



EUROPEAN FORUM FOR RESTORATIVE JUSTICE

Connecting People to Restore Just Relations

CODE OF INTERNAL REGULATIONS OF THE EUROPEAN FORUM FOR RESTORATIVE JUSTICE

According to the article 28 of the European Forum for Restorative Justice (hereinafter, the Forum) Articles of Association (adopted on 10 November 2022, hereinafter, the Constitution):

“The Board issues any internal regulations it deems necessary and submits them to the General Meeting for approval. Such internal regulations cannot contain provisions that are contrary to the CAC or the articles of association. The internal regulations and any amendments thereto are communicated to the members in accordance with article 2:32 of the CAC. The most recent version of the internal regulations is always available for inspection at the registered office of the association. If the internal regulations change, the change must be included in the agenda and in the minutes of the next General Meeting.”

Following this procedure, the Board approved a new Code of Internal Regulations on xxxx and submitted to the General Meeting of 10 June 2026 for approval.

In the General Meeting of xxxx , held in xxxxx, the following Code was approved as replacing its previous Code of International regulations and its annexes:

PART 1. GENERAL REGULATIONS AND PRINCIPLES

1. Objective of the Code of Internal Regulations

The objective of this Code of Internal Regulations is to establish specific guidelines for the daily operations of the Forum, in accordance with the Constitution and the Belgian Companies and Associations Code (hereinafter: CAC).

In case of conflicts of interpretation between an article in the Constitution and one in the Code of Internal Regulations, the interpretation given to the article in the Constitution prevails.

2. Language of the Forum

The working language of the Forum is English. However, special attention will be given to language inclusiveness and respect for the diversity of languages of its members.

The Forum will progressively ensure that key communications and events are accessible to speakers of major EU languages and inclusive of members with disabilities.

3. Equity and diversity

The Forum is committed to equity and diversity.

Therefore, the Forum actively promotes gender equality and applies a gender mainstreaming policy, with an intersectional approach, across all areas of its work.

The EFRJ shall strive to ensure inclusive and active engagement of its members across all activities and structures. In particular, the Forum shall make efforts to encourage participation from under-represented demographic groups, under-represented regions, disciplines, and professional backgrounds, and shall take this into consideration in its outreach, programming, and governance processes. Such efforts may include targeted consultations, inclusive event planning, and the facilitation of participation where needed.

Particular attention shall be paid to achieving gender balance within the Executive Committee and the Board. Furthermore, applications from under-represented groups shall be encouraged.

The Forum shall implement and regularly review its Gender Equality Policy and shall establish an Equity and Diversity Plan, both based on an intersectional approach.

The Board shall appoint an Equity and Diversity representative from among its members.

4. Environmental commitment

The Forum strives for climate justice and is committed to protecting the environment and including an environmental perspective in every project and action that it takes.

It is our policy to seek continual improvement to lessen our impact on the local and global environment by conserving energy, water and other natural resources; reducing waste generation; promote recycling and any other actions.

5. Child protection commitment

The Forum acknowledges its duty of care to safeguard and promote the rights and well-being of all children, in accordance with the principle of the best interests of the child. It is committed to ensuring that all safeguarding practices are child-centred, uphold children's dignity, participation, empowerment and fully comply with statutory responsibilities, and international standards of best practice.

6. Conflict management

The Forum shall apply the restorative approach and practices in the prevention and management of conflicts and harm within the Forum.

To this end, there will be a pool of members appointed to deal with conflicts in a restorative way.

The Secretary of the Board and the Executive Director are the contact points to whom members can address possible requests for intervention in disputes concerning the functioning of the Forum or with respect to individuals in the Forum.

The requests will be referred and discussed inside the Executive Committee to assess the best action to take.

The detailed procedure will be developed in a **Conflict Management Protocol**, as an annex to the Internal regulations, to be approved by the Board.

7. Strategic Planning

To ensure that the activities and impact of the European Forum for Restorative Justice remain strategically focused and sustainable, the Forum shall maintain and update a planning framework, in the form of a Strategic Plan or similar. The process of creating this Plan shall be participatory, involving the Board, Secretariat and shall include a broader consultation with members.

A monitoring and evaluation mechanism will assess progress toward strategic objectives. Results and impact will be communicated transparently during the Annual General Meeting and through.

PART 2. MEMBERSHIP

8. Membership

As established in the Constitution, membership is open to individuals and organisations who support the general purpose of the Forum. By applying to membership, individuals and organisations acknowledge to follow the Code of Conduct of Members.

9. Membership fee

When an applicant for membership wishes to be considered for a waiver of the subscription fee, this will be considered on a case by case basis, and will be decided by the Board.

The membership fee covers the period between 1 January and 31 December in any year, and is due in the first quarter of the year. If a new membership dates from after 1 July in any year, the subscription due is half the full subscription rate for that year.

10. Suspension

According to article 11 of the Constitution, the membership of a full member or associate member may be suspended by the Board until the next General Meeting. The General

Meeting will decide on the termination of the membership of the full member or associate member.

