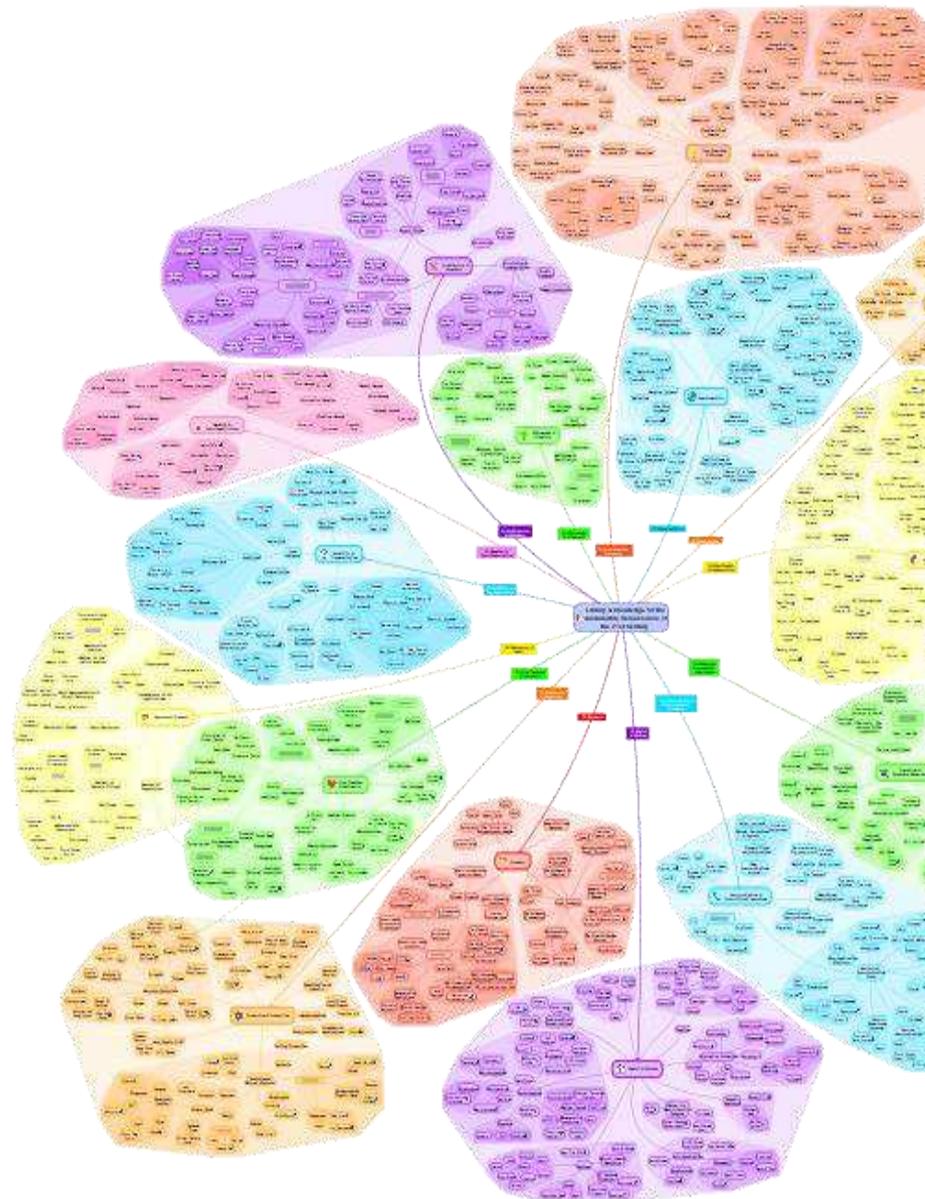




Eudaimon, Earth Citizens' Projects

# Eudaimon-ECP Internal Regulations

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## ARTICLE 1 – CONSTITUTION

The Internal Regulations complete the statutes of the NGO Eudaimon-ECP.

It is established and modified by the Steering Circle, subject to the approval of the modifications by the Orientation Circle.

These Internal Regulations cancel and replace any previous version of the Internal Regulations of Eudaimon-ECP.

