



## Statutes of *DIE HANSE*

### Art. 1

#### Name, Headquarters, Business Year

1. The grouping of the Hanseatic Cities in the International Hanseatic League shall bear the name *DIE HANSE*, or may in English also be called the "Hansa".
2. The headquarters of *DIE HANSE* shall be the city/municipality which provides the President of the Assembly.
3. The business year of *DIE HANSE* shall be the calendar year.

### Art. 2

#### Purpose and Goals

1. The purpose of *DIE HANSE* shall be to act in the spirit of the border-transcending idea of the Hanseatic League and the associated historical experience, in order to revive the spirit and the ideas of the European city/municipality, to promote the self-awareness of the Hanseatic cities, and to develop cooperation between them, with the goal of making a contribution to the economic, cultural, social and governmental unification of Europe, thus strengthening their self-awareness so that they can play their part as a place of living democracy.
2. *DIE HANSE* is to pursue in particular the following activities in order to develop and fulfil these purposes and objectives:
  - Public relations activities, to highlight aspects which are shared by the Hanseatic cities
  - Exchanges in culture and traditions
  - Transfer of knowledge, social experience and information
  - Strengthening of business and trading contacts
  - Involvement of young people (Youth Hansa) in the development of *DIE HANSE*

### Art. 3

#### Membership

1. Membership of *DIE HANSE* is open to any town, city or municipality which belonged to the historic Hanseatic League, was related to it, or in which Hanseatic trading posts or representative bodies were located for a considerable period of time.
2. Application for membership of *DIE HANSE* shall be submitted to the Commission in writing by the responsible bodies of the city, town or municipality.  
  
Decisions on admission as a "member city" (the term "member city" shall include member cities, towns or municipalities) shall be made by the Assembly on proposal by the Commission.
3. Hanseatic cities already active in *DIE HANSE* are to confirm their membership by signing the present Statutes.
4. Any retirement from *DIE HANSE* is to be notified to the Hansa Office by the member city in question.

5. Any exclusion of a member city shall be made by resolution of the Assembly, giving reasons, with a majority of 2/3 of the members of *DIE HANSE*.

If less than 2/3 of *DIE HANSE* members are present at a Assembly which is to adopt a resolution on exclusion of a member city, it shall be possible within a period of 3 months to hold an extraordinary Assembly, which is then entitled to adopt a resolution on such exclusion regardless of the number of member cities present, by a 3/4 majority of member cities present.

In the event that such extraordinary Assembly is held, specific reference to this voting rule shall be made in the invitation.

#### **Art. 4**

##### **Bodies and Institutions**

1. *DIE HANSE* shall have the following bodies:

- Assembly
- Commission
- Council (President, 1<sup>st</sup> Vice-President and 2<sup>nd</sup> Vice-President)

2. *DIE HANSE* shall have the following institutions:

- Hansa Office
- Hansa Convention
- Project Groups
- Youth Hansa

#### **Art. 5**

##### **Assembly**

1. The Assembly shall comprise the delegates of the individual member cities. Each member city shall be entitled to appoint delegates. These shall be notified to the Hansa Office in writing by the member city delegating them.

The members of the *HANSE-Gilde* (Hanseatic Guild) and the members of the Youth Hansa shall be entitled to participate at Assembly meetings in a consultative role.

2. The Assembly shall meet once a year on written invitation by the President, during the Hansa Convention. The agenda shall be specified in the invitation; the invitation shall be issued at least two months before the date of the Assembly.

3. Management for the Assembly shall be conducted by the Hansa Office in close consultation with the city/municipality which prepares and conducts the Hansa Convention. Minutes shall be kept of the meeting of the Assembly, and shall be signed by the President and by the minute keeper provided by the Hansa Office. Copies of the minutes shall be sent to all member cities of *DIE HANSE*.

