



RULES OF INTERNAL REGULATION

INTRODUCTION

The Rules of Internal Regulation are a supplement to the Statutes. They spell out in more detail how the generic provisions of the Statutes are currently put into action on a day-to-day basis in term of rules, policies and procedures. Once agreed by the General Assembly, they have the same weight of authority as the Statutes themselves.

Changes to the Statutes require the agreement of a qualified majority of members present or represented (where positive votes exceed 50% of total votes and abstentions) and must then be approved by the Department of Justice. The Statutes should not change for many years. (NB It is obligatory to notify changes of members of the Junta, and some institutions e.g. banks refer to the formal registration document as "statutes" - not to be confused).

The Rules of Internal Regulation may be updated from time to time by agreement by a simple majority of the General Assembly (where positive votes exceed negative votes).
Reference: Ley Orgánica 1/2002, de 22 de marzo, reguladora del Derecho de Asociación, Art 12d.

POLICIES

1. GENERAL

- a. We will comply with Spanish national and local laws and regulations
- b. We will comply with APROP's registered Statutes and internal regulations
- c. APROP is governed according to democratic principles

2. OPERATIONAL OBJECTIVES

- a. APROP'S SUMMARISED MISSION STATEMENT:
APROP's mission is to ensure that no cats or dogs in the Pego area suffer from being abandoned, lost or mistreated. Where appropriate, APROP will take in animals to rehabilitate and care for them and find them loving homes for the duration of their lifetime; and will support the wellbeing of feral cats in the community.
APROP will provide an environment which encourages the physical health and safety and mental and emotional well-being of the animals; as well as

providing a culture of mutual respect, collaboration and friendliness amongst its volunteers and Associates.

- b. Our aim is to secure a suitable adoptive home for every dog and cat.
- c. We aim to give the best quality of care to each dog and cat while they are in the care of the APROP Protectora, paying attention to their mental well-being as well as their physical health.
- d. APROP supports the trapping, sterilisation and return of feral cats in the Pego area and supports their right to live in the community.
- e. APROP has a strict "no-kill" policy. Animals will only be euthanized in exceptional circumstances after consultation with a veterinary surgeon, and by agreement of Junta members. Any cat or dog being euthanised will always be sedated before the euthanasia drug is administered and use methods that involve minimal suffering and cause an immediate loss of consciousness. A veterinary surgeon has the final say in an emergency.
- f. We do not trespass on private property in order to rescue a dog or cat in distress. We liaise with local police, the local Town Hall, the Guardia Civil and Seprona (the animal welfare branch of the Guardia Civil) and follow the recommended guidelines.
- g. We follow the correct procedures and guidelines regarding management of PPP breed dogs (or dogs that are identified as needing to be licenced).
- h. It is our policy that re-homed dogs and cats will not be allowed to breed. If a dog or cat offered for adoption has not been neutered already, e.g. if it is a puppy or kitten, it is a condition of adoption that the dog or cat will be neutered.

3. MEMBERSHIP

- a. New members will be admitted as per the Statutes

Extract from APROP Statutes:

Art. 6 Capacity

Membership of the Association shall be open to all natural and legal persons who, freely and voluntarily, have an interest in the development of the aims of the Association in accordance with the following principles:

- a) Natural persons who have the capacity to act and who are not subject to any legal condition for the exercise of the right.*
- b) Non-emancipated minors over fourteen years of age must have the documented consent of the persons who must substitute their capacity.*
- c) Legal persons, subject to the express agreement of their competent body.*

They shall submit a written application to the representative body, which shall take a decision at its first meeting; if the applicant fulfils the conditions required by the statutes, the representative body may not refuse admission.

- b. Memberships will run on a rolling annual basis from when the member joins the Association.
- c. Unless the member advises otherwise, or the membership is terminated, memberships completed via the website will renew automatically each year.

The website is the preferred and recommended route for membership applications.

- d. Any membership that has lapsed for more than 14 days after its expiry date (ie. the membership dues have not been paid) will be considered terminated and the individual will have to reapply as a new member if they wish to become Associates again. Members will be reminded five days before their membership becomes due for renewal.
- e. The ability to request a new membership and have voting rights for the next General or Extraordinary Assembly Meeting will be suspended 14 days before the end of the month preceding the scheduled Meeting. This is to allow sufficient time for new memberships to be validated and considered at the next monthly meeting of the Junta (which usually takes place on the first Saturday of each month).
- f. Provided the applicant meets the conditions set out in the statutes and Rules of Internal Regulation, the Junta does not have the authority to decline a valid membership application.

