



Protocol EGEA Association

2019

PROTOCOL

Preamble

The Protocol is a detailed version of the Statutory Base; however, it is not the purpose of this document to repeat the Statutory Base. It serves to understand more in detail how the Association functions. If a Statutory Base article does not require any more explanation, then the corresponding article in the Protocol repeats the Statutory Base without additional changes. From now on articles marked with (SB X.X.) are supposed to be taken from the Statutory Base and may be modified only in accordance with the Statutory Base changing procedures. The Protocol must not be in contradiction with the Statutory Base.

NAME AND SEAT

Article 1

1.1. (SB 1.1.)

1.2. (SB 1.2.) The Association is registered at the Chamber of Commerce under association number 30270095.

VISION, MISSION AND VALUES

Article 2

2.1. (SB 2.1.)

2.2. (SB 2.2.)

2.3. (SB 2.3.)

2.4. The Association acts in accordance to its Code of Conduct, refer to Appendix E.

OBJECTIVES

Article 3

3.1. (SB 3.1.)

3.2. (SB 3.2.) To organise one regional congress per region.

3.3. (SB 3.3.)

3.4. (SB 3.4.)

DURATION

Article 4

4.1. (SB 4.1.)

4.2. (SB 4.2.)

MEMBERSHIP & ENTITIES

MEMBER ENTITIES

Article 5

5.1. (SB 5.1.)

5.2. (SB 5.2.) Each city is allowed to have one entity unless the General Assembly decides differently.

5.3. (SB 5.3.) In accordance with SB Article 5.3 changes to the following protocol articles: 5.3.1., 5.3.2, 5.3.3, 5.3.4 require a 2/3 majority of the General Assembly.

5.3.1. Member entities are to fulfil the following membership criteria between the first day of the General Assembly at the Annual Congress and the first day of the General Assembly at the Annual Congress of the following year to retain the status:

- a. Send a representative to the General Assembly and Regional Meeting at the Annual Congress or the Regional Meeting at the Regional Congress.
- b. Express its vote at the General Assembly.
- c. Express its vote at all statutory votes (besides the General Assembly).
- d. Maintain good communication between CP and RCP/RA, Board of EGEA and other official bodies. This means that the entity answers to all messages (primarily through the official email) with requests for information and/or further detail. This is to be assessed by the RCP/RA in charge of the entity.
- e. Send updated CP information to the Regional Team each year and organise CP elections at least once every two years.
- f. Send a representative to more than half of the regional online e-meetings and take active participation in the meetings.
- g. Send the requested information for the Annual Report and the Entity Survey within the time limit given by the Regional Teams.
- h. Organise an event which involves at least one other entity or host an exchange.
- i. Send a representative to an EGEA event which involves at least one other entity (excluding the Annual Congress and the Regional Congress of the respective region).
- j. Have at least three individuals in the entity ensuring that the other membership criteria are being fulfilled. This is to ensure that one person entities are harder to become a reality as there should always be other people for support and to avoid that it is always the same person fulfilling all criteria.

5.3.1.1. All the criteria are worth one point each, except point b. "Express its vote at the General Assembly.", which is worth 2 points.

5.3.1.2. In the case of the Annual Congress not being held within the given time frame the Regional Contact Persons may decide to evaluate the relevant points before an online General Assembly, held in accordance with Appendix A Part III.

5.3.2. For a member entity fulfilling less than eight (8) out of the eleven (11) criteria the prefix "less active" will be added before member entity. For

entities that were accepted in the previous General Assembly at the Annual Congress, only six (6) out of eleven (11) criteria need to be fulfilled.

The entity will also become “less active” if they have less than 2 active people. The status of “less active” member entity means that they keep all their member entity rights.

5.3.3. If a less active member entity fulfils eight (8) out of the eleven (11) criteria the following year, they will no longer be considered as “less active” member entity.

However, failure to complete eight (8) out of the eleven (11) criteria the following year will result in the entity being proposed for discharging.

5.3.4. The membership criteria are assessed by the Regional Contact Persons.

20 days before the General Assembly at the Annual Congress an updated list of entities and their status is published and any member entities that have a change in status are notified by email at the same time. The status of an entity can be updated until the beginning of the General Assembly at the Annual Congress.

5.4. (SB 5.4.) Once an entity has been discharged it may reapply to become a member entity during the year following the General Assembly at the Annual Congress where they were discharged and must follow the same establishment process as new entities in order to be proposed to the General Assembly at the Annual Congress for acceptance as a member.

CANDIDATE ENTITIES

Article 6

6.1. (SB 6.1.)

6.2. (SB 6.2.)

6.3. (SB 6.3.) Candidates can have right and duties of members, except voting rights, if decided so by the Board and/or the General Assembly, upon consultation with all involved parties.

6.4. (SB 6.4.) Candidates are divided into two groups, depending on their progress of establishing an entity.

6.4.1. Prospective entities are candidate entities that contacted the Board or the Regional Contact Person addressing their wish to become a member of the Association, but have not yet been nominated for approval as member entity by the Regional Contact Persons.

6.4.2. Nominated entities are candidate entities and former prospective entities that have sent their motivation letter which has been accepted. They have been nominated for approval as member entity by the Regional Contact Persons and their nomination has been approved by the Board. Nominated entities are voted upon at the General Assembly at the Annual Congress to become member entities.