## ARTICLE 2 - REMINDER OF THE FOUNDATIONS OF PARTICIPATIVE GOVERNANCE OF EUDAIMON-ECP

The overall philosophy of Eudaimon-ECP's governance is based on **cooperation** and aims to develop **participation, autonomy** and **co-responsibility**.

This governance aims to involve, as much as possible, the people concerned by the movement life and its development in the choices of orientation and in the smooth running of the association.

By creating **colleges of members** for the different kind of people associated with the life of Eudaimon-ECP (founders, operational teams, affinity groups, local groups, partners, and contributors), the movement intends to create **spaces of dialogue** within the movement's structure, to promote the acknowledgement of different points of view and to develop a bond that connects its members to foster **vitality, prosperity** and **wellness**.

The establishment of operation in **circles**, in which people have equal **power**, aims to promote mutual understanding and exchange, and thus aims to foster the emergence of **collective intelligence** and **wisdom**.

It promotes **consultation** and exchange phases prior to **strategic decision-making**, encouraging the **involvement** and **responsibility** of everyone within the organization and facilitating the implementation of decisions with more **unity** and **power**.

The goal of Eudaimon-ECP's governance is also to enable each person in their role, and at each college, to be strengthened in their **decision-making autonomy** and **action** within their own perimeters.

The organization aims to **decentralize power** and the **capacity to act**.

In accordance with these principles, it has been agreed to give priority to the operating methods and decision-making procedures described in Articles 3 and 4 for the strategic decisions of each circle, and for those concerning governance.

Operational decisions (i.e., the actual implementation of strategic choices) are not required to be made by consent.

## ARTICLE 3 - THE DECISION-MAKING PROCESS BY CONSENT

The **decision-making process by consent** applies in colleges, the Orientation Circle and the Steering Circle.

The decision-making process by consent consists of making decisions unanimously, taking into account: individual contributions to the greatest extent possible, and at a bare minimum, the limits of those who will have to live with the decision and/or implement it.

It allows all members of a circle to be included when making a decision about the circle and to be mutually supportive **in its implementation**.

No decision is made by a Circle unless the consent of all members is obtained, i.e. no one disagrees with its validation.

### Process of the decision-making process by consent:

- The process is based on **clearly stated written proposals**, as far as possible in the form of a **Proposal Form (PF)**.

A Proposal Form presents:

- The **problem** and the **intentions** (needs to be met),
- A **concrete** and **well-argued action plan**.

- Proposals are presented, discussed, and improved in three stages :

- **Stage 1 : Clarification**

Questions about comprehension, and only these, are addressed in such a way that everyone understands the proposal statement ("Does this proposal make sense to you or do you have any questions, and only questions in terms of understanding "No opinions at this stage").

- **Step 2: Expression of feelings**

In the form of a speaking round without debate, each participant expresses themselves on the proposal, starting with what suits them (which needs are met) and then what does not suit them (any unmet needs). They may make suggestions for improvements.

The proposer(s) listen without comment. Several rounds of speeches may be made depending on necessity and time available.

At the end of this stage, the bearer(s) of the proposal may, if they so wish, make amendments to their proposal. They then reformulate their amended proposal.

- **Stage 3 : Objections**

Consent is defined as "no objections".

Consent maintains the advantages of general agreement while avoiding the drawbacks of delay and deadlock.

Each participant is invited to say whether they have, at this stage, any objections to the adoption of the proposal.

An objection is only valid if the decision could harm the organization or if someone could not "live with" it; and if the person who issues it actively participates in the search for solutions.

By "could not live with" we mean: a reason for which the decision may not work, cannot be implemented or would contravene a fundamental need of the organization, people or the decision environment. An objection is therefore not a personal preference. Discernment is required here.

The objections are formulated and listed on a board before being subsequently processed by the whole group in a free debate whose aim is to improve the proposal until each objection is resolved or lifted, one by one. The person who raises an objection is the first to voice their opinion on the issue ("what do you suggest that would make it possible to lift your objection?"); they do so in a search for solutions.

When there are no more objections on the board, the decision is validated, celebrated and recorded in the circle register, called the Decision Record (DR), in conjunction with the proposal form (the exchanges are not recorded).

Note that some decisions may require processing.