4. MEMBERSHIP APPLICATION PROCESS

- a. Admission of Associate members is made through application in person by the interested party, or by a legal representative if this person is a minor or incapacitated. The application for admission will be made using the forms provided by the Association Administration either via APROP's website, or completed via form and emailed to the Secretary where the prospective member does not have access or the ability to use the website application process.
- b. The membership form requests the personal details required by law and which must be completed. The form also asks for a commitment that the applicant accepts the Statutes and Internal Regulations, agrees with APROP's objectives and values (as summarised in Item 2a APROP's Mission Statement) and the payment of fees.

5. DUTIES OF ASSOCIATES

*Extract from APROP Statutes
Art. 8 Duties of associates*

The duties of the associated persons are:

- a) *Share the aims of the Association and collaborate to achieve them.*
- b) *To pay the dues, subscriptions and other contributions which, in accordance with the Statutes, may correspond to each member.*
- c) *To abide by and comply with the agreements validly adopted by the governing and representative bodies of the association.*

To conform its actions to the provisions of the statutes.

- a. A membership will be considered valid when:

- i. A membership form has been properly completed and the new member confirms that they are in agreement with APROP's objectives and values.
 - ii. The membership fee has been paid and payment receipt confirmed.
 - iii. The member's application has been reviewed and accepted by the APROP Junta at their next meeting after the application is received (as described in Article 6 of APROP's Statutes)
- b. Confirmation of acceptance as an Associate member will be communicated via email to the person concerned, along with a copy of the Statutes and Internal Regulations of the Association and Code of Conduct in accordance with the provisions of section 3 f.

6. RIGHTS AND OBLIGATIONS OF MEMBERS

- a. The rights and obligations of members as set out in the Statutes

Extract from APROP Statutes

Art. 7 Rights of members

The rights that correspond to the associated persons are the following:

- a. *To participate in the activities of the Association and in the governing and representative bodies, to exercise the right to vote, as well as to attend the General Assembly, in accordance with the Statutes. In order to be a member of the representative bodies, it is an essential requirement to be of legal age, to be in full use of one's civil rights and not to be subject to the grounds for incompatibility established in current legislation.*
- b. *To be informed about the composition of the Association's governing and representative bodies, its accounts and the development of its activity. They shall have access to all information through the representative bodies.*
- c. *To be heard prior to the adoption of disciplinary measures against them and to be informed of the facts giving rise to such measures, and reasons shall be given for any decision imposing a sanction.*
- d. *To challenge the resolutions of the Association's bodies which it considers to be contrary to the Law or the Statutes.*
- e. *To know the Statutes and the rules and regulations approved by the Association's bodies. They shall also have the right to be provided with a copy of the current Statutes and of the Association's Internal Regulations, if any.*

- b. Only valid, fully-paid members may attend an AGM or EGM.
- c. Members may observe Junta Meetings, by invitation, but must treat the meeting as Private and Confidential to the Junta.
- d. Members of APROP are expected to act in a way that is compatible with APROP's objectives and values (see item 2), code of conduct (see item 14).
- e. Formal communication is only accepted in writing by email or a letter to the Secretary, ie. resignation, membership issues, complaint, etc; WhatsApp, Messenger and social media are not accepted as formal communication in writing.

7) CANCELLATION OF ASSOCIATE MEMBERSHIP

*Extract from APROP Statutes
Art. 9. Causes for cancellation*

They are grounds for withdrawal from the Association:

- a) *The interested party's own will, communicated in writing to the representative bodies. He/she may receive the initial equity participation and other financial contributions made, not including membership fees to the association, provided that the reduction in equity does not imply any harm to third parties.*
- b) *Failure to meet the set quotas.*

To clarify, a Member may voluntarily cancel their membership by either:

- a. Sending a letter or email of resignation to the Secretary
- b. Failing to pay the annual membership fee when it becomes due. NOTE: Any membership that has not been renewed after more than 14 days after the expiry date will be considered terminated; the member will have to apply as a new member to become an Associate again.

8) DISCIPLINARY ISSUES OR DISMISSAL

*Extract from APROP Statutes
Art. 10 Penalty Regime*

Members shall be dismissed from the Association by reason of sanction when they commit acts which render them unworthy of continued membership. Such acts shall be presumed to exist:

- a) *When the associated person deliberately prevents or hinders the fulfilment of the company's objectives.*
- b) *When it intentionally obstructs the functioning of the governing and representative bodies of the Association.*

In any case, for the imposition of the sanction of separation by the governing body, it shall be necessary to process a disciplinary proceeding conducted by a body other than the one competent to resolve it and which guarantees the rights of the members to be informed of the accusation and to formulate allegations against it, as well as the notification of the General Assembly. The sanctioning decision shall be reasoned. The statute of limitations for infringements and penalties shall be 3 years.

