



## MenEngage Europe House Rules

*Adopted by members during Membership Meeting October 20, 2018 in Vienna*

This document sets out proposed rules and procedures for the functioning of the MenEngage Europe (MEE) network until the planned organisation development process is finished and its results are implemented.

### 1. Membership

#### 1.1 Membership types

There are two types of membership: 1) *Organisational*; 2) *Individual*. Individual members will constitute no more than one third of the membership and no more than one third of the Steering Committee (Steering Committee).

#### 1.2 Admission process

To become a member of MEE, applicants must:

- Sign up to be a member of the MenEngage Alliance at global level via the Alliance website ([www.menengage.org](http://www.menengage.org)), which means committing to adhere to the [Code of Conduct](#) as well as the [Core Principles](#) of the Alliance.
- Submit a letter of motivation to the MEE Steering Committee, including a summary of the applicant's objectives and core activities in the field of transforming violent masculinities and engaging men and boys to advance women's rights and gender equality for all; and any other information as requested by the Steering Committee (such as number of full-time equivalent employees, size of organisation or relevant accreditations/registrations).
- The Steering Committee will make reasonable efforts to confirm if the applicant is relevant to the field of transforming masculinities and engaging with men and boys in gender equality, and meets the [Code of Conduct](#) and [Core Principles](#) of the Alliance, for example, by asking for a reference, checking with other relevant stakeholders, or whatever process is deemed appropriate by the Steering Committee.
- If an individual is employed by a MEE member, they cannot become an *Individual* member but should seek to be involved through their organisation. If an individual making an application belongs to an organisation relevant to MEE that is not currently a member, MEE can request that they make reasonable efforts to seek the backing of their organisation and apply as an *Organisational* member.
- The Steering Committee reserves the right to ask an applicant for clarification or more information. If, after further clarifications have been submitted to the MEE Steering Committee, the applicant does not meet the standards of MEE, their application can be declined. The Steering Committee has the final say on accepting or declining new members to MEE. In such cases MEE will inform the Global Secretariat, which may take its own action as necessary. If the applicant wishes to take recourse, within one month of the notice of the rejection of their application they can request to the MEE Steering Committee to make their

case to the whole MEE membership at a members' meeting, which would go to a general vote.

### **1.3 Members' rights and duties**

*Organisational* members should nominate one principal contact person to take overall responsibility for its representation to MEE, although there is no limit to the number of individuals that can represent an organisational member.

Each MEE member has the right to vote, for example, in Steering Committee elections.

Members have the right to participate in all member events organised by the network. Members must be given reasonable notice (by email) ahead of members' meetings and events.

Members have the right to see all formal documents of MEE.

Members are obliged to use their best endeavours to promote the interests of the network and to refrain from all actions that might harm the reputation and purpose of the network. They shall observe the rules of the network and recognise that they have a responsibility to live by its values both publicly and in personal life.

Members can only formally represent MenEngage Europe with an explicit mandate from the Coordinators or the Steering Committee.

### **1.4 Termination of Membership**

Membership expires if a member organisation ceases operations/closes. Members can also voluntarily withdraw their membership in writing to the Steering Committee at any time, who will then notify the MEA Global Secretariat.

### **1.5 Exclusion of Members**

Members can be excluded from the network by the Steering Committee in case of violating the MEA Core Principles and/or Code of Conduct. Excluded members may make a recourse at the next membership meeting, with the decision going to a general member vote.

## **2 Structure**

### **2.1 Members' meeting**

A members' meeting should be held at least every two years. The Steering Committee will call members to the meeting with sufficient notice. The members' meeting can be held electronically.

### **2.2 Steering Committee**

The network is guided and managed by a Steering Committee of at least three, and maximum 11 members. Members must be elected to the Steering Committee by a simple majority of votes cast in an election at a members' meeting or electronically. The term of office for Steering Committee members is 2 years, and members can be re-elected. If a Steering Committee member resigns from their position on the Steering Committee, the Steering Committee will decide on replacement until the next elections. An election committee will prepare the process of presentation of candidatures and election.