6.5. (SB 6.5.) Candidate entities are to fulfil the following criteria between the first day of the General Assembly at the Annual Congress and the first day of the General Assembly at the Annual Congress of the following year to become a member entity:

- a. Maintain good communication between CP and RCP/RA, Board of EGEA and other official bodies. This means that the entity answers to all messages (primarily through the official email) with requests for information and/or further detail. This is to be assessed by the RCP/RA in charge of the entity.
- b. Nominate two Contact Persons who will always keep in touch with their Regional Team and inform it about changes taking place.
- c. Make use of the official entity email address ([entity name]@egea.eu) as soon as the motivation letter is accepted.
- d. Ensure that contact information (postal address and CPs) on the entity page of the EGEA website is correct.
- e. Send a representative to more than half of the regional online e-meetings and take active participation in the meetings.
- f. Promote EGEA on the local level.
- g. Attend an EGEA event which involves at least one other entity.

h. Have at least three individuals in the entity ensuring that the other membership criteria are being fulfilled. This is to ensure that one person entities are harder to become a reality as there should always be other people for support and to avoid that it is always the same person fulfilling all criteria.

6.5.1. In the case of the Annual Congress not being held within the given time frame the Regional Contact Persons may decide to evaluate the relevant points before an online General Assembly, held in accordance with Appendix A Part III.

6.5.2. Nominated candidate entities that fulfil at least six (6) out of eight (8) criteria are proposed to the General Assembly at the Annual Congress to become a member entity.

6.5.3. The criteria for candidate entities are assessed by the Regional Contact Persons. Twenty (20) days before the General Assembly at the Annual Congress, an updated list of candidate entities and their status is published and any candidate entities that have a change in status are notified by email at the same time. The status of a candidate entity can be updated until the beginning of the General Assembly at the Annual Congress.

Article 7

7.1. (SB 7.1.) For administrative reasons, the countries within the Association are divided into four regions. Each entity can apply to enter or change a region which must be approved by the General Assembly.

The recommended division of the regions is the following:

7.1.1. Western Region: Austria, Belgium, France, Germany, Ireland, Luxembourg, Liechtenstein, the Netherlands, Switzerland, United Kingdom.

7.1.2. North & Baltic Region: Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway, Russia, Sweden.

7.1.3. Eastern Region: Armenia, Azerbaijan, Belarus, Bulgaria, Czechia, Georgia, Hungary, Moldova, Poland, Romania, Russia, Slovakia, Ukraine.

7.1.4. Euro-Mediterranean Region: Albania, Andorra, Bosnia and Herzegovina, Croatia, Cyprus, France, Greece, Israel, Italy, Kosovo*, Malta,

Monaco, Montenegro, North Macedonia, Portugal, San Marino, Serbia, Slovenia, Spain, Turkey.

*This designation is without prejudice to positions on status, and is in line with UNSCR 1244/99 and the ICJ Opinion on the Kosovo declaration of independence.

It is also possible for entities from other countries not mentioned above to join the Association.

7.2. (SB 7.2.)

7.3. (SB 7.3.)

7.3.1. To nominate two contact persons at least one of whom will always keep in touch with their Regional Contact Person and inform it about changes taking place.

7.3.2. To inform their regional contact person about all activities which have been planned, organized or taken place so the regional contact persons will get a general overview of the situation of the region.

7.3.3. To inform their regional contact person about any changes of address or contact persons of their entity.

MEMBERSHIP FEE

Article 8

8.1. (SB 8.1.) A fixed 5% of the annual congress fee goes to the Association.

GENERAL ASSEMBLY (refer to Appendix A)

Article 9

9.1. (SB 9.1.)

9.2. (SB 9.2.)

9.3. (SB 9.3.)

9.4. (SB 9.4.)

9.5. (SB 9.5.)

Article 10

10.1. (SB 10.1.)

10.2. (SB 10.2.)

10.3. (SB10.3.)

10.4. (SB 10.4.)

10.5. (SB 10.5.) The procedure of obtaining an absolute majority should be applied to all elections in the Association between persons or members where there are more than two candidates, including votes taking place outside of the General Assembly. This includes (but is not restricted to) the elections of the positions in the Board, of the Regional Contact Persons, and of congress organising entities. Elections for two or more equivalent positions within the same body, such as (but not restricted to) committee representatives, are excluded from this procedure and should be voted with a block vote.

10.6. (SB 10.6.)

10.7. (SB 10.7.)

BOARD

Article 11

11.1. (SB 11.1.)

11.2. (SB 11.2.)

11.3. (SB 11.3.)

11.4. (SB 11.4.)

11.5. (SB 11.5.) If one of the board members resigns or is unable to fulfil his/her task, the remaining members will re-divide the functions among themselves. If the Board as a whole decides to resign or is unable to fulfil its task, the former Board will deal with the current affairs until the next General Assembly.

11.6. (SB 11.6.)

11.7. (SB 11.7.)

11.8. (SB 11.8.) The main duties of the Board are:

11.8.1. THE PRESIDENT:

11.8.1.1. Is the general representative of the Association.

11.8.1.2. Insures good connections between the Board members.

11.8.1.3. Verifies the accomplishment of the Board members' duties.

11.8.1.4. Is the main link between the Board and the Supporting Roles.

11.8.1.5. Informs all entities about the situation of the Association.

11.8.1.6. Expresses the Board's point of view or decisions concerning the Association (during the General Assembly and during other activities if required).

11.8.2. THE VICE-PRESIDENT:

11.8.2.1. Acts as the president in his/her absence.

11.8.2.2. Verifies the accordance of the actions and decisions of the Board with the Statutory Base and Protocol of the Association.

11.8.2.3. Checks and, if necessary, coordinates the adjustment of the Protocol and Statutory Base after the General Assembly and sends the adjusted Protocol and Statutory Base to all members.

