Internal Rules of

Sovereignty Foundation (SF)

A, GENERAL REGULATIONS

1, CHANGE MANAGEMENT OF INTERNAL RULES

In accordance with the Statutes, applying rules and regulations, governing by-laws, the Board is responsible to create and continuously improve the Internal Rules. Any change of the Internal Rules can be based on proposals from Members and Decision-making powers, suggestions of external auditors and supervising EP organisational bodies.

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2, GENERAL PROVISIONS

2.1. The objective of the Internal Regulation is to establish specific guidelines for the daily operations of the organisation.
2.2. In case of conflicts of interpretation between an article in the Statutes and one in the internal regulations, the interpretation given to the article in the Statutes prevails.
2.3. The working language of the Centre is English.

3, DECISION-MAKING POWERS

3.1. The decision-making powers and bodies, their functioning (including voting rights) are set in the Statutes and under supervision of the General Assembly.
3.2. The rules regarding the functioning and composition of these bodies, as well as other rules relating to the functioning of the association which are not set out in the Statutes and the regarding by-laws and applying regulations, will be set out in these Internal Regulations.

4, MANAGING BODY

4.1. The managing body of the organization is the Board. The composition, functioning and legal representation are set in the Statutes, applying rules and regulations, regarding by-laws.
4.2. To implement operational and project management tasks, the Board is entitled to employ staff, contract external service providers.

5, BILATERAL AGREEMENTS

5.1. The organization has the right to establish Bilateral Agreements with other organizations, think tanks, universities, NGOs, etc., as an instrument to develop broader relations and implement its working program.
5.2. The specific terms of any Agreement have to be accepted by the Bureau - in accordance with the Statutes, applying rules and regulations, regarding by-laws.

6. MEMBER ASSOCIATIONS' RELATIONSHIP TO THIRD PARTIES

6.1.The Member Associations are autonomous organisations and should act as separate legal entities through their own bodies.
6.2. The Member Associations clearly indicate their relationship to the SF in a way that no confusion is created over the fact that the Member Association is a separate legal entity operating independently.
6.3. The Member Associations should give due consideration to the interests of the SF and other Member Associations.
6.4. The Member Associations should observe the guidelines which the Bureau has adopted.

B, FINANCIAL REGULATIONS

7, GENERAL FINANCIAL PROVISIONS

7.1. The Regulation (EU, Euratom) No 1141/2014 prevails over the internal regulations of the organization in case of conflict of interpretation.
7.2. Authorised signatories for the approval of orders and issues of cheques on behalf of the organisation are in accordance with the Statures:
- President
- Treasurer

8, BANKING REGULATIONS

8.1. The authorized, responsible signatories, on behalf of the Board, in relation to all bank accounts are:
- President
- Treasurer
- Managing Director

8.2. All bank accounts shall be in the name of the organisation.
8.3. The Treasurer is responsible for ensuring that all bank accounts are regularly reconciled.

9, ACCOUNTS AND AUDIT

9.1. Managing Director will keep the following documents on behalf of the Board for a period of six years:
- Orders
- Invoices
- Bank statements
- Receipts
- Audited accounts

9.2 The Managing Director will arrange for an annual audit of the organisation's accounts to be presented to the General Assembly in accordance with the Statutes.
9.3 The audit will be exercised by the external statutory auditor.

10, ACCOUNTING AND EXTERNAL SERVICES

10.1. The accountancy of the organization is implemented by a contracted professional accountant office, in accordance with the Statutes, applying rules and regulations, regarding by-laws of the member country of registration.
10.2. The organisation implements accounting updates (submitting invoices, documents, realise cost classification) on real time through its Integrated Project Management and Administration System linked to the accountant.
10.3 The accountancy includes the competition of the yearly reporting duties and the support of the external audit.
10.4. The organization may use external services for legal, managerial and other tasks in accordance with the Statutes, applying rules and regulations, regarding by-laws of the member country of registration.

11, MEMBERSHIP FEES

11.1. The amount, payment deadline and methods of the annual membership fees are decided by the Board based on the budget calculations proposed by the Treasurer and the Managing Director.
11.2. Membership Fees are fixed in Euro.

12, BUDGET

12.1 The Board will prepare an annual budget prior to grant application.
12.2 Upon the grant decision, the Board adjusts the annual budget plan, informs the members and calls for project proposals.
12.3 The Actual Budget is finalized during the external audit procedure.

13, LOANS

13.1. No Staff member of the organisation may enter into loans or other credit on its behalf.

14. INVENTORY

14.1 An inventory of all equipment owned by the Centre will be kept by the Executive Director and reported to the Board.

C, OPERATIONAL MANAGEMENT

15, GENERAL PROVISIONS

15.1. The operational managing body of the organization is the Board. The operations of the organization are directed by the President and the Managing Director in accordance with the Statutes, the political direction and agenda defined by the General Assembly, applying rules and regulations, regarding by-laws.
15.2 The organisation may employ or contract staff to ensure the proper operational management.

16, PRACTICAL PRIVISIONS

16.1. Tasks of operational management include:

- Organizational management (meetings, assemblies)
- Legal management (contracts, legal cases)
- Running management (office rental, employment, daily operation, reimbursements, etc)
- Other operational issues (media, miscellaneous tasks)

16.2. The center of the operational management is the registered seat, however the organisation may open central and regional offices, operate virtual offices and apply the distance working technologies.

D, PROJECT MANAGEMENT

17, GENERAL PROVISIONS

17.1. The managing body of the organization is the Board. The activities/projects of the organization are managed by the President and the Managing Director in accordance with the Statutes, the political direction and agenda defined by the General Assembly, applying rules and regulations, regarding by-laws.

17.2. The association develops and continuously amends its digital "Integrated Project Management and Administration System" which covers the full process of project management, financial management and administration duties.

17.3 The organisation may employ or contract staff - regional or project managers - to ensure the proper implementation of the project management tasks.

18, PRACTICAL PROVISIONS

18.1. Tasks of project management include:
- Project proposal procedure
- Decision-making procedure
- Financial planning of projects
- Supervision of project implementation
- Financial settlements of projects
- Administration and reporting of projects

18.2. The center of the project management is the registered seat, however the organisation may open central and regional offices, operate virtual offices and apply the distance working technologies.

E, MISCELLANEOUS REGULATIONS

18, EXPENSES AND REIMBURSEMENTS

18.1. Board and Staff members may make claims for reimbursement of reasonable travel and subsistence when on an official mission. All the requests need to be approved by the Managing Director.

18.2. All claims for payment of travel, subsistence and incidental expenses should be presented to the Managing Director through a digital claim form in the "Integrated Project Management and Administration System"and be accompanied by appropriate invoices.

18.3. All claims for overnight accommodation, working meals and transportation costs must remain reasonable and proportional to the occasion. Luxurious consumable items are not authorized.

19, REPRESENTATION

19.1 No internal representation is allowed between staff members of the organisation.

20, HONORARIUMS

20.1. Honorariums and financial fees paid to the Members of the organisations and related bodies should be considered exceptions and require prior Board decisions and if necessary, formal legal engagements, e.g. contract.