



# **RULES OF PROCEDURE**

## **as an annex to the EGS regulations**

### **PREAMBLE**

The Plenary Assembly of the EGS adopts these Rules of Procedure as a supplementary provision to the EGS regulations.

The rules of procedure are binding for all bodies of the Community. The provisions of these rules of procedure may not exceed the limits of the regulations.

The plenary assembly may amend these rules of procedure at any time by a majority vote.

### **§ 1: OBJECTIVES AND TASKS**

One of the aims of the European community of historic guilds (EGS) is to spread a lively awareness of history. It is a particular concern of the .EUS to maintain traditional customs and traditions and to pass on the European shooting tradition in all its diversity to younger generations.

Teaching young people about history, customs and Christian ideals is therefore one of the main concerns of the EGS. To this end, efforts should be made to form interest groups for young shooters in the regions from among the members of the affiliated associations. The interest groups should help to communicate the aims and tasks of the EGS to young shooters and win them over to the European idea. The

Member organisations are required to take these interest groups into account as far as possible when selecting delegates for the plenary assembly.

### **§ 2: REPRESENTATION OF MEMBER ASSOCIATIONS / Membership fee**

- a. The names and addresses of the members of the Plenary Assembly must be reported to the General Secretary. The General Secretary must be informed immediately of any change in the representation of the society during the election period.
- b. Each shooting association pays a membership fee based on the number of its member clubs. The minimum membership fee per society is based on 25 member clubs (even if the society has a lower number of members). The associations must report the names and addresses of their member clubs to the General Secretary and update them regularly. The amount of the membership fee per affiliated society is decided by the plenary assembly. In addition to this annual fee, the Plenary Assembly may also decide on special fees in the event of special necessity (for special reasons). The decision to reassess the membership fee can also be made for the current financial year.

#### **Secretariat**

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#### **Registered society**

Registered court: Eindhoven/NL  
Register of Associations No. 40240669



**§ 3: Re FINANCES / REPRESENTATION OF THE EGS**

- a. In consultation with the Treasurer of the EGS, the Regions and their responsible persons shall collect the contributions for the EGS. The Regions of the EGS must pay the contributions directly to the EGS treasury. The EGS Executive Committee has sole authority to dispose of the contributions or other income in accordance with the resolutions of the Plenary Assembly and the approved budget.
- b. The Executive Committee, as the statutory Executive Board, can decide on and incur expenditure of up to EUR 1,000 (one thousand) per transaction and up to EUR 5,000 per annum without a prior resolution by the Executive Committee and/or the Plenary Assembly.
- c. Financial liabilities at the expense of the EGS (as well as legal transactions of other kinds) can only be entered into by the statutory Executive Board, as only the latter can represent the EGS in and out of court. The Treasurer and General Secretary are authorised to represent the EGS alone in day-to-day administrative matters; otherwise, two members of the statutory Executive Board are jointly authorised to represent the EGS in and out of court.
- d. The administrative costs of the statutory board must be settled with the Treasurer on a quarterly basis. The necessity of the expenditure must be made clear and documented on the receipts. Travelling expenses are only reimbursed by resolution of the Executive Committee. The reimbursement of administrative and travelling expenses for the Executive Committee must be within the reasonable financial means of the EGS as shown in the annual budget.
- e. The EGS issues medals, decorations and badges. The Executive Committee decides on the form, design, award and sale.

**§ 4: For the PLENARY ASSEMBLY /PROCEDURE/ VOTE**

- a. The notice period for invitations to the plenary meeting is 4 weeks. An invitation by electronic means is permitted. The invitation must include Venue. Meeting time, agenda. The agenda may be submitted at a later date with a shortened notice period of 14 days. For ordinary meetings of the plenary assembly, the date should be set at the previous Conference.
- b. Motions to the Plenary Assembly can be submitted to the Executive Committee, represented here by the General Secretary, up to one week before the invitation deadline. Motions received after the deadline may be included in the agenda by resolution of the plenary assembly at the proposal of the Executive Committee. Motions for agenda items must be received by the Presidium via the General Secretary at least one week before the plenary assembly. In addition, questions, communications or queries may be made at any meeting of the plenary assembly without prior notice.

