



Guidelines and Internal Bylaws of European Rotaract Information Center (E.R.I.C.)

(Accepted on E.R.I.C. Committee of Representatives' European Convention Meeting, Dortmund - Germany, 10 June 2011)

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GUIDELINES

Approved by the RI Board in June 1994, and by the following RI Districts:

1010, 1020, 1030, 1040, 1050, 1060, 1070, 1080, 1090, 1100, 1110, 1120, 1130, 1140, 1150, 1160, 1170, 1180, 1190, 1200, 1210, 1220, 1230, 1240, 1250, 1260, 1270, 1280, 1290, 1380, 1390, 1400, 1410, 1420, 1430, 1440, 1450, 1460, 1470, 1480, 1510, 1520, 1550, 1560, 1570, 1580, 1590, 1600, 1610, 1620, 1630, 1640, 1650, 1660, 1670, 1680, 1690, 1700, 1710, 1720, 1730, 1740, 1750, 1760, 1770, 1780, 1790, 1800, 1810, 1820, 1830, 1840, 1850, 1860, 1870, 1880, 1890, 1900, 1910, 1911, 1920, 1930, 1940, 1950, 1960, 1970, 1980, 1990, 2000, 2030, 2040, 2050, 2060, 2070, 2080, 2090, 2100, 2110, 2120, 2170, 2200, 2210, 2230, 2240, 2241, 2250, 2260, 2270, 2280, 2290, 2300, 2320, 2330, 2340, 2350, 2360, 2370, 2390, 2410, 2420, 2430, 2440, 2450, 2470, 2480, 2490

ROTARACT MULTIDISTRICT INFORMATION ORGANISATION (MDIO) GUIDELINES FOR E.R.I.C.

(Accepted on E.R.I.C. Committee of Representatives' European Convention Meeting, Dortmund - Germany, 10 June 2011)

1. Purpose and objectives

The main purpose of E.R.I.C. is to develop international relationships between clubs and members all over Europe by bringing Rotaractors from all over Europe together.

Besides this the objectives of E.R.I.C. are:

- to exchange information among the represented districts of Rotaract in Europe, the clubs and their members;
- to foster international contacts among Rotaractors;
- to encourage Rotaractors to work together in international projects.

The tools to realize these objectives are:

- organizing international meetings and events, including the yearly European Convention (EUCCO);
- www.rotaracteurope.org;
- Distribution of the E.R.I.C. Newsletter on a monthly basis;
- Compiling a directory including the addresses of the Rotaract clubs of the participating districts;
- Providing a European event calendar;
- Providing information regarding Rotaract clubs offering home hospitality;
- English-speaking contact persons to relay information between the participating districts.

If the group wishes to carry out joint service or other projects, it can do so by a separate decision in compliance with the rules and procedures set forth by multidistrict policy and guidelines for multidistrict service activities and projects, as stipulated by Rotary International.

2. Election of Country Representatives (CR's)

From the participating districts, each country shall appoint a contact person.

This power comes to the District Rotaract Representatives (DRR's) of the country.

Besides this, each country is free to organize elections.

The contact persons have no legislative authority in Rotaract, only in E.R.I.C..

The Contact Persons receive the official title of E.R.I.C. Country Representatives (CR's).

3. Responsibilities of the (CR's)

They serve as contacts between E.R.I.C. and the district or country they represent.

4. Multidistrict Council and Chairperson

The CR's and the District Rotaract Representatives (DRR's) of the member districts of the Multidistrict Group shall compose a council (hereafter "the Council") whose task shall be to coordinate the activity of the Group and to control voluntary contributions for use by the Group.

The Council shall elect a chairperson. This person shall receive the official title of E.R.I.C. President.

When electing, the motivation and the ability of the candidate should be considered.

Both the Council and the Chairperson shall have no legislative power over the Rotaract Organization.

5. Responsibilities of the Chairperson

The Chairperson is responsible for coordinating all activities of the Council regarding the Multidistrict Organization.

6. Meeting of CR's

The CR's shall meet at the regional EUCO, which is organized annually by one of the districts in the European RI zones.

In addition, the CR's hold at least two other meetings during the Rotaract year, it being stipulated that no two meetings are to be more than 4 months apart.

