



Federal Union of European Nationalities

RULES OF PROCEDURE

ADOPTED BY THE FUEN PRESIDUM ON
20 MAY 2022

§ 1 Ordinary Membership

(1) Only organisations can be admitted as ordinary member, that comply with regulations of Articles 2, 5 and 9 of the FUEN Statutes. They must be able to exist and work at the time of application.

(2) Ordinary membership must be preceded by at least two years of associated membership in accordance with Article 6 of the Statutes. During this period the member must fulfil its duties.

§ 2 Associated Membership

Only organisations can be admitted as associated member, that comply with regulations of Articles 2, 6 and 9 of the FUEN Statutes. They must be able to exist and work at the time of application.

§ 3 Membership Applications

(1) The application for admission as an ordinary or associated membership shall include the following documents:

- the relevant decision of the supreme representative body of the organisation,
- the statutes of the organisation,
- Activity reports of the organisation for the past three calendar years (including statements on elections),
- Financial reports for the past three calendar years, including the organisation's annual budget and information on sources of funding.

(2) The Presidium shall examine applications for membership. For this purpose, meetings with the applying organisation may be arranged, and statements by third parties may be consulted.

§ 4 Change of membership status

If an organisation intends to apply for a membership status which it has previously held, the Presidium may, at the request of the organisation, decide that the requirements of § 3 (1) do not or only partially have to be fulfilled.

§ 5 Rules on the Membership Fees of ordinary and associated members

- (1) The annual membership fees are divided according to the type of membership.
- (2) The annual membership fees of ordinary and associated members are divided into
 - the state in which the member has its seat,
 - the size of the autochthonous national minority represented by the organisation,
 - the financial capacity of the organisation.
- (3) Ordinary and associated members are divided according to the state in which they have their seat into:
 - Group A: States which joined the EU before 2004, Switzerland, Norway, United Kingdom;
 - Group B: States which joined the EU as from 2004;
 - Group C: Commonwealth of Independent States (CIS), non-EU countries and others
- (4) The member organisations are divided into the following groups according to the number of persons who profess to belong to the autochthonous national minority:
 - i. < 1000 persons belonging to the minority;
 - ii. 1000 – 5000 persons belonging to the minority;
 - iii. 5000 – 10 000 persons belonging to the minority;
 - iv. > 10 000 persons belonging to the minority.

Own information or officially recorded statistics may be used as a basis for the determination.

- (5) The amount of the membership fees is determined by the following table

		< 1000	1000-5000	5000-10 000	> 10 000
Group A					
	Ordinary member	350 €	875 €	1 750 €	3 500 €
	Associate member	350 €	500 €	875 €	1 750 €
Group B					
	Ordinary member	350 €	500 €	875 €	1 750 €
	Associate member	250 €	350 €	500 €	875 €
Group C					
	Ordinary member	350 €	400 €	500 €	1 000 €
	Associate member	200 €	250 €	350 €	500 €

- (6) If a member organisation can credibly demonstrate that the size of the minority deviates from officially maintained statistics, this may be taken into account.
- (7) Associated members representing several minorities in accordance with Article 6 (3) b of the Statutes shall be classified on the basis of the total size of these minorities.
- (8) In justified cases the member organisation may apply for a partial reduction of the annual membership fee.

This application must be submitted by the end of March of the current calendar year.

The Presidium may decide on a reduction of the membership fee for up to three years.

The decision of the Presidium to accept or reject the application must be justified. The Presidium can base the decision on the following table.

If the annual membership fee amounts to:

- more than 1% of the annual budget of the member organisation, the membership fee may be reduced up to 50%,
- more than 5 % of the annual budget of the member organisation, the membership fee may be reduced up to 30 %,
- more than 10% of the annual budget of the member organisation, the membership fee may be reduced to up to 10%.

Membership fees may not be less than 100 € per year.

§ 6 Fees of supporting members

(1) Supporting members - establishments, institutions, foundations and associations - must make a minimum annual contribution of € 200.

(2) Supporting members - individuals - must make a minimum annual contribution of €100.