11.8.2.4. Coordinates and controls the work of the committees and projects.

11.8.3. THE SECRETARY:

- 11.8.3.1.** Holds and updates the address list of the members together with the Regional Contact Persons.
- 11.8.3.2.** Prepares the written minutes of the Board meetings, distributes them to the other Board members and the Advisory Board within a week and makes them public.
- 11.8.3.3.** Summarizes the reports of the actions of the Board members to present them at the General Assembly.
- 11.8.3.4.** Coordinates the finalisation of the notes of the General Assembly and makes them public.
- 11.8.3.5.** Is the main link between the Board and the Regional Contact Persons, delivering information concerning the work of the Board to the Regional Contact Persons on a regular basis, or whenever requested by the Regional Contact Persons.
- 11.8.3.6.** Is in charge of archiving the important digital documents of the Association in cooperation with the Secretariat Coordinator.
- 11.8.4. THE TREASURER:**
- 11.8.4.1.** Is obliged to take care of all financial matters within the Board.
- 11.8.4.2.** Is in control of the Association's account.
- 11.8.4.3.** Makes a financial year report for the previous financial year before the General Assembly.
- 11.8.4.4.** Makes a budget for the next year before the General Assembly, in collaboration with the Board elect.
- 11.8.4.5.** Presents the financial year report and the budget, when approved by the Board, to the Financial Control Commission. The financial report is submitted at the latest 30 days before the General Assembly. The budget is submitted at the latest 14 days before the General Assembly.
- 11.8.4.6.** Submits the balance sheet and copies of all bills and notes or the amounts of money mentioned in this balance sheet to the members of the Financial Control Commission at least 30 days before the General Assembly.
- 11.8.4.7.** Sees to the payment of debts incurred by the Board.
- 11.8.4.8.** Tries to raise money for the Association.

- 11.8.4.9.** Makes any necessary alterations at the bank involving the Board, including changes in signing power.
- 11.8.4.10.** Informs about the financial situation at the board meetings.
- 11.8.4.11.** If requested, informs the Financial Control Commission about the financial situation of the Association.
- 11.8.5. THE EVENT & PUBLIC RELATIONS ADVISOR:**
- 11.8.5.1.** Is responsible for improving the image and visibility of the Association while acting as a support to event organisers within the Association.
- 11.8.5.2.** Supports and liaises with Annual and Regional Congress organisers.
- 11.8.5.3.** Develops Public Relations and external communication strategies, by working together with the five congress coordinators, and helping them to promote the congress and the Association externally.
- 11.8.5.4.** Informs the other members of the Board about the situation of the organisational process of the five congresses.
- 11.8.5.5.** Builds a Public Relations campaign, ensuring the presence of the Association in the media, as well as developing and maintaining the Association's public image.
- 11.8.6. Duties to be divided among the members of the Board**
- 11.8.6.1.** To appoint contact persons for external partners.
- 11.8.6.2.** To appoint a contact person for EGEA Alumni.
- 11.8.6.3.** To appoint a person to coordinate and control the Project Pool.
- 11.9.** Board members can be elected only once to any position in the Board, except if there is no candidate for replacement.
- 11.10. Procedure for electing Board members:**
- 11.10.1.** The open call for candidates for the positions of President, Vice-President, Treasurer, Secretary and Event and Public Relations Advisor starts on 1 May.
- 11.10.2.** Candidates for the positions of President, Vice-President, Treasurer, Secretary and Event and Public Relations Advisor can apply until 31 May by sending an application via e-mail to the Board of EGEA.

11.10.3. Candidates for the positions of President, Vice-President, Treasurer, Secretary and Event and Public Relations Advisor apply for one specific Board function.

11.10.4. Candidates for the positions of President, Vice-President, Treasurer, Secretary and Event and Public Relations Advisor cannot apply for the positions of Regional Contact Person in the same year when they apply for Board functions.

11.10.5. The Board publishes all the applications at the same time when the deadline has passed. This should happen within 24 hours after the deadline has passed.

11.10.6. An application should contain at least the following points: EGEA experience, study and work background, skills and competences, motivation to apply and time availability.

11.10.7. Member entities vote on the candidates for the positions of President, Vice-President, Treasurer, Secretary and Event and Public Relations Advisor by e-voting or during e-meeting(s). The results should be known and officially announced by 15 July of each year.

11.10.8. After announcing the results, the selected candidates are proposed to become the new Board, in line with the procedure of the Protocol, Appendix A.

11.10.9. After the selection procedure, the Board introduces the elected Board to the tasks and responsibilities of the Board in order to facilitate an efficient knowledge transfer.

11.10.10. The elected Board takes over full responsibility as the new Board after being approved by the General Assembly.

Article 12

12.1. (SB 12.1.) In case the General Assembly cannot be organized, the Board continues implementing its tasks until the next General Assembly.

12.2. (SB 12.2.)

Article 13

13.1. (SB 13.1.)

13.2. (SB 13.2.)

FINANCES

Article 14

14.1. (SB 14.1.)

14.2. (SB 14.2.)

14.3. (SB 14.3.)

14.3.1. The Regional Meetings of each region held at the Annual Congress may nominate a representative for the Financial Control Commission to be approved by the General Assembly.

14.4. (SB 14.4.)

14.5. (SB 14.5.)

14.5.1. In addition, at the General Assembly, the Board shall give a general financial overview for the time period between the first of July and the General Assembly. The Commission shall then report its findings to the General Assembly.

14.6. (SB 14.6.)

14.6.1. The Regional Contact Persons submit the balance reports for the Regional Congresses of the current year within 60 days after the last day of the respective Regional Congress. The Financial Control Commission checks the balance report of the Regional Congresses based on the bills and notes submitted by the Regional Contact Persons, and reports the conclusions to the General Assembly.

14.6.2. Members of the current Advisory Board, the previous Annual Congress organising entity(ies) and of the current Regional Congress organising entity(ies) cannot take part in the Financial Control Commission.

14.7. (SB 14.7.)

STATUTORY BASE CHANGE

Article 15

15.1. (SB 15.1.)

- 15.2. (SB 15.2.)
- 15.3. (SB 15.3.)
- 15.4. (SB 15.4.)
- 15.5. (SB 15.5.)