In the event that the number of objections is very high, the proposal may not be taken into account as such and the proposer is then asked to reconsider it.

The coordinator of the circle initiates this choice and determines the degree of urgency of the decision.

In the event of a deadlock, the facilitator may move to postpone the decision-making process, in which case it is up to the coordinator of the circle to assess the degree of urgency, importance and risk in deciding whether to postpone the decision, or to proceed with a decision in another way.

## ARTICLE 4 - THE CANDIDATE-FREE ELECTION PROCESS

Candidate-Free elections allow choices to be made for the allocation of roles within the circle: for example, the facilitator or the secretary.

It can also be used to make any other choice (strategic options, priority topics to be addressed ...) for which several options are presented, benefiting from everyone's opinion.

Candidate-free elections are based on the consent decision-making process set out in Article 3 of these Internal Regulations.

Those chosen by consent for a role thus have the confidence of their Circle.

### Proceedings of the Candidate-Free election process.

The candidate-free election is conducted in several phases:

- The statement of the role (or choice to be made), the inventory of what the circle expects from that role, as well as the skills and qualities required, are established by the Circle.
- Each participant writes their name and their vote on a ballot sheet and then hands it to the facilitator.
- The facilitator reads the ballots aloud, and asks each participant in turn to explain the reasons for their vote. The facilitator visibly places the ballots in a column.
- At the end of this round, the facilitator asks if any participants wish change their vote. The people who request to do so are able to revise their vote and should justify their reasons.
- In view of what appears among the votes cast, the facilitator asks if anyone has a proposal to make to the group. Any proposal is admissible, and not only the one with the most votes. However, through

experience and in order to optimize time, it is recommended that the name with the highest number of votes be submitted for consent.

- The proposal requires a decision to be made by consent (see Article 3)

## ARTICLE 5 - MEMBERS AND COLLEGES

As defined in the statutes, the association distinguishes 6 categories of members, distributed within **6 colleges**:

- The members of the **College of Founders**,
- The members of the **College of Operational Staff**,
- The members of the **College of Friends**,
- The members of the **College of Local Groups**,
- The members of the **College of Partners**,
- The members of the **College of Contributors**.

**For the College of Local Groups**, there is a "Cooperation Protocol" which must be co-signed by:

- A member of the operational team who has been empowered to do so,
- Each member of the core circle of the local group concerned.

The "Cooperation Protocol" defines the link between the association and the core circle of the local Eudaimon group. Changes to the "Cooperation Protocol" are validated by the Steering Circle.

**For the College of Contributors**, the minimum amount of the donation that allows individuals to be members of this college is:

- 10 euros per year, for students (with a valid student ID)
- 10 euros a year, for people under 25
- 30 euros per year, for those 25 and over

## ARTICLE 6 - OPERATION OF COLLEGES

Each college, with the exception of the operational college, has a coordinator elected both by and from within its representatives in the Orientation Circle.

The director of the association is chosen by the Steering Circle and fulfills the function of coordinator of the College of Operational Staff.

Each coordinator acts as the first link in his or her college. As such, they guarantee the proper functioning of their college in a circle, and the specific role of their college within the movement. The coordinator of a college is responsible for convening the college, including the organization of the election of new representatives.

Each college is sovereign with regard to the communication tools used and the distribution of the exchanges and reflections carried out within it, under the responsibility of the coordinator who acts in consultation with the operational team of the association, via a referent member of the operational team.

Each college therefore has a referent within the operational team. This referent may be the same for several colleges.

## ARTICLE 7 - ENGAGEMENT OF MEMBERS

All members of a college, the Orientation Circle and the Steering Circle must acknowledge and respect the statutes, these Internal Regulations and the association's relational and behavioural charter.

They also commit themselves to be fully aware of and to accept the responsibilities that are associated with their accepted role.

The above-mentioned documents are sent to any new members as soon as they are qualified by the coordinator of the college or circle concerned.

## ARTICLE 8 - THE DIFFERENT ROLES WITHIN THE ORIENTATION CIRCLE

The Orientation Circle is chaired by the coordinator of the Steering Circle or, at default, by a member of the Steering Circle chosen for this purpose by the Orientation Circle.

