

CEP INTERNAL REGULATIONS

1. The CEP Internal Regulations provide for the operation and day-to-day direction of CEP. They derive from and are subordinate to the CEP Statute and are subject to review and approval by the CEP General Assembly.
2. The CEP Board is authorised, in accordance with the Statute, to amend the CEP Internal Regulations between meetings of the General Assembly subject to approval at the next General Assembly provided that such amendments do not change the powers of the General Assembly or conflict with the core objectives of CEP.

Membership

3. The CEP Board will make a recommendation on membership applications at the next available Board meeting subject to approval by the next General Assembly and may grant applicants provisional membership. In the event of an application being declined by the CEP Board, the Board will provide reasons for its decision. An appeal by an applicant may be put before the next meeting of the General Assembly.
4. The CEP Board has authority to invite applications for full and associate membership and confer affiliate and honorary membership subject to final decision by the next meeting of the General Assembly. CEP Board members who have served two terms are proposed to be awarded honorary membership on retiring from the CEP Board.
5. The CEP Board has authority to vary membership requirements and subscription in accordance with the general scheme of guiding principles agreed at the General Assembly subject to approval at the next meeting of the General Assembly.
6. The CEP Board has authority to decide on suspension of membership subject to approval by the next meeting of the General Assembly.

General Assembly

7. Between meetings of the General Assembly the CEP Board may establish such committees, working groups and bodies as necessary to advance the work of CEP, determine their composition, the authority and the duration of the mandate of these bodies subject to approval by the next meeting of the General Assembly.

CEP Presidium

8. The CEP Presidium comprises of the President, two Vice-Presidents, the Treasurer and other CEP Board member(s) as may be nominated by the President, as required, from time to time. The Secretary-General attends meetings of the Presidium.
9. The CEP Presidium has the necessary functions, with the agreement of the President, for the governance and management of CEP between CEP Board meetings, necessary decision-making and actions on behalf of CEP between Board meetings that cannot be delayed and preparation of Board meeting agendas and briefing papers. The CEP Presidium will report to the CEP Board at meetings on its decisions, actions and activities.
10. The CEP Presidium will meet at least once between CEP Board meetings.
11. The CEP Presidium meetings can be in person or by ICT or other means.
12. The CEP President has authority to convene additional CEP Presidium Meetings as deemed necessary for the governance of CEP.
13. In the event of a CEP Board meeting not being quorate to take decisions a meeting of the CEP Presidium may be convened to make decisions which will be subject to approval at the next quorate CEP Board meeting.

The CEP Board

14. The President of CEP is the primary representative for the CEP in its relations with third parties. In the absence of the President, one of the Vice-Presidents acts as the primary representative or, failing that, a Board member.
15. The CEP Board shall meet at least twice each year at a place that it has appointed or failing that, be nominated by the President.
16. The Secretary-General will attend the CEP Board and CEP Presidium meetings with the right to participate but not to vote.
17. As provided in the Statute, the CEP Board is authorised to co-opt members, replace departing board members by co-option and invite observers, consultants, experts and/or advisors to attend the CEP Board or other meetings. Invitees will not have voting rights.
18. The CEP Board has authority, in accordance with and within the limits of article 10.2 of the Statute, to make decisions and take actions between meetings of the General Assembly on all matters of policy and management of CEP subject to approval by the next meeting of the General Assembly.
19. Decisions by the CEP Board are taken by consensus. Where necessary decisions are taken by simple majority. The President will have an additional vote where the votes cast are equal.

20. To make decisions a properly convened meeting of the CEP Board must have a quorum comprising of at least one of the officials (President and Vice-Presidents) and five ordinary Board members present and participating.
21. The CEP Board meeting agenda is established by the President and the Secretary General, taking into account any proposal put forward by the members of the CEP Presidium and the CEP Board.
22. Notice of meetings of the CEP Board shall be sent by the Secretary-General at least six (6) weeks before the appointed date of the meeting.
23. The agenda, working documents and any other relevant papers shall be sent at least five (5) working days before the date of the meeting.
24. The minutes of CEP Board meetings will be circulated within four (4) weeks of the Board meeting, with a revision and commenting period of two (2) additional weeks, then the minutes are subject to adoption by the CEP Board.
25. An additional meeting of the CEP Board may be convened at short notice by the President or the Presidium when deemed necessary to address specific urgent matters.
26. In accordance with and within the limits of article 10.17 of the Statute, a designated survivor is a former board member who is temporarily appointed by the GA at the recommendation of the CEP Board to act as the management of CEP. The designated former board member must be available to fulfil the duties and obligations of the CEP Board for a period necessary until an extraordinary meeting of the GA is convened according to the article 7.3 of the Statute. The CEP Board will annually review the appointment of the designated survivor.

Secretary-General

27. The CEP Secretary-General is responsible for the day-to-day management and performance of the CEP secretariat and administration and is accountable to the CEP Board.
28. The CEP Secretary-General reports to and advises the President on issues and matters of note arising.
29. The CEP Secretary-General is responsible for the management and disbursement of CEP income and expenditure, production of relevant accounts, statements and financial documents and reports to each Board meeting on financial matters.
30. Each year, no later than a date decided by the CEP Board, the Secretary-General will deliver proposals to the CEP Board regarding the work plan and budget for the following financial year for review and decision.
31. Other responsibilities and functions of the Secretary-General may be assigned by the CEP President subject to the decision of the Board at its next meeting.
32. The arrangements and conditions of the Secretary-General will be addressed in a contract between CEP and the Secretary General and, where appropriate, any other relevant body.