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- c. The President exercises domiciliary rights in the plenary assembly. If deemed necessary, he can limit the speaking time of the members of the plenary assembly and leads the discussion. He decides on the order in which requests to speak and vote on motions and can also exclude members of the plenary assembly from the discussion of individual agenda items or the entire meeting in the event of a gross breach of duty.
- d. Minutes of the plenary meeting must be prepared by the General Secretary. These must contain all resolutions of the meeting. The minutes shall be kept as a record of the results. The minutes, countersigned by the President (chair of the meeting), must be forwarded to the members of the plenary assembly by the General Secretary within a maximum of eight weeks and must be approved at the next plenary assembly. The approved minutes must be filed and archived.
- e. Elections to the Executive Committee are to be held at different times. Elections are held for a term of office of six years. The President, Treasurer and Legal Advisor are elected jointly in one group, while the Vice presidents, General Secretary, Social Officer and Master of Ceremonies are elected jointly in the other group (with a three-year delay). By-elections are held for the remainder of the current term of office.

### § 5: For the CASH CHECK

- a. The plenary assembly elects two auditors from its ranks each year, who may not be members of the Executive Committee. The auditors perform their duties on behalf of the plenary assembly. They are only obliged to provide information to the Plenary Assembly and the Executive Committee. The auditors have a duty of confidentiality towards external parties with regard to the matters that come to their attention during the audit. The auditors' duties include auditing the cash management. This primarily includes auditing the cash register and all necessary documents and sub-accounts, accounts and receipts. The Treasurer and the Executive Committee must provide all necessary information about the cash management and allow inspection of the records.
- b. The result of the cash and document audit must be brought to the attention of the plenary meeting in a written report. The statutory board must be informed of the contents of the report before it is submitted. In addition, the abridged version of the annual accounts and the budget proposal must be submitted to the plenary meeting in writing.

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### § 6: TASKS OF THE PRESIDENTIAL BOARD

- a. The statutory Executive Board is obliged to submit an annual report on the past year of the EGS to the plenary assembly.
- b. The Executive Committee proposes to the Plenary Assembly the amount of the contributions of the member societies for resolution.
- c. The members of the Executive Committee fulfil their special tasks in coordination with the President. They are bound by the resolutions of the Executive Committee in their tasks.

### § 7: About the REGIONS

- a. Regions are to be formed in accordance with Article 9 of the Regions of the EGS regulations. The following regions have been formed; further countries and I or national territories may be assigned. The allocation is made by resolution of the Plenary Assembly as an amendment/addition to the Rules of Procedure.

REGION I: EUROPE - CENTRE - NORTH  
(Germany, north of the Main)

REGION II: EUROPE - CENTRE - SOUTH  
(Germany, south of the Main. Austria, Switzerland, Liechtenstein)

REGION III: EUROPE - NORTH - WEST  
(Finland, Sweden, Norway, Great Britain, Denmark, Netherlands)

REGION IV: EUROPE-SOUTH-WEST  
(Belgium, Luxembourg. France, Spain, Portugal, Italy, Greece, San Marino)

REGION V: EUROPE-EAST  
(Poland, Hungary, Slovakia, Czech Republic, Croatia, Estonia, Latvia, Lithuania, Russia, Georgia, Ukraine)

### § 8: KNIGHTS OF SAINT SEBASTIAN IN EUROPE

The Knights of St Sebastian in Europe are part of the EGS as a Christian community. They stand up for the ideals of the Knighthood through their Christian way of life and social work: For God - For a united Christian Europe - For life.

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### § 9: COMMISSIONS

- a. At the proposal of the Presidium, the Plenary Assembly may form commissions for special tasks, which may be temporary or permanent and provide advice and technical support.
- b. Commissions are responsible for a specialised area (such as statutes, shooting competitions, youth) on behalf of the presidium. The commissions report to the Executive Committee. Each commission is chaired by a member of the Executive Committee. The plenary assembly decides on the composition of a commission based on a proposal from the executive committee.

### § 9: EUROPEAN MAJESTIES

- a. As part of its European Shooting Festival, which takes place every three years, the BGS chooses a European King and Princess. A European King and a European Princess/Princess. The European King and European Princess/Princess are determined using the traditional method of shooting for kings as practised in the region hosting the European Shooting Festival. The Executive Committee shall adopt shooting regulations for the respective festival.
- b. The European King and Princess are dignitaries of the EGS.

### §10: FINAL PROVISIONS

- a. These Rules of Procedure shall enter into force upon adoption by the EGS Plenary Assembly. All previous rules of procedure of the EGS thus lose their validity. The Rules of Procedure are a supplementary provision to the Articles of Association and to the regulations of the EGS. On the proposal of the Presidium and by resolution of the Plenary Assembly, it may be extended to include provisions on the European Festivals and shooting competitions and other special regulations for the statutory tasks of the EGS.
- b. These rules of procedure were adopted and brought into force at the plenary meeting on 30 April 2011.

Medebach, 30 April 2011

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