DISSOLUTION AND WINDING UP

Article 16

- 16.1. (SB 16.1.)
- 16.2. (SB 16.2.)
- 16.3. (SB 16.3.)
- 16.4. (SB 16.4.)
- 16.5. (SB 16.5.)
- 16.6. (SB 16.6.)

RULES & REGULATIONS

Article 17

- 17.1. (SB 17.1.)
- 17.2. (SB 17.2.)
- 17.3. (SB 17.3.)

FINAL DEFINITION

Article 18

- 18.1. (SB 18.1.)

REGIONAL TEAMS

Article 19

The Regional Teams consist of a Regional Contact Person and his/her Regional Assistant(s).

19.1. REGIONAL CONTACT PERSONS

The Regional Contact Persons are the representatives of the regions, and the link between the Board and the members of the Association.

19.1.1. The duties of Regional Contact Persons are:

19.1.1.1. To be responsible for the communication within and the coordination of the region and the Regional Team.

19.1.1.2. To remain in contact with entities and to provide them with support whenever required.

19.1.1.3. To organise and chair live and e-meetings with entities from their region as often as needed to guarantee a proper working of their region.

19.1.1.4. To organise at least one regional Contact Person Training per year. This should preferably take place between the Annual Congress and the end of the calendar year. If possible, another should be linked to the Regional Congresses.

19.1.1.5. To inform the Board about the situation in their region on a regular basis, or whenever requested by the Board.

19.1.1.6. To keep the entity database updated.

19.1.1.7. To make a written Annual Regional Report about the status of their region (including for example, but not limited to, an overview of entities, their status, the results of the Entity Survey and facts about organised activities).

19.1.1.8. To promote EGEA in their region, aiming to increase the interest of geography students and young geographers, especially in the countries where EGEA is not or weakly represented.

- 19.1.1.9.** To manage candidate entities and to be responsible for guiding them through the entity establishment process unless otherwise is agreed between the parties.
- 19.1.1.10.** To propose entities to be discharged and to be approved to the General Assembly.
- 19.1.1.11.** To stay in contact with the organisers of the regional congress and to provide them with support whenever requested.
- 19.1.1.12.** To stay in contact with all entities in their region about their activities.
- 19.1.2.** Procedure for electing Regional Contact Persons:
- 19.1.2.1.** The open call for candidates for Regional Contact Persons starts on 1 May.
- 19.1.2.2.** Candidates for the position of Regional Contact Person can apply until 31 May by sending an application via email to the Board of EGEA.
- 19.1.2.3.** Candidates for Regional Contact Persons cannot apply for Board functions in the same year when they apply for Regional Contact Person.
- 19.1.2.4.** The Board published all the applications at the same time when the deadline has passed. This should happen within 24 hours after the deadline has passed.
- 19.1.2.5.** An application should contain at least the following points: EGEA experience, study and/or work background, skills and competences, motivation to apply and time availability.
- 19.1.2.6.** Member entities vote on the candidates of their region by e-voting or during e-meeting(s). The results should be known and officially announced until 15 July.
- 19.1.2.7.** After announcing the results, the selected candidates are proposed to become the new Regional Contact Persons, in line with the procedure of the Protocol, Appendix A.
- 19.1.2.8.** After the selection procedure, the current Regional Contact Persons introduces the elected Regional Contact Persons to the tasks and responsibilities of Regional Contact Persons in order to facilitate an efficient knowledge transfer.

19.1.2.9. The elected Regional Contact Persons takes over full responsibility as the new regional Contact Persons after being approved by the General Assembly.

19.1.3. Regional Contact Persons can be elected only once, except if there is no candidate for replacement.

19.1.4. Each Regional Contact Person has to appoint one Regional Assistant. Each Regional Contact Person can appoint a second Regional Assistant or can appoint one Regional Assistant for every 10 member entities of the respective region.

19.1.5. Regional Contact Persons can be suspended or discharged by the General Assembly at any time.

19.2. REGIONAL ASSISTANTS

The Regional Assistants are appointed by the Regional Contact Persons and together

with the Regional Contact Person they form a Regional Team.

19.2.1. The rights of Regional Assistants are:

19.2.1.1. To be the main link between the entities and the Board/Regional Contact Persons, delivering information from the Board to the entities and vice versa.

19.2.1.2. To act on behalf of their Regional Contact Person in case of his/her absence.

19.2.2. The duties of the Regional Assistants are:

19.2.2.1. To provide assistance to the Regional Contact Person in fulfilling his/her duties.

19.2.2.2. To be the link between the Board and the entities, together with the Regional Contact Person.

ADVISORY BOARD

Article 20

20.1. The ADVISORY BOARD (abbreviated to 'AB') is a body formed by three experienced individuals of the Association. Its main tasks are to advise and supervise the Board of EGEA. The Advisory Board cannot perform any executive tasks nor has it any decision-making power within the Association.

20.2. The rights of the Advisory Board are:

20.2.1. To have one reserved place for its representative at the Annual Congress.

20.2.2. To have access to the minutes of every Board meeting within a week.

20.2.3. To advise the Board whenever needed.

20.2.4. To request a meeting with the Board whenever needed.

20.2.5. To have an egea.eu body e-mail account.

20.3. The duties of the Advisory Board are:

20.3.1. To stay in a close communication with the Board and up to date about their work.

20.3.2. To advise the Board whenever requested by the Board.

20.3.3. To express their concern to the Board about violations of the Statutory Base or Protocol of EGEA and/or decisions which are considered harmful for the Association and provide the Board with a time frame to correct these violations.

20.3.3.1. To commend the Board to make a public statement about their committed violations within a week, if they failed to correct these violations in the given time frame.

20.3.3.2. To, should the Board not have corrected the respective case within the given time frame and it is deemed necessary, inform all members with a statement. The statement should be sent to all member entities via e-mail and published on the EGEA website.