Membership may be suspended on the following grounds:

- Where a member's conduct, actions or statements are found, on the basis of credible evidence, to be inconsistent with the aim and objectives of the Forum or in breach of the Code of Conduct for Members.

11. Exclusion

According to article 12 of the Constitution, the membership of a full member can be terminated at any time by a special decision of the General Meeting, convened by the Board or at the request of at least 1/5 of the full members, in compliance with the attendance and majority requirements prescribed for an amendment to the Constitution.

The exclusion will be placed on the agenda with only the name.

The full member will be informed by the Board about the reasons for the exclusion. The full member must be heard at the General Meeting and may be assisted by a lawyer. The vote on the termination of a full member's membership is secret.

The membership of an associate member may be terminated at any time by the Board.

Membership may be terminated on the following grounds:

- Where a member's conduct, actions or statements are found, on the basis of credible evidence, to be inconsistent with the aim and objectives of the Forum or in breach of the Code of Conduct for Members.

12. Non-payment as resignation

A full member or associate member who fails to pay the annual contribution for two consecutive years shall be deemed to have resigned.

PART 3. GENERAL MEETING

13. Reservations at the General Meeting

If a member, during a meeting, does not agree with the terms of a motion adopted by the General Meeting, that member may register, in person or by proxy, a reservation in respect of that motion. If the motion is adopted, the meeting will acknowledge the reservation, which will be recorded in the minutes of the meeting.

If a member, after a meeting, finds that they do not agree with the terms of a decision of the General Meeting, that member may register a reservation after the meeting at which the decision was taken, and at the latest, three months after the minutes of that meeting have been made available.

The member must write a note of reservation both to the Board and to the General Meeting, before their next meetings. The Board will take note of the reservation, and will inform the next General Meeting about it. The General Meeting will make a record of the reservation in the minutes of the meeting.

A reservation may not be entered in respect of matters of internal management and governance of the Forum.

In considering the status of a member, the Forum may take into account that member's use of the right to register a reservation.

14. Abstention from voting at the General Meeting

If a member of the General Meeting cannot agree with the terms of a motion presented at a meeting at which they are present or represented by proxy, the member may register an abstention in the minutes of the meeting.

PART 4. GOVERNANCE

15. Board of the Forum

The Forum is managed by a Board, composed of at least seven and maximum fifteen Board members from six different countries and full members of the Forum.

A minimum of two full members must nominate a candidate for election as Board member.

The Board members are appointed by the General Meeting by a simple majority of votes of the full members present or represented, for a period of four years. Board members can be reappointed once.

Board members should follow the Code of Conduct for Board members established as an Annex of this Internal Regulations.

16. Appointment of the selection committee

The Board appoints a selection committee at least 5 months before the elections to prepare nominations for the subsequent elections of the Board.

The selection committee shall consist of three full members of the Forum from different countries, and where possible, from different regions of Europe. As far as possible, the members of the selection committee should represent different target groups of the Forum.

17. Tasks of the selection committee

The selection committee's task is to seek and approve nominations for the next elections to the Board.

The members of the selection committee shall decide amongst themselves who will act as chair of the committee.

Within three months of its appointment, the selection committee shall invite the members of the Forum to nominate candidates to the Board. This invitation shall consist of the following elements:

- An overview of the members of the Board that are leaving the Board.
- An overview of the members of the Board that are staying in office.
- The establishment of a profile for the candidates sought and explanation thereof.
- Detailed explanation of the procedure to be followed when nominating a candidate for election to the Board.
- The deadline for making nominations, which shall be 2 months before the General Meeting at which the elections will be held.

After inviting the members of the Forum to nominate candidates to the Board, the selection committee shall actively approach potential candidates. In doing so, the committee shall compare the profile it has drawn up with the list of members holding full voting rights, as provided by the Secretariat of the Forum.

In drawing up the profile for the candidates, the selection committee will take into account that:

- The members from the Board have to come from at least 6 different countries, which must include Belgium, for administrative reasons.
- There can be no more than two Board members from the same country
- The members of the Board should represent, as much as possible, the different regions of Europe.
- The members of the Board should represent, as much as possible, the different target groups of the Forum.
- Established gender diversity requirements will be met.

Within one month of receipt of a nomination, the members of the selection committee shall acknowledge receipt of the nomination and inform the candidate and the persons proposing the candidate whether the nomination fulfils the formal criteria. These criteria are the following:

- The candidate being proposed is a full member of the Forum.
- The persons acting as proposer and seconder are full members of the Forum.

If the nomination does not fulfil one or more of the formal criteria, the nomination is rejected.

If the nomination does fulfil the formal criteria, the nomination is approved.

At least 15 days before the General Meeting at which elections will be held the full members of the Forum shall be informed of:

- The names of the candidates to the Board who have been nominated.
- The names of the two full members of the Forum who support the nomination
- A brief summary of the candidates' restorative justice background/contribution to the Forum.
- A detailed explanation of the voting procedure, including how to vote by proxy.

18. Election of the Board

During the General Meeting, the chair of the selection committee, or another member of the selection committee if the chair is not present, will present a short report on the work done by the committee since its appointment and describe the procedure to be followed in the election.

