



EUROPEAN FEDERATION
OF QUEER SHELTERS

Internal Regulations

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Preamble

In accordance with Article 21 of the Statutes, these Internal Regulations establish the practical conditions for implementing the Statutes, and define the rules governing the organization and functioning of the Federation. They complement the provisions of the Statutes by detailing procedures and modalities of operation.

In the event of contradiction or divergence of interpretation, the Statutes shall prevail over these Internal Regulations.

The provisions of these Regulations shall apply to all members of the Board of Directors, all members of the General Assembly, as well as all employees and volunteers acting on behalf of the Federation.

Members of the Board

Composition

In accordance with Article 16 of the Statutes, the Federation is governed by a Board composed of five (5) representatives representing member legal entities of the Federation. These entities may be either founding members or associate members.

The Board of Directors may be constituted under one of the following configurations:

- One President; one Secretary General, one Treasurer, two Vice Presidents;
- Two Co-Presidents; one Secretary General, one Treasurer, one Vice President.

Renewal of the Board Members

i. Election rules

The rules governing the appointment of Board members are defined in Article 16.1 of the Statutes. Members of the Board of Directors are elected by the General Assembly for a two (2)-year term, renewable. The General Assembly elects one list composed of five (5) member organizations and their respective representatives.

Elections to the Board of Directors take place every two years during the Annual General Assembly. All members whose membership fees are fully paid at the time of the election are eligible to participate in the vote.

1. Electoral lists



Any member organization up to date with its membership fees may form an electoral list together with four (4) other eligible members. Each list must include:

- five (5) organizations that are either founding or associate members of the Federation;
- the designated individual representatives for each organization;
- the allocation of roles among candidates, corresponding to one of the governance configurations set forth in the Statutes (e.g., President, Secretary General, Treasurer, Vice-Presidents or Co-Presidents, etc.).

An official call for candidacies is launched every two years, six (6) months prior to the date of the electoral General Assembly. Candidate lists must be received by the Secretariat of the Federation no later than two (2) months before the election date.

Once finalized, lists must be submitted to the Secretary of the Board for registration. All validated lists will be communicated to members whose membership fees are up to date no later than forty-five (45) days before the election.

2. Election procedure

During the General Assembly, all candidate lists shall be formally presented. Following this introduction, each list shall be granted equal time to present its programme and interact with the Assembly. Equal speaking time is mandatory for all lists to ensure fair and balanced campaigning.

Voting takes place immediately after the presentations. Each member of the General Assembly has one vote. In the event that a member organization is unable to attend, it may appoint another member as proxy. No member may hold more than two (2) proxies.

The elected list is the one obtaining a simple majority of the votes cast by members present or represented.

Once elected, the list must respect the distribution of roles within the Board of Directors as submitted in its candidacy.

The Board of Directors is elected for a two-year term. The position of President or Co-President may only be renewed once consecutively.

3. Representation of losing lists

The lead organization of each losing list is able to assist the official Board meetings. This ensures transparent governance and representation of each vote from the General Assembly.

ii. Resignation Procedures

1. Resignation of a Board member



Any member of the Board wishing to resign during their term of office shall notify the President or Co-Presidents in writing (by electronic or postal mail) with a notice period of three (3) months.

Once the resignation has been received, the President or Co-Presidents shall inform the remaining members of the Board within forty-eight (48) hours.

The Board shall formally communicate the resignation decision no later than one (1) month after receipt of the notice, in writing (by electronic or postal mail).

Interim Appointment

In the event of a vacancy of a Board seat, the Board shall co-opt a new member to serve until the next General Assembly.

- If the next General Assembly is not the elective Assembly at the end of the term, the General Assembly must vote to confirm confidence in the co-opted member by simple majority.
- If confidence is not granted, the Board shall propose another candidate within one (1) week, and a second vote shall be held electronically.

2. Resignation of a Representative of a Board Member Organization

Any representative of a member organization serving on the Board who wishes to resign during their mandate must notify the President or Co-Presidents in writing (by electronic or postal mail) with a notice period of one (1) month. The notice must include the name of the proposed replacement designated by the member organization.

Once the resignation has been received, the President or Co-Presidents shall inform the rest of the Board within forty-eight (48) hours.

The Board shall vote to confirm the proposed replacement by a two-thirds majority of members present or represented. In case of a tied vote, the vote of the President shall prevail.