20.3.3.3. To request the Regional Teams to organise a regional e-meeting to inform members if deemed necessary based on the severity of the case. The e-meeting should be held within four weeks.

20.3.4. To prepare a written report about the work of the Board and present it at the General Assembly together with a recommendation about discharging the Board.

20.3.5. To take on a mediating function between the Board and other bodies, members and/or individuals of the Association, in case their expertise is requested. Working in this function should not be reported on.

20.3.6. To maintain the egea.eu body e-mail account.

20.4. Members of the Advisory Board

20.4.1. Advisory Board consists of 3 individuals of EGEA.

20.4.2. At least one place in the Advisory Board is reserved for a Board member or a Regional Contact Person from the previous three years.

20.4.3. A member of the Advisory Board can be re-elected only once, unless there are no other candidates.

20.4.4. During their term, the members of the Advisory Board cannot hold any other position in the Association except the entity Contact Person.

20.4.5. Members of the Advisory Board can only be approved and discharged by the General Assembly.

20.4.6. If a member of the Advisory Board resigns or is unable to fulfil his/her task, the remaining members stay competent. If two out of three members of the Advisory Board resign or are unable to fulfil their tasks, the Advisory Board is dissolved until the next General Assembly where a new Advisory Board is elected.

20.5. Procedure for electing Advisory Board members:

20.5.1. Individuals of EGEA that are interested in applying for the next Advisory Board should announce their candidature through an open call organised by the Board. The open call is to be opened 50 days and closed 20 days prior to that General Assembly at which the decision will be taken.

20.5.2. Candidates for the Advisory Board are required to post their application on the EGEA website, as announced by the Board.

20.5.3. An application should contain at least the following points: evidence of sufficient EGEA experience to fulfil an advisory function, skills, competences and motivation to apply.

20.5.4. The General Assembly decides from the candidates who to elect for the Advisory Board.

20.5.5. The elected Advisory Board takes over full responsibility after being approved by the General Assembly and the term lasts until the next General Assembly.

SUPPORTING ROLES

Article 21

21.1. The SECRETARIAT COORDINATOR is approved by the General Assembly. The application period for the Secretariat Coordinator is organised by the Secretariat in cooperation with the Board and EGEA Utrecht if necessary.

21.1.1. The rights of the Secretariat Coordinator are:

21.1.1.1. To have a reserved place at the Annual Congress.

21.1.1.2. To have access to the necessary information to be able to fulfil the duties of the Secretariat Coordinator.

21.1.1.3. To have a team of Secretariat Representatives aiding the Secretariat Coordinator with his/her duties.

21.1.2. The duties of the Secretariat Coordinator are:

21.1.2.1. To coordinate the Secretariat.

21.1.2.2. To manage the archive of EGEA.

21.1.2.3. To manage the mail of the Association sent to the Secretariat.

21.1.2.4. To assist the Board with finding additional donors to the Association.

21.1.2.5. To process the refund claims together with the Treasurer.

21.1.2.6. To control current agreements and deals between the Association and other organisations (in cooperation with the Board).

21.1.2.7. To report about the progress of the Secretariat Coordinator's work, at minimum twice a year and to present it to the Board and/or the General Assembly.

21.1.2.8. Other duties are agreed on between the Board and the Secretariat Coordinator on an annual basis.

21.2. The WEBSITE COORDINATOR is approved by the Board and manages the website of the Association.

21.2.1. The rights of the Website Coordinator are:

21.2.1.1. To have a reserved place at the Annual Congress.

21.2.1.2. To have access to the necessary information to be able to fulfill the duties of the Website Coordinator.

21.2.1.3. To have a team of Website Administrators aiding the Website Coordinator with his/her duties.

21.2.2. The duties of the Website Coordinator are:

21.2.2.1. To coordinate the work of the website administrators.

21.2.2.2. To perform the daily maintenance of the website.

21.2.2.3. To create/update and disseminate a website strategy for EGEA.

21.2.2.4. To report about the progress of the Website Administrators' work, at minimum twice a year and to present it to the Board and/or the General Assembly.

21.2.2.5. To ensure that the website of EGEA complies with the General Data Protection Regulation of the European Union.

21.2.2.6. To appoint a Website Administrator as Data Protection Commissioner.

21.2.2.7. Other duties are agreed on between the Board and the Website Coordinator on an annual basis.

21.3. The GRANT COORDINATOR is approved by the Board and is coordinating the grant writing and application process.

21.3.1. The rights of the Grant Coordinator are:

21.3.1.1. To have a reserved place at the Annual Congress.

21.3.1.2. To have access to the necessary information to be able to fulfill the duties of the Grant Coordinator.

21.3.1.3. To have a team of individuals aiding the Grant Coordinator with his/her duties.

21.3.2. The duties of the Grant Coordinator are:

21.3.2.1. To coordinate the grant writing in cooperation with the Board, Regional Contact Persons and the Secretariat.

21.3.2.2. To advise entities on grant opportunities and application processes.

21.3.2.3. To create/update and disseminate a grant strategy for EGEA and an overview of grant possibilities.

21.3.2.4. To review EGEA's information in all grant management systems in use/ previously used at least once a year and update the information as necessary.

21.3.2.5. To report about the progress of the Grant Coordinator's work, at minimum twice a year and to present it to the Board and/or General Assembly.

21.3.2.6. Other duties are agreed on between the Board and the Grant Coordinator on an annual basis.

21.4. EGEA Ambassadors are appointed or approved by the Board for a set period of time to represent EGEA officially outside the Association.

21.4.1. The rights of an EGEA Ambassador are:

21.4.1.1. To officially represent the Association externally.

21.4.1.2. To receive support from the Board and other EGEA Bodies which includes:

21.4.1.2.1. To have access to the necessary information to be able to fulfil the duties of the EGEA Ambassador.

21.4.1.2.2. To have the possibility for financial support and/or the provision with promotional Material, which is decided by the Board on a case to case basis.

