

INTERNAL POLICIES AND REGULATIONS

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1. WORKING LANGUAGES

- a. At the General Meeting English, French and other languages may be used. Interpretation may be provided according to need, availability and cost. The final decision to provide interpretation is made by the Board.
- b. All official documents shall be written in English, the principle working language of UWE. When possible official documents shall be translated into the official language of the country where the UWE seat is. Such translation shall be done using the most efficient method given UWE's financial resources. Should there be more than one official language in the country where the UWE seat is, the Board shall determine which of the languages is to be used.
- c. A translation working party can be established; this working party will be responsible for translation of documents into the official language of the country, where the UWE seat is.
- d. The working language of the UWE Board and working parties is English.

2. MEMBERS – VOTES – DUES

Number of Members	Number of Votes	Dues per year in Euros
0 – 20	1	100
20 – 75	2	250
75 – 400	3	500
400 – 750	4	750
more than 750	5	1.000

Individual members pay 30 euros a year and they do not have the right to vote.

Members of the Executive: 1 vote each

3. UWE REIMBURSEMENT RULES

UWE leaders are not entitled to receive remuneration for duties, but may receive reimbursement for authorized expenses related to IFUW activities, subject to approval by the Executive and guidelines established by the General Assembly

The rates from 2009 on are as follows:

a. Reimbursement for UWE meetings

Travel Expenses are paid to UWE elected and appointed leaders for participation in scheduled Executive Meetings. The grants are based on the costs of the cheapest possible means of transport to the place of the meeting from hometown or place of residence at the time of the meeting.

Transportation Costs to the Annual General Meeting, wherever it is held in Europe: : 100% of the cost of return of confirmed economy airfaire or economy train fare.

Hotel Accomodation during the AGM for 2 days: 50% of the costs of a middle class hotel.

Registration fees for the UWE Annual General Meeting : 100%

b. UWE related meetings across Europe

Representation of UWE elected and appointed leaders to attend UWE related meetings across Europe during the year. Travel- and hotelcosts Euro 250,- per visit, with a maximum of Euro 1.500,-

c. IFUW Board Meeting in Geneva

Representation of UWE elected and appointed leaders to attend the IFUW Board Meeting in Geneva in total Euro 200,- per year.

d. Council of Europe

Transportation- and accomodation costs for UWE elected and appointed leaders to attend the meeting of the Council of Europe: a maximum of Euro 1.000,- (4 times per year with a maximum of Euro 250,- per meeting.)

e. European Women's Lobby

Transportation and accomodation costs for UWE elected and appointed leaders to attend the EWL conference: a maximum of Euro 500,- per year. If they are not reimbursed by the EWL.

Advantage must be taken of any concessionary rates which could apply to the travel, without causing undue hardship.

Leaders must provide a supporting document indicating the price paid. This can be a copy of a ticket of an invoice.

f. General Expenses

Members of the Executive may apply for reimbursement of general expenses related to UWE activities like telephone, fax, postage, transportation Euro 100,-.

4. OTHER FINANCIAL MATTERS

- a. The treasurer will send the members an electronic invoice before March 1st each year.
- b. The designated auditor or the examiners will send a report to the UWE board on their findings in written before June 1st each year
- c. Reimbursement claims should be sending to the treasurer.
They should at least contain the following data:
 - I. Supporting documents indicating the price paid
 - II. Name of the person
 - III. Address and Country
 - IV. Bank account number
 - V. IBAN code
 - VI. Swift code

- d. If the approved budget does not provide for an expenditure, which arises during the year, the Board is allowed to spend an amount up to 1.000 Euro per year. Assuming that there is mutual consent within the Board.
Retroactive the Board will ask for approval during the next General Meeting.

5. PROFILES UWE BOARD POSITIONS

A. PRESIDENT

I. Aim of the position (objectives and purposes)

- Manage the UWE in full
- Effective use of the dynamics and experience present in the organisation
- Initiate and monitor the UWE policy
- Initiate, guide and monitor the composition of the UWE road map

II. Position within the Organisation

- President of the Board
- Accountable to the General Meeting

III. Duties, Tasks, Expected Results

- Coordinate the task division in the UWE Board
- Prepare the Agenda for Board meetings and the Annual General Meetings in cooperation with the UWE Secretary
- Chair the General Meeting and the Board meetings
- Represent the UWE for internal and external relations
- Support the organisation committee of the annual UWE event
- Monitor the annual selection of the Jans Gremmee award
- Keep in touch with the Steering Group European Projects