Any full member can express its support for a candidate or candidates, or express any other opinion on the election.

An election committee will be composed by the General Meeting, consisting of one staff member of the Forum and two full members attending the General Meeting. None of these people can be a candidate for election, or act as a proposer or seconder for a candidate.

The task of the election committee is to supervise the election procedure, to count the votes and to announce the results of the election.

Voting will be done by secret voting ballot. Voting can be organised digitally.

Full members of the European Forum who have received (a) proxy vote(s) from (an) other full member(s) will receive a number of voting ballots equal to the number of proxies they hold on top of their own voting ballot.

The voting ballots will contain the names of the candidates for election. The chair of the selection committee, or his/her replacement, will clearly explain how many candidates to vote for and how.

The voting ballots will be collected by the members of the election committee. They will count the votes and present the General Meeting with the results of the vote.

19. Functioning of the Board

The Board is authorised to perform all internal management acts that are necessary or useful for the realisation of the subject-matter of the non-profit association, with the exception of acts for which the General Meeting is exclusively competent according to the law or according to these articles of association.

20. Reservation at Board meetings

If a Board member, during a meeting, does not agree with the terms of a motion adopted by the Board, that member may register, in person or by proxy, a reservation in respect of that motion. If the motion is adopted, the meeting will acknowledge the reservation, which will be recorded in the minutes of the meeting.

If a Board member, after a meeting, does not agree with the terms of a decision of the Board, that member may register a reservation after the meeting at which the decision was taken, and at the latest, three months after the minutes of that meeting have been made available.

The member must write a note of reservation to the Board, before their next meeting. The Board will take note of the reservation, and discuss it at their next Board Meeting. The Board will make a record of the reservation in the minutes of the meeting.

21. Abstention from voting at a Board Meeting

If a member of the Board cannot agree with the terms of a motion presented at a meeting at which they are present or represented by proxy, such a member may register an abstention in the minutes of the meeting.

PART 5. EXECUTIVE COMMITTEE

22. Functions of the members of the Executive Committee

The Executive Committee is responsible to advise and oversee the day-to-day running of the Forum. The Secretariat runs the daily operations of the Forum.

The Executive Committee consists of the Chair, the Vice-chair, the Secretary, the Treasurer and the Executive director.

In addition to the functions set forth in the Constitution and the CAC, the Chair is responsible for chairing the General Meeting and takes the lead on preparing meeting agendas.

In addition to the functions set forth in the Constitution and the CAC, the Vice-chair supports the Chair in their tasks.

In addition to the duties set forth in the Constitution and the CAC, the Secretary supports the operation and management of the Board, according to the internal regulations.

In addition to the duties set forth in the Constitution and CAC, the Treasurer has specific obligations regarding the financial management and financial policies of the organisation.

In addition to the functions set forth in the Constitution and the CAC, the Executive Director is responsible for the daily operation of the Forum and the management of the Secretariat.

23. Election of the Executive Committee

The members of the Executive Committee are elected by the Board for a term of two years.

Each election, Board members can express interest in one or more roles, or be nominated by others.

The Executive Director collects the names of interested or nominated individuals. Each candidate submits a one-paragraph statement outlining their vision and intended contributions for each role they are interested in.

Then Board members vote for each role separately, starting with the Chair, followed by the Vice-chair, Secretary and Treasurer. An anonymous voting process will be used.

The candidate with the most votes for each role is elected. If there is a tie, a new voting is prepared with the tied candidates' names.

Board members within their term can be re-elected unlimited times in the Executive Committee.

24. Functioning of the Executive Committee

Executive Committee meets usually online, five to ten times a year. Executive Committee members are consulted more regularly by email for decisions.

In case an Executive Committee member resign from their role in the Executive Committee or is unable to practice their function for a period longer than 3 months, the Executive Committee may co-opt another Board member to finish the term.

PART 6. COMMITTEES AND WORKING GROUPS

25. Composition and functioning of Committees and Working Groups

Committees are groups of members appointed to contribute to specific areas, such as practice and training, research, information and communication. There are standing committees and ad-hoc committees.

Working groups also consist of members, but they are convened by the Board to focus on specific areas, perform a specific task or produce a specific outcome in a limited timeframe.

The Annual General Meeting or the Board can appoint Committees and Working Groups. Committees and Working Groups are accountable to the Board and they may present their work at the General Meeting.

Every Committee/ Working Group is composed by 3-10 members, who are appointed for a 2 years term (renewable). Members contribute to Committees or Working Groups on a voluntary basis.

Each person can be involved in maximum 2 Committees or Working Groups. One Board member and one Secretariat member are linked to the Committees or Working Groups, depending on the topics and competences needed.

The Chair of the Committee or Working Group is chosen among and by the Committee or Working Group members.

ANNEXES OF THE CODE OF INTERNAL REGULATIONS

1. Code of Conduct for Board members
2. Code of Conduct for Members
3. Gender Equality Policy
4. Equity and Diversity Plan (TBC)
5. Conflict Management Protocol