21.4.2. The duties of an EGEA Ambassador are:

21.4.2.1. To represent the Association according to its Vision, Mission and Values.

21.4.2.2. To be informed about the history, structure and current developments of the Association.

21.4.2.3. To provide reports upon the Board's request.

21.4.2.4. Other duties are agreed on between the Board and the Ambassador on a case to case basis.

21.4.3. EGEA Ambassadors are appointed or approved in the 2 following ways:

21.4.3.1. EGEAns can request to become an EGEA Ambassador for a certain occasion. This requires the approval of the Board.

21.4.3.2. The Board can see the necessity for EGEA to be represented and can appoint an individual as an EGEA Ambassador.

21.4.4. In both cases the Board and the EGEA Ambassador are to agree on a set period of time within which the EGEA Ambassador is to fulfill his/her duties.

21.4.5. There can be several EGEA Ambassadors at the same time and there is no limit to the number of times that one individual can become an EGEA Ambassador.

OTHER BODIES OF THE ASSOCIATION

Article 22

22.1. The SECRETARIAT is the central contact address and the external information and administration centre of the Association. It is located in Utrecht, the Netherlands.

22.1.1. The functions of the Secretariat are:

22.1.1.1. To serve as an office working space for the Secretariat Coordinator

22.1.1.2. To work as an information centre for the administrative bodies of the Association.

22.1.1.3. To archive the physical official and other documents of the Association.

22.1.1.4. Other functions are agreed on between the Board and the Secretariat Coordinator on annual basis.

22.2. The COMMITTEES are voluntarily formed groups working for the development of the Association with a clear mandate. A list of all committee mandates can be found in Appendix D.

22.2.1. The establishment of a new committee:

- 22.2.1.1.** Initiatives or Projects interested in forming a new committee prepare their mandate and present it to the General Assembly for approval.
- 22.2.1.2.** After approval the committee is established and has rights and duties set out in the following articles.
- 22.2.2.** The rights of committees are:
- 22.2.2.1.** To make recommendations and proposals for the development of the Association to the Board and to the General Assembly for their review and approval.
- 22.2.2.2.** To ask other bodies and members of the Association for support in achieving their goals.
- 22.2.2.3.** To have a body page on the EGEA website, an egea.eu e-mail account and a subforum for communication on the website.
- 22.2.3.** The duties of the committees are:
- 22.2.3.1.** To try to achieve the goals set at the beginning of the EGEA year by the committee members.
- 22.2.3.2.** To update the Association regularly on the developments for example but not limited to publishing minutes of Committee meetings.
- 22.2.3.3.** To write a report about the progress of their work twice a year and present it to the Board.
- 22.2.3.4.** To maintain the body page on the EGEA website and to use the egea.eu e-mail account.
- 22.2.3.5.** To follow the committee mandate stated in Appendix D and the decisions made by the General Assembly.
- 22.2.4.** Structure of the Committee
- 22.2.4.1.** Every individual of EGEA can apply for a committee membership. Committee members are approved by the Board and the committee representatives. The Board and the committee representatives inform each other about new committee applications no later than three weeks after receiving the application.
- 22.2.4.2.** Committees appoint at least one, ideally two, representative(s) who will be representing the committee and its work to EGEA, the Board and other administrative bodies of the Association, unless the committee mandate in Appendix D states otherwise. In case a

committee would like to change the number of representatives, the committee members together with the current representatives decide before the voting period in consultation with the Board.

22.2.4.3. Committee representatives are elected from the committee members at least once in the year, unless the committee mandate in Appendix D states otherwise. The same person can be re-elected as committee representative.

22.2.4.4. Committee representatives are responsible for the actions of their committee and for the committee fulfilling the duties of committees.

22.2.4.5. Committee representatives ensure good communication within the committee and with other bodies of the Association.

22.2.4.6. If a committee representative is clearly and continuously not fulfilling the responsibilities of a committee representative, the Board, in cooperation with the committee members can issue an official warning to the respective committee representative. The warning should include the reasons of the warning as well as ways to correct the inability of the representative to keep up with their responsibilities.

22.2.4.7. Only after issuing an official warning and if there is no considerable improvement in the reliability of the committee representative, the Board in agreement with the committee members can discharge the committee representative.

22.2.5. Procedure for electing Committee Representatives

22.2.5.1. Before the call for new committee representatives can be opened, the Vice President should be informed about the deadlines and the voting procedure. The open call is published on the committee forum, accessible for all members of the committee, and announced on a public channel in EGEA. The call has to be open for at least one week.

22.2.5.2. All members of the committee can apply for the position of committee representative by submitting their application as stated in the open call.

22.2.5.3. The period for voting should be set to at least one week and is advised to take place before the Annual Congress to enable a transition before, during, or shortly after the Annual Congress.

22.2.5.4. All committee members are eligible for voting. Therefore, the member list has to be up to date at the start of the voting and it should be visible for the committee members and the Vice President.

22.2.5.5. The voting platform is chosen by the current representatives and should ensure anonymous voting.

22.3. The PROJECTS within the Project Pool are voluntarily formed groups working for the development of the Association without a clear mandate included in the Protocol.

22.3.1. The establishment of a new project:

22.3.1.1. Initiatives or an individual interested in forming a new project present their idea to the Board and EGEA, preferably through the tool on the website designed for this purpose.

22.3.1.2. The Board approves new projects. In case the Board does not approve a project, the idea can be presented to the General Assembly for approval.

22.3.1.3. After approval the project is established and has rights and duties set out in the following articles.

22.3.2. The rights of projects are:

22.3.2.1. To make recommendations and proposals for the development of the Association to the Board and to the General Assembly for their review and approval.

