



**egea**

# Protocol

# 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 REGISTERED OFFICE

### 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.

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

13.1.1. The functions of the secretariat are:

13.1.1.1. To serve as an office working space for the Secretariat

Coordinator

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

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

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

13.1.2. The Secretariat Coordinator is responsible for the management of the secretariat. Its duties are explained in Article 11D.

## VISION, MISSION, 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, (see Appendix E). In Addition to the Code of Conduct, EGEA has guidelines to react to war and conflict situations (see Appendix H).

## OBJECTIVES

### Article 3

**3.1. (SB 3.1.)**

## DURATION

### Article 4

**4.1. (SB 4.1.)**

**4.2. (SB 4.2.)**

**4.3. (SB 4.3.)**

## MEMBERSHIP

### Article 5

**5.1. (SB 5.1.)** Candidate entities are divided into two groups, depending on their progress of establishing an entity.

**5.1.1.** Prospective candidate 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.

**5.1.2.** Nominated candidate 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 Annual Meeting of the General Assembly to become member entities.

**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 5.4 changes to the following Protocol articles: 5.3.1., 5.3.2, 5.3.3, 5.3.4 require a two-thirds majority of the General Assembly.

**5.3.1.** Member entities are to fulfil the membership criteria **A until K** between the first session of the Annual Meeting of the General Assembly and the first session of the Annual Meeting of the General Assembly of the following year to retain the status of active member entity. Candidate entities are to fulfil the criteria **G until M** between their nomination and the start of the Annual Meeting of the General Assembly to become a member entity.

- A. Send a representative to the Annual Meeting of the General Assembly of the previous working year and Regional Meeting at the Annual Congress or the Regional Meeting at the Regional Congress.
- B. Express its vote at the Annual Meeting of the General Assembly of the previous working year and all other meetings of the General Assembly throughout the current working year.
- C. Express its vote at all statutory votes (besides the General Assembly).
- D. Send the requested information for the Annual Report and the Entity Survey within the time limit given by the Regional Teams.
- E. Send a representative to at least one online CP Briefing.
- F. Organise an event which involves at least one other entity or host an exchange.
- G. 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.
- H. Send updated CP information to the Regional Team each working year and organise CP elections within twenty four months after the previous elections. For candidate members this means nominating two CPs to stay

in touch with the Regional Team.

- I. Send a representative to more than half of the regional online e-meetings and participate actively in the meetings.
- J. 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).
- K. Have at least three individuals in the entity ensuring that the other membership criteria are being fulfilled.
- L. Make use of the official entity email address ([entity name]@egea.eu) as soon as the motivation letter is accepted.
- M. Ensure that contact information (postal address and CPs) on the entity page of the EGEA website is correct.
- N. Promote EGEA on the local level.

**5.3.2.** All the criteria are worth one point each, except point b., which is worth 2 points. If there is more than one meeting of the General Assembly throughout the working year, the 2 points for criteria b are split. Voting at the Annual Meeting of the General Assembly will be awarded 1 point and the second point will be equally split among all additional meetings of the General Assembly. The fulfilment of the criteria is assessed and the results are published by the Regional Contact Persons 20 days before the Annual Meeting of the General assembly. The status of an entity can be updated until the beginning of this meeting of the General Assembly. Entities are informed beforehand in case of changes in their status. The ultimate results are presented at this meeting of the General Assembly. In the case of unusual circumstances resulting in one or more criteria being impossible to fulfil due to reasons beyond an entity's activity level, for all entities or for (a) specific region(s), the Regional Contact Persons may decide to dismiss certain points from the evaluation.

**5.3.3.** For a member entity fulfilling less than nine (9) out of the twelve (12) criteria results in the status "less active" for the member. In the first year of being a member entity, one needs to fulfil only six (6) out of twelve (12) criteria. In addition an entity's status will also become "less active" if they have less than 2 active people or if they do not pay the membership fee. The status of "less active" member entity means that they keep all their member entity rights. The "less active" status is discarded if nine (9) out of twelve (12) criteria are fulfilled in the subsequent working year. Retaining the "less active" status for two consecutive years will result in the member being proposed for discharging.

