

Internal Rules ENHR
Adopted at the General Assembly
in Athens (Greece), 30 August 2019

1 Objectives and activities

1. ENHR shall undertake activities that support its objectives. These may include, but are not limited to:
 - a) Bringing scholars and practitioners together who are interested in housing issues.
 - b) Supporting the efforts of members at affiliated institutions to organise international conferences and workshops.
 - c) Forming and supporting Working Groups to advance research on particular topics and deciding on their termination.
 - d) Overseeing and publicising workshops normally organised by ENHR Working Groups.
 - e) Organising the New Housing Researchers Colloquium (see NHRC Aim on the ENHR website).
 - f) Co-operating with other international groups and organisations active in housing research
 - g) Promoting and providing assistance, if necessary, to the creation of partner organizations in other continents or regions.
 - h) Encouraging the creation, distribution and expansion of housing research groups, labs, centres and institutes in Europe and beyond.
 - i) Issuing a Newsletter to its members or news by other means.
 - j) Maintaining a current membership list, with members' contact details.
 - k) Appointing employees or contractors to carry out its functions.

2 Code of Ethics

The ENHR is an inclusive and democratic organisation that exists to promote research in the area of housing. ENHR strives to bring together people, and accord to them equal respect regardless of their gender, ethnicity, disability, age, opinion, religious or sexual orientation. Consequently behaviour that can be construed as being discriminatory, offensive, predatory or bullying is inconsistent with ENHR's ethos. Participants at ENHR sponsored activities are reminded that behaviour that respects their colleagues is fundamental to the network's ethos.

3 Rights of the members

1. All members in good standing have a right:
 - a) To propose to the Coordination Committee the formation, modification, suspension or termination of a Working Group (see Working Group manual on the ENHR website).
 - b) To be proposed to the Coordination Committee as Working Group coordinator.
 - c) To take active part in any Working Group according to their research interests and skills.
 - d) To take part in the ENHR-promoted conferences with economic discounts.
 - e) To propose to the Coordination Committee the organization of an ENHR conference (see Guidelines for organizing an ENHR conference on the ENHR website), or to the Coordination Committee or to the General Assembly any other initiative that might be of interest and benefit of the association.
 - f) To enjoy the services and the activities organized by the association.
 - g) To request the Coordination Committee and coordinators of the Working Groups for information about the administration and management of the association or a Working Group respectively.

- h) To receive the Newsletter and any other information issued by the association.
- i) To be heard by the Coordination Committee before any disciplinary penalty is imposed upon them.
- j) To nominate a candidate or be nominated as a candidate for the Coordination Committee provided that they have paid their membership fee. Associate members are excluded from nominating and being nominated. The nominees will be introduced to all ENHR members by e-mail and on the ENHR website. An Election Committee appointed by the General Assembly is responsible for the process. If there are more candidates than seats available in the Coordination Committee, the Coordination Committee shall facilitate them in an equal way to communicate their candidature, motivation and qualifications in the Newsletter and on the website.

4 Obligations of the members

All members shall:

- a) Follow the rules and procedures of the association and when possible take part in the conferences and Working Groups of ENHR.
- b) Contribute to supporting the association with the payment of a fee, spills and other financial contributions set by the bylaws and approved in accordance with them.
- c) Comply with the rest of the obligations resulting from the provisions of the bylaws.
- d) Fulfill the agreements reached by the governing bodies of the association.

5 The Coordination Committee (Governing Board)

1. Members of the Coordination Committee (Governing Board) are elected by those having voting rights for a period of four years. There should be between 12 and 17 members on the Coordination Committee. In order that their terms of office shall be staggered, elections should be held every two years. At each election, about half of the posts on the Coordination Committee are open for election. If a member either dies or is legally declared absent or mentally handicapped, or resigns, or is removed by the General Assembly or for any other reason given by these bylaws or the law, this post shall be open for election at the next General Assembly. However, the remaining Committee members may vote to "co-opt" one or more new members until the next election.
2. One post in the Coordination Committee should be designated for members that have never before been a member of this Committee. If a candidate of this profile exists, they shall be elected regardless of the number of votes they get; if more than one candidate of this type exists, the one with the most votes shall be elected (in the case of a tie of votes, a coin toss is organised). If no candidate of this profile exists, the post shall be covered by the candidate with the most votes.
3. The Coordination Committee may also temporarily appoint "ad-hoc members" to the Committee for special purposes. This is especially the case for organizers of ENHR annual conferences. They have the rights and obligations belonging to regular Coordination Committee members.
4. Meetings of the Coordination Committee shall take place at least twice a year and normally 3 times a year. If possible, one meeting shall take place in connection with an international conference organised in liaison with the association. Meetings might be held virtually as new technologies allow them. When a matter concerns one or more specific persons or when it is requested by any member, secret voting is required. The Secretary takes notes of the minutes of the meeting, including the attending members, discussions, decisions adopted or declined and voting results. The minutes must be signed by the secretary and the chairman.