§ 7 Congresses and other events

a. Once a year, FUEN organises the FUEN Congress, in connection with the Assembly of Delegates. The FUEN Congress is normally organised in cooperation with one or more Member Organisations of FUEN.

b. The Members of FUEN have the possibility to apply for organising the Congress. The decision will be taken by the Presidium and affirmed by the Assembly of Delegates.

c. Every four years, FUEN organises the EUROPEADA, the European Football Championship of the autochthonous minorities. EUROPEADA is a registered trademark of FUEN.

d. The Members of FUEN have the possibility to apply for participation in the EUROPEADA. The venue of the EUROPEADA is determined by the Presidium and affirmed by the Assembly of Delegates.

e. The Presidium can initiate further one-off of regular events.

§ 8 Procedures at the Assembly of Delegates

- a. The Assembly of Delegates shall meet at least once a year (Article 17 Statutes).
- b. The Assembly of Delegates is open to the public (Article 13 Statutes). Only Delegates have the right to speak and to table motions.
- c. The Assembly of Delegates shall be convened in writing not less than 14 weeks before the designated date (Article 17 Statutes). The agenda is determined by the Presidium. Proposals for the agenda, draft resolutions, etc. must be submitted to the Presidium at least 10 weeks before the Assembly. (Article 18 Statutes)
- d. The final agenda will be sent to the Member Organisations of FUEN not later than 4 weeks prior to the Assembly (Article 18 Statutes).
- e. The resolutions have to be attached to the final agenda. These have to be submitted by the organisation that tables them in one official FUEN-language and in any case in English and shall not be longer than two pages.
- f. In case of urgency, the above deadlines do not apply. (Article. 17 Statutes).
- g. Urgent draft resolutions shall be submitted to the Presidium not later than just before the Assembly of Delegates. The Presidium decides if, or in which form these drafts shall be tabled during the Assembly of Delegates.
- h. The Presidium decides at which items on the agenda experts will be invited. Deviating from § 8 b. , experts will have the right to speak at these items.
- i. The admission of new members shall be dealt with as the second last item of the agenda.
- j. The agenda will have “miscellaneous” as its last item. Under “miscellaneous” no decisions can be taken.
- k. The Assembly of Delegates elects, on the proposal of the Presidium, a leader of the Assembly and a minutes taker. The Assembly of Delegates elects two counters of the votes.
- l. The distribution of the votes takes place according to Articles 14 and 15 of the Statutes.

The voting rights of members who have not paid their membership fees shall be suspended (Article 12 Statutes).
- m. The decisions taken by the Assembly of Delegates have to be entered in the minutes. The minutes have to be signed by the leader of the Assembly and the minutes taker and shall be deposited at the Secretariat of FUEN.
- n. If the Assembly of Delegates is held in whole or partly in electronic form, the foregoing provisions shall apply mutatis mutandis.

§ 9 Resolutions

- a. Draft resolutions shall be submitted by the Member Organisations in due time. Subsequently, they shall be reviewed by the Presidium and, if necessary, edited in consultation with the member organisations and then submitted to the Assembly of Delegates for adoption
- b. Also for urgent draft resolutions it shall be guaranteed that the draft is properly worded and both the Presidium and the Delegates shall have the opportunity to form their opinion.
- c. Drafts that have not been submitted in due time can only be tabled by the Presidium at the Assembly of Delegates as “urgent draft resolutions”, if the content shows a clear topicality and urgency and makes it clear why the deadline could not have been met.
- d. If this is not the case, then the draft can be disseminated as a declaration/statement and eventually approval can be given by acclamation.
- e. After adoption, resolutions are official documents of FUEN. Otherwise, the same rules apply to statements/opinions as to resolutions. The difference in status shall be taken into due account in internal communication and by all means in external communication (press statements, publications in the internet or social networks et cetera).
- f. The Presidium may make editorial changes that do not significantly affect the content of the text after it has been adopted by the Assembly of Delegates. The Presidium shall be responsible for the final version.
- g. In translations of the adopted resolutions or statements no significant changes in the content are permitted.
- h. Resolutions shall be properly edited, just like in principle all the documents of FUEN that are published (press releases, position papers, et cetera).
- i. For each resolution it should be indicated which language version is the original in cases of doubt.