7. Funding of the Multidistrict Organization

Any funds which may be collected for the functioning of the Multidistrict Organization are based on a voluntary subscription fee for rendered services.

The Organization may also obtain funding from sponsorship, grants, or other revenue in compliance with Rotary International policy.

8. Amendment of the Guidelines

These Guidelines may be amended only with the approval of the participating districts, after they have

been accepted by a 2/3 majority in each district concerned.
All amendments must comply with Rotary International Policy.

INTERNAL BYLAWS

The internal Bylaws are approved and updated by the CR's of E.R.I.C. during their meetings.

In case of change or update the change or update will be marked with change/update.

When something is sup primed it will be marked with ...

The change/update will mention the date of the E.R.I.C. meeting where the change or update is accepted.

...

INTERNAL BYLAWS for E.R.I.C.

1. The "E.R.I.C. Committee of Representatives"

1.1. Tasks

The E.R.I.C. Committee of Representatives manages E.R.I.C. business and funds according to the Guidelines.

It generally monitors and supervises all activities and divisions of E.R.I.C..

It must take all necessary actions to accomplish the tasks and the objectives of E.R.I.C..

The E.R.I.C. Committee of Representatives does not have any decisive or legislative power whatsoever over the Rotaract Organization.

It has decisive power only over E.R.I.C..

1.2. Members and votes

The E.R.I.C. Committee of Representatives shall be composed of one representative for each country, regardless the number of districts included in it.

Each representative has one vote.

In case of multinational districts, each country can have its own representative, but in case one representative is appointed by two countries or more he/she has only one vote.

The members of the Committee must be nominated by the DRR ('s) of the country they represent preferably before April 1st of the year in which they commence their mandate.

Each country is free to agree upon gentlemen's agreements (e.g. a country with more than one district, districts can agree upon a rotation to send in the country representative) or to organize elections.

It is encouraged that the CR serves a term of two years.

All Rotaractors are invited to attend and observe the E.R.I.C. Committee of Representatives meetings, but his/her right to enter into discussions, during the meeting is at the discretion of the E.R.I.C. Executive Board.

1.3. RI Rotaract Committee

In order to facilitate contacts the European Rotaractor(s) on the RI Rotaract Committee (RIRC) are automatically advisory members of the E.R.I.C. Committee of Representatives.

1.4. President

The E.R.I.C. Committee of Representatives elects the President, whose task is to run E.R.I.C. and to accomplish its objectives.

The E.R.I.C. Committee of Representatives shall meet at least three times in each Rotaract year. No two meetings should be more than 4 months apart.

The first meeting of the Rotaract year will take place no later than the 3rd Saturday in October.

1.5. Decisions

For decisions of the E.R.I.C. Committee of Representatives to be binding, the meeting of the E.R.I.C. Committee of Representatives must be convened at least 4 weeks in advance, with submittal of the agenda unless the resolution is approved by more than 2/3 of the votes present at the E.R.I.C. Meeting.

1.6. Voting and proxies

Many situations require an official vote especially when a decision has to be made about who will be the president and about the locations of the European Convention and the other meetings.

In all other cases the E.R.I.C. Executive Board decides whether a voting is necessary.

When the voting is about persons the voting needs to be secret, any other voting is public.

Voting can only be done in person.

A CR can allocate his/her proxy to another Rotaractor from his/her country or district (in case of multinational districts) or only to another CR.

This proxy is valid when it has been given in writing, by e-mail or by sms before the beginning of the meeting.

Each CR can only hold one proxy.

Proxies do not have to stipulate a position on the issues to be voted on.

All issues are considered accepted by the assembly if they reach a simple 50%+1 majority.

The only exception are changes to the bylaws that need to be approved by a 2/3 majority of the votes present at the meeting.

If more than 2 options are to be voted on, and none of the options reach their 50%+1 threshold, a second round of voting with only the top 2 options from the first round will take place. If in that case, both options receive exactly 50% of the votes, which is highly unlikely to happen, the E.R.I.C. president gets to pick one.

1.7 CR's duties

Each CR has the duty to be informed about the Guidelines and Bylaws of E.R.I.C.

