



INTERNAL REGULATIONS

No change to the Internal Regulations of the NATO Charity Bazaar ASBL (hereafter referred to as the NCB) can be implemented unless recommended by the Board of Administrators (hereafter referred to as the NCB Board) and voted upon by the General Assembly.

The Internal Regulations can only be changed or updated if approved by a 2/3 majority of the General Assembly. In order for the approval to be valid, 2/3 of the members must be present or represented at the time the vote takes place.

The Internal Regulations must automatically be updated at the same time that the Funding Application and Guidelines are updated. However, articles in the Internal Regulations not related to the Funding and Application Guidelines may be updated as needed.

Article 1 – Bank Account

A bank account in the name of the “NATO Charity Bazaar ASBL” is held at the Banca Monte Paschi Belgio. Account Number: IBAN: BE 69 6434 0149 2878.

The President, Vice-President and Treasurer of the NCB are cosignatories of this account.

Any expenses by the Executive Board exceeding 250€ must be approved by the NCB Board.

Any expenses by any Boardmembers has to be discussed with the NCB Board beforehand.

Two members, must be a full member or an associate member (ANR- 2nd ANR), must verify the original bank statements together with the Treasurer before each Annual General Meeting.

Article 2 – NCB Board of Administrators

All members of the NCB Board are associate members.

All members of the NCB Board are expected to participate actively in the organization of the Bazaar (planning, implementation and Bazaar weekend) and other activities

such as social events organized by the NCB and in the pre-selection of eligible charity applicants under consideration for a donation.

Each NCB Board member must hold an official position within the Board as coordinator or assistant to a coordinator

NCB Board members may be assisted in their respective tasks by full and associate members.

NCB Board members are required to be present on the Bazaar weekend to help with Board Tasks.

Article 3 – Full Members

Full members are appointed by each participating NATO Full members are appointed by each participating NATO country or NCB member country nation, and are voted upon by the General Assembly (one vote per member nation/organization). There may be up to three (3) representatives of each participating member nation/organization – a national representative (NR), an assistant national representative (ANR) and a second assistant national representative (2nd ANR). Should the NR be unable to attend a meeting at which a proposal will be put forth for the vote, the NR must appoint a proxy to vote in her/his place at **each** meeting from which she/he is absent. Failure to do so denies her/his country the right to vote at the meeting in question. Each nation has only one vote at any given time.

Full members should participate actively in at least one activity or social event organized by the NCB per year.

Article 4 – Associate Members

Anyone may be admitted as an associate member, with no right to vote at General Assembly meetings, as long as this person contributes to activities and social events undertaken by the NCB.

Associates are Board members and NATO International Club (NIC)

Article 5 -- Honorary Invitees and Patrons / Honorary President and Vice-President

Certain persons of note may be invited to become patrons of an event in appreciation of the support they have given the NCB.

One or more guests of honor may be asked to lend their support to a particular event and be invited to attend it.

Because of the special support that these people have given to the NCB, an Honorary President and Vice-President will be pre-selected by the board and elected by the General Assembly to represent all participating nations. The Honorary members will not get a vote.

Article 6 – Member’s Resignation

A member will be considered to have resigned when absent without justification from two consecutive board meetings or two consecutive General Assembly meetings. Board members must notify the management for any absence. (Exceptions will be granted by the President by a case-by-case basis)

The Board has the option to vote a person out of either the Board or General Assembly, this is not the preferred method as it is hard to reinstate that person/country later. The voted out may not re-apply for membership for the next three consecutive years

Article 7 – Funds Raised

Each member nation is committed to transferring to the NCB bank account all proceeds (minus any legitimate expenses) from the activities and social events of the NCB. The most important event of the year is the Bazaar, which is traditionally held the third Sunday in November. Products and produce offered by nations at the Bazaar must be presented on a non-commercial basis. No commercial vendors are allowed to participate as part of a National stand and all money received (less legitimate overhead) must be paid to the NATO Charity Bazaar ASBL account.

In order to maintain the confidentiality of each nation, only the NCB President, Vice-President and Treasurer will know the amounts deposited by each nation.

All members will be informed of the overall income of the Bazaar providing separate totals on the Financial Reporting Form for the tombola, the restaurant, the national stands, and any other contributions.

All proceeds raised by the NCB in any given year, are divided annually among the charity applicants voted upon by the General Assembly. This occurs on the basis of 35% to Belgian charities and 65% to International charities. The remaining funds will be automatically distributed, in descending order, to the Belgian and International charities that have been ranked by the members.

Funds will be transferred to the official bank account of the charity applicants in the month of December. No donations will be made to a personal account.

Article 8 – Pre-Selection of Eligible Charity Applicants by the NCB Board

All eligible Belgian charities may receive a personal visit from representatives of the NCB prior to the pre-selection process.

Based on the total amount of funds allocated the previous year, the NCB Board will pre-select up to 35 eligible charity applications to be voted upon by the General Assembly.

Although an applying charity organization MUST exist (or be based) in a NATO country, an NCB member country or a country where NATO is currently engaged, the projects of these organizations may exist in other geographic locations.

Although each charity applicant may apply for the funding of several projects, only one (1) project per application per charity will be pre-selected by the NCB Board for the final vote by the General Assembly.

Although each country may apply for the funding of several projects, only up to two (2) projects per country will be pre-selected by the NCB Board for the final vote by the General Assembly. For the sake of clarity, this limitation applies ONLY to the pre-selection of projects from International charity applicants. It does not apply to Belgian-based charity applicants.