**5.3.4.** Candidate members should fulfil six (6) out of eight (8) criteria in order to

be eligible for approval by the General Assembly as a member entity.

#### 5.4. (SB 5.4.)

**5.5. (SB 5.5.)** Once an entity has been discharged, it may reapply to become a member entity during the subsequent working year and must follow the same establishment process as new entities in order to be approved at the Annual Meeting of the General Assembly as a member.

**5.5.1.** If the discharged entity would like the personal data of its members and other digital data produced and stored within the EGEA not to be deleted, the discharged entity or the relevant regional team has the right to request the retention of the data and the suspension of the account from the Technical Support Team. In case of the consent of the Technical Support Team Coordinator or Board of EGEA, the data will be stored for no longer than 15 years from the date of removal of the entity. Otherwise, the data will be irretrievably deleted within three months from the date of discharging of the entity.

**5.5.2** In the case of discharged entity members' personal data, the Technical Support Team is required to ask members of the discharged entity about their decision to delete personal data. In the absence of a member's decision, the data remains in the EGEA databases for no longer than 15 years from the end of the Annual Congress.

#### 5.6. (SB 5.6.)

#### 5.7. (SB 5.7.)

#### 5.8. (SB 5.8.)

## ACTIVITIES

### Article 6

#### 6.1. (SB 6.1.)

##### 6.1.1. (SB 6.1.1.)

##### 6.1.2. (SB 6.1.2.)

##### 6.1.3. (SB 6.1.3.)

##### 6.1.4. (SB 6.1.4.)

**6.2.** One Annual Congress is organised annually and this is the main event of the Association.

**6.2.1.** The Annual Congress should be organised in the last month of the EGEA

working year.

**6.2.2.** The minimum number of participants for the Annual Congress is 150, excluding the organisers.

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

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

**6.2.5.** The Annual Congress organisers shall ensure that every entity has the chance to send an equal number 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.

**6.2.6.** The Annual Congress maximum fee is defined in Appendix C. It is up to the organisers to decide about the means and the deadline of payment.

**6.2.7.** 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.

**6.2.8.** The organisers of the Annual Congress should select an Annual Congress Main Coordinator as their team representative. The duties of the Annual Congress Main Coordinator are:

**6.2.8.1.** Representing and coordinating the organisation of the Annual Congress.

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

**6.2.8.3.** Being responsible for the 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 Annual Meeting of the General Assembly and presented here.

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

**6.3** One Regional Congress per region is organised per EGEA working year, either by one

entity or by several entities together.

**6.3.1.** Every Regional Congress should be organised 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 Advisor to agree on the consistent dates of each congress.

**6.3.2.** The minimum number of participants for the Regional Congress is 50, excluding the organisers.

**6.3.3.** 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.

**6.3.4.** Entities that are interested in organising the next Regional Congress should announce their candidature during the open call organised by the Board. The organising entity/entities are elected during a Regional Meeting, or via e-voting.

**6.3.5.** 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.

**6.3.6.** 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.

**6.3.7.** The Regional Congress fee is a maximum fee and has an annual increase of 3%. The base year is 2024 with a starting fee of 135,77 EUR.

**6.3.8.** The organisers of every Regional Congress should select a Regional Congress Main Coordinator as their team representative.

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

## REGIONS AND ENTITIES

### Article 7

**7.1. (SB 7.1.)** The Association is administratively divided into four regions.



**7.1.1.** The recommended division of the regions is the following:

**7.1.1.1. Western Region:** Austria, Belgium, North of France, Germany, Ireland, Luxembourg, Liechtenstein, the Netherlands, Switzerland, United Kingdom.

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

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

**7.1.1.4. Euro-Mediterranean Region:** Albania, Andorra, Bosnia and Herzegovina, Croatia, Cyprus, South of 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.

**7.1.1.5.** It is also possible for entities from other countries not mentioned above to join the Association, if the General Assembly approves. Each member entity can apply to change its region, which must be approved by the General Assembly.

**7.1.2.** Entities from one region are gathered during Regional Meetings. Regional Meetings are held mainly during Annual and Regional Congresses.

