



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 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 AION SA.
Account Number: **IBAN: BE 46643004584036.**

The 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 a Board member other than an Executive Board member, regardless of the amount, must be approved by the President or the Vice-President.

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

Article 2 – NCB Board of Administration

Present document uses the expression «Board» as an abbreviation for «Board of Administration».

All members of the NCB Board are associate members.

All members of the NCB Board are expected to participate actively in the planning, organization, and the execution of the Bazaar, including meetings 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 on the Board as a coordinator or an 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 throughout the Bazaar weekend (Friday evening, Saturday, and Sunday) to help with Board Tasks.

Article 3 – Full Members

Full members are appointed by each participating NATO country or NCB member country nation, and are voted in by the General Assembly (one vote per member nation/organization).

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

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). ANRs and 2nd ANRs are associate members of the Association.

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.

Additional associate members are Board members and the 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 honour may be asked to lend their support to a particular event and be invited to attend it.

An Honorary President and Vice-President will be pre-selected by the Board and elected by the General Assembly to represent all participating nations, because of the special support they have given to the NCB. Both the Honorary President and the Honorary Vice-President are welcome to attend meetings, but they will not get a vote.

Article 6 – Termination of Board Membership

A member is considered to have resigned when absent without justification from two consecutive Board Meetings or two consecutive General Assembly Meetings. Board members must notify at least one

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member of the management for any absence from meetings. (Exceptions will be granted by the President or Vice-President on a case-by-case basis).

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

Article 7 – Funds Raised

Each member nation commits to transferring to the NCB bank account all proceeds (minus any legitimate expenses) from their NCB activities and social events.

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 NCB account.

In order to maintain the confidentiality of each nation, only the NCB President, VicePresident, and Treasurer will be the ones to 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 within the fiscal 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 either distributed in descending order to the Belgian and International charities that have been ranked by the members or left in the NCB bank account for the next fiscal year, depending upon the Board's decision.

Funds will be transferred to the official bank account of the charity applicants in the month of December provided that the financial information given by each charity on the Application Form is accurate. 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. NCB may invite the Members of the General Assembly to such visits.

Based on the total amount of funds allocated the previous year, the NCB Board will pre-select up to thirty-five (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. 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 2023 culminating in the annual NATO Charity Bazaar, are intended for use during the donation year 2024.
- 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, or 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:
 - a. For international charities, during the previous three calendar years, i.e. an organization that benefitted from funds raised at the 2022 Bazaar, and used it for projects in 2023, can next apply in 2026.
 - b. For Belgian charities, during the previous two calendar years, i.e. an organization that benefitted from funds raised at the 2022 Bazaar, used for projects in 2023, can next apply in 2025.
- 3) **Electronically submit** the "NCB Funding Application and Guidelines 20XX" form (accessible on the www.natocharitybazaar.org website), complete with **ALL the required documentation in one (1) PDF 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 pdf 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. 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 the application deadline (see the application well regulations for specifics);
- 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 statements) signed, dated, and stamped;
- g. Brief summary of the organization's history and mission in English or French;
- h. Name, title, e-mail address and telephone number of the organization's contact person;
- i. Name, e-mail address and telephone number of the organization's NATO or NCB member country contact person (not mandatory);
- j. Summary of the proposed project in English (preferably) or French;
- k. Geographical location of the project (city, state, province or region, and country);
- l. Total project cost in euros (€);
- m. Timeframe of the project (projected start and completion month/year);
- n. Impact of the project and its target population;
- o. Complete breakdown/itemization of the project (including materials and costs) – this itemized budget must match the amount requested;
- p. 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 and a complete breakdown/itemization of this minimum funding version;

- q. Proof that the bank account is in the name of the requesting organization (including IBAN, BIC – also known as SWIFT – codes and/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.);
- r. Specification of the preferred currency for deposit;
- s. Signature of the organization's Treasurer and date thereof;
- t. Signature of the organization's Executive Director and date thereof;
- u. 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 at 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 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 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) headquarter office 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 provided that the financial information given by each charity on the Application Form is accurate.

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

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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.

Amended and approved by the Members of the Association on:

Date: 6 March 2023

Signed by: President: _____

Vice-President: _____

Treasurer: _____