4. The Assembly shall be quorate regardless of the number of member cities present.

5. Each member city shall have one vote.

The resolutions of the Assembly shall be adopted by the majority of members present and entitled to vote, unless otherwise regulated in the present Statutes. Abstentions shall be regarded as votes not cast. In the event of parity of voting, the motion for resolution shall be considered to be rejected.

6. The Assembly shall deal with all issues and problems of the member cities of *DIE HANSE*. In particular, the Assembly shall be responsible for:

- a) Acceptance of new member cities

- b) Exclusion of member cities
  - c) Changes in the Statutes, and termination of *DIE HANSE*
  - d) Election of the Council on proposal by the Commission
  - e) Election of the President on proposal by the Commission
  - f) Selection of the city to hold the Hansa Convention on recommendation by the Commission
  - g) Acceptance of projects of *DIE HANSE* on proposal by the Commission
  - h) Supervision of the Commission and the Council
  - i) Moral and financial support of the Youth Hansa
  - j) Award of honorary membership on proposal by the Commission, after prior deliberation in the Council
7. The Assembly shall be chaired by the President.

## **Art. 6 Commission**

1. The Hanseatic cities in each of the countries having members shall elect **one** of their Hanseatic cities (or in the case of Germany: **five** of their Hanseatic cities) to represent them in the Commission.

Seats and votes in the Commission shall be allocated to the following countries, where active member cities are currently represented, and to the Youth Hansa and the Council, as follows:

<b>Country</b>	<b>Seats</b>
Germany	5
Finland	1
Norway	1
Sweden	1
Netherlands	1
Poland	1
Belgium	1
England	1
Russia	1
Estonia	1
Latvia	1
Lithuania	1
Belarus	1
France	1
Iceland	1
Scotland	1
Youth Hansa	1
Council	5
<b>TOTAL</b>	<b>26</b>

The Commission shall automatically be enlarged by one seat with the addition of any country not previously represented.

In addition, invitations to attend meetings of the Commission as consultative members shall be issued both to the city which organised the last Hansa Convention and to the three cities which are to organise the next three Hansa Conventions.

The *HANSE*-Gilde (Hanseatic Guild) shall likewise have the right to attend meetings of the Commission in a consultative role, with one delegate.

2. The members of the Commission shall be elected for a term of three years.

In good time before expiry of said term, the countries shall hold further elections to choose the Hanseatic cities by which they wish to be represented in the Commission. Re-election of Commission members is admissible.

3. The Commission shall be chaired by the President. He/she shall have the support of two Vice-Presidents.

4. The Commission shall meet at least twice a year.

5. The Commission shall in particular have the following tasks:

- Right of proposal to the Assembly for election of the Council
- Preparation of the next Hansa Convention
- Preparation of the Assembly
- Elaboration of concrete proposals to be put to the Assembly with respect to the policy and organisation of *DIE HANSE*
- Supervision of policy decisions and of further development of policy
- Consultation and coordination of project work of *DIE HANSE* after prior deliberation by the Council
- Submission to the Assembly of recommendations for implementation of projects.

6. The Commission shall be quorate if more than half of its members are present. It shall make its decisions by simple majority of members present and entitled to vote. Abstentions shall be regarded as votes not cast.

In the event of parity of voting, the President shall have the casting vote.

7. The Commission shall meet on written invitation by the President.

The agenda shall be specified in the invitation; the invitation shall be issued not later than one month before the date of the meeting.

8. Management of the Commission shall be conducted by Hansa Office, in close consultation with the city/municipality hosting the Hansa Convention.

Minutes shall be prepared of the meetings of the Commission, and signed by the President and by the minute keeper provided by Hansa Office.

Copies of the Minutes shall be sent to all member cities of *DIE HANSE*.

## **Art. 7**

### **Council**

1. The Council comprises the President and four representatives from different Hanseatic cities. The President shall bear the title "Vormann" and shall be the Chairperson of the Council. The President shall be the Mayor of the Hanseatic City of Lübeck.