**7.1.2.1.** 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.

## **7.2. (SB 7.2.)**

**7.2.1. (SB 7.2.1.)**

**7.2.2. (SB 7.2.2.)**

**7.2.3. (SB 7.2.3.)**

**7.2.4. (SB 7.2.4.)**

**7.2.5.** Each individual of a member entity, with some exceptions, has the right to apply for the Support Fund as stated in Appendix F.

## **7.3. (SB 7.3.)**

**7.3.1. (SB 7.3.1.)**

**7.3.2. (SB 7.3.2.)**

**7.3.3. (SB 7.3.3.)**

**7.3.4. (SB 7.3.4.)**

**7.3.5. (SB 7.3.5.)**

**7.3.6. (SB 7.3.6.)**

**7.3.7.** 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.

**7.3.8.** To inform their Regional Contact Person about all activities which have been planned, organised or taken place so that the Regional Contact Person will get a general overview of the situation of the region.

**7.3.9.** To inform their Regional Contact Person about any changes of address or contact persons of their entity.

## MEMBERSHIP FEES

### Article 8

**8.1. (SB 8.1.)** Every member entity has to pay the Annual Membership fee. The fee shall be paid before the end of the financial year. The payment period has to be a minimum of four weeks and is announced by the board.

**8.1.1.** The Treasurer provides a list of members who paid the Annual Membership fee to the Regional Contact Persons not later than thirty (30) days prior to the Annual Meeting of the General Assembly.

**8.1.2.** Failure of payment of the Annual Membership fee for two consecutive years will result in the entity being proposed for discharging. Missed payment should be corrected in the consecutive year.

**8.2.** The amount of the fee is determined according to the Protocol, Appendix C.

**8.3.** The Board decides about the accepted means of payment and announces them at least thirty (30) days before the start of the payment period via email.

## GENERAL ASSEMBLY

### Article 9

**9.1. (SB 9.1.)**

**9.2. (SB 9.2.)**

# MEETINGS OF THE GENERAL ASSEMBLY

## Article 10

### 10.1. (SB 10.1.)

#### 10.1.1. (SB 10.1.1.)

#### 10.1.2. (SB 10.1.2.)

### 10.2. (SB 10.2.)

#### 10.2.1. (SB 10.2.1.)

#### 10.2.2. (SB 10.2.2.)

### 10.3. (SB10.3.)

#### 10.3.1. (SB 10.3.1.)

#### 10.3.2. (SB 10.3.2.)

#### 10.3.3. (SB 10.3.3.)

##### 10.3.3.1. (SB 10.3.3.1.)

##### 10.3.3.2. (SB 10.3.3.2.)

##### 10.3.3.3. (SB 10.3.3.3.)

### 10.4. (SB 10.4.)

### 10.5. (SB 10.5.)

### 10.6. (SB 10.6.)

**10.7. (SB 10.7.)** 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 meetings 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) Team Coordinators and the Advisory Board, are excluded from this procedure and should be voted with a block vote.

### 10.8. (SB 10.8.)

#### 10.8.1. (SB 10.8.1.)

#### 10.8.2. (SB 10.8.2.)

### 10.9. (SB 10.9.)

# OFFICIAL POSITIONS

## Article 11 **BOARD OF EGEA**

### 11.1. (SB 11.1.)

### 11.2. (SB 11.2.)

#### 10.2.1. (SB 10.2.1.)

#### 10.2.2. (SB 10.2.2.)

### 11.3. (SB 11.3.)

**11.4. (SB 11.4.)** In addition to President, Vice-President, Secretary, Treasurer and Event Advisor as specified in the Statutory Base, the General Assembly also recognises a Public Relations Advisor as board member in the Board of EGEA.

**11.4.1. (SB 11.4.1.)** If the board consists of only the five Statutory Base positions, duties of the Public Relations Advisory must be divided among the five board members.

**11.4.2.** The different positions in the Board cannot be filled in by the same person.

### 11.5. (SB 11.5.)

#### 11.5.1. (SB 11.5.1.)

### 11.6. (SB 11.6.)

### 11.7. (SB 11.7.)

**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.** Ensures good connections between the Board members.

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

**11.8.1.4.** Supervises EGEA Ambassadors.

**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 meetings of 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 Annual Meeting of the General Assembly and sends the adjusted Protocol and Statutory Base to all members.