22.3.2.2. To request an egea.eu e-mail account and/or a subforum for communication on the website. The Board decides on the approval of these requests.

22.3.3. The duties of the projects are:

22.3.3.1. To try to achieve the goals set at the beginning of the EGEA year by the project members.

22.3.3.2. To update the Association regularly on the progress of the project.

22.3.3.3. To write a report about the progress of their work once a year and present it to the Board.

22.3.4. The Project members and representatives:

22.3.4.1. Project members are approved either by the project group or its representative(s).

22.3.4.2. Projects appoint at least one representative who will be representing the project and its work to EGEA, the Board and other administrative bodies of the Association.

22.4. The ORGANISATION AND STRATEGY COMMISSION (abbreviated to 'OSC') is a place for cooperation between all bodies of the Association. The aim is to improve the communication between them whilst at the same time offering a forum to discuss on important EGEA issues, both in person and online.

22.4.1. The Commission members:

22.4.1.1. The following bodies are members of the OSC: the Board of EGEA, the Regional Teams, the Secretariat Team, the Grant Team, the WebAdmin Team, the Committees, the Annual Congress organisers, the Regional Congress organisers, the Advisory Board and the Financial Control Commission.

22.4.1.2. The OSC does not have representatives and is coordinated by the Board.

22.4.2. Meetings of the OSC:

22.4.2.1. Meetings of the Organisation and Strategy Commission are called 'Organisation and Strategy Meeting' and are abbreviated to 'OSM'.

22.4.2.2. Organisation and Strategy Meetings are organised by the Board.

22.4.2.3. The Organisation and Strategy Meeting should take place at least once a year, however if possible twice a year.

22.4.2.4. Each member of the OSC has the right to send at least one representative to the OSM.

22.4.2.5. The Board may invite other individuals to take part in the OSC and/or the OSM.

ORGANISATION OF THE ANNUAL CONGRESS

Article 23

23.1. The Annual Congress is organised once per year and is the main event of the Association.

23.2. To allow a maximum amount of students from all over Europe to attend the Annual Congress, it should be organised between the middle of September and the middle of October.

23.3. There is no limitation on the amount of participants at the Annual Congress. However, this figure should not be lower than 150, excluding the organisers.

23.4. The Annual Congress organisers are responsible for providing time to hold the General Assembly, the Regional Meetings as well as other EGEA related activities as requested by the Board.

23.5. Entities that are interested in organising the next Annual Congress should announce their candidature through an open call organised by the Board. The open call is to be opened 50 days and closed 20 days prior to that General Assembly at which the decision will be taken.

23.6. The Annual Congress organisers shall ensure that every entity has the chance to send an equal amount of participants, if the number of available places allows so. The organisers create both the Participants' and the Waiting Lists. The procedures of creating the Participants' and the Waiting Lists are to be found in the Appendix B.

23.7. It is up to the organisers to decide about the means and the deadline of payment.

23.8. When the organisers decide to implement workshops to be led by individuals of EGEA, they are obliged to have an open call for workshop leaders, which gives the possibility to all individuals of EGEA to apply for the role as a workshop leader.

23.9. The organisers of the Annual Congress should select an Annual Congress Coordinator as their team representative

23.9.1. The duties of the Annual Congress Coordinator are:

23.9.1.1. Representing and coordinating the organisation of the Annual Congress.

23.9.1.2. Keeping the Board updated about the situation of the organisational process and keeping close ties with the Event and Public Relations Advisor.

23.9.1.3. Being responsible that a financial report of the Annual Congress, which should contain a table with all invoices (numbered), an additional description in English of the bills and invoices and date of issue, is provided to the Financial Control Commission at least 30 days before the next General Assembly and presented here.

23.9.1.4. Other duties are agreed on between the Board and the Annual Congress Coordinator on an annual basis.

FINANCIAL DIVISION

Article 24

24.1. In an effort to achieve affordable fees for everyone, gross domestic product (GDP) is used when dividing countries into four categories (A, B, C, & D) for the distribution of fees.

24.2. Every year the GDP will be checked and countries will be assigned to their respective fee group by the Event and PR Advisor based on data from the International Monetary Fund (IMF). Refer to PART I in Appendix C for the detailed procedure.

24.3. The Annual Congress fee is calculated for all fee groups separately according to the description in PART II of the Appendix C.

ORGANISATION OF THE REGIONAL CONGRESSES

Article 25

25.1. One Regional Congress per region is organised once a year, either by one entity or by several entities together.

25.2. There is no limitation on the amount of participants at the Regional Congress. However, this figure should not be lower than 50, excluding the organisers.

25.3. The organising entity/entities are elected during a Regional Meeting, or via e-voting.

25.4. The Regional Congresses shall take place between the second half of February and the first half of May and their dates should not coincide with each other. It is the responsibility of Regional Congress organisers and the Event and PR Advisor to agree on the consistent dates of each congress.

25.5. The organisers create both the Participants' and the Waiting Lists. The procedures of creating the Participants' and the Waiting Lists are to be found in the Appendix B.

25.6. The organisers of every Regional Congress should select a Regional Congress Coordinator as their team representative.

25.6.1. Every Regional Congress Coordinator should keep the Event and PR Advisor and the respective Regional Contact Person updated about the situation of the organisational process.

25.7. The Regional Congress organisers are responsible for providing time to hold the respective Regional Meeting. The inclusion of other EGEA related activities in the program is to be discussed and agreed upon in a cooperation of the Board, the respective Regional Contact Person and the Regional Congress Coordinator.

25.8. When organisers of a Regional Congress decide to implement workshops led by individuals of EGEA, they are obliged to have an open call for workshop leaders, which gives the possibility to all individuals of EGEA to apply for the role as workshop leader.