33. If, for any reason, the Secretary-General is no longer able to fulfil the function, all activities will be administered by the Presidium or by an interim Secretary General, who shall report to the CEP President and Board, until the Secretary-General returns or a new appointment is made. The interim Secretary-General is appointed for a limited duration by the CEP Board to execute duties designated by the CEP President and Board.
34. The CEP Board and Secretary-General will manage the efficient and timely collection, recording and governance of all membership subscriptions, CEP income and other CEP funds in accordance with the general scheme of guiding principles approved by the General Assembly.

Treasurer

35. The treasurer is appointed by the Board and can either be one of the board members or an Ex-Officio board member.
36. Ex-officio board members are not necessarily elected or appointed, rather they agree to serve in a position because the organization needs their expertise or influence in that position.
37. An ex-officio board member does not have to retain a membership in the organization, but under some circumstances a person with an existing membership may need or want to fill a board position without being elected or appointed.
38. Members that serve as ex-officio members have all the rights and obligations of the board or committee that they serve on. This includes the right to discuss, debate, make decisions, and vote. It also makes them accountable for the duties of their position as stated in the statutes.
39. Ex-officio board members that do not have memberships in the organization may still serve as board members and they receive all of the privileges that are associated with having a membership.
40. The membership terminates when the board member's term ends.
41. Ex-officio members should not be included in the count when determining the number needed for a quorum and they should not be counted when determining if a quorum is present. Both members and non-members of organizations that serve as ex-officio board members typically have voting privileges, however that right can be excluded when it is stated as such in the statutes.
42. The treasurer will assess the draft annual financial accounts and will report its findings to the CEP Board and the GA. The treasurer will provide advice to the CEP Board on financial matters.
43. The treasurer is entitled to inspect all books and financial decision-making.
44. All Board members remain individually responsible and accountable for the finances of the CEP.

Subscription

45. The CEP Board will prepare and propose to the General Assembly for approval a general subscription schedule to be paid by members for the following three (3) years based on the projected CEP income and operating costs.
46. The CEP Board may determine and revise, when circumstances determine it necessary, during the period between General Assembly meetings, the detailed calculation and application of subscriptions for membership. Such revisions must be based on the scheme of guiding principles as described in articles 49-51 in the CEP Internal Regulations and the subscription schedule approved by the General Assembly. Changes by the CEP Board to membership subscriptions between General Assembly meetings will be subject to review and decision at the next General Assembly meeting.
47. Where a CEP member has not paid in full the due subscription within twelve (12) months of the date when the subscription is due, this member will be notified by the CEP Board that the membership is suspended until the due subscription has been paid.
48. Any dispute or decision regarding subscription, payment or related issue may be brought by way of appeal to the next General Assembly. An appeal to the General Assembly must be sent to the Secretary-General no less than three (3) months before the General Assembly. A pending appeal will not suspend a member from paying their membership subscription. In the event of a successful appeal any overpayment will be repaid.
49. The CEP Board has the authority to make appropriate and case-specific arrangements with a member to facilitate the payment of the membership subscription.

Subscription Guiding Principles

50. Equity, fairness and shared responsibility, will form the basis on which the annual subscription is established, implemented by the CEP Board and paid by members. The subscription must be calculated to be sufficient, with any other income, to sustain the necessary staffing and functions of CEP for the period. The guiding principles to calculate the annual subscriptions will be determined at the General Assembly and will be valid until the next meeting of the General Assembly.
51. The proposal for calculation of the membership subscription may include a maximum amount to be paid by any full member during one calendar year.
52. The maximum membership subscription due from any associate or individual member during one calendar year will be balanced, fair and commensurate with membership status.

Ethics and Gender

53. CEP champions the respect for human rights, compliance with ethical standards in all probation practice and actions, fairness and equity for all in criminal justice. All CEP actions and plans will respect and comply with these standards and objectives, and follow the CEP Statement on Probation Values and Principles.
54. Where any ethical concerns arise, the CEP Board shall review the conduct of CEP members regarding their alignment with the CEP mission and objectives as well as Human Rights and other conventions.
55. CEP has implemented gender mainstreaming in its strategy and strived to secure gender-sensitive approach in all its actions and gender-based representation. CEP seeks to promote gender equality and non-discriminatory mainstreaming in accordance with the Gender Mainstreaming Toolkit. CEP contributes to tackling multiple and intersecting discrimination. CEP follows the Recommendation CM/Rec(2010)5 of the Committee of Ministers to Member States on measures to combat discrimination on grounds of sexual orientation or gender identity. CEP also recognises, and where needed, addresses discrimination on the grounds of age, ability, race, ethnicity, religion, sexual orientation, criminal record, family status or other grounds.
56. CEP uses gender neutral language in all its communications, including online (website, newsletter, social media messages and videos/recorded interviews) and/or hard copy materials or official documents (annual report, technical report, reports of events, reports of internal meetings, among others).
57. CEP has the Gender Equality and Diversity Policy for its activities and internal organization (Board and staff) in place. It includes gender mainstreaming methods and tools to shape CEP processes and operational workflows, to aim that the results and effects of CEP's activities work better to meet gender equality objectives.