



MEMORANDUM OF UNDERSTANDING

Hearing Impairment Professionals European Network

§1. Title

HIPEN is a network of organisations within the EU which are particularly active in providing services for people with hearing impairments (for example: rehabilitation, education, employment, vocational training, and research).

§ 2. Aims

HIPEN exists to develop and promote the activities of the mentioned service providers in their work to improve the position of people who have hearing impairments.

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

§ 3. Objectives

HIPEN has the following objectives:

- To exchange and develop with Members models of **best practice** in the field of **education and training for people of all ages who are deaf/hearing impaired**.
- To **lobby within the EU** in order to promote our activities and interests as professional workers in the education and training of people who are deaf/hearing impaired, including raising public awareness of the needs of deaf and hearing impaired people.
- To **develop and, where appropriate, manage projects** on specific topics in which Members are interested, with funding from external sources.
- To support **work groups** with Members from each organisation in order to develop models of best practice and ideas for such projects.
- To establish and coordinate **communications** to the best appropriate standard between Members and within the network.

§ 4. Methodology

- a. Twice a year a General Meeting of Members will be held (preferably in varying locations in one of the participants' organisations)
- b. Every year a working programme will be developed and confirmed by the Members
- c. Every year a budget will be established by the Members
- d. A co-ordination point will be established which will, as a minimum, carry out the following tasks :
 - Providing information and documentation through appropriate means of communication
 - Exploring possibilities of raising funds
 - Coordinating network actions
 - Supporting and preparing meetings of the network and the Board

A coordinator will be nominated by all the Members of the network to put into effect Board decisions according to the objectives defined in § 4 d.

The coordinator will report to the President and Members of the Board and will work in accordance with their instructions.

§ 5. Representation

Every organisation will be represented by their director or a nominated alternative person who will have authority to take decision and act for this organisation. The director can be accompanied by a staff member or a manager.

Application for Membership will be submitted to the Board for acceptance.

§ 6. Board

Composition

The Board will consist of four Members who will be nominated from amongst the Directors of the Organisations and who will be elected at **HIPEN** General Meetings.

The four Board Members will be:

- President
- Vice President
- Treasurer
- Secretary

Responsibilities

The Board will be responsible for the objectives and activities mentioned in § 3 and § 4.

The elected Board Members will be in office for a period of two years and may be proposed for re-election.

The Board will meet twice a year and will make an annual report of **HIPEN's** activities to Members and for dissemination of **HIPEN's** activities..

The focus of the Board will be the development of a strategic plan and its implementation.

A period of office of a board member may be terminated by a simple majority of all members.

§ 7. Decision making

Decisions will be made by a simple majority of the Members with a quorum of 67% of members.

In the event of a tie, the president's vote will be considered binding.

§ 8. Finances

Every year a budget will be approved by the Members.

At the same time the resulting contribution per organisation will be confirmed by the Members.

The Board will be authorised to take any financial decisions which become necessary between such Meetings and report to the members.

Every half year the treasurer will provide an account of income and expenditure during the previous half year and will present a budget for the forthcoming financial period.

§ 9 Membership

The procedures and regulations for Membership in **HIPEN** are specified in **Appendices A** and **B** of this document.

This Memorandum of Understanding was approved by the following Member Organisations at the 2nd Meeting on 8th January 2007 of the Network in Kremnica (Slovakia).

APPENDIX A

This Appendix corresponds to § 9 of the Memorandum of Understanding and was approved on January 8th 2007 during the 2nd meeting of the network in Kremnica (Slovakia)

Membership of HIPEN

General principles

Membership is available to organisations providing services for people with hearing impairments..

Members acknowledge that the network focuses on issues concerning hearing impairment.

Each Member must approve the Memorandum of Understanding

Each Member agrees to pay the contribution sum as established by the Membership (see § 8 above).

Procedures

The candidate organisation for Membership will send a request to the Board in which are made clear the activities of the organisation and the reasons for applying for Membership.

The Board will decide whether this organisation might be a potential candidate. If so, a delegation of the Board together with the coordinator will contact the organisation to discuss the application.

Based on the report of the delegation, the Board will accept or decline the application of the candidate organisation.

The Board will send the decision to the candidate organisation who countersigns the memorandum of understanding and returns to the board.

APPENDIX B

This Appendix corresponds to § 9 of the Memorandum of Understanding and was approved on January 8th 2007 during the 2nd meeting of the network in Kremnica (Slovakia)

Termination of Membership

1. Termination of Membership by a member

Every member of **HIPEN** can terminate its Membership at the end of each calendar year.

To terminate its Membership, the director of the organisation concerned has to inform the President of the Board by written notice before September 30th of the current year.

2. Termination of Membership by HIPEN

Termination of an organisation's membership may take place as a final procedure of the Board if a member:

- a) does not pay the agreed contribution for more than 1 year
- b) violates its duties or obligations according to **HIPEN**
- c) violates the interests and the general aims of **HIPEN**

Such termination has to be done in written form, stating the reasons.

The director or general manager of the organisation concerned will have the opportunity to explain the situation to the Board Members and to find a joint solution to the situation.

If no agreement can be achieved between the Board Members and the organisation concerned, the Board and the directors alone of all other member organisations will, decide, by secret vote, if membership of the organisation concerned should be terminated.

This decision will be made by a simple majority of those voting. If termination of Membership is decided, this decision will be immediately applicable.

The director of the excluded organisation will be informed in writing by the Board about the termination, as will all Members of **HIPEN**. The financial contributions of the terminated member will not be refunded.

APPENDIX C

List of Members

CENTRE CHARLOTTE BLOUIN (F)

AURA INSTITUT (FI)

SPECIALNY OŚRODEK SZKOLNO-WYCHOWAWCZY DLA DZIECI
NIESLYSZACYCH (PL)

SCOALA SPECIALA pentru DEFICIENTI de AUZ nr.1 CLUJ NAPOCA (RO)

ZÁKLADNÁ ŠKOLA INTERNÁTNA PRE SLUCHOVO POSTIHNUTÝCH VILIAMA
GAŇU KREMNICA (SK)

JOHN HARRIS, COORDINATOR