- a) Where any member whose conduct is suspected of:
 - i) Deliberately preventing or hindering the fulfilment of the Association's objectives.
 - ii) Intentionally obstructing the functioning of the AGM and Junta of the Association.
 - iii) Acting in a way that it is not compatible with:
 - (1) APROP's objectives and values (see Item 2)

- (2) APROP's Code of Conduct (see item 14)
- iv) Disclosing APROP confidential or privileged information.
 - v) Acting in general against the spirit and interests of the association.
 - b) The Junta will make a decision on whether to invoke the disciplinary process, which may result in penalties being imposed on the member, including suspending membership.
 - c) The case will be investigated by the association secretary who will submit the file to an independent disciplinary committee made up of at least three competent persons. to reach a fair trial, maintaining the rights of the person against whom the action is taken. This body will be made up of the President and at least two other members appointed by the President of special equity and authority in the Association.
 - d) The Member against whom the action is being taken will be informed of the accusations and will be able to respond to the disciplinary committee.
 - e) Once the disciplinary committee reaches a decision, this will be final and the decision will be honoured.

The General Assembly will be notified of the action taken.

9) JUNTA RESPONSIBILITIES

Extract from APROP Statutes

Art. 17. Powers of the representative body

The representative body has the following powers:

- 7) To hold and exercise the representation of the Association and to carry out the management and administration of the Association to the fullest extent recognised by law and to comply with the decisions taken by the General Assembly, and in accordance with the rules, instructions and general guidelines established by this General Assembly.*
- 8) To make the necessary arrangements for appearing before public bodies, for the exercise of all kinds of legal actions and for lodging the relevant appeals.*
- 9) To decide on the admission of new members, keeping an updated list of all members.*
- 10) To propose to the General Assembly the establishment of the fees to be paid by the members of the Association.*
- 11) To convene General Assemblies and to ensure that the resolutions adopted there are complied with.*
- 12) Communicate to the Register of Associations the modification of the Statutes agreed by the General Assembly within a period of one month.*
- 13) To present the balance sheet and statement of accounts for each financial year to the General Assembly for approval, and to draw up the budgets for the following financial year.*
- 14) To keep accounts in accordance with specific rules so as to obtain a true and fair view of the entity's assets and liabilities, profit or loss and financial position.*
- 15) To carry out the inventory of the Association's assets.*
- 16) To draw up the annual report of activities and submit it to the General Assembly for approval.*
- 17) To provisionally resolve any case not provided for in these Statutes and to report thereon to the first subsequent General Assembly.*
- 18) Any other powers not specifically attributed in these statutes to the General Assembly.*

APROP's statutes give its elected Junta the overall responsibility to govern APROP and the authority to make decisions on behalf of the Associate Membership within the agreed parameters. These include the following:

- a) Ensure there is a clear statement of APROP's aims, objectives and ethos and that this is agreed formally with the Associate Membership.
- b) Create, implement and maintain the operational procedures that are necessary for the safe running of the APROP organisation
- c) Monitor and manage risks and issues that would affect the operational effectiveness of APROP.
- d) Ensure that all non-operational processes required for the effective running of the association are clearly defined and executed, as agreed with the Associate Membership.
- e) Ensure that decisions are made and acted on by people who share APROP's values, who bring relevant skills, are competent to undertake responsibilities and willing to be open-minded and learn.

10) ELECTIONS FOR JUNTA ROLES

Extract from APROP Statutes

Art. 15 Composition of the representative body

The Association shall be governed, administered and represented by the representative body called the GOVERNING BODY consisting of the President, Vice President, Secretary, Treasurer and Members,

The election of the members of the representative body shall be carried out by free and secret ballot of the members of the General Assembly. The candidacies will be open, that is to say, any member will be able to present himself/herself, being essential requirements: to be of legal age, to be in full use of civil rights and not disqualified due to incompatibility with any legislation in force, being elected for the positions of President, Secretary, Treasurer and members the candidates who have obtained the highest number of votes and in this order.

The offices of President, Secretary and Treasurer must be held by different persons. The exercise of the offices shall be free of charge.

The governing body will be known generally as the Junta

- a. Any valid Associate Member may apply for any Junta role provided that they believe they meet the requirements of the role as stated in the Role Description agreed by the Junta and published in advance of the elections, and that the candidates have sufficient available time to fulfil the role as described. Only associate members with more than one year's continuous membership of the Association may stand for election to the Junta.
Exceptionally, however, the Junta may exempt a Member from this requirement at the Member's request, provided that positive references are available that endorse the Member's suitability, and where the exemption is based on practical reasons that are useful for the association. A reasoned evaluation of this shall be conducted via a procedure that guarantees the transparency and fairness of the decision taken. To this end, a representative evaluative body shall be created which shall propose a decision to the Junta and which shall be formed by the President and at least two other members appointed by the President of special equity and authority in the Association, before which the exempted member may appear for any discussion.
- b. Election candidates will be required to complete a standardised statement to describe their suitability for the role, which will be published to the Membership so that Associates can make an informed decision when voting.
- c. Elections for Junta members will be held according to the agreed election process. A copy of this can be obtained upon request from the Secretary at apropego@gmail.com.
- d. Elections for Junta roles will normally be held online and by secret paper ballot in advance of the General Assembly Meeting. This is to allow the greatest number of Associates to cast their vote and also to use the Associates' time most effectively at the meeting.
- e. Election candidates win by majority. To give Associates the opportunity to not vote for the proposed candidate(s) for the role, an additional dummy candidate will