To be considered eligible for a donation, the applicant's project must:

- 1) Be a small, specific project, which can be completed within the donation year. (Funds raised during 2019 culminating in the annual NATO Charity Bazaar, are intended for use during the donation year 2020.)
- 2) Have a long term impact.
- 3) Benefit a wide spectrum of the community or a large number of people.
- 4) NOT include requests for ANY of the following:
 - a. Salaries for daily staff of the organization;
 - b. Daily running costs (telephone, fax, network, electricity, gas, heating, water, fuel);
 - c. Publishing fees for advertisement purposes as well as media related fees (web design, radio/TV advertising, radio/TV programs);
 - d. Transportation modes (bicycle, scooter, motorcycle, car, bus, train, boat airplane), with the exception of disability aids (wheelchairs);
 - e. Transportation costs (bicycle, gasoline, tickets and leasing or hiring of transportation);
 - f. Equipment for administrative purposes (i.e. computers, printers).

To be considered eligible for a donation, each charity applicant must:

- 1) Be financially and organizationally independent (NOT a brand or a large parent organization).
- 2) NOT have applied for and received a donation during:
 - a. For international charities, the previous three calendar years, i.e. an organization that has benefitted from funds raised at the 2018 Bazaar, used for projects in 2019, can next apply in 2022.

- b. For Belgian charities, the previous two calendar years, i.e. an organization that has benefitted from funds raised at the 2018 Bazaar, used for projects in 2019, can next apply in 2021.
- 3) **Electronically submit** the” NCB Funding Application and Guidelines 2019” form (which can be accessed on the www.natocharitybazaar.org website), complete with **ALL required documentation, in one (1) Word format**, to the NCB **no later than noon (12h00) Central European Time (CET) on May 1st of the current year**. Failure to do so will result in the disqualification of the application. Charities will be notified upon receipt of their application. (NOTE – the application file must be renamed to include the name of the applying organization.)

The subject line of the email MUST include the name of the applying organization.

All correspondence must be in English (preferably) or French unless otherwise stipulated.

- 4) All applications MUST include the following:
- a. The legal name, address, e-mail and/or web address (if available);
 - b. Official date the organization was established;
 - c. Proof of being a small non-profit (ASBL or VZW if located in Belgium), non-governmental organization or the equivalent thereof;
 - d. Official number of the non-profit, non-governmental organization;
 - e. Proof of having been registered as a non-profit, non-governmental organization for at least one year, as of application deadline – refer to application regulations;
 - f. Proof of the size of the organization in the form of ***the most recent*** (not older than two years) financial statements (annual balance sheet as well as profit and loss account) signed, dated and stamped;
 - g. A copy of the organization’s statutes in English or French;
 - h. A brief summary of the organization’s history and mission in English or French;
 - i. Name, title, e-mail address and telephone number of the organization’s contact person;
 - j. Name, e-mail address and telephone number of the organization’s NATO or NCB member country contact person;
 - k. A summary of the proposed project in English (preferably) or French;

- l. Geographical location of the project (city, state, province or region, country);
- m. Total project cost in € (euros);
- n. Time frame of the project (projected start and completion month/year);
- o. The impact of the project and its target population;
- p. Complete breakdown/itemization of the project (including materials and costs) – this itemized budget must match the amount requested;
- q. Order of importance for funding, if there are separate parts to the project include the minimum amount of funding required to make the project viable;
- r. Proof that the bank account is in the name of the requesting organization (including IBAN, BIC – also known as SWIFT - codes or ABA/Routing Transit Number (USA)) in the **form of an official letter from the bank dated in the year of the application**; (No donation will be transferred to a personal bank account.)
- s. Specification of the preferred currency for deposit;
- t. Signature of your organization's Treasurer and date thereof;
- u. Signature of your organization's Executive Director and date thereof;
- v. Two recent digital photographs of the organization and its work – preferably sent as separate attachments to the e-mail.

Failure to include all the requested documentation will result in the disqualification of the application.

Even if an organization properly submits their application and meets the basic requirements, the board may, with a 2/3 vote of those present by the board meeting, disqualify the application if they feel it is not in the charitable intent or best interest of the NCB to support the organization or project.

The procedure concerning the final selection of charities is contained under *Article 9* below.

In case of an unexpected increase in proceeds, a reserve list of charities will be established.

Article 9 – Amounts Allocated to Charity Applicants

The final decision concerning which of the up to 35 pre-selected charity applicants are to be selected for funding, as well as the order in which each charity will be allocated funds from this year's Bazaar, is made by a simple majority vote of the General

Assembly. This process is “blind” (there will be no mention of the origins of each charity applicant until after the vote). Therefore, any and all presentations of charity applicants will be handled by Board members only, and the origins of the applicants are strictly confidential until AFTER the vote of the General Assembly.

Charity funds will be allocated on a basis of 35% to the Belgian applicants and 65% to the International applicants in the order voted upon by the General Assembly. The remaining funds will be automatically distributed, in descending order, to the International charities that have been ranked by the members.

In order to be considered an eligible Belgian charity applicant, the organization must either be physically located in Belgium or have at least one (1) headquarters which is physically located in Belgium.

To facilitate as many donations as possible, no project will be allocated more than 10.000€.

Funds will be transferred to the charities in the month of December.

Article 10 – Consultation

Each member has the right to consult the Board of Administrators concerning member registration, minutes of the General Assembly meetings, minutes of the Board meetings and/or the accounting books by sending a simple written request to the NCB President.

The “Funding Application and Guidelines Form” is an integral part of these internal regulations, and both may be updated by the NCB Board as often as necessary. However, any updates must be approved by a majority vote of the General Assembly.

Updated and approved by the Annual General Assembly Meeting on:

Date: 01 April 2019

Signed by:

President: _____

Vice President: _____

Treasurer: _____