



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 exceeding 250€ must be approved by the NCB Board.

Two members, one of which must be a full member, 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 one or more activities and social events organized by the NCB or in the pre-selection of eligible charity applicants under consideration for a donation.

Each NCB Board member acts as the Coordinator or Assistant Coordinator of the various activities and social events of the NCB (for example: the Annual Bazaar, the International Tombola, the International Restaurant) or during the process of the pre-selection of eligible charity applicants under consideration for a donation.

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

Article 3 – Full Members

Full members are appointed by each participating NATO or Partner for Peace (PfP) 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 may appoint a proxy to vote in her/his absence.

Each nation/organization 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 as long as this person contributes to activities and social events undertaken by the NCB.

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 an Honorary Vice-President may be elected by the General Assembly to represent all participating nations.

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.

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.

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 (minus the operating budget and an amount set aside for emergency request funding(s)), providing separate totals for the tombola, the restaurant, and the national stands.

All proceeds raised by the NCB in any given year, minus the operating budget and an amount set aside for emergency request funding(s), 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.

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.

Upon receipt of the donation from the NCB, the benefitting charity must send a written confirmation of receipt which includes details of the amount received and the date the amount arrived.

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

All eligible Belgian charities will 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 50 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, a NATO PfP country or a country where NATO is currently engaged (such as Afghanistan), 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) 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.

In order 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 2013 culminating in the annual NATO Charity Bazaar, are intended for use during the donation year 2014.)
- 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)
 - e. Transportation costs (bicycle, gasoline, tickets and leasing or hiring of transportation)

In order to be considered eligible for a donation, each charity applicant must:

- 1) NOT be a branch of a large parent/umbrella organization;
- 2) NOT have applied for and received a donation during the previous two calendar years, i.e. an organization that has benefitted from funds raised at the 2012 Bazaar can next apply in 2015.

- 3) **Electronically submit** the "NCB Funding Application and Guidelines 2013" form (which can be accessed on the www.natocharitybazaar.org website), complete with **ALL required documentation, in one (1) pdf file**, to the NCB **no later than May 1st of the current year**. Failure to do so will result in the disqualification of the 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 or French unless otherwise stipulated.

- 4) All applications **MUST** include the following:
- a. The legal name, address, e-mail and/or website address;
 - 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;
 - 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 PfP contact person;
 - k. A summary of the proposed project in English 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) – an itemized budget;
 - q. Order of importance for funding, if there are separate parts to the project;
 - r. Specification of the smallest amount required to make the project viable;
 - s. 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**; (No donation will be transferred to a personal bank account.)
 - t. Specification of the preferred currency for deposit;
 - u. Signature of your organization's Treasurer and date thereof;
 - v. Signature of your organization's Executive Director and date thereof;
 - w. Two digital photographs of the organization and its work.

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

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 two (2) Belgian and three (3) International charities will be established.

Article 9 – Amounts Allocated to Charity Applicants

The final decision concerning which of the up to 50 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.

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€ although NCB always strives to give the smallest amount required for the project to be viable.

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

Article 10 – Emergency Request Donations

These donations can be made throughout the year and are for exceptional or extremely urgent cases. Each organization requesting emergency funds must have a contact person within NATO and must adhere to the same criteria as all other charity applicants. Each donation granted will not exceed the amount of €2.000. The number of emergency request donations granted during each calendar year is determined by the NCB Board.

Article 11 – 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 General Assembly.

Date:

Signed by:

President: _____

Vice President: _____

Treasurer: _____