always be included in the voting process. This will usually be listed as “I choose not to support any of the candidates for this role”. This will allow Associates who do not wish to vote for the candidate(s) to vote for the dummy candidate in any role. This is particularly relevant where there is only one candidate. In this case a candidate can only win an election by achieving a majority of the votes cast across all candidates for the role, including the dummy candidate.

- f. Appointed Junta Members have the right to appoint an ‘acting’ Junta Member into a vacant role by a ballot of Junta members until the next General Assembly Meeting.
- g. The Vice President will be elected from among the new Junta members by a secret ballot of the Junta members.

11) FINANCIAL

- a. The financial policies, procedures and records must ensure that the accounts are legal, accurate and truthful.
- b. The annual accounts will be subject to independent review by a suitably qualified individual before being reported to members
- c. Where possible, transactions will be made electronically rather than by cash or cheque.

12) PUBLICITY AND SOCIAL MEDIA

- a. APROP's logos belong to APROP and may not be used elsewhere without permission, except to advertise APROP and in fulfilment of APROP's aims and objectives.
- b. The Junta has final authority for the administration and content of APROP's web site and social media groups created by APROP (Facebook, Instagram, Whatsapp, etc).
- c. Volunteers and members, both current and former, are obliged to be responsible, respectful and professional when referring to APROP or individuals associated with APROP, on social media, ie. Facebook, Instagram, WhatsApp and other blogs. This is also referenced in APROP's Code of Conduct for Volunteers and Members (item 14).
- d. Photographs and images of individuals shall only be posted publicly with the individual's permission.
- e. Volunteers and members are prohibited from posting information that is confidential to APROP on social media.

13) COMPLAINTS & GRIEVANCE PROCEDURES

- a. Our policy is to make it easy for people to report things that they are concerned about, and get them dealt with swiftly and effectively.
- b. Principles: Any volunteer, associate member or member of the public has an opportunity to raise a complaint they may have. In the first instance, any issues raised should try to be resolved informally.
- c. If an issue cannot be resolved informally then the following complaints process will be followed.
 - a. A complaints form must be completed by the person raising the complaint and be submitted to the APROP Secretary apropego@gmail.com
 - b. An impartial member of the Association will be selected to lead the investigation into the complaint. Depending on the type of complaint and its complexity, they may choose to include 1 or 2 other people to form a 'investigative body'.
 - c. A meeting with the person who has submitted the complaint will be held within 10 days of the notification being received
 - d. An investigation will take place to ensure that all the facts are gathered and every person involved has the opportunity to state their case.
 - e. Based on the evidence gathered a recommended outcome will be communicated to the APROP Junta.
 - f. The final outcome or action will be communicated to the original complainant.

14) APROP Code of conduct

- Act in the best interest of APROP and its animals and in accordance with the APROP Statutes (<https://www.aprop-pegno.org/our-articles-charter/>), Rules of Internal Regulation and internal authorised processes.
- Be friendly and cooperative, and work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries.
- Behave with honesty and integrity so as not to damage or undermine the reputation of APROP or its volunteers.
- Comply with all available health and safety guidance, but also exercise good judgement and highlight any risks that are perceived to the Junta.
- When interacting with members of the public, or any external party such as suppliers or service providers to APROP, volunteers and Members are acting as representatives of the APROP association, and their behaviour reflects on the perception and reputation of the organisation. As such, when representing APROP, volunteers and Members will conduct themselves professionally and be polite, considerate and respectful (irrespective of any conflicting or personal views or feelings they may have).
- Social Media guidance - when posting about the APROP organisation, colleagues, competitors or other stakeholders, ensure content is always constructive, accurate and fair. Before posting, consider how other people might read and interpret your comment. You should only post content you would feel comfortable saying directly to another person without causing offence. If you would like to respond to a published comment that you consider unfair, use sound judgement before posting and always be polite and respectful of individual's opinions, especially when discussions become heated. Alternatively, if you are not a member of the APROP Junta, it may be more appropriate to refer the comment to the APROP Marketing Director for them to advise you or to comment directly on behalf of the association.
- In case of concerns or questions ask for help or advice from the Junta.

Failure to comply with the Code of Conduct may result in the Member or volunteer being required to take part in a grievance consultation or disciplinary action which may result in them being asked to leave APROP