**The coordinator of the Steering Circle** (and therefore of the Orientation Circle) is chosen by the Steering Circle from among its members, as is the **secretary** and the **facilitator**, who assume these roles for both Circles, Orientation Circle and Steering Circle.

The coordinator ensures the proper functioning of the Orientation Circle, in collaboration with the facilitator and the secretary for:

- Planning meetings,
- Convocations,
- Consultation of the colleges (in collaboration with college coordinators),
- Preparation of the meeting's agenda,
- Facilitation of the meetings,
- Evaluation of the meetings.

The **facilitator** assists the coordinator in their duties. They prepare, facilitate and evaluate meetings.

In the absence of the facilitator, they are replaced by the secretary, or by another member of the circle, or by an external facilitator chosen from time to time for this role.

**The secretary** records the decisions of the Orientation Circle in the circle register. This register includes all of the Decision Records of the Orientation Circles which held, with Proposal Sheets.

It is accessible online by all members of the Orientation Circle.

The secretary assists the facilitator in the preparation, animation and evaluation of meetings.

They draw up an attendance sheet signed by the members of the Orientation Circle when they enter the meeting. The attendance sheets are certified by the coordinator.

## ARTICLE 9 - CONVOCAATION & AGENDA OF THE ORIENTATION CIRCLE

The Orientation Circle meets at least once a year upon convocation of the Steering Circle. It may also meet at the request of at least one third of its members.

If possible, the annual meeting of the Orientation Circle (the Ordinary Orientation Circle) should be convened two months before the date of the meeting and at least fifteen days in advance by individual letter (post or e-mail). The letter includes the agenda of the Ordinary Orientation Circle.

When the Orientation Circle is convened in an extraordinary session, the convocation is sent at least fifteen days before the date of its holding by individual letter (postal or electronic). It includes the agenda of the Extraordinary Orientation Circle.

Each year, a consultation may be organized for all members of the colleges, led by the college coordinators in accordance with the procedures of their choice, proposing that each member of the college decide on future orientations.

The results of this consultation can be sent to the members of the Orientation Circle at the latest in parallel with the convocation.

## ARTICLE 10 - ATTENDANCE AT THE CIRCLES' MEETINGS & DIGITAL TOOLS

The Orientation and Steering Circle meetings can be held by all contemporary means of communication; however, participation in the **Ordinary Orientation Circle** can only be made in person, except in the case of emergency.

Within the framework of an **Extraordinary Orientation Circle**, it is possible to make the meeting and the vote(s) electronic via digital tools, and with at least the following prerequisites:

- Opening of a dedicated **digital space** in advance to collect questions and opinions on the proposal submitted for consent/validation,
- The **attendance sheet** at an extraordinary Orientation Circle can also be digitized in the form of an email sent to the secretary specifying participation with regard to the vote(s). The voter will then have to specify their vote in the email as follows: name of the proposal submitted for voting and actual indication of the vote made.

Example: I validate the "[name]" proposal submitted for a vote at the Extraordinary Orientation Circle on "date".

For Steering Circle meetings, it is recommended to limit participation via teleconference tools to meetings that last less than half a day.

## ARTICLE 11 - THE DIFFERENT ROLES WITHIN THE STEERING CIRCLE

The members of the Steering Circle perform several roles for which they are elected by a Candidate-free election among the members of the Steering Circle: **coordinator, facilitator, secretary, treasurer.**

The different roles have the following responsibilities and accountabilities:

- **The coordinator of the Steering Circle** is responsible for ensuring the proper functioning of the Steering Circle, ensuring the execution of the decisions of the latter and ensuring the smooth running of the association, which they represent in court and in all acts of civil life. They also have the powers delegated to them by the Steering Circle for the day-to-day management of the Association.

The coordinator of the Steering Circle acts as President of the association. Their term in office is two years, renewable by consent of the members.

They retain their powers until the election of the new president. This takes place during the Steering Circle meeting that follows the Orientation Circle during which the members of the new Steering Circle are elected.

The Steering Circle coordinator ensures that a facilitator is chosen to manage the meetings of the Steering Circle, in collaboration with the Secretary.

This function cannot be combined with the roles of Facilitator and Secretary within the Steering Circle.