6 The Chair, the Vice-Chairs, the Secretary and the Treasurer (Executive Board)

1. The Chair directs and legally represents the association, by delegation of the General Assembly and the Coordination Committee; chairs and directs debates, both in the General Assembly and the Coordination Committee; establishes the call for meetings of the General Assembly and of the Coordination Committee; signs the acts and certificates made by the secretary of the association, and; has the remaining attributions of the secretariat and those delegated by the General Assembly or the Coordination Committee.
2. The two Vice-Chairs substitute for the Chair in case of the Chair's absence or illness. In absence or illness of the Vice-Chairs as well, the Chair shall be substituted by the longest serving member of the Coordination Committee.
3. The Secretary must ensure the correct documentation of the association, draft and sign the minutes of the meetings of the General Assembly and of the Coordination Committee, draft and authorize the certificates that must be delivered, and also maintain and make available to the Coordination Committee the book where members are recorded.
4. The Treasurer is responsible for supervising the receipt and disbursement of money on behalf of the association and for preparing an annual statement of accounts and estimated future expenditures to be submitted for approval by the Coordination Committee. The Treasurer is responsible for the custody and control of the resources of the association. Whatever remains after the disbursement must be kept in open deposits in a credit or savings institution.

7 Functions of the Coordination Committee

1. Propose to the General Assembly the fee that the members of the association have to pay. Any proposal to change the fee must first be announced on the ENHR website and in the Newsletter.
2. Contract employees to perform specific association tasks when needed.
3. Approve and terminate Working Groups.
 - a. Approve the establishment of Working Groups to achieve in the most efficient way the objectives of the association. The creation or modification of Working Groups may be proposed to the Coordination Committee by any member of the association, which shall accept or reasonably decline the proposal. Working Groups shall have at least two coordinators and shall follow the guidelines for Working Groups approved by the association (see Working Group manual on the ENHR website), while helping to fulfil the objectives of the association.
 - b. The termination of a Working Group may be proposed by current coordinators of the Working Group; they shall evidence that there has been a discussion and an agreement among its members about this termination.
 - c. The Coordination Committee may also initiate any reasonable action unilaterally in relation to any matter concerning any existing Working Group, including the modification or removal of their coordinators or the modification or the termination of the Working Group itself.
4. Manage current and savings accounts at any credit or savings establishment and have the funds available in these deposits.
5. Provisionally settle any case that has not been provided for in the bylaws, which is then to be discussed at the first next meeting of the General Assembly.
6. Carry out any other necessary function that is not specifically assigned to any other governing body of the association or that has been expressly delegated to it.

8 Secretariat

The Coordination Committee appoints, when needed, a Coordinator of the ENHR Secretariat to assist the Chair, Secretary and Treasurer in carrying out the instructions and decisions of the Coordination Committee. The ENHR Secretariat provides the Managing Editor of the Network's Newsletter and website. Further tasks are handling fees and other administration, supporting members, and assisting the Coordination Committee, Working Group coordinators, and the Local Committees in charge of ENHR annual conferences. These tasks may be outsourced.

9 The economic regime

1. The economic resources of the association, which should be dedicated to fulfil its objectives, are the following:
 - a) the fees fixed by the General Assembly for its members;
 - b) official or individual subsidies;
 - c) donations, inheritances or bequests;
 - d) the profit of the equity or other income that can be obtained, and;
 - e) financial or non-financial assets and property.
2. The association will hold an *ad hoc* current account to save its economic resources in a credit or savings institution. In it there must be the signatures of the Chair, the Treasurer and the Secretary. In order to use the funds saved there, two signatures shall suffice, although one must be from the Chair or from the Treasurer.
3. Under no circumstances shall the economic resources of the association be combined or confused with those of any member or third party, neither a legal entity nor a natural person.

10 The disciplinary regime

1. The Coordination Committee can intervene in situations where members contravene the rules of the organization and can use a variety of sanctions.
2. These contraventions can be described as mild, serious and very serious, and the corresponding sanctions can range from a written warning to expulsion from the association.
3. The sanctioning proceeding begins *ex officio* or as a result of a written complaint or communication. Within a period of 10 working days, the Coordination Committee appoints an instructor, who processes the sanctioning file and proposes a resolution within a period of 15 additional working days, with a prior hearing of the alleged offender. The final resolution, which must be motivated and approved by two thirds of the members of the Coordination Committee, is adopted by this governing body again within a period of 15 additional working days.
4. In the cases of penalties for very serious offences agreed by the Coordination Committee, interested parties may request the ratification of the sanction before the next General Assembly that takes place.

11 Functions of the General Assembly

1. The General Assembly shall elect and remove members of the Coordination Committee and control its activities.
 - a) The Coordination Committee proposes to the General Assembly an Election Committee drawn from among its full members and tasked with facilitating the next nomination of candidates for the Coordination Committee and the subsequent voting process.

- b) Removal of a Coordination Committee member before the term of office or appointment ends (see art. 10.2) should be motivated and based on a serious breach of the law or the Bylaws. When possible, it should not occur until after a discussion in which the given member shall be given the opportunity to be heard by the Coordination Committee.
 - c) In the situation that proposals in the General Assembly are put to the vote, Institutional Members are being referred to the Bylaws for the number of votes that they may cast. Fourteen days prior to each meeting, Institutional Members must report to the ENHR secretariat which participating member is authorized to represent the Institutional Member.
2. Approve the rules of the internal regime and its modifications.
 3. Resolve questions that are not expressly attributed to any other body of the association.