IV. Profile of the Position (professional and interpersonal skills and requirements)

- Evident affinity with the aims of IFUW and UWE
- Has an antenna for trends in the field of UWE's aims
- Is a contemporary manager
- Gathered experience with managing volunteers
- Experience in managing an umbrella organisation preferred
- Insight in the way of working of voluntary women's organisations
- Support and encourage the other Board members and the NFA's
- Welcomes new ideas and has the capacity to assess them
- Thorough knowledge of English
- Some knowledge of French and/or German is an advantage
- Should be prepared and count on a time investment of the 40 to 60 hours a month
- Is willing and capable to invest part of her own means
- Preferably, she does not have an official function within her own NFA to avoid conflict of interest

B. TREASURER

I. Tasks:

The duties of the UWE-Treasurer are:

- Budgeting
- Payment of the budgeted invoices/reimbursements
- Collecting the membership-dues
- Encouraging donations
- Compiling a Financial Report for the General Assembly
- Contributing to the UWE strategic and work plan

Apart from that, it is up to the UWE-Board to agree about a division of tasks between them.

II. Profile:

The ideal UWE-Treasurer should have collected some experience in working within her national federation/association (NFA) or a similar organization.

Sure - it will not harm if a Treasurer is a professional economist/accountant - but a lot of enthusiasm and those so called "soft-skills" are as important as ever to keep UWE a success. She likes to visit foreign NFA's from time to time if they have special celebrations etc. moreover, is ready for working in a European team.

Preferably, she does not have an official function within her own NFA to avoid conflict of interest.

C. SECRETARY

I. Aim of the position (*objectives and purpose*)

- Ensuring the observation of democratic procedures within UWE, above all in the General Assembly;
- Enforcing and implementing the decisions made by the General Meeting;
- Writing, editing and/or supervising reports of all Board meetings and of the General Meeting.
- Planning, coordinating and implementing UWE's roadmap in cooperation with the other members of the Board;.

II. Position within the Organisation (*roles and responsibilities*)

Member of the Board

Accountable to the General Meeting

III. Duties, tasks, expected results.

III.1 Monitoring the actions and activities of UWE

- Reviewing and assessing the plans and project proposals, which are drawn up according to the roadmap, and presenting her opinion to the Board;
- Reviewing and assessing the financial report and presenting her opinion to the Board;
- Reviewing and assessing the annual report and the financial report before they are presented to the General Meeting for approval;

- Reviewing and assessing the budget before it is presented to the General Meeting for approval and presenting her opinion to the Board;
- Giving advice to the Board –whether or not it has been requested– on all subjects concerning UWE;
- Monitoring the implementation of decisions taken within UWE.
- Keeping the UWE archives up to date

Result: Schedule of actions and activities initiated and performed within UWE to be presented to the General Meeting

III.2. Ensuring the observation of democratic principles and procedures within UWE

- Monitoring transparency and the rule of law within UWE;
- Monitoring effectiveness and efficiency.;
- Safeguarding the Constitution and ensuring the observation of by-laws and rules within UWE.

Result: Contribution to the annual report with concrete verification of these criteria.

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III.3 Planning, coordinating and implementing UWE's roadmap .

- Co-author of the roadmap , which is drawn up every three years and presented to the General Meeting in order to be determined.

Result: roadmap covering a period of three years

III.4. Writing, editing and/or supervising the agenda and minutes of Board Meetings and the General Meeting

- Supervising the taking of the minutes during meetings;
- Supervising the agenda and its scheduling;

- Ensuring that due diligence is exercised in relation to all actions and projects;

Result: Contribution to the President's annual report with concrete verification of these criteria, e.g. providing all records for inspection

IV. Profile of the position (*professional and interpersonal skills, requirements*)

- legal knowledge preferred;
- experience of office administration in an umbrella organisation;
- knowledge and experience of processes, operations and procedures in women's organisations;
- experience in working within a women's organisation;
- commitment to promoting the interests of women and girls in general and of graduate women in particular;
- high level of competence in teamwork and networking;
- honesty in dealing with Board Members and members of UWE;
- high level of competence in expressing herself orally and in writing (eloquence in speech and writing);
- fluent command of English (spoken and written);
- some knowledge of French and/or German;
- ability to respond to new ideas and proposals with common sense and good judgement;
- Should be prepared and count on a time investment of the 8 to 12 hours a week;
- Is willing and capable to invest part of her own means.

