

Internal Rules Document (IRD) – April 2026

This Internal Rules document is connected to the legal statutes of the ENVITER network and explains in more detail the practical arrangements and rules that the board has agreed upon.

About ENVITER:

ENVITER is a European network of organizations which are active in the field of lifelong learning for people who are visually impaired.

ENVITER's mission is the following: through cooperation, ENVITER promotes and develops services in order to improve the quality of life of people who are visually impaired.

ENVITER develops and implements standards and methodologies of professional practice which enables the continuing inclusion of people with visual impairments within their communities.

ENVITER is aware of growing European Unification process and of the necessity for co-operation on a permanent basis within the EU in order to promote its own activities.

Accordingly, it provides the vehicle for achieving the following objectives:

- To provide a network for service providers working in the field of lifelong learning with and on behalf of people with visual impairments.
- To provide a European forum for the exchange of knowledge, expertise and experience of the members of this network.
- To promote and influence good practice in the field of services for people with vision impairment.
- To jointly conduct and support research, training and dissemination of evidence based learning directed towards improving access to lifelong learning and other services for people with visual impairments.
- To share expertise and experience in a peer reviewed setting in order to promote the development of services and the accompanying best practices.

Membership of ENVITER

1) Application form

Any organization interested to become member of ENVITER needs to submit an application form through the website or by email to the coordinator.

2) Fee

Active membership

- The regular yearly fees for active membership are the following:
 - a. 1000 euro per year for Western countries members
 - b. 500 euro per year for Eastern countries members
- A new active member does not have to pay the fee for the first (entrance) year whichever is the day of entrance.
- New members can only register candidates for Board membership election after their first year of paid membership has ended.

Associate membership

- The regular yearly fees for associate membership are the following:
 - c. 500 euro per year for Western countries members
 - d. 250 euro per year for Eastern countries members
- A new associated member does not have to pay the fee for the first (entrance) year whichever is the day of entrance.

ENVITER General meetings

1) Participation

- Every organization participates with their director or nominated representative. The person can be accompanied by a staff member or manager.
- Application for the termination of membership is to be submitted in writing to the Board.
- Minutes of the General Meeting will be put on the internal part of the website withing one month the meeting considered approved if no one responds until one month after.

2) Organisation and reimbursement rules

- The host of the General Meeting will not pay the ENVITER member fee in the year of the GM.
- The host covers the organisational costs (meeting room/other facilities), plus coffee breaks.
- The host of the General meeting can apply to ENVITER board for exceptional costs.
- All other costs for participation in the GM such as travel, lunches and dinners are expected to be covered by the GM participants.
- The Board can decide, upon on the basis of ENVITER's financial situation, to support some of the costs of the participants to the General meeting. This will be decided on in the Board meetings on a case to case basis.
- In any case, there is no guaranteed reimbursement by ENVITER.

3) Voting

- Member organisations representatives that cannot physically attend a General Meeting may authorize another active member organisation to vote on their behalf by submitting an official ENVITER Proxy Form to the Coordinator no later than five working days before the meeting. Each organisation may hold maximum 2 proxies.

The ENVITER Board

1) General indications

ENVITER General Meetings elect between 4 and 8 members for the Board among the representatives of the member organisations. Officers of the Board are elected by the Board Members, and include:

- President,
- Vice President,
- Treasurer,
- Other(s) as determined by the Board itself.

2) Nominations

After the elections the Board proceeds to elect its own officers.

- For each position volunteers are asked.
- If there is one volunteer, the Board members are asked for acceptance.
- If there are more volunteers, the Board members vote for one.
- If there is no volunteer, the Board members can nominate somebody for the position and the procedure afterwards is the same.
- Roles of the board can be changed during the term if the board decides.
- The appointment process will be recorded in the minutes and communicated to the members within two weeks after the first Board Meeting of the new Board.

3) Procedures:

The board meets when requested by the President, but, in any case, at least twice a year (online or offline) and will make an annual report of the events of the past year.

- The Board Meeting is based on an open structure for all members of ENVITER, but only Board members are entitled to vote.
- The Board is responsible for the objectives and activities mentioned in the statutes.
- The elected Board members will be in office for a period of three years.