25.9. The Regional Congress fee is a maximum fee and has a yearly compensation of 2%. The base year is 2012 = 95 EUR.

REGIONAL MEETINGS

Article 26

26.1. Regional meetings are held mainly during Annual and Regional Congresses.

26.2. A regional meeting is chaired by the Regional Contact Person. In case the Regional Contact Person is absent, a Regional Assistant or a Board member chairs the Regional Meeting.

GRADUATE & ALUMNI COMMUNITIES

Article 27

27.1. GRADUATE COMMUNITY

27.1.1. The Graduate Community is meant for EGEAns and for young Geographers who finished their studies and started working life or are furthering their academic career as PhD students.

27.1.2. The members of the Graduate Community will be identified on the EGEA website with a graduated status. This status is independent and supplementary to any other ranks or statuses.

27.1.3. The rights and obligations of the Graduate Community are:

27.1.3.1. A person who is part of the Graduate Community has no different rights and obligations than any other participant of EGEA has.

27.1.3.2. Participation in the Graduate Community can be resigned at any time.

27.2. ALUMNI COMMUNITY

27.2.1. The Alumni Community serves for individuals considering themselves as EGEA veterans, but still want to stay in contact with and contribute to EGEA on a less intense level. The Alumni status can be chosen by Students and Graduate alike. It is generally understood as a one-way membership direction, but the status could be reversed at any time.

27.2.2. The members of the Alumni Community will be identified on the EGEA website with an Alumni status. This status is independent and supplementary to any other ranks or statuses.

27.2.3. The rights and obligations of the Alumni Community are:

27.2.3.1. Participation in the Alumni Community can be resigned at any time.

27.2.3.2. People who are part of the Alumni Community are not permitted to apply for any of the following positions: Board of EGEA, Regional Contact Person, Regional Assistant.

27.2.3.3. To send two representatives to the Annual Congress in order to represent and promote the Alumni Community as well as to contribute to the development of EGEA itself.

27.2.3.4. Individuals may participate in other EGEA events as follows:

27.2.3.4.1. In case a priority list is involved, Alumni get the lowest priority of all applying participants.

27.2.3.4.2. In case no priority list is involved, for instance a 'first come-first served' system is used, the organisers decide.

SUPPORT FUND

Article 28

28.1. The EGEA Support Fund shall be financed using money collected through voluntary donations during EGEA events or via the donate button on the website. Other sources of collecting money are also possible.

28.2. Every individual linked to an EGEA entity may apply for the EGEA Support Fund.

- 28.2.1.** Individuals from candidate entities which have already sent their motivation letter may also be considered.
- 28.2.2.** All members of the Board, Regional Contact Persons, and the Secretariat representative are not entitled to benefit from the EGEA Support Fund.
- 28.2.3.** An exception to Article above may be made if the General Assembly agrees or an online voting of all members is held.
- 28.3.** The decision-making body is comprised of the four Regional Contact Persons (RCPs) and shall hereafter be referred to as the “Jury”.
- 28.3.1.** The Treasurer will oversee the decisions of the Jury and has the right to make comments. The Jury will then reconsider if necessary but is not obligated to change the decision. The Treasurer handles transactions with regards to the EGEA Support Fund.
- 28.3.2.** The EGEA Support Fund is subject to an annual review by the Financial Control Commission.
- 28.4.** The Support Fund is mainly aimed at administrative and scientific events.
- 28.4.1.** It is at the discretion of the Jury to decide which events deserve higher priority on a case by case basis without prejudice.
- 28.5.** Individuals applying for the Support Fund must submit the official application form during the registration period of the respective EGEA event. In case the applicant registers after the official registration period, a later application can be considered.
- 28.5.1.** Applications will not be accepted after the respective event has started.
- 28.6.** The amount granted to the applicants is decided by the Jury.
- 28.6.1.** To enable a sound decision, the Jury may contact the applicant to clarify any uncertainties within the application.
- 28.6.2.** The Jury has to inform the applicant about their decision before the applicant’s first payment deadline of the respective event.
- 28.6.3.** The amount is transferred to the applicant’s bank account after the respective EGEA event by the Treasurer. The time frame for the transaction is the last day of the event until two months after the event.
- 287.** Support in any given year must not exceed available funds.

28.8. It is advised not to spend all available funds within a single open call. The surplus shall be kept in the Support Fund for the next funding period.

28.9. One applicant shall never be given more than two EGEA Support Fund grants per EGEA year and not more than one EGEA Support Fund grant for one event. An exception to these rules may be made if the General Assembly or an online voting of all members decides otherwise.

28.10. Individuals who have received funding for an event are expected to be present for at least 80% of the official event's programme (scientific programme/trainings and General Assembly and/or Regional Meeting sessions).

28.11. Failure to fulfil the Article above will lead to exclusion from the Support Fund and the granted support shall not be paid. Complaints concerning the management of the Support Fund shall be brought to the Jury.

28.12. According to the process described above, only the Jury and the Treasurer have access to the applications of the Support Fund applicants.

28.12.1. In addition, the Financial Control Commission will have access to the names of the supported applicants, but not the applications.

28.12.2. The Jury, the Treasurer and the FCC must treat all information related to the identity of support fund applicants confidentially.

28.13. To ensure the anonymity of the applicants, the Jury is responsible for clearing the Support Fund email account and important documents before the transition to the new Jury without compromising the work of the Treasurer and the Financial Control Commission.

FINAL DECLARATION

(SB FINAL DECLARATION)

CONCLUDING DEED

(SB CONCLUDING DEED)

APPENDICES

APPENDIX A: RULES OF PROCEDURES FOR THE GENERAL ASSEMBLY

APPENDIX B: PARTICIPANTS AND WAITING LISTS

APPENDIX C: ANNUAL CONGRESS FEE DISTRIBUTION

APPENDIX D: LIST OF COMMITTEE MANDATES

APPENDIX E: EGEA CODE OF CONDUCT