Each CR has the duty to inform his/her successor about his/her duties, and the issues going on in E.R.I.C. in order to update the incoming CR.

2. The "E.R.I.C. President"

2.1. Tasks

He/she is the chief executive officer of E.R.I.C..

He/she presides over both the E.R.I.C. Committee of Representatives and the E.R.I.C. Executive Board.

He/she directs the work and activities of E.R.I.C..

He/she may not cumulate the position of President with another function within the E.R.I.C.. Executive Board, the E.R.I.C. Committee of Representatives.

The E.R.I.C. President organizes and determines the agenda of the Meetings of the E.R.I.C.. Committee of Representatives, in co-operation with the CR of the country hosting the Meeting.

This provision also applies to E.R.I.C. plenary sessions and workshops held during the ... EUCO, for which the President and host representative may be assisted by an E.R.I.C. Task Force specifically created for the European Convention.

2.2. Reporting

The E.R.I.C. President applies the decisions voted during E.R.I.C. meetings.

He/she renders an account on his/her activities, including his/her progress and results, his/her new goals and the work of his/her staff, to the members of the Committee every 3 months, with the 1st report in September of each Rotaract year.

He/she represents E.R.I.C. with respect to all other organizations within the Rotary/Rotaract world.

2.3. Absence

In absence of the President the Vice-President replaces him/her.

2.4. Election

The President will be elected by the E.R.I.C. Committee of Representatives for a period of one year. After his/her first year as E.R.I.C. President, the E.R.I.C. President in office may stand for re-election together with other candidates, and be re-elected for one further year.

The candidates must comply with all the following eligibility criteria:

- be a Rotaractor from one of the E.R.I.C. member districts
- be in between the ages of 18-30 years. (* On 30 June of the Rotaract year in which the candidate becomes 30 years old, his/her Rotaract membership will end.)
- be fluent in English

- have served as either past member of the E.R.I.C. Committee of Representatives or past member of the E.R.I.C. Executive Board
- have a wide knowledge of Rotaract & Rotary
- cannot be CR

Candidates for the presidency have to submit their candidacy to the current E.R.I.C. president and Secretary at least 4 weeks before the beginning of the annual EUCO. Three weeks beforehand the President and Secretary get aligned to check the validity, meaning the eligibility criteria, of the candidacy (ies).

The E.R.I.C. President announces the candidates two weeks beforehand to the E.R.I.C. Committee of Representatives.

During the meeting each candidate will have the opportunity to present him/herself to the Council and explain his/her ambitions for the new term.

In a first round of voting, the president is elected.

He/she needs a 50%+1 majority.

If more than 2 candidate presidents are running, and none of them has a 50%+1 majority, a second round is conducted with only the top 2 candidates from the first round.

If in the case both options receive exactly 50% of the votes, a third round will be held.

If the result of this voting is still 50/50 the election of the E.R.I.C. President will be postponed to the next E.R.I.C. Meeting.

Meanwhile the current E.R.I.C. President stays in position.

3. The "E.R.I.C. Executive Board"

At the annual EUCO, the newly elected President can nominate members for the E.R.I.C. Executive board.

The E.R.I.C. Executive Board-nominated members will be voted upon by the current CR's as a whole.

In addition all European Rotaractors can run for a specific candidacy.

The candidates must comply with all the following eligibility criteria:

- be a Rotaractor from one of the E.R.I.C. member districts
- Be in between the ages of 18-30 years. (* On 30 June of the Rotaract year in which the candidate becomes 30 years old, his/her Rotaract membership will end.)
- be fluent in English
- have a wide knowledge of Rotaract & Rotary

These candidacies must be submitted to the current E.R.I.C. president and Secretary at least 4 weeks before the beginning of the annual EUCO.

Three weeks beforehand the President and Secretary get aligned to check the validity of the candidacy (ies).

In case of candidacies, elections for the specific position will be held.

The E.R.I.C. President announces the candidates two weeks beforehand to the E.R.I.C. Committee of Representatives.

During the meeting each candidate will have the opportunity to present him/herself to the Council and explain his/her ambitions for the specific position.

In a first round of voting, the position is elected.

He/she needs a 50%+1 majority.