§ 10 Working Groups inside FUEN

§ 10.1 Working Group of German Minorities inside FUEN

- a. The Working Group of the German Minorities is a Working Group established under the roof of the Federal Union of European Nationalities (FUEN).
- b. The Working Group pursues the purpose of FUEN as defined in Articles 1-4 of the statutes, and takes the common interests of FUEN as a community based on solidarity into account.

c. The Working Group pursues the aim of having an exchange of experiences and dialogue to guarantee the rights and future perspective of the German communities. The support for the German language and culture is a fundamental objective of the common work.

d. In cooperation with the Presidium, the Secretary General/Secretariat General and other bodies, and by active joint action of its participating members, the Working Group wants to work towards providing political representation and visibility of the persons belonging to the German minorities in Europe on a high level.

e. Members of the Working Group are those members of FUEN, which consider that they are a national minority community / ethnic group belonging to the German language and culture.

Non-Members of FUEN can, based on a decision by the Presidium and the Working Group, also participate in the Working Group and its annual meeting, if they represent the interests of their German national minority / ethnic group and are able to prove that they have democratic structures.

Active participation within the Working Group constitutes a first step towards membership of FUEN.

The non-Members of FUEN in the Working Group do not have the right to vote in the Working Group.

f. Each year, the Working Group organises an annual meeting. The members of the Working Group, representatives of the FUEN Presidium and Secretariat General take part in this meeting. Other FUEN members and guests can be invited.

g. The purpose of the annual meeting of the Working Group is to have an exchange between the members of the Working Group and to enter into a dialogue with decision-makers. The annual meeting determines the goals of the Working Group in the form of an updated strategic concept and annual working programmes.

h. The Working Group chooses a speaker from its own ranks. In order to guarantee permanent coordination and contact with the Presidium, the Presidium appoints a Presidium member who is responsible for the Working Group.

The Presidium member who is responsible shall work closely together with the Working Group and with the Office of the Working Group.

The speaker will be invited to the Presidium meetings, to join the discussions about the activity of the Working Group.

The arrangements for reimbursement of Presidium members apply equally to that of the speaker of the Working Group.

The speaker is elected by the Members of FUEN in the Working Group with a simple majority of those who are present.

Each Member Organisation of the Working Group has one vote.

The speaker is elected for a period of three years.

The speaker can be re-elected not more than two times.

i. The responsible member of the Presidium or the speaker of the Working Group has the task to report continuously to the Working Group about its own actions. He regularly informs the Presidium about the activities of the Working Group.

The speaker represents the Working Group in accordance with the objectives confirmed by the Working Group, within the framework of a precisely defined mandate as agreed with the Presidium.

The speaker chairs the meetings of the Working Group.

The speaker takes responsibility, together with the Office of the Working Group, for the annual programme of the Working Group.

The speaker regularly informs the Presidium about the activity of the Working Group and the Member Organisations about its activity.

The speaker can perform additional tasks, given to him by the Presidium.

j. The Working Group reports to the Assembly of Delegates.

k. In order to implement its goals, the Working Group can determine and undertake additional measures, activities or projects.

All material and financial expenses and use of administrative resources have to be coordinated with the Secretariat General before the start of the measure or project.

§ 10.2 Working Group of Slavic Minorities inside FUEN

a. The Working Group of the Slavic Minorities is a Working Group established under the roof of the Federal Union of European Nationalities (FUEN).

b. The Working Group pursues the purpose of FUEN as defined in Articles 1-4 of the statutes, and takes the common interests of FUEN as a community based on solidarity into account.

c. The Working Group pursues the aim of having an exchange of experiences and dialogue to guarantee the rights and future perspective of the Slavic communities. The support for the Slavic languages and cultures is therefore one of the most important aims of the work together.

d. In cooperation with the Presidium, the Secretary General/Secretariat General and other bodies, and by active joint action of its participating members, the Working Group wants to work towards providing political representation and visibility of the persons belonging to the Slavic minorities in Europe on a high level.

e. Members of the Working Group are those members of FUEN, which consider that they are a national minority community / ethnic group belonging to the various Slavic languages and cultures.