- **The facilitator** assists the coordinator in the performance of their duties. The facilitator replaces the coordinator in case of impediment, with an exception for the Orientation Circle chaired by the coordinator of the Steering Circle, and for which if the latter is absent, a member of the Steering Circle is then chosen for this purpose by the Orientation Circle.

The facilitator prepares the agenda, leads the meeting (opening round, validation of the agenda, presentation of proposals, moderating decision-making, closing round), and carries out the evaluation of the meeting.

This function cannot be combined with the role of Coordinator and Secretary within the Steering Circle.

- **The secretary** is responsible for convening and writing minutes & correspondences, as well as keeping the register prescribed by Article 5 of the Law of July 1st, 1901, of the French law.

The secretary records the decisions of the Steering Circle in the Circle's Register.

This register includes all the Decisions Records of the Steering Circle that have been held, together with Proposal Sheets. It is accessible online by all members of the Steering Circle and the Orientation Circle.

The secretary assists the facilitator in the preparation, animation and evaluation of meetings.

They draw up an attendance sheet signed by the members of the Orientation Circle when entering the meeting.

The attendance sheets are certified by the coordinator.

This function cannot be combined with the role of coordinator and facilitator within the Steering Circle.

- **The treasurer** keeps the accounts of the association and, in collaboration with the association's administrative and financial coordinator, they make all payments and receive all revenues.

With the authorization of the Steering Committee, they proceed with the withdrawal, transfer and disposal of all assets and securities.

Each member of the Steering Circle who performs one of these roles may delegate all or part of their duties to another member of the Steering Circle who does not already perform one of the roles defined above. They may also delegate all or part of their functions to a member of the operational team after having informed the Steering Circle. They retain the responsibility over ensuring that the role and its accountabilities are fulfilled.

## ARTICLE 12 - STEERING CIRCLE MEETING

The Steering Circle meets at least once every six months and/or as often as the association's interest requires.

Each member of the Steering Circle may request the Steering Circle meeting at any time. In this case, the member who makes such a request sets the agenda of the meeting..

It is suggested that at the end of each Steering Circle meeting, the date of the next Steering Circle meeting be set. There are therefore no specific procedures for convening members.

The agenda and the proposal sheets will be brought to the attention of the members of the Steering Circle, at most five days before the meeting, and at least forty-eight hours before the meeting, via the dedicated digital space or by sending of an individual letter (postal or electronic).

## ARTICLE 13 – ORAL DEPOSITIONS OF THE ORIENTATION AND STEERING CIRCLES

In addition to the Decision Reports accessible in the shared online space, the oral deposition of the Orientation Circle and Steering Circle are drawn up in a special register signed by the coordinator and the meeting secretary.

Copies or extracts of these oral depositions, to be produced in court or elsewhere, are signed by the coordinator of the Steering Circle or by two members of the Steering Circle.

The register of the oral depositions of the Orientation and Steering Circles will also be accessible to the members of the Orientation Circle through electronic means.

## **ARTICLE 14 - REPRESENTATION OF A MEMBER IN CASE OF ABSENCE FROM THE ORIENTATION CIRCLE AND THE STEERING CIRCLE**

Each person present at the Orientation Circle or the Steering Circle speak in their own name.

A member of the Orientation Circle or the Steering Circle may not be represented at the Orientation Circle or the Steering Circle for decision-making purposes (objection or vote), with the exception of Rodrigue Rabier Fuenzalida, Honorary President and ex-officio member of the Steering Circle.

However, in his absence, he can provide the exchanges with a brief written or recorded contribution, or via another member of his choice within the circle concerned.

## **ARTICLE 15 - TRAVEL EXPENSES FOR MEMBERS OF THE ORIENTATION AND STEERING CIRCLES**

Travel expenses for members of the Steering Circle and the Orientation Circle for meetings related to their role will be covered by the association if they so request, either upon submission of supporting documents (and on the basis of the price of a 2<sup>nd</sup> class train fare) or through a travel expense report with kilometer allowances (based on the rate in effect for a 4 HP vehicle), that is, in particular for the annual Orientation Circle meeting, based on an annual fixed fee.

Members of the Steering Circle and the Orientation Circle are invited to explore carpooling solutions before embarking on a solo car ride.