Once the new representative has been approved, the Board shall communicate this decision no later than one (1) month after receipt of the resignation notice, in writing (by electronic or postal mail).

Interim Appointment of a Representative

In the event of a vacancy in the representation of a member organization on the Board, the Board may co-opt a new representative from the same organization to serve until the next General Assembly.



- If the next General Assembly is **not** the end-of-term electoral Assembly, the General Assembly must vote to confirm confidence in the co-opted representative by simple majority.
- In case of non-confidence, the Board shall propose another representative within one (1) week, and a second vote shall be held electronically.

iii. Procedure for Removal of a Board Member

A member of the Board may be removed internally through a vote by a two-thirds (2/3) majority of the members of the Board, upon request submitted by any Board member.

Such a request must be addressed in writing to the President or Co-Presidents and must clearly state the grounds for removal.

If the Board votes in favour of removal, the Board shall communicate the decision in writing to the General Assembly, either electronically or by post, no later than one (1) week after the decision is taken.

In the case of a simple removal from office, the removed member is granted a period of two (2) months to step down from the Board.

Where the removal entails full expulsion from the Federation, Article 8 of the Statutes shall apply.

Once the removal has been validated, the procedures for co-optation described under the resignation provisions shall apply.

Code of Conduct and Duties of Board Members

General Duties

The Board, as a collective body, and each member individually, shall act at all times in the best interests of the Federation.

Before accepting their role, each Board member and each representative must review and agree to comply with the Statutes and these Internal Regulations.

Each Board member must ensure they have all the necessary information to carry out their responsibilities. If a member believes they are insufficiently informed, they must request the relevant documents or clarifications from the President within an appropriate timeframe so as to be able to contribute effectively to matters on the Board's agenda.

Board members shall inform the President or Co-Presidents, preferably in writing, of any difficulty encountered in fulfilling their duties or in applying the Statutes or these Internal Regulations.

Conflict of interest

Board members and their designated representatives must recuse themselves from deliberation and voting whenever they have a personal or professional interest in the matter under consideration, including when such interest arises from the member organization they represent.

Confidentiality

Board members and their representatives are required to observe strict confidentiality regarding matters discussed within the Board.

They must ensure that no information is disclosed publicly unless it has been explicitly designated as suitable for public release.

Unauthorised disclosure of confidential Board information by a member or representative may constitute grounds for removal from the Board, or, in more serious cases, exclusion from the Federation.

Reimbursement of expenses

Board members and representatives perform their duties on a voluntary and unpaid basis, in accordance with Article 19 of the Federation's Statutes.

However, they may receive reimbursement for expenses effectively incurred in the course of carrying out their responsibilities as Board members. Reimbursements must correspond to real, justified expenses incurred in the pursuit of the Federation's mission.

The eligible expenses are the following:

- Expenses incurred by a governing body member when using their personal vehicle in the course of their duties;
- Travel expenses incurred by a governing body member, including reimbursement of meals and accommodation costs.

The Board shall determine:

- the reimbursement rates or ceilings applicable to each category.

Expenses and reimbursement claims must reflect the responsible and prudent management of the Federation's resources.

No reimbursement shall be processed unless the beneficiary provides valid supporting documentation.



General Assembly

The functioning of the General Assembly, including convening, quorum, voting procedures, and procedures for the removal or suspension of members, is governed by the Federation's Statutes (Articles 10–15) and shall prevail over any provisions of these Internal Regulations.

Committees

Definition

Committees, as defined in Article 22 of the Statutes, are thematic or geographical working bodies established to support the strategic, operational, and/or governance activities of the Federation. Their purpose is to organize, strengthen, and facilitate the implementation of the Federation's mission.

Committees may serve in an advisory capacity, carry out operational activities, or provide structure and facilitation for the Federation's network.

As set out in Article 22 of the Statutes, any member or group of members may propose the creation of a committee, under the conditions and procedures defined therein.

Composition

Each committee shall be composed of two "sponsors," who may be founding members, or associate members.

- The sponsors are responsible for the coordination and proper execution of the committee's activities, and reporting to the Board and to the members of the Federation.

They are collectively accountable for ensuring that the committee functions in line with the values, mission, and objectives of the Federation.

Meetings, Missions and Internal Functioning

The internal organisation, working methods, and meeting arrangements of each committee are determined autonomously by the committee sponsors and its participating members.