Non-Members of FUEN can also participate in the Working Group and its annual meeting, if they represent the interests of their Slavic national minority / ethnic group and are able to prove that they have democratic structures.

Active participation within the Working Group constitutes a first step towards membership of FUEN.

f. Each year, the Working Group organises an annual meeting. The members of the Working Group, representatives of the FUEN Presidium and Secretariat General take part in this meeting. Other FUEN members and guests can be invited.

g. The purpose of the annual meeting of the Working Group is to have an exchange between the members of the Working Group and to enter into a dialogue with decision-makers. The annual meeting determines the goals of the Working Group in the form of an updated strategic concept and annual working programmes.

h. The Working Group has the possibility to choose a speaker from its own ranks. In order to guarantee permanent coordination and contact with the Presidium, the Presidium appoints a Presidium member who is responsible for the Working Group.

It is desirable that the speaker and the responsible Presidium member are one single person. If this is not possible or is not the case, the speaker can, where appropriate, be invited to Presidium meetings in order to discuss about the activities of the Working Group.

i. The responsible member of the Presidium or the speaker of the Working Group has the task to report continuously to the Working Group about its own actions. He regularly informs the Presidium about the activities of the Working Group.

j. The Working Group reports to the Assembly of Delegates.

k. In order to implement its goals, the Working Group can determine and undertake additional measures, activities or projects.

All material and financial expenses and use of administrative resources have to be coordinated with the Secretariat General before the start of the measure or project.

§ 10.3 Working Group of Turkish Minorities inside FUEN

a. The Working Group of the Turkic Minorities is a Working Group established under the roof of the Federal Union of European Nationalities (FUEN).

b. The Working Group pursues the purpose of FUEN as defined in Articles 1-4 of the statutes, and takes the common interests of FUEN as a community based on solidarity into account.

c. The Working Group pursues the aim of having an exchange of experiences and dialogue to guarantee the rights and future perspective of the Turkic communities. The support for the Turkic languages and cultures is therefore one of the most important aims of the work together.

d. In cooperation with the Presidium, the Secretary General/Secretariat General and other bodies, and by active joint action of its participating members, the Working Group wants to work towards providing political representation and visibility of the persons belonging to the Turkic minorities in Europe on a high level.

e. Members of the Working Group are those members of FUEN, which consider that they are a national minority community / ethnic group belonging to the various Turkic languages and cultures.

Non-Members of FUEN can also participate in the Working Group and its annual meeting, if they represent the interests of their Turkic national minority / ethnic group and are able to prove that they have democratic structures.

Active participation within the Working Group constitutes a first step towards membership of FUEN.

f. Each year, the Working Group organises an annual meeting. The members of the Working Group, representatives of the FUEN Presidium and Secretariat General take part in this meeting. Other FUEN members and guests can be invited.

g. The purpose of the annual meeting of the Working Group is to have an exchange between the members of the Working Group and to enter into a dialogue with decision-makers. The annual meeting determines the goals of the Working Group in the form of an updated strategic concept and annual working programmes.

h. The Working Group has the possibility to choose a speaker from its own ranks. In order to guarantee permanent coordination and contact with the Presidium, the Presidium appoints a Presidium member who is responsible for the Working Group.

It is desirable that the speaker and the responsible Presidium member are one single person. If this is not possible or is not the case, the speaker can, where appropriate, be invited to Presidium meetings in order to discuss about the activities of the Working Group.

i. The responsible member of the Presidium or the speaker of the Working Group has the task to report continuously to the Working Group about its own actions. He regularly informs the Presidium about the activities of the Working Group.

j. The Working Group reports to the Assembly of Delegates.

k. In order to implement its goals, the Working Group can determine and undertake additional measures, activities or projects.

All material and financial expenses and use of administrative resources have to be coordinated with the Secretariat General before the start of the measure or project.