D. VICE-PRESIDENT

I. Tasks:

The duties of the UWE vice-president can be:

- participating in the INGO Conferences of the Council of Europe and report about them to the UWE-members
- participating in the European Women's Lobby Meetings and report about it to the UWE-members
- participating in other gender lobby activities
- Supporting the president by visiting other NFA's time to time for special celebrations etc.
- Contributing to the UWE strategic and work plan.

Apart from that, it is up to the UWE-Board to agree about a division of tasks between them.

II. Profile:

The ideal UWE-Vice President should have collected some experience in working within her national federation/association (NFA) or a similar organization.

She is familiar with the European Situation on Gender equality and is interested in lobby for equal opportunities in all aspects of society for women and men.

She enjoys travelling and is ready for working in a European team.

Preferably, she does not have an official function within her own NFA to avoid conflict of interest.

6. The Jans Gremmée Award (JGA)

A. Introduction

After the Second World War the European world changed rapidly. Several international institutions were founded, like the Council of Europe in 1949 and the European Economic Community in 1957. In 1952 the Council of Europe created the possibility to obtain Consultative Status for international non-governmental organizations.

At the occasion of the 16th IFUW Conference in Karlsruhe, Germany, a small group of participants took the initiative for the European associations/federations to start studying the consequences of the European developments for their organizations. Several meetings were held and in 1975, Jans Gremmée inquired at the IFUW headquarters if and how headquarters could help to further nomination of capable European women in positions of influence and decision-making in the new Europe. IFUW answered that it would undertake activities on a global level only. This meant that for any actions to the further interests of women in Europe, European associations/federations had to bundle their forces at a regional, European level.

In 1977 a few European participants at the 19th IFUW Conference Stirling, Scotland, took up the initiative to realize the Consultative Status for a new NGO to be founded for the University Women in Europe. A proposal thereto was launched by German DAB's Gisela Kessel (†) and the Dutch VVAO's Jans Gremmée in 1978. Several meetings were held and during a meeting in Luxembourg 28-29. November 1981 UWE started its official life. At that time, fourteen European NFAs (countries) participated. The Seat was to be in Switzerland. In 1982 the first Executive was chosen, with Jans Gremmée as its president.

Nowadays UWE is a network of Associations of University Women from twenty two European countries working in partnership with the Council of Europe and the European Women's Lobby to address issues impacting the lives of academic women throughout the European community. Its aim is to work towards an achievement of the goals of the Council of Europe and also to cooperate with all other European governmental and non-governmental organizations dealing with European matters and in particular questions affecting the lives of academic women.

B. The sponsor of the Award

The VVAO, the Dutch affiliation of UWE, strongly believes in the European cooperation of IFUW-NFA's. This European cooperation has been immensely improved by the founding of UWE. In the year 2006 UWE has reached a milestone and celebrates her 25th anniversary – her silver jubilee. As a celebration present the VVAO wishes to honour UWE's founders and especially Jans Gremmée with an award that will bear her name. The award will consist of 11 brooches; the first brooch will be for Jans Gremmée and will be the Master.

This Master Jans Gremmée Award will be presented to her on the 25th anniversary of UWE. Of the remaining 10 brooches, the first will be awarded during the UWE 2006 event to the award winner 2006. In the successive 9 years it will be handed to European Women who will present their award winning results to UWE-members during the annual UWE-meetings. Limiting the award to ten years symbolizes the change and progress orientation of the designer, the VVAO and of the UWE.

C. The aim

The purpose of the award is to promote UWE's principles laid down in the constitution of the UWE in relation to European Themes. The bearer of the JGA will be a role model for all members of the UWE so it will bring with it not only recognition but also responsibility.

D. The procedure

There will be a special JGA committee, consisting of one Board member, the CER of the hosting NFA and the award winner of the previous JGA. The JGA-committee will send out a call for nominees for the next award and will make a (non-debatable) selection.

E. The award-symbol

The Jans Gremmée Award, symbolized in a brooch, will be manufactured by Mrs. E. Vervoort by a design of Mrs. E. Focke. Both the design and product will become property of the VVAO. The brooch will be executed in grey silver metal and blue-white perplex. The design will be a figure on a futuristic staircase symbolizing the way up for European University Women. The 'up' can be freely interpreted and the loosely designed figure symbolizes 'anyone' regardless of gender, race or colour. The futuristic staircase is not straight, symbolizing that the way-up is not a straight line. The round background symbolizes that the spotlight is on the figure, a human being. The stars in the round background are symbolizing the stars of Europe. The loosely designed composition symbolizes the joy and positive attitude the European University Women are radiating.

