

## **Lupus Europe Decision-Making Policy**

### 1. Decision-Making Authority

#### a. General Meeting (GM):

- Holds supreme authority over strategic and significant operational decisions.
- Approves Full and Associate Members.
- Approves annual budget, strategic plans, and the Board of Directors.
- Decisions require a majority vote of Full Members present or represented.

#### b. Board of Directors:

- Responsible for day-to-day management and administration, subject to GM's authority.
- Decisions require a simple majority of members present or represented.
- Meets at least once a year or upon request by 50% of its members.

#### c. Coordination Board:

- Coordinates activities and projects.
- Decisions require a simple majority vote of members present or represented.

### 2. Membership Involvement

Full Members have voting rights and can submit proposals for the GM.

Associate Members can attend GM without voting rights.

Membership feedback and opinions should be considered in decision-making processes.

### 3. Criteria for Decision Making

Decisions should align with Lupus Europe's purpose: improving life for people with lupus.

Decisions must respect the values of democracy, transparency, and accountability. Financial sustainability and compliance with legal and ethical standards must be considered.

### 4. Process for Major Decisions

Proposal submission: Proposals for major decisions must be submitted in writing.

Review process: The Board or GM reviews the proposals.

Voting: Decisions at the GM require a majority vote; the Board decisions require a simple majority.

### 5. Emergency Decisions

In emergencies, the Board can make interim decisions, to be ratified later by the GM.

### 6. Transparency and Documentation

All decisions should be documented and minutes kept accessible to members.

Financial decisions must be transparent and in accordance with the annual budget.

### 7. Conflict Resolution

In case of disagreement, a special committee may be formed for resolution.

The Ethics Committee can intervene in cases of conflict related to Board or GM decisions.

#### 8. Amendments to Policy

This policy can be amended by a 2/3 majority vote at the GM.

#### 9. Communication

Decisions and their rationale should be communicated to members in a timely manner.

#### 10. Role and Powers of the General Secretary

**Day-to-Day Management:** Oversees the daily operations and administration of the Association.

**Representation and Negotiation:** May represent Lupus Europe in external discussions and negotiations, as authorised by the Board.

**Meeting and Documentation:** Facilitates the organization of meetings and the preparation of related documents.

**Financial Management:** Assists in financial oversight in collaboration with the Treasurer.

**Reporting:** Regularly reports to the Board on operational progress and compliance with policies.

**Advisory Role:** Provides advice and proposes strategies to the President, Vice-President, and other officers.

**Revocation and Accountability:** Subject to revocation by a simple majority vote of the Board and accountable for adherence to ethical standards and policies.

Note: This policy is subject to the statutes of Lupus Europe and Belgian law. In case of discrepancies, the official statutes prevail.