

Forum Operational Guidelines

I. European Forum 2012- 2014

II. Goals

- to unite the European members, and celebrate their diversity
- to give opportunities to discuss, in an open situation, issues of educational importance.
- to find ways to accomplish these goals and turn them into activities.

Each biennium the Forum Committee agrees its own goals to work towards and report on.

These goals should be set at the first meeting of the Forum Committee; they might be revised at the next meeting.

III. Membership

The European Forum is made up of members from each of these countries: Norway, Sweden, Finland, Iceland, The Netherlands, Great Britain, Germany, Denmark and Estonia. The representative group is called the Forum Committee.

IV. Finances

- a) The fiscal year is July 1st – June 30th. A budget prepared by the chair, is agreed by the European Forum Committee each year and submitted to the International President.
- b) The European Forum budget of currently 3, 000.00 U.S.D, is allocated from the Available Fund by the Administrative Board. This supports the Forum committee members for a proportion of their travel and accommodation costs at the Committee meeting. (The amount payable relies on members choosing the cheapest travel arrangements and staying in member's houses, with an amount being paid to the host for food provided). The rest of the money is spent on other expenses, such as communication (EuForia, website) and administrative costs.
- c) A completed reimbursement of expenses form and receipts are required.
- d) Members of the committee are working on behalf of their states and are entitled to reimbursement of the difference in their travel costs between the payment from Forum funds and the overall total from the funds of their respective states. (This item should be built into state budgets).
- e) A financial report, prepared by the committee chairperson, and agreed by the committee members in June, is presented at the European Forum in July. A copy is then sent to Headquarters by November 15th. There should not be any money left over at the end of the biennium.
- f) Each country should decide how to facilitate participation in their state conferences by members in other countries.

V. Organizational Structure

- a) Each country selects a representative to serve on the Forum Committee for the biennium. Nomination forms are submitted to the current Forum Committee Chair by March 1st of even numbered years. The Chair circulates the names of the new representatives to the state presidents, existing Forum Committee and new Forum Committee members.
- b) The new representatives send their vote for committee chair to the current Forum chair by May 1st. The name of each country's representative is submitted on a nomination form to the current chair of the European Forum by March 1 of even-numbered years. The current chair then circulates the names of the new representatives to: all state organization presidents, current Forum representatives, and incoming Forum representatives. The names and brief biographical details of those incoming representatives *who would be willing to become the next Forum chair** are then circulated to the new representatives by the current chair. Each incoming member then informs the current chair by May 1 of even-numbered years who they wish to be the new chair.
(*Note: The nomination form will ask this question.)
- c) The chair organises the committee meetings and reports on the work of the Forum to International Headquarters. The chair selects two members to take the minutes.

- d) Each committee representative is accountable to, and reports to their state organisation.
- e) The Forum committee decide the theme and format of the pre-conference seminar at the European Conference. They inform the conference steering committee and give guidance on costs. Details are published by the end of January of the conference year.
- f) Activities of the European states, and all minutes of Forum meetings, are put on the European Forum website, run by the European Webmaster. A committee of five members, agreed by the Forum, supports the webmaster. The committee members are: The Forum Chairman, Regional Director, one state webmaster, European Webmaster, and a representative of the Communications Committee.

VI. Officers

- a) Any European Forum committee member who is not the state president, nor a member of her state organization executive board, becomes an ex-officio member of her state organization executive board.
- b) The Forum Committee serves for the period of one biennium.
- c) The Europe Regional Director is an ex-officio member of the European Forum Committee. A chair and a treasurer are chosen by the committee members for a two-year period. The Forum Chair changes in even-numbered years.

VII. Areas of Activity

- a) The European Forum holds two general forum meetings each biennium. The meetings take place during the European Regional Conference and International Convention.
- b) The European Forum Committee meets annually for planning and discussion preferably in the first weekend of November.
- c) The European Forum committee plans and organizes a pre-conference programme for the regional conference. The Forum may select a project agreed by member countries to be carried out in the European Region.
- d) **European Achievement Award.** This specially designed pin / pendant is awarded biennially at the Regional Conference, in recognition of distinguished service given to DKG in Europe.
- e) The name of a member from any European state may be submitted on the recommendation form by European State Executive Boards to the chair of the European Forum by October 15th in even-numbered years. A decision is made on the recipient at the November Forum Committee meeting.
- f) Each state contributes €25 biennially from their own budget to the award via their EF committee member in November.
- g) **Travel costs of the European Director.** All nine countries agreed to contribute €1 per member annually from their own budgets to facilitate travel around the Region by the Regional Director. Money for this purpose is included in states' annual budgets. The Regional Director receives the allowance from the EF Committee members in November, and submits an annual financial report on her expenses to the EF Committee meeting.

VIII. Amendments

Suggested in NY:

- To write Guidelines for Forum meetings and reports.
- The agenda of the Fourm meeting should also distributed electronically on the website, and that the minutes of the previous meeting should also be available online one month before the date of the meeting, together with the itemised agenda