F. Criteria for nomination for the JGA

- The award can only be awarded to a female citizen.

- The contribution for the nomination for the award must enhance European Matters and should be innovative.
- It is not obligatory that the award-winner is a member of UWE/IFUW. This is to make UWE outward-looking and innovative oriented.

G. The Master Jans Gremmée Award

Jans Gremée received the Master award; in the first place for her role in founding UWE, the representative body for University Women in Europe, and a NGO on its own and secondly for her overall outstanding contribution on European University Women issues. This Master award is approved by the Steering Committee of the UWE2006 event.

7. TIME – TABLE

GM = General Meeting

A. General

- March 1: The Treasurer should have sent the annual dues invoice to members (rule 4)
- April 1: Annual dues should be paid (By-law 18)
- April: The Treasurer will send a reminder to members, who did not pay their dues (By-law 18)
- June 1: The designated auditor or examiners should have sent their report to the UWE board (Rule 4)

B. Preparation GM

At the latest

- 6 months before: The President shall summon the General Meeting (Constitution art. 9)
- 6 months before: The Board should have circulated the call for offices of members of the Board (By-law 10)
- 6 months before: The JGA committee should have sent a call for nomination to the members (rule 6)
- 6 months before: The members should have been informed if dissolution of the UWE is proposed (Constitution art. 25)
- 120 days before: The President sends a call for candidates to organise the UWE event next Year
- 90 days before: The Treasurer shall present a statement of Account to the Board (By-law 13)

- 90 days before: The board should have informed the members if there are any proposed amendments to the Constitution (Constitution art. 24)
- 60 days before: Notice of proposed amendments to the Constitution or By-laws should have reached the Secretary (By-law 20)
- 60 days before: Calling for resolutions should have happened (By-law 21)
- 60 days before: Nominations for the JGA award should have reached the JGA committee (rule 6)
- 60 days before: Offers to organise the annual UWE event of the next year should have reached the President
- 60 days before: The annual report of the Working Parties should have reached the Board
- 60 days before: Inform a member if its exclusion is proposed (By-law 3)
- 30 days before: Nominations for the offices should have reached Head Office ((By-law 10)
- 30 days before: The proposed amendments to the Constitution or By-laws should have been sent to the members (By-law 20)
- 30 days before: The financial statement and provisional budget should have been sent to the Members (Constitution art. 22)
- 30 days before: Proposals for amendments to the resolutions should have been sent (By-law 21)
- 30 days before: The preliminary agenda of the GM should have reached the members (By-law 6)
- 10 days before: Documents relating to GM should have reached the members (By-law 6)

C. Round off GM

Immediately: Members should be notified of the decision to dissolve the UWE (Constitution art. 25)

Within

- 10 days after: The Secretary should inform a member, who has lost membership (By-law 3)
- 30 days after: Resigned Board members should have transferred their documents to their Successor (By-law 15)
- 90 days after: Minutes GM should have been sent to the members (By-law 8)
- 120 days after: Comments or corrections on the minutes should have been sending to the UWE-Secretary (By-law 8)

8. UWE TRAVEL FUND (UWTF)

A. Introduction

Year after year several (Eastern European) NFA's are not able to attend the general meetings because of a lack of resources. Therefore, the UWE Board has decided to start a UWE Travel Fund (UWTF).

B. The sponsors of the UWTF

The UWE Travel Fund will be similar to the Hegg Hoffet Fund at IFUW meetings; this means that members, who participate at a meeting bring from their country specific or less specific presents in order to have them sold to other members.

During the annual UWE event, we will have a UWTF shop where these presents are going to be sold.

The money that is collected by selling the presents will be put in the Travel Fund.

C. Owner of the UWTF

The UWE Treasurer will manage the fund.

D. Criteria for applications

1. Each member of a NFA's with a GDP (Gross Domestic Product; measurement used by IFUW) less than 20.000 euros can send an application.
2. An application should contain a motivation letter and the amount the person needs.
3. An applicant can apply only once in the three years.
4. An applicant will receive a maximum amount of € 1.000, - per application.
5. There will be a special UWTF committee, consisting of the UWE-President, the UWE-Secretary and the UWE-Treasurer. The selection and decision will be taken by a simple majority of the votes.
6. If an applicant gets an assignment, she has to fulfil a task during or after the event. E.g. writing a report on the event, assisting in the UWTF-shop or something similar. The UWE Board will decide on the task.
7. The decision of the UWTF committee is non-debatable.