The Steering Committee leads the network strategically and has a mandate and obligation to:

- Develop MEE policies and activities (including meetings) and meet regularly (in person or via video calls) to fulfil this obligation
- Represent the network to the public, stakeholders, and allies or delegate representation to a member
- Discuss and endorse, amend, or reject proposed public (media) statements in the name of MEE related to events, incidences in Europe or elsewhere in the field of gender (in)justices, abuses, discrimination, conflict, etc. related to the objectives of the MenEngage Alliance.
- Contribute to raise funds and allocate them for MEE expenses, common MEE campaigns, projects, events, organisational development, evaluation, reporting, or other areas deemed appropriate by the Steering Committee (including hiring external contractors or permanent staff). The Steering Committee will seek to build consensus on how funds should be raised and spent, with decisions going to a Steering Committee vote if necessary
- Meet funding obligations, including ensuring there are processes for evaluating and reporting results to donors and members
- Ensure any funds are managed responsibly and transparently, and financial records are kept up to date and reported to members and donors
- Declare any potential conflicts of interest
- Act to the best of their abilities and available time and energy in the interests of the network
- Maintain the independence of the network from influences or power dynamics (such as donors) that could compromise the Core Principles of the network

### **2.3 Coordination**

The Steering Committee elects Steering Committee member/-s to the role of Coordinator/-s, of which at least one has to be an organisational member. Prospective Coordinators nominate themselves for the position and are elected by a simple majority of votes cast in a Steering Committee vote. The term of office for Coordinators is two years, and they can be re-elected.

The Coordinator/-s lead the network operationally and have a mandate from the Steering Committee to:

- Call and chair Steering Committee meetings, and ensure minutes are recorded and circulated among the Steering Committee
- Build and maintain external relations on behalf of MEE
- Coordinate working groups
- Call for and organize Steering Committee member elections when Steering Committee posts are vacant, as a result of stepping down/ end of term/need for expertise/ need to expand
- Appoint a finance committee from the Steering Committee members to oversee/check/approve handling of MEE finances (prior to audits when audits are required)
- Ensure systems exist for members to access relevant MEE information
- Act as the main point of contact between MEE and the MenEngage Alliance Global Secretariat

### **2.4 Working Groups**

The Steering Committee may mandate working groups on specific tasks, for example, grant applications, campaigns, or organisational planning. These groups can be either temporary (e.g. a campaign), or ongoing (e.g. financial management and reporting). Steering Committee members join working groups by volunteering. The Steering Committee decides whether members outside the Steering Committee are invited to join a working group.

## **2.5 Global Board Member**

One of the MEE Coordinators (if more than one) is elected by the Steering Committee to represent MEE on the MEA Global Board with a mandate from the Steering Committee to:

- Represent the Steering Committee and overall MEE network on the global MEA Board
- Report to the Steering Committee on relevant MEA activities, opportunities, and policy
- Act on behalf of the Steering Committee in holding the global MEA (via the global Secretariat and Global Board) accountable for their commitments, obligations and responsibilities, and; act as the contact point for MEA to hold MEE accountable for its commitments, obligations and responsibilities.

## **2.6 Hosting MEE**

In legal terms, MEE does not currently exist. When required, for example for the purposes of funding applications, which generally require funds to be granted to a legal entity, MEE can be 'hosted' by one of the member organisations.

Any member organisation, fulfilling the funding application requirements, can volunteer to host the network for a specific funding application, which must be agreed by the Steering Committee. This host organisation subsequently carries the responsibility to:

- Sign contracts with funders and, in formal terms, become responsible for the project or activity: implementation, (temporary) staffing and financial accountability matters.
- Host activities or projects, which will be implemented by the MEE Steering Committee and/or members.
- Potentially host and administer a MEE secretariat as one of its activities.

The host organisation has the right to require a percentage of overhead or administrative fee for the work carried out in the name of the MEE.