**11.8.2.4.** Sets up and supervises ways of cooperation between Board members and the Teams and communication between the Teams to ensure horizontal and vertical knowledge transfer.

**11.8.2.5.** Is responsible for supporting and supervising the 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.** Prepares the written reports from the Organisation and Strategy Meetings and distributes them to the members of the Organisation and Strategy Commission within four weeks and makes them public.

**11.8.3.4.** Coordinates the preparations of the Half Year Report and the Annual Report and publishes them respectively within six (6) and twelve (12) months after the Annual Meeting of the General Assembly, however not later than the beginning of the next Annual Meeting of the General Assembly.

**11.8.3.5.** Summarises the reports of the actions of the Board members to present them at the Annual Meeting of the General Assembly.

**11.8.3.6.** Coordinates the finalisation of the notes of the Meeting(s) of the General Assembly and makes them public.

**11.8.3.7.** 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.

**11.8.3.8.** 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 bank account.

**11.8.4.3.** Makes a financial year report for the previous financial year before the Annual Meeting of the General Assembly.

**11.8.4.4.** Makes a budget for the next financial year before the Annual Meeting of 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 Annual Meeting of the General Assembly. The budget is submitted at the latest 14 days before the Annual Meeting of 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 thirty (30) days before the Annual Meeting of 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.

**11.8.4.12.** Responsible for the Financial Division

#### **11.8.5.** THE EVENT ADVISOR:

**11.8.5.1.** Supports event organisers within the Association.

**11.8.5.2.** Supports and liaises with Annual and Regional Congress organisers.

**11.8.5.3.** To organise an open call for the Annual Congress organisers.

**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.** To organise and promote the registration of events in the Database of Events and to create the Entity Ranking List at the beginning of each working year.

#### **11.8.6.** THE PUBLIC RELATIONS ADVISOR:

**11.8.6.1.** Acts as the contact person for all non-financial external partners.

**11.8.6.2.** Acts as the contact person for the EGEA alumni network.

**11.8.6.3.** Ensures the external communication of the association on (social) media and works on the Association's public image.

**11.8.6.4.** Protects the visual identity of the association.

#### **11.8.7.** Duties to be divided among the members of the Board

**11.8.7.1.** To support and supervise the Teams assigned to the respective Board member as stated in Appendix D of the Protocol.

**11.8.7.2.** To organise the change of the board's registration at the Dutch Chamber of Commerce, together with the Secretariat Coordinator.

**11.8.7.3.** To organise Open Calls to which the Board as a whole is responsible.

**11.9.** The rights of the board are:

**11.9.1.** To have one reserved place per Board Member at the Annual Congress and Regional Congresses.

**11.9.2.** To have access to the EGEA archive, current EGEA documentation and receive information from other bodies that need to do their work properly.

**11.10.** Board members can be elected only once to any position in the Board, except if there is no candidate for replacement.

**11.11.** The open call for candidates for the position of the Board starts on the first of May, until the thirty first of May. The Election procedure is explained in Article 13.

## Article 11A **REGIONAL TEAMS**

**11A.1.** The Regional Teams are entrusted with the management of regional matters. The Regional Teams consist of a Regional Contact Person and his/her Regional Assistant(s). All regions have one Regional Team. The term of a Regional Team is one EGEA working year.

**11A.2.** 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.

**11A.2.1.** The duties of Regional Contact Persons are:

**11A.2.1.1.** To be responsible for the communication within and the coordination of the region and the Regional Team.

**11A.2.1.2.** To remain in contact with entities and to provide them with support whenever required.

**11A.2.1.3.** 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.

**11A.2.1.4.** To organise at least one online Contact Person Briefing. The purpose of the briefing is to provide a short and concise overview of the responsibilities and possibilities of a Contact Person. The first briefing

should be held in the first quarter of the working year.

**11A.2.1.5.** To organise at least one Contact Person Training per region per working year. All Contact Person Trainings are open for entity members from all regions. They are preferably spread throughout the working year.

**11A.2.1.6.** To inform the Board about the situation in their region on a regular basis, or whenever requested by the Board.

**11A.2.1.7.** To keep the entity database updated.

**11A.2.1.8.** To create and send out the Entity Survey in cooperation with other bodies of EGEA, to store the results and distribute them to the member entities.