Committees should ensure that: activities are conducted transparently; objectives and results are documented; and the Board is regularly informed of major developments, challenges, or needs.

Financing of Committee Activities

If a committee intends to implement activities requiring funding, it must submit a workplan accompanied by a provisional budget to the Board for approval.



Following approval, the Federation may allocate internal funds to support the committee's activities, or in the case of larger projects, external funding may be sought, either directly by the committee or by members of the Board on behalf of the Federation.

Any funds used must be managed responsibly and in accordance with the financial rules of the Federation.

Membership

Eligibility criteria

i. Type of organization

In accordance with Article 5 of the Statutes, any European legal not-for-profit entity may become a member of the Federation, provided it is duly constituted in accordance with national laws and regulations.

ii. Geographical scope

As stated in Article 5.2 of the Statutes, each member organization must be located within the geographic area of the European Union and the Council of Europe member states.

iii. Organizational Purpose

In accordance with Article 5.2 of the Statutes, each member must pursue objectives aligned with those of the Federation, namely the reception, support, or housing of young people experiencing exclusion, homelessness, or family breakdown; and addressing situations arising from discrimination related to sexual orientation, gender identity, or gender expression.

Obligations of Members

iv. Respect for Values

All members must uphold the core values of the Federation in their actions within the Federation and within their own organization.

Only organizations actively combating all forms of discrimination and violence against LGBTQIA+ persons in their diversity, and fully recognizing and supporting the rights, dignity, and equality of all gender identities and sexual and affective orientations, may be admitted as members.

Organizations whose positions, statements, or practices exclude, rank, or stigmatize certain components of the LGBTQIA+ community or other marginalized groups (including trans, non-binary, intersex, racialized, disabled, migrant, refugee, or economically disadvantaged persons) shall not be admitted as members.

Member organizations also commit to promoting an intersectional approach to inclusion, taking into account overlapping forms of discrimination based on, among other factors,



gender, ethnic or social origin, skin color, disability, economic status, religion, beliefs, age, or migratory status.

v. *Respect for the Federation's Purpose and Mission*

All member organizations must respect the purpose and mission of the Federation and contribute, according to their capacity and resources, to their fulfillment.

vi. *Membership Fees*

Any organization wishing to fully participate in the Federation, contribute to committees, be represented in the General Assembly, or run for Board positions must be up to date with its membership fees.

Membership fees are annual and due on the anniversary of the organization's admission.

Fees are determined based on the annual budget of each member organization.

The membership fees may be revised at the Annual General Assembly upon the proposal of one or more members. Any modification requires approval by a simple majority of members present or represented.

Annual budget (in euros)	Annual Membership fee (in euros)
Under 10,000	10
Under 50,000	30
Under 100,000	60
Under 500,000	120
Under 1 million	200
Over 1 million	300
Over 5 million	500

Honorary and expert members

As provided for in Article 5 of the Statutes, "The Board may award the title of honorary member to individuals in recognition of outstanding service rendered to the Association, or the title of expert member in recognition of specific expertise made available to the Federation."

i. Honorary members

1. Eligibility



Honorary Members may include:

- European or national public institutions whose missions and activities are consistent with the values of the Federation;
- International organisations and non-governmental organisations aligned with the values of the Federation;
- Any other not-for-profit actors whose objectives and actions are compatible with the values of the Federation.

2. Contribution

Honorary Members are expected to contribute to the Federation by providing one or more of the following:

- Increased visibility for the Federation, its members, and its missions;
- Access to resources, including but not limited to funding opportunities, staff support, professional networks, or strategic spaces where the Federation's work may be recognised or promoted;
- Representation of the Federation within institutions, networks, or projects that may not otherwise be accessible to the Federation.

3. Appointment Procedure

Honorary Members must be sponsored by at least one Founding Member or Associate Member of the Federation.

Sponsored candidates must submit a letter of engagement outlining their commitment to and intended contribution to the Federation.

Appointment as an Honorary Member requires a unanimous decision of the Board, following review of the sponsorship and letter of engagement.

The Board's decision shall be communicated to the appointed Honorary Member.

The decision shall also be communicated to all Federation members within thirty (30) days following notification to the Honorary Member.

ii. Expert members

1) Eligibility

Expert Members may include:

- Individuals possessing expertise deemed relevant and useful to the Federation's missions, including but not limited to design, administration, finance, social work, housing, or related fields;
- Not-for-profit organizations possessing recognised expertise relevant to the Federation's activities.



