

The European Network of Research Integrity Offices

Non-Profit Association under Belgian Law

[Palace of the Academies, Hertogsstraat 1, 1000 Brussels, BELGIUM]

Internal Rules

Association's Internal Rules further defines detailed criteria laid in Articles of the Association (Statutes). To help the reader to piece the entirety of norms governing ENRIO Association, the numbering and titles of the sections in this document are identical to numbering and titles of the sections in the Statutes.

As accepted in ENRIO General Assembly on 28 April 2022.

THE EUROPEAN NETWORK OF RESEARCH INTEGRITY OFFICES

SECTION I: THE NON-PROFIT ASSOCIATION

1. NAME, LEGAL STATUS, AND LEGAL SEAT

ENRIO does not have a permanent office. Instead, the secretariat will regularly be associated with the office of the president of the Association.

2. DURATION

No further amendments to the Articles of Association.

3. PURPOSE, OBJECTIVES AND ACTIVITIES

No further amendments to the Articles of Association.

SECTION II: MEMBERSHIP

4. MEMBERSHIP TERMS

Application are submitted to ENRIO Secretary. When applying, the organisation should point out how the membership criteria (defined in Articles 4 or 5 respectively) are being fulfilled. Organisations must send a delegate to ENRIO meeting to introduce the organisation to ENRIO Members before the acceptance of the membership application.

Only public entities (such as ministries, governmental agencies, parliamentary organs and 100% government-funded organs) and non-profit organisations (legal entities whose statutes define a goal to which all profit must be directed, prohibiting the payment of profits to the members) are eligible as (Full) Member Organisations. Officially, this public or non-profit legal entity is the Member Organisation taking part in ENRIO. As in practice, research integrity offices seeking membership may not be legal entities in itself, but be part of a larger legal entity, the larger entity should seek membership *on behalf of* the suborganisation, delegating the day-to-day involvement in ENRIO to the suborganisation.

Delineating more clearly the borders of Europe in the membership criterion "having their official address in Europe", Europe is to be read inclusively, as the collection of member states of the Council of Europe.

Candidate member organisations should be active in the field of research integrity, promoting or supporting it as an indelible part of their mission. This may be by acting as a second advice mechanism, by teaching or training RI teachers, by fulfilling a role

as an observatory for RI, by supporting institutions in their RI promoting missions and more. This mission should be provable (“demonstrated commitment”).

The scope of the organisation should be country-wide, national, or supra-national. National or country-wide should be read as in “spanning at least the territory of a political jurisdiction with a competence for research”. In some countries with a form of federalization / regionalisation of policy levels (such as Germany, Belgium, UK, Spain and Switzerland), relevant research integrity organisations may exist at the subnational level. These may become ENRIO member organisations.

SECTION III: CONTRIBUTORS AND SUPPORTERS

5. CONTRIBUTOR TYPES

- **Research Integrity Champions**
- **ENRIO Affiliates:**
- **ENRIO Partners**

Contributor category “Research Integrity Champions” defined as per the Articles of Association will be called “Research Integrity Practitioners” in all ENRIO’s publicity and secretarial work.

Admission of Contributors is further defined in Internal Rules Section 8: Admission.

6. SUPPORTERS

Admission of Supporters is further defined in Internal Rules Section 8: Admission.

SECTION IV: TERMS OF ENGAGEMENT

7. REGISTER OF MEMBER ORGANISATIONS, CONTRIBUTORS AND SUPPORTERS

ENRIO register is kept in electronic format. Privacy statement must be re-written every time the office moves according to the privacy policy of ENRIO’s host organisation.

8. ADMISSION

Application are submitted to ENRIO Secretary. When applying, the organisation should point out how the membership criteria (defined in Chapter 2.1 or 2.2. respectively) are being fulfilled.

Organisations must send a delegate to ENRIO meeting to introduce the organisation to ENRIO Members before the acceptance of the membership application.

Applying for membership (or contributorship) is a two-tier process: Before filing a formal membership application, there is a formal or informal contact between the candidate and ENRIO’s Office (Chair or Secretary), for example a request by the candidate, leading to the invitation of the candidate to attend and present at the next ENRIO meeting. The candidate attends the full ENRIO meeting and gives a presentation about the research integrity landscape in its country and the organisation (if applicable) to the ENRIO meeting attendees. This will enable both the ENRIO Board and the candidate to assess whether membership is appropriate.

After this ENRIO meeting, the candidate sends a formal membership request (application) by email or paper mail. In this letter, the candidate motivates the application and points out how the criteria for Membership or Contributorship (defined in the Statutes) are fulfilled. The letter is addressed to the ENRIO Board and submitted to the ENRIO Secretary (office@enrio.eu).

The Board assesses the application in its earliest meeting and informs the candidate about the outcome within one month of the decision.

As a transitional provision, all organisations that were part of the informal ENRIO network before the legal entity was established, are eligible as new Member Organisations, or Contributors if they wish so, of the new Association ENRIO vzw. These network member organisations can act as founding members of the new legal entity or can be admitted by the Board after its establishment.

ENRIO's board interprets the criteria for a specific candidacy. If it finds that a candidate Member Organisation should be eligible according to the spirit of these criteria, but this candidate is not eligible according to the letters of this criteria (or the other way round), the Board may make an exception, explaining its decision to the General Assembly at its next meeting and being held accountable for it.

Decisions by the ENRIO Board about candidacies for contributorship may take into account, amongst others

- the fraction of research integrity in the organisation's mission;
- the sustainability of ENRIO's meetings if its membership would grow with similar organisations as the candidate's;
- the risks of divergence of discussion topics — as focus is a prerequisite for effective action.