§ 10.4 European Dialogue Forum

a. The European Dialogue Forum is a platform that seeks formalized, political dialogue with the European Parliament and the Parliamentary Assembly of the Council of Europe. FUEN sends eight representatives to the Forum.

b. The European Dialogue Forum is a Working Group within the meaning of Chapter 7 of the Statutes.

c. The European Dialogue Forum is a body composed of eight representatives of FUEN and two representatives of YEN.

d. The FUEN representatives are elected every three years. The FUEN President is member ex officio. The seven FUEN representatives are elected by the Assembly of Delegates.

e. The election of the FUEN representatives is regulated in the Election Regulation.

§ 10.5 Working Group of the Non-kin-state Minorities inside FUEN

a. The Working Group of the Non-kin-state Minorities is a Working Group established under the roof of the Federal Union of European Nationalities (FUEN).

b. The Working Group pursues the purpose of FUEN as defined in Articles 1-4 of the statutes, and takes the common interests of FUEN as a community based on solidarity into account.

c. The Working Group pursues the aim of having an exchange of experiences and dialogue to guarantee the rights and future perspective of the Non-kin-state communities. The support for the Non-kin-state languages and cultures is therefore one of the most important aims of the Working Group.

d. In cooperation with the Presidium, the General Secretariat and other bodies, and by active joint action of its participating members, the Working Group wants to work towards providing high level political representation and visibility of the people belonging to the Non-kin-state minorities in Europe.

e. Members of the Working Group are those members of FUEN who represent an ethnic, cultural or linguistic minority lacking a kin-state which they could share their language, culture and identity with.

Non-members of FUEN can also participate in the Working Group and its annual meeting, if they represent the interests of their Non-kin-state minority group and are able to prove that they have democratic structures.

Active participation within the Working Group constitutes a first step towards membership of FUEN.

The non-members of FUEN in the Working Group do not have the right to vote in the Working Group.

f. Each year, the Working Group organises an annual meeting. The members of the Working Group, representatives of the FUEN Presidium and General Secretariat take part in this meeting. Other FUEN members and guests can be invited.

g. The purpose of the annual meeting of the Working Group is to have an exchange between the members of the Working Group and to enter into a dialogue with decision-makers. The annual meeting determines the goals of the Working Group in the form of an updated strategic concept and annual working programmes.

h. The Working Group chooses a spokesperson from its own ranks. In order to guarantee permanent coordination and contact with the Presidium, the Presidium appoints a Presidium member who is responsible for the Working Group.

The Presidium member who is responsible shall work closely together with the Working Group.

The spokesperson will be invited to the Presidium meetings to join the discussions about the activity of the Working Group.

The arrangements for reimbursement of Presidium members apply equally to that of the spokesperson of the Working Group.

The spokesperson is elected by the Members of FUEN in the Working Group with a simple majority of those who are present.

Each Member Organisation of the Working Group has one vote.

The spokesperson is elected for a period of three years.

The spokesperson can be re-elected not more than two times.

i. The responsible member of the Presidium or the spokesperson of the Working Group has the task to report continuously to the Member Organisations of the Working Group about its actions.

He or she regularly informs the Presidium about the activities of the Working Group.

The spokesperson represents the Working Group in accordance with the objectives confirmed by the Working Group, within the framework of a precisely defined mandate as agreed with the Presidium.

The spokesperson chairs the meetings of the Working Group.

The spokesperson takes responsibility, together with the FUEN General Secretariat, for the annual programme of the Working Group.

The spokesperson can perform additional tasks, given to him by the Presidium.

j. The Working Group reports to the Assembly of Delegates.

k. In order to implement its goals, the Working Group can determine and undertake additional measures, activities or projects.

All material and financial expenses and use of administrative resources have to be coordinated with the General Secretariat before the start of the measure or project.



info@fuen.org | www.fuen.org

FUEN Flensburg / Flensburg
Schiffbrücke 42
D-24939 Flensburg
Phone: +49 461 12855

FUEN Berlin
Kaiser-Friedrich-Straße 90
D-10585 Berlin
Phone: +49 30 364 284 050

FUEN Brussel / Bruxelles
Rue Jacques Jordæns 34
B-1000 Bruxelles
Phone: +32 2 627 18 22