The Council shall appoint from its number, for the duration of the electoral term, one 1<sup>st</sup> Deputy and one 2<sup>nd</sup> Deputy. The President shall be the Mayor of the Hanseatic City of Lübeck, as determined by the present Statutes.

2. The Council shall be elected by the Assembly, with the exception of the President. Direct proposals from the Assembly shall be admissible. The Council shall have members from at least three European countries.

The term of office of the Council shall be identical with the term of office of the Commission. Re-election of Council members shall be admissible.

Until the Council has been constituted, business shall be conducted by the previous President.

3. The Council shall have the following tasks:

- Preparation of the Commission meetings
- Preparation of the Assembly
- Consultation and agreement, and coordination, of the projects of *DIE HANSE*, whereby the Council shall make recommendations to the Commission regarding the individual projects.  
The final decision on conduct of projects shall be vested in the Assembly.
- Rapid decisions on urgent projects
- Right of proposal for award of honorary membership of *DIE HANSE*
- Emergency decisions  
Urgent and emergency decisions shall be subject to subsequent confirmation by the Commission or the Assembly.

4. The Council shall meet on invitation by the President or on joint invitation by the two Vice-Presidents.

5. Management for the Council shall be conducted by the Hansa Office, in close consultation with the host city/municipality.

6. Decisions shall be made by the Council by a majority of its members; in the event of parity, the President shall have the casting vote.

7. Minutes shall be prepared of meetings of the Council. The Minutes shall be signed by the President and by the minute keeper provided by the Hansa Office.

Copies of the Minutes shall be sent to all member cities represented in the Commission.

## **Art. 8**

### **Hansa Office**

1. A Hansa Office shall be set up for conduct of all business of *DIE HANSE*.

2. The Hansa Office shall be assigned to the domicile of *DIE HANSE* and thus to the city/municipality which provides the President.

3. All minutes of bodies of *DIE HANSE* shall be communicated to members by posting on the website, and shall be recorded there in an electronic archive.

## **Art. 9**

### **Hansa Convention**

1. A principal task of *DIE HANSE* shall to conduct the Hansa Convention, which is to be held at intervals to be determined.

Members of *DIE HANSE* may apply as candidates to hold the Hansa Convention.

2. The purpose of the Hansa Convention is to give the host city/municipality an opportunity to present its traditions and history and its cultural and economic importance in appropriate form to a wide audience.

3. The selection decision for the city to hold the Hansa Convention shall be made by the Assembly on recommendation of the Commission.

4. Funding of the Hansa Convention shall be provided by the city/municipality holding the Hansa Convention.

5. The host city/municipality shall invite all member cities to the Hansa Convention.

The host city shall also be responsible for preparation, arrangement and conduct of the Hansa Convention.

Host cities shall in their conduct of the Hansa Convention strictly observe that all member cities of *DIE HANSE* are able to participate, whereby financial capability is to be included. Host cities are under an obligation to exercise extreme cost discipline, in particular in their relations with participating cities/municipalities.

## **Art. 10**

### **Project Groups**

1. Specific projects are to be carried out for implementation of the tasks and achievement of the goals of *DIE HANSE*.

2. Every member city of *DIE HANSE* shall be entitled, either alone or together with other cities (including non-Hanseatic cities) to submit a project proposal to the Council. Following prior consultation with the Council, the Assembly shall decide on recommendation by the Commission whether or not the proposed project is to be conducted.

3. A Project Group shall be established for every project proposal, and thus also for possible conduct of the project itself if approved; this Project Group shall comprise representatives of at least five member cities of *DIE HANSE*. The Project Group shall from among its number elect a Chairperson, a Secretary and a Treasurer.

For every project proposal, an Implementation Plan, a Cost Estimate and a Cost Covering Plan shall be prepared.

4. Every Project shall be assigned to one Commission Member for supervision. In addition, the Chairpersons of the respective Project Groups shall be advisory Members of the Commission.