If 2 or more candidates are running, and none of them has a 50%+1 majority, the E.R.I.C. President-Elect nominates the position.

The E.R.I.C. Executive Board has no decisive power whatsoever, except regarding its own organization.

The E.R.I.C. Executive Board may issue proposals which are voted upon by the E.R.I.C. Committee of Representatives.

The E.R.I.C. Division Coordinators making up the E.R.I.C. Executive Board are to report to the E.R.I.C. Committee of Representatives on Division activities every 3 months, with the first report no later than September of each Rotaract year.

3.1 Past-President

The last Past-President stays member of the E.R.I.C. Executive Board and has a coaching role.

It is his/her job to make sure that knowledge and experience is transferred to the E.R.I.C. Executive Board and E.R.I.C. Committee of Representatives.

In case of issues he/she a mediating role.

3.2 Vice-President

The Vice-President has an advisory and assisting role.

The Vice-President will replace the President when he/she is not available.

He coordinates the organization of the workshops which can be professional, social and/or Rotaract in general related, on the E.R.I.C. Meetings.

This person is also responsible for coordinating work on the European Rotaract Directory.

He/she is also responsible for verifying that the ERIC's Guidelines and Bylaws are communicated and explained clearly the first E.R.I.C. Meeting of the Rotaract year in order to facilitate their comprehension to the CR's.

He/she may not cumulate the position of Vice-President with another function within the E.R.I.C. Executive Board.

3.3 Secretary

The Secretary is responsible for writing the minutes of each meeting (if necessary also those held online).

Proposals and/or ideas can be sent to him/her and the E.R.I.C. President.

The secretary and/or E.R.I.C. President communicate this to the E.R.I.C. Executive Board which will assess the received ideas and put it on the agenda of the E.R.I.C. Committee of Representatives.

This person is also responsible for keeping track of the changes in the Guidelines and Bylaws and possibly the reasons of the changes.

3.4 Treasurer

He/she is responsible for E.R.I.C. finances, and administers the fees or subscriptions and any other revenue transferred to E.R.I.C..

With the E.R.I.C. President, he/she has full access to the E.R.I.C. account which must be located in a Euro zone.

The Treasurer and President each have full authority to sign all correspondence relating to E.R.I.C. finances, to pay invoices and to charge individuals or companies for various services such as conference fees or sponsorship.

The Treasurer reimburses the expenses of the members of the E.R.I.C. Executive Board in compliance with the budgetary decisions voted by the E.R.I.C. Committee of Representatives and provided that such expenses are approved beforehand by the E.R.I.C. President and duly justified by an invoice.

3.5 Marketing and Communication Services Coordinator

This manager is responsible for editing all E.R.I.C. publications, except the Directory.

In order to accomplish this task, he/she may select a team of assistants.

In agreement with the E.R.I.C. President he/she will develop the editorial line as well as take the necessary steps to gather information.

He/she is in constant contact with European clubs to enhance their communication and to promote their projects.

This person is also responsible for implementing activities with the following objectives: locating sponsors, grants and other funding, identifying sources of other revenue (e.g. organization of events), and coordinating E.R.I.C. promotion and public relations.

3.6 Social Services Coordinator

He/she co-ordinates an E.R.I.C. Community Project based on Pan-European Co-operation.

He/she may appoint a team of assistants.

3.7 Information Technology Division Officer

This person is responsible for information technology administration of E.R.I.C. services.

He/she will give administrative support to the members of the E.R.I.C. Executive Board and of the Representative's Committee.

He/she may appoint a team of assistants.

4. The E.R.I.C. Meetings ...

4.1. General items

4.1.1. The E.R.I.C. Committee of Representatives will vote on the venue of the future E.R.I.C. Meeting and appoint an organization committee composed of one or more clubs and represented by a president that will be the single point of contact for E.R.I.C..

4.1.2. The winning organization committee commits to the presented Meeting package including the proposed additional benefits (open bar, free transportation, and 5-star hotel).

4.1.3. The venue of the E.R.I.C. weekend should be located near an international airport for easy access. The organization committee has to inform the participants about travel possibilities to the venue (airport, flights, trains, etc.).

