

By-laws Roundtable for Human Rights in Tourism e.V.

Adopted in Kiel, Germany, 24 June 2016

These by-laws govern operational amendments to the Statutes of the Roundtable for Human Rights in Tourism e.V., as deemed necessary from time to time. In particular the by-laws govern co-operation within and outside of the Roundtable for Human Rights in Tourism e.V. unless already covered in the Statutes.

§ 1 Participation in the Roundtable

Both Members and guests can regularly participate in Roundtable meetings and events.

Guests have to agree with the objectives of the Roundtable. However, they are not obliged to sign the Commitment of the Roundtable. As opposed to Members, guests have no voting rights and are not allowed to make public or reference their participation in the Roundtable.

Roundtable Members can suggest guests for participation. An invitation to participate as a guest is subject to Board approval. The same applies if guests request participation independently.

The Board clarifies why a guest wishes to participate in the Roundtable and which contribution it can make to support the objectives of the Roundtable. Guests are bound to secrecy. Guests that offer consultancy services confirm in writing that participation in the Roundtable is not used for acquisition in competition to the Roundtable.

Usually guests participate free of charge. There is no entitlement to participation as a guest.

§ 2 Communication at country level

In countries with Roundtable Members the Board can appoint a national contact person. Both the Board and the contact person are required to establish a continuous communication between each other.

§ 3 Coordination Position

In line with budget, the Roundtable can set up a Coordination position in order to support the Board, working groups as well as other Roundtable activities.

The Coordination position has to actively support the Roundtable objectives.

The Board is in charge of personnel management and defines tasks, authority and the mandate for managing the Coordination position. In particular the Coordination position is in charge of general accounting as well as profit and loss statements. The Coordination position participates in Board meetings as a permanent non-voting guest.

§ 4 Working groups and projects

Members can, individually or together with other Members, initiate activities that are in line with the objectives of the Roundtable. In consultation with the Board, Members can also establish working groups. It is mandatory that each working group has a chairperson.

The Chairperson reports transparently to the Board and/or the General Assembly about working groups and their results.

§ 5 Knowledge platform

In addition to the website, the Roundtable operates an internal and Members-only knowledge platform. Unless otherwise agreed guests have no access.

§ 6 Implementation of the commitment

Once a year, usually prior to the General Assembly, Members must (informally) report about their activities and how those support the objectives and the Commitment of the Roundtable. The Board compiles key questions for a written documentation of activities. The General Assembly acts as a forum for and encourages an active dialogue and exchange of ideas and activities. In the absence of any form of presentation, and following on from a formal request to deliver a presentation, the Board shall discuss the exclusion of a Member. The exclusion shall take place no later than 2 years following a General Assembly.

§ 7 Membership fees

Membership fees are payable annually in January following receipt of a Membership invoice. If a Member joins during the year, a pro-rata Membership fee will be invoiced.

§ 8 Publication

These by-laws will be published on the internal knowledge platform.