



Rules of Procedure

In the interest of better readability, we refrain from using both the masculine and other forms in the absence of a gender-neutral formulation. The masculine formulations chosen below therefore also apply without restriction to the other genders.

In the sense of § 20 of the Statutes, the Rules of Procedure are not part of the Statutes.

These can be amended or changed with a 2/3 majority of the present / participating voting members at the Annual General Meeting.

§ 1

In the sense of § 3 of the Statutes, the mutual cultivation of friendship, cultural activities, the exchange of knowledge and novelties within flag-waving also counts.

§ 2

In the sense of § 5 of the statutes, members are:

1) active members

Persons in the form of clubs practising the art of flag-waving.

2) passive members

Persons who are associated with the Association through its objectives and who wish to participate in the life of the Association.

3) supporting members

Persons who support the Association through donations of money, goods and/or services.

4) Honorary members

Persons who have rendered outstanding services and commitment to the Association.

§ 3

In accordance with §§ 5 and 21 of the Statutes, the Association shall collect personal data in the application for membership about the Association to be admitted, its contact person for the Association and the individual active flag-wavers. The data shall be stored, processed and transmitted within the framework of the data protection regulations for the fulfilment of the tasks and purposes of the Association.

§ 4

In accordance with § 9 of the statutes, the membership fee per year is set at
50,00 EURO per active member (club)
50,00 EURO per passive member
fixed.

Supporting members and honorary members are exempt from membership fees.

In the year of joining, the entire annual membership fee shall be paid.

In the year of resignation, the entire annual membership fee shall be paid.

The invoice for the membership fee shall be sent by 15.03. of each year with a payment deadline of 01.04. of the year.

After expiry of the payment deadline, the 1st reminder shall be sent with a payment extension of 2 weeks.

There after, the 2nd reminder is sent with a reminder fee of 10.00 EURO and a further payment extension of 2 weeks.

No further reminders will be sent.

After the expiry of the last payment deadline, the exclusion procedure according to § 7 (3) of the statutes begins automatically.

§ 5

Within the meaning of § 13 of the Statutes, the Annual General Meeting shall constitute a quorum if the members have been duly invited in accordance with § 13 (1) of the Statutes.

§ 6

In terms of § 13 of the Statutes, invitations to meetings shall be sent out in the following order of precedence:

- 1) e-mail - or if not available
- 2) Fax - or if not available
- 3) letter

Without prejudice to the right to inspect all minutes, the minutes of the Annual General Meeting shall be sent to the member associations and individual clubs within four weeks. Six weeks after the Annual General Meeting the minutes shall be deemed approved if no objection has been made by the members.

§ 7

In terms of § 16 of the Statutes, the duties of the Executive Committee are:

- 1) The President and his deputy shall conduct the day-to-day business of the Association and determine the policy of the Association. Internally, they are bound by the resolutions of the Board and the decisions of the Executive Committee and the General Assembly.
- 2) The 1st Secretary shall carry out the written work of the Association and deputise for the 2nd Secretary.
- 3) The 2nd Secretary shall deputise for the 1st Secretary if he/she is unable to attend and shall take the minutes of meetings and assemblies.
- 4) The 1st Treasurer shall carry out all payment transactions of the Association. He collects the annual dues and monitors their receipt.

The 1st Treasurer shall present to the Annual General Meeting the completed and audited financial report of the previous year.

- 5) The 2nd Treasurer shall deputise for the 1st Treasurer and manage the material assets of the Association.

The Treasurers are obliged to keep the accounts properly.

At the request of the Executive Committee, they must provide information on the state of the treasury.

§ 8

- 1) Motions of urgency according to § 13 (4) of the Statutes can only be admitted at a General Assembly if this is decided by a majority of 2/3 of the present / participating members with voting rights.
- 2) Motions for the deselection of the Executive Committee, for the amendment or revision of the Statutes, and for the dissolution of the Association may not be made by way of an emergency motion.

§ 9

In accordance with § 16 (6) of the Statutes, the Executive Committee may also pass resolutions by email. The resolutions shall be documented.

§ 10

In accordance with § 17 of the Statutes, members who are not present may also stand for election in writing for election to a position on the Executive Committee.

The written application must contain the following:

- 1) Name, first name, association
- 2) I stand for election as...
- 3) If elected, I accept the office.

§ 11

In accordance with § 18 (2) of the Statutes, each member of the Executive Committee is authorised to represent the Association alone in legal transactions up to an amount of Euro 100,00.

§ 12

The ECF has additional rules and regulations:

1. data protection regulations

This version of the Rules of Procedure was unanimously adopted at the General Assembly on 21 July 2018 in Constance.

Last amended: at the virtual Annual General Meeting on 25.04.2021

Translated with www.DeepL.com/Translator (free version)