4.1.4. Candidacies can be addressed in person at the E.R.I.C. meetings or in between meetings to the E.R.I.C. President.

4.1.5. There is no preference regarding geographical region. It is encouraged however to spread the 3 E.R.I.C. meetings per year over Western and Eastern Europe.

4.1.6. The organization committee must print the E.R.I.C.-newsletter for distribution at the meetings. The numbers of copies and the costs have to be agreed upon with the E.R.I.C. Executive Board. The printing costs are covered by E.R.I.C..

Also, a digital copy must be sent out together with conference-details prior to the meeting.

4.1.7. The organization committee has to confirm the E.R.I.C. Executive Board and E.R.I.C. Committee of Representatives about the exact date that registrations for the EUCO or E.R.I.C. Meeting will open, and this at least 2 weeks before the opening date of registration.

4.1.8. An upper price limit has to be applied to the participation fee for the event.

In addition to the participation fee, an E.R.I.C. fee has to be charged by the organization committee and transferred to the E.R.I.C. account not later than 3 months after the end of the event. This E.R.I.C. fee applies to all participants except for those only signing up for the Gala Dinner and / or a single day program.

4.1.9. It is encouraged to organize transportation to/from the airport/railway station on the dates of arrival and departure.

4.1.10. The organization committee assumes the full legal responsibility for the entire organization and execution of the event. It is strongly recommended to be covered with public liability insurance for possible bodily injury and property damage caused by any of the participants of the event. E.R.I.C. explicitly declines any responsibility and reimbursement claims regarding the entire events. All profit and loss are to the charge of the organization committee.

4.1.11. For delegates that would not like to stay in the hotel/hostel included in the standard package, the organization committee must offer an alternative package that does not include standard accommodation. A list of other higher standard hotels must be provided upon request.

4.1.12 The organizing committee commits to send the list of participants and brief information about organization to the E.R.I.C. Executive Board. The organizing committee commits to send out clear communications and updates to the E.R.I.C. Executive Board at least two weeks beforehand.

On every E.R.I.C. Meeting the Organizing Committee has to send a representative to give the E.R.I.C. Committee of Representatives an update and to answer questions.

4.2. E.R.I.C. Executive Board & Committee of Representatives meetings, workshops and plenary sessions

4.2.1. The organization committee is responsible for supplying a conference room for E.R.I.C. Executive Board & Committee of Representatives meetings of 35 people.

Also, a room has to be provided for the plenary session (EUCCO only) that can hold at least half of the delegates that paid the E.R.I.C. fee.

In addition, one extra room for every workshop organized by E.R.I.C. and meeting room equipment like projector, for the ... the E.R.I.C. Meeting have to be provided.

Water and coffee for the meetings must also be provided by the organization committee.

Additional equipment for workshops can be requested and paid for by E.R.I.C..

4.2.2. The E.R.I.C. workshops and plenary program ... is to be defined by the E.R.I.C. Executive Board and the CR of the host country, assisted, if necessary, by a E.R.I.C. Workshop Task Force. Choices made for the program of these E.R.I.C. workshops and plenary sessions are to be submitted to the E.R.I.C. Committee of Representatives and organization committee at the latest by the end of the previous E.R.I.C. Meeting.

4.2.3. It is recommended that the general meeting agenda allows it for all participants to participate in the workshops.

4.2.4. Furthermore, time should be set aside during E.R.I.C. Executive Board & Committee of Representatives meetings and convention plenary sessions for E.R.I.C. activity reports from the E.R.I.C. President and Divisions and for the promotion of E.R.I.C. services as well as for country reports.

4.2.5. It is strongly encouraged to make the E.R.I.C. meeting an international event or international weekend and if possible to combine it with an existing event. Therefore an additional program has to be offered on Saturday parallel to the meetings for those Rotaractors that do not attend the meeting.

4.3. European Convention (EUCCO)

4.3.1. The European Convention is a 4 to 5-day event held preferably in April or May, avoiding June due to the Rotary International Convention and Rotaract Pre-Convention Meeting taking place during that month. Extra days can optionally be added to the program.

4.3.2. The agenda of the weekend needs to include a full day for the convention and workshops as well as half a day for the E.R.I.C. Executive Board & Committee of Representatives meetings meeting on the day before the convention.