- Decisions of the Board Meetings are made by an absolute majority of members present who are entitled to vote.
- Every three years an action plan will be confirmed by Board members.
- Minutes of each Board Meeting will be prepared by the coordinator and shared within two weeks after the meeting, allowing one week to suggest changes. Meeting minutes will be automatically accepted and signed by the President if no objections are raised within a month.

4) Reimbursement Rules

- The reimbursement for Board members has been agreed to a maximum of 400 euro per year per Board member. This reimbursement can only be used for the first physical Board Meeting of the year, which is separate from the GM or BSM.
- All expenses should be proven by a receipt.
- Any Board member that needs assistance to attend the Board meeting can claim a 200 euro lump sum for an assistant.

5) Replacement

In case of death, resignation or exclusion, the board determines the replacement of the Board member.

Specifically, after receiving the information concerning the previous paragraph, the Board decides:

- a. If the number of the Board members is reduced under four, the Board must replace the missing members.
- b. If the number of the Board members is remaining between 4 and 8, the Board decides if it can work with a reduced number of board members.
- c. In the case of letter a. and/or in the case of a negative reply under letter b., the Board replaces the missing member(s) by approving a call for board members to the network members;
- d. in the case of a higher number of candidates respect the number of the seats, the Board can decide upon the number of years of participation to the network of the network member;
- e. the President announces the decision of letters a. and/or in the case of a negative reply under letter b. as well as the name of the new Board member(s) during the first following General Meeting.
- f. Board Membership is based on a personal title. If the Board Member no longer works for an ENVITER member organisation, this Board Member needs to leave the board, unless the Board Member registers with another Member Organisation within three months (new member or existing member). It is not allowed for the member organisation to appoint another person as board member (board membership is on a personal basis, it is not transferable within the member organisation).

- g. If a Board member is absent from the Board Meetings three times consecutively without explanation, the board can decide to ask the board member whether they would still like to stay on and/or ask the member to step down.

Coordinator

The board can appoint a coordinator as part of their daily operational tasks.

A Coordinator is appointed performing at least the following tasks:

- providing information and documentation (correspondence, agendas, minutes),
- coordinating ENVITER actions,
- supporting and preparing General Meetings and Board meetings,
- assisting the president and supporting other officers of the Board,
- networking with relevant organisations, executives and other networks,
- mentoring new applicant members.

The Coordinator receives a monthly remuneration (amount to be decided on and agreed by the Board).

The Coordinator's duties last six months after the end of the mandate of the Board that appointed him/her.

Communications officer

The board can appoint a communications officer as part of their daily tasks.

A Communication officer is appointed performing at least the following tasks:

- Encouraging the active participation of all members in the life of the Network through appropriate, timely and accurate information,
- Monitoring and providing information which is up-to-date and relevant, through the Network's Website and other outlets,
- Using methods of communication appropriate for each item,
- Through a clearly recognised central point, providing the channels for disseminating information and for receiving feedback,
- Enabling internet and other communication links and formats with appropriate other Networks for the exchange of knowledge, expertise and experience using appropriate social media.

The Communication officer receives a monthly remuneration (amount to be decided on agreed by the Board).

Budget

Every year a budget will be confirmed by ENVITER members.

- Every 6 months the treasurer will present to the Board an account of expenditure during the past 6 months and a budget plan for the current financial year. The accounts are verified each year by “auditors of accounts”, who are active members without any other responsibilities within the Board.
- The president can decide on all expenses for the benefit of the board to the limit of 1000 euros for each item. Over this amount, the decision has to be made by the board. The president's own expenses over 250€ need to be approved by the board in advance.
- If the Board considers it appropriate, it may allocate limited funds to member organisations to support training-related travel or other additional expenses for events organised on behalf of ENVITER members, including the General Meeting and the Blue Sky Meeting. Such support will be decided by the Board on a case-by-case basis.

All reimbursement requests must be submitted within six months. If they are submitted after this period, the ENVITER Board may decide not to refund the expenses.

Blue Sky meetings

1) Participation

Every organization participates with representation from the organisation responsible for international cooperation.

2) Organization and reimbursement rules

The members can claim max 200 euro for 1 participant/organisation for each year; in the meantime, the host organization of the Blue Sky meeting can claim 50 euro per participant with ENVITER

Communication

The results of ENVITER activities produced by ENVITER (such as website or other materials) will be maintained and managed directly by ENVITER (if possible).

Purchases

Goods and services provided to ENVITER will be maintained and managed directly by ENVITER.