With the exception of the transitional provision, membership is not open to commercial businesses. Only public entities (such as ministries, governmental agencies, parliamentary organs and 100% government-funded organs) and non-profit organisations (legal entities whose statutes define a goal to which all profit must be directed, prohibiting the payment of profits to the members) are eligible as (Full) Member Organisations. Officially, this public or non-profit legal entity is the Member Organisation taking part in ENRIO. As in practice, research integrity offices seeking membership may not be legal entities in itself, but be part of a larger legal entity, the larger entity should seek membership on behalf of the suborganisation, delegating the day-to-day involvement in ENRIO to the suborganisation.

9. TERMINATION OF MEMBERSHIP

No further amendments to the Articles of Association.

10. FEES FOR MEMBER ORGANISATIONS, CONTRIBUTORS AND SUPPORTERS

The ENRIO Member Organisations discuss and determine the fees for Member Organisations and Contributing Members annually during the General Assembly. The fees are always determined for the following calendar year. The Membership Fees must be congruent with Association's annual budget.

Annual Membership fee for Member Organisations for year 2023 and 2024.

- € 3500 for large-scale or medium-scale ENRIO Member Organisations
- € 1500 for small-scale ENRIO Member Organisations

Annual Contributorship fee for Contributors

- € 180 for Research Integrity Champions (individuals)
- € 900 for ENRIO Affiliates
- no extra fee for Partners (other Networks and Associations)

Annual sponsoring amount for Supporters

- € 4000 or as negotiated.

Member Organisations, Contributors and Supporters are expected to overbook their annual fees through bank transfer to ENRIO vzw's bank account, following the instructions on the designated fee invoice, delivered by ENRIO's Secretariat by email. The due date for payment is typically two months after the invoice date and invoices are normally sent in January.

SECTION V: ORGANISATION OF THE ASSOCIATION

11. ORGANISATIONAL STRUCTURE

The Board or the General Assembly may set up working groups and committees under such conditions as it sees fit.

12. GENERAL ASSEMBLY

The voting process shall be open unless a member organisation requests a secret ballot.

In principal, the general assembly shall seek a consensus between the member organisations. However, where a consensus cannot be achieved, a simple majority of members organisations that are present shall suffice.

Where a consensus cannot be achieved a counter-proposal in response to an initiative can be made. The counter-proposal is put to the vote at the same time as the initiative at issue if and only if at least one member organisation other than the member organisation initiating the counter-proposal endorses it.

ENRIO's Election Committee was established in ENRIO general meeting 3 November 2021. The main task of the Election Committee is to propose candidates for election to the ENRIO Board. ENRIO's. Election Committee gives its recommendation of the composition of the Board.

13. BOARD

The election of the Board is conducted in a secret ballot. The elections are supervised by representative of a member organisation who is not a candidate himself. The Board shall nominate the President based on the recommendation of the General Assembly.

The Board Member Organizations (Board Member) are not personally bound by the obligations of the Association. Their Liability shall be limited to decisions, actions and behaviour that are clearly irresponsible, careless or irrational.

The mandate of a Board Member may be revoked at any time by the General Assembly by a simple majority of votes of Member Organizations present or represented.

Board Member may be reimbursed for the expenses incurred for the benefit of the Association by decision of the General Assembly.

To strengthen the principle of succession in ENRIO Board, the natural person who represented the president organisation in the last Board will attend the Board meetings during the first year of new Board's term in advisory capacity.

14. EXECUTIVE COMMITTEE

The Board nominates the Executive Committee based on the recommendation of the General Assembly. When presenting themselves to the members at the General Assembly, the Board Member nominees can also let the members know who among them would like to be appointed as members of the Executive Committee to allow discussion on the appointments if needed.

The president of the Board is elected in different ballot. The election of the remaining Members of the Board ensues jointly except where one of the Members demands a separate election.

The mandates of the members of the Executive Committee are in line with the mandates of the Board. Should the legal representative of a Board Member change during this period of the mandate, a new election for the vacant position in the Executive Committee will be held.

15. SECRETARIAT

The Secretariat is described in the Statutes as the (possibly remunerated) "third party – being a legal or natural person" – contracted by ENRIO's Board "to take on the day-to-day management of the Association and to execute specific Association acts". The permanent representative of the Secretariat (in case a legal entity is contracted) will be called Secretary (of ENRIO).

If the Secretariat is composed of natural persons, ENRIO does not have a contract of employment to the Secretariat. The Secretariat can be employed by a Board Member Organization and the organization can be enumerated accordingly by General Assembly's decision.

Impact-oriented activities of ENRIO are prepared within working groups. Any member or contributor can propose working group themes, to be discussed at ENRIO meetings. Formally, the Board establishes working groups and determines their scope, in consultation with the members volunteering to lead or contribute to the working group.

The Board decides to adopt the output working groups deliver as to be ENRIO's work. This output is shared with all Member Organisations.

SECTION VI: OTHER CLAUSES

16. EXTERNAL REPRESENTATION

The rules for the use of ENRIO's visual appearance are stipulated in ENRIO's Graphic Guidelines 2021, a document that is accessible for ENRIO members, contributors, and supporters and can be acquired from ENRIO secretary.

17. FINANCIAL PROVISIONS

ENRIO's Bank Account is BEXX XXXX XXXX XXXX.

18. INTERNAL RULES AND HIERARCHY OF NORMS

Internal Rules may be made, repealed, and amended by the decision of General Assembly.

19. DISSOLUTION OF THE ASSOCIATION

No further amendments to the Articles of Association.

20. LANGUAGE, CONFLICT OF INTEREST, DISPUTES, GENERAL PROVISIONS AND APPLICABLE LAW

No further amendments to the Articles of Association.