4.3.3. The E.R.I.C. Committee of Representatives will vote on the venue of the future European Convention at least one meeting prior to the previous European Convention, in order to give future host committees at least 15 months to prepare the event.

4.3.4. The EUCO must be able to accommodate at least 300 people. 500 are recommended.

4.3.5. Registrations for EUCO must open at least 6 months prior to the event start date.

4.3.6. The cheapest price must be available at least until 4 months before the event start date or until sold out.

4.3.7. The EUCO organization committee must reserve places for the country representatives and their partner. The exact number will be recommended by the E.R.I.C. Executive Board and can be paid on site.

4.3.8. The EUCO organization committee must reserve one place for the BESP winner. This place will be paid by E.R.I.C..

4.3.9. The price of a 4-day European Convention should not exceed [€ 185] (exclusions have to be approved by the E.R.I.C. Executive Board) for the first payment term and € 220 for the second payment term, and host committees are encouraged to define a lower 2-day weekend price in addition to the 4-day price. The additional E.R.I.C. fee is € 5 per participant. [The price of 4-day European Convention participation fee can be increased € 4 annually.]

4.3.10. The participation fee includes:

- Basic accommodation for the 4 nights
- The following meals have to be included: Breakfast on 4 days, lunch or dinner on 3 days, and the Gala Dinner on the 4th day.
- Convention/meeting room hire for convention and workshops as well as coffee/drinks during the meeting. The lunch for the E.R.I.C. Committee of Representatives is covered by E.R.I.C.. The lunch for the EUCO convention isn't. The Organizing Committee makes sure there are facilities to get lunch.
- Transportation during the 4-day event.

4.4. Rotaract European Meeting (R.E.M.)

4.4.1. The R.E.M. is a 2-day event (Friday evening - Sunday lunchtime) held preferably in the beginning of January (Winter R.E.M.) and September/October (Fall R.E.M.). Extra days can optionally be added to the program.

4.4.2. The host committee is encouraged to organize an optional program for CR's that also want to visit the city (on Saturday they will be in meeting for almost the whole day). The Saturday program for common Rotaractors will also be organized on Friday for the CR's who will arrive earlier. The optional program should start on Thursday evening and is open for CR's. The price of this package should be discussed with the E.R.I.C. president and cannot exceed € 30.

4.4.3. The agenda of the weekend needs to include half a day for the E.R.I.C. Executive Board & Committee of Representatives meeting on Saturday, e.g. +/- 9am until 2pm (incl. lunch) and half a day for the workshops.

4.4.4. The E.R.I.C. Committee of Representatives will vote on the venue of the future R.E.M.'s at least two meetings before (preferably 8-10 months) that meeting, in order to give future organization committee enough time to prepare the event.

4.4.5. The R.E.M. must be able to accommodate at least 100 people. 150 are recommended.

4.4.6. Registrations for the R.E.M. must open 3 months prior to the event date.

4.4.7. The cheapest price must be available at least until 2 months before the event date or until sold out.

4.4.8. The R.E.M. Committee must reserve places for the country representatives and their partners. The exact number will be recommended by the E.R.I.C. Executive Board. The participation fees of the country representatives and their partners can be paid on site.

4.4.9. The price of the 2-day program must not exceed [€ 120] (exclusions have to be approved by the Executive Board) for early bookings (until one month before the meeting) and up to € 140 for late bookings. The additional E.R.I.C. fee is 3 € per participant. [The price of 2-day R.E.M. participation fee can be increased € 4 annually.]

4.4.10. The participation fee includes:

- Basic accommodation for the 2 nights
- The weekend starts on Friday afternoon/evening with registration, and ends on Sunday at lunch.
- The following meals have to be included: Friday evening dinner, Saturday breakfast, Saturday lunch and gala dinner, Sunday breakfast or brunch.
- Conference/meeting room hire for Saturday and coffee/drinks during the meeting.
- Transportation during the 2-day event

5. Definitions

E.R.I.C.	European Rotaract Information Center
MDIO	Multidistrict Information Organization
RI	Rotary International
EUCO	European Convention
CR	Country Representative
RIRC	Rotary International Rotaract Committee
DRR	District Rotaract Representative