**11A.2.1.9.** To update the Entity Manual on a yearly basis. Create new and update existing manuals relevant for entities when deemed necessary.

**11A.2.1.10.** 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).

**11A.2.1.11.** 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.

**11A.2.1.12.** To manage candidate entities and to be responsible for guiding them through the entity establishment process unless otherwise agreed between the parties.

**11A.2.1.13.** To propose entities to be discharged and to be approved to the General Assembly.

**11A.2.1.14.** To build a body of trust which is a fixed contact point during the working year regarding issues related to the Code of Conduct. Together they are responsible for the visibility of the Code of Conduct and take care of all related administrative work. They treat all information related to the Code of Conduct confidentially.

**11A.2.1.15.** To stay in contact with the organisers of the regional congress and to provide them with support whenever requested.

**11A.2.1.16.** To stay in contact with all entities in their region about their activities.

**11A.2.1.17.** To promote Support Fund opportunities within EGEA.

**11A.2.1.18.** To connect entities with EGEA Teams and Projects by, for



example but not limited to: providing updates of EGEA Teams and Projects at Regional Meetings and e-meetings, distributing announcements or questions from EGEA Teams and Projects to entities, including and updating questions from EGEA Teams and Projects in the Entity Survey.

**11A.2.1.19.** To organise the Open Call for their respective regional congress.

**11A.2.2.** The rights of the RCPs are:

**11A.2.2.1.** To have one reserved place per RCP at the Annual Congress.

**11A.2.2.2.** To have one reserved place at their own Regional Congress.

**11A.2.2.3.** To have access to the Regional archive, current EGEA documentation and receive information from other bodies that need to do their work properly.

**11A.2.3.** Regional Contact Persons can be elected only once, except if there is no candidate for replacement.

**11A.2.4.** The open call for candidates for the position of Regional Contact Persons starts on the first of May, until the thirty first of May. The Election procedure is explained in Article 13.

**11A.2.5.** Regional Contact Persons can be suspended or discharged by the General Assembly at any time with a statement of reason.

**11A.3.** 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.

#### **11A.4. REGIONAL ASSISTANTS**

The Regional Assistants are appointed by the Regional Contact Persons and together with the Regional Contact Person they form a Regional Team.

**11A.4.1.** The rights of Regional Assistants are:

**11A.4.1.1.** 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.

**11A.4.1.2.** To act on behalf of their Regional Contact Person in case of his/her absence.

**11A.4.2.** The duties of the Regional Assistants are:

**11A.4.2.1.** To provide assistance to the Regional Contact Person in fulfilling his/her duties.

**11A.4.2.2.** To be the link between the Board and the entities, together with the Regional Contact Person.

## Article 11B **ADVISORY BOARD**

**11B.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 the AB any decision-making power within the Association.

**11B.1.1.** If a member of the Advisory Board resigns or is unable to fulfil his/her duties, 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 Annual Meeting of the General Assembly where a new Advisory Board is elected.

### **11B.2.** ADVISORY BOARD MEMBERS

The Advisory Board consists of 3 individuals of EGEA. At least one place in the Advisory Board is reserved for a former Board member or former Regional Contact Person of the previous three years. The term of the AB is one EGEA working year.

**11B.2.1.** The rights of the Advisory Board are:

**11B.2.1.1.** To have a reserved place for one representative at the Annual Congress.

**11B.2.1.2.** To be informed in advance about the meetings of the Board via e-mail and to have access to the minutes of every Board meeting within a week after the meeting.

**11B.2.1.3.** To advise the Board whenever needed.

**11B.2.1.4.** To request a meeting with the Board whenever needed.

**11B.2.2.** The duties of the Advisory Board are:

**11B.2.2.1.** To stay in close communication with the Board and up to date about their work.

**11B.2.2.2.** To advise the Board whenever requested by the Board.

**11B.2.2.3.** 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.

**11B.2.2.3.1.** 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.

**11B.2.2.3.2.** 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.

**11B.2.2.3.3.** 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.

**11B.2.2.4.** To prepare a written report about the work of the Board and present it at the Annual Meeting of the General Assembly together with a recommendation