5. All proposals relating to subsidies, sponsorship money and funds for individual projects, and all proposals for funding of projects, shall be submitted by the Chairpersons of the Project Groups to the Commission for final decision.

6. During the conduct of the projects, reports shall be made by the Chairpersons of the Project Groups to the Assembly after preliminary deliberation in the Commission.

7. After completion of every project, a concluding report with a financial overview and a final declaration shall be submitted to the Assembly following recommendation by the Commission.

## **Art. 11**

### **Honorary Membership**

1. Honorary membership of *DIE HANSE* is intended to honour the work and commitment of a person for *DIE HANSE*. The award of honorary membership should be a very special honour for outstanding commitment and exceptional services to *DIE HANSE*, in keeping with Art. 2 of the present Statutes.

2. Nominations for the award of honorary membership of *DIE HANSE* may be made by member cities. Such nominations shall be addressed in writing to the Council, indicating

reasons. After prior deliberation in the Council, the Assembly shall make the decision with respect to award of honorary membership of *DIE HANSE* on proposal by the Commission.

3. A person receiving this honour is to be invited to the award ceremony by the city for which that person was acting.
4. The award of the honour shall be made by the President of *DIE HANSE* during the Assembly.
5. The person receiving this honour shall be presented with a Certificate of Honorary Membership signed by the President of *DIE HANSE* and by the 1<sup>st</sup> and 2<sup>nd</sup> Vice-President.
6. Honorary Membership entails no specific rights or duties for the Honorary Member. Honorary Members shall receive invitations to the Hansa Convention.

## **Art. 12 Youth Hansa**

The Youth Hansa shall establish its own Statutes, which shall be a part of the Statutes of *DIE HANSE*.

## **Art. 13 Membership fee, Administrative costs, Project costs**

1. *DIE HANSE* shall charge no membership fee.
2. The administrative costs for the Hansa Office shall be borne by the city which is the headquarters of *DIE HANSE*.
3. The general administrative costs and expenditures incurred by the cities by their participation in projects, in the Commission, in the Council, in the Youth Hansa, in the Assembly or by their attendance at the Hansa Convention, shall be borne by the respective cities themselves.
4. Under no circumstances will administrative costs or other expenditures be financed by means of contributions from the member cities of *DIE HANSE*.
5. Funding of projects shall be borne by the cities that support and conduct the respective projects. Such cities shall divide up the costs among themselves on a pro-rata basis, unless otherwise agreed by such cities among themselves.  
The contributions of the cities and municipalities participating in the project shall be taken into the cost covering plan, including costs of personnel employed and administrative costs.
6. Cities which are not involved in conduct of a project and which do not support such project cannot be required to participate in funding of such project.

## **Art. 14 Amendments to Statutes, and Termination of *DIE HANSE***

1. Any amendment to the Statutes shall require the approval of 2/3 of delegates present. Any resolution on termination of *DIE HANSE* shall require the approval of 2/3 of the members of *DIE HANSE*.
2. If less than 2/3 of the members of *DIE HANSE* are present at a Assembly where a vote is to be taken on termination of *DIE HANSE*, an extraordinary Assembly may be held within 6 months thereafter; at that extraordinary Assembly the termination of *DIE HANSE* may be resolved by a 3/4 majority of member cities present, regardless of the number of member cities present.

This voting regulation shall be specifically indicated in the invitation to such extraordinary Assembly.

3. In the event of termination of *DIE HANSE*, a resolution shall at the same time be adopted on the purpose to which any existing assets of *DIE HANSE* are to be put.

**Art. 15**  
**Entry into force**

The Statutes shall enter into force at the end of the Hansa Convention 2000.

The present Statutes are adopted by the signatures of the delegates of *DIE HANSE* set out below.

*The present Statutes in the version shown here include the alterations adopted during the Hansa Convention 2005 and enter into force with the completion of the Hansa Convention 2005 in Tartu.*