CONSORTIUM DIPLOMATIQUE EUROPÉEN

FINANCIAL RULES

Den Haag. 01. September 2025

Table of Contents

FINANCIAL RULES OF THE CDE

Introduction

These rules set out the rules and procedures for the financial operations of the Consortium Diplomatique Europée (CDE) and ensure transparency, accountability and legality in the management of the Organisation's financial resources.

Financial sources of the Organisation

- Membership fees and registration fees.
- Donations and sponsorships.
- Funds from projects and partnerships.
- Other legitimate income in accordance with the organisation's statutes.

Income and use of financial funds

All the Organisation's funds are used exclusively for the implementation of its activities and the achievement of its objectives.

Funds may be used for:

- The Organisation's operations (management, logistics, communication costs).
- Organisation of events, seminars and projects.
- Expenses of diplomatic missions, where appropriate.
- Support for members within the framework of agreed projects.

Any private use of the Organisation's funds is prohibited.

Membership fees and financial obligations of Members

The amount of the Membership fee is determined by the President of the Organization (executive committee) and must be paid annually.

- Members must settle all financial obligations on time.
- In the event of a delay in paying the membership fee, the member is first warned, and then disciplinary proceedings may be initiated, including suspension or expulsion.

Financial reporting and supervision

The Organization keeps transparent and regular financial records of all transactions.

A financial report is prepared annually, which is reviewed by the President of the Organization or an authorized financial controller.

Any use of funds must be supported by appropriate documentation and approved in accordance with internal rules.

The Organization may conduct an internal or external audit on an annual basis to ensure compliance with the rules and legislation.

The Organization must keep all financial documents for at least 5 years for audit and legality purposes.

Donations and sponsorship

The Organization may accept donations and sponsorships from legal and natural persons.

Any donation must comply with the law and must not affect the independence of the Organization.

Donors may not request special benefits or influence the decisions of the Organization.

Reserves, investments and financial assistance to Members

The Organization may create financial reserves for unforeseen costs or long-term projects.

All investments or major financial transactions must be approved by the President of the Organization.

The Organization may create a reserve fund for urgent and unforeseen costs, such as legal aid or crisis operations. Up to 5% of annual income may be allocated to this fund. The Organization may grant grants to members in emergency situations or provide loans under special conditions.

The President of the Organization decides on the granting of financial assistance based on a documented application from a member.

Loans must be repaid within an agreed period, which may not exceed 12 months. The Organization may establish financial reserves for unforeseen costs or long-term projects.

All investments or major financial transactions must be approved by the President of the Organization.

Up to 20% of the total funds received may be used for research and innovation within the framework of the Organization's projects.

Payments and transactions up to €1,000 may be approved by the general secretary, higher amounts must be approved by the President of the Organization.

All extraordinary expenses over €5,000 must be approved by the President and confirmed in the financial report.

Sanctions for financial violations

Improper or unauthorized handling of the Organization's funds may lead to disciplinary proceedings.

If a member unjustifiably spends the Organization's funds, they must return them within 30 days, otherwise legal proceedings will be initiated.

Penalties for financial violations include:

- Refund of unjustifiably spent funds.
- Warning or suspension of the member.
- Legal proceedings in the event of serious violations.

Members may not receive personal financial benefits from the Organization's funds, except for officially approved projects or reimbursement of expenses.

Employment of officers

The Organization may employ certain officials on a regular basis, if this is necessary for its smooth operation.

The President of the Organization decides on the employment and responsibilities of the employees.

The employed officials are entitled to payment in accordance with the financial capabilities of the Organization and applicable laws.

Employment does not affect the obligations of Membership and compliance with the rules of the Organization.

Final provisions

These regulations enter into force on the date of adoption.

Each member of the Organization must comply with the financial rules and procedures.

Any changes to the regulations must be approved by the President of the Organization.

With these regulations, the Consortium Diplomatique Européе ensures responsible and transparent financial management in accordance with the highest standards of ethics and law.