2) Contribution

Expert Members are expected to contribute to the Federation by providing one or more of the following:

- Technical or operational support to projects, events, or communication activities led by the Federation;
- Expert advice, analysis, or counselling in support of any of the Federation's missions;
- Enhanced visibility for the Federation within professional, institutional, or thematic spaces not otherwise accessible.

3) Appointment Procedure

Expert Members must be sponsored by at least one Founding Member or Associate Member of the Federation.

Sponsored candidates must submit a letter of engagement describing the expertise offered and the scope of their involvement with the Federation.

Appointment as an Expert Member requires a unanimous decision of the Board, following review of the sponsorship and letter of engagement.

The Board's decision shall be communicated to the appointed Expert Member.

The decision shall also be communicated to all Federation members within thirty (30) days following notification to the Expert Member.

Representation and Mandated Delegates

Official representation

Each member organisation may appoint one or more delegates to represent it within:

- the Board,
- thematic committees and working groups,
- internal or external meetings to which the Federation is party,
- events, conferences or public engagements where the Federation has given a mandate.

These roles are carried out on behalf of the member organisation and not in a personal capacity, unless otherwise stated in writing.

Conditions for exercising the mandate

Mandated delegates:

- must respect the Statutes, Internal Regulations, and Charter of Values of the Federation,
- may only speak or act within the scope of the mandate they have received,



- must ensure that all relevant information is transmitted to their organisation,
- must notify their organisation in a timely manner in the event of unavailability or inability to fulfil their mandate.

Reporting obligations

Any delegate who has taken part in a meeting, mission, committee or event on behalf of the Federation must, within a reasonable timeframe submit a written summary to their member organization, and, if applicable, to the Board or the relevant committee.

The format of this reporting may range from a short note to a detailed report depending on the nature and importance of the mission.

Withdrawal of Mandate

A delegate's mandate may be withdrawn at any time by the member organisation that appointed them, through written notification, or by the Board of Directors in the event of:

- failure to comply with the Internal Regulations or the Federation's values,
- behaviour contrary to the interests of the Federation,
- public statements or actions that illegitimately commit the Federation.

Both the delegate and the member organisation concerned must be notified in writing of the withdrawal and the grounds for it.

Data protection (GDPR compliance)

General principles

The Federation is committed to ensuring the protection of all personal data it collects, processes, or stores, in accordance with EU Regulation 2016/679 (GDPR), applicable national legislation.

The Federation adheres to the following principles: limited data collection, transparency, security and confidentiality, explicit purpose, limited retention period, individual rights to access and redress.

Categories of data collected

In the course of its activities, the Federation may collect identification data relating to members and their delegates, professional information, data required for project management, meetings, events or membership administration, information necessary for financial and administrative operations.

No sensitive data shall be collected unless legally required or strictly justified for a specific project with appropriate safeguards.



Access to and sharing of data

Personal data is accessible only to individuals who require it for the exercise of their legitimate duties, may only be transmitted to third parties when strictly necessary for the defined purposes (e.g. legal, financial or contractual obligations), shall never be communicated for commercial or marketing purposes.

Rights of data subjects

Any individual whose data is processed by the Federation has the right to access, correct or update their data, request erasure or restriction of processing, object to processing, and request portability where applicable.

Requests must be handled within a reasonable timeframe and in accordance with legal obligations.

Amendments to the internal regulations

Authority to amend

The Internal Regulations may be amended by the Board.
Proposals for amendment may originate from any member of the Board, any member organisation of the Federation, committees, or working groups where relevant.

Amendment procedure

Any proposed amendment must be submitted in writing to the President or Co-Presidents, specify the articles concerned and the intended changes, and include a brief justification explaining the purpose or need for modification.

The proposed amendment shall be circulated to all members of the Board at least 15 days before the meeting at which it will be discussed and voted on, unless urgent circumstances justify a shorter timeframe.

Voting requirements

Amendments to the Internal Regulations require a vote of a two-thirds majority of Board members present or represented.

In case of a tie, the vote of the President or Co-Presidents is decisive.

Once adopted, amendments to the Internal Regulations shall be communicated in writing to all member organisations of the Federation within 30 days, and take effect immediately unless otherwise specified in the decision.