe

5. GENERAL ASSEMBLY

5.1 REPRESENTATION

SEEYN assembly is the highest decision making body.

The General Assembly shall consist of one representative of each of the Member organization. It shall meet every year. It shall draw up its own rules of procedure.

Members shall cover costs for any extra representative.

5.2 DUTIES OF ASSEMBLY MEMBERS

Assembly member (representative of the member org) have to be a person:

1. Familiar with SEEYN,
2. *With decision making authority given by his/her organization (member of SEEYN),*
With decision making authority given by his/her organization in written, (new)
3. Knowledge on his/her organization.

5.3 ASSEMBLY MEETINGS

Meetings of the Assembly are administrated by the Secretariat and hosting organization.

The meetings of the Assembly shall be chaired by the President of the Steering Board.

The meetings of the Assembly shall be chaired by the person nominated by hosting organization or Steering Board and approved by GA. (new)

6. CODE OF CONDUCT FOR ASSEMBLY MEMBERS

6.1 PURPOSE OF THE CODE

The purpose of this Code of Conduct is to provide guidance for all Members of the General Assembly on the standards of conduct expected of them in the discharge of their Assembly and Network duties;

PERSONAL CONDUCT

Members of the Assembly must comply with the Code of Conduct for Assembly Members:

- should act always on their personal honour;
- must never accept any financial inducement as an incentive or reward for exercising their influence in the Network;
- must not vote or promote any matter, in return for payment or any other personal material benefit (the "no paid advocacy" rule).

Assembly Members should avoid conflict between personal and Network interests and resolve any conflict between the two at once and in favor of the Network interest.

Assembly Members should at all times conduct themselves in a manner which will tend to maintain and strengthen the public's trust and confidence in the integrity of the Network and refrain from any action which would bring the Network, or its Members generally, into disrepute.

6.2 PRINCIPLES

Objectivity: In carrying out Network decisions should make choices on merit.

Accountability: Assembly members are accountable for their decisions and actions

Openness: Assembly member should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions

Assembly member must not disclose confidential information, including confidential information from Assembly meetings, without consent unless required to do so by law. Any such confidential material received by Members in the course of their Assembly duties should only be used in connection with those duties and must never be used for the purpose of financial gain.

Honesty: Assembly members have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that protects the Network interest.

Leadership: Assembly members should promote and support these principles by leadership and example.

6.3 USE OF NETWORK RESOURCES

Members are required to comply with the SEEYN financial guideline/manual when participate at SEEYN Assembly meetings.

6.4 PROVISION OF INFORMATION TO MEMBERS

Members are required to comply with the SEEYN communication standards and to use SEEYN official means of communication.

6.5 RELATIONSHIPS BETWEEN ASSEMBLY MEMBERS AND NETWORK STAFF

Members are required to comply with SEEYN Manuals and procedures, which has been approved by the Assembly or Steering Board.

The key principles are that relationships between Members and staff should be professional and based on mutual respect, and that the relationship between Members and staff should have regard to the duty of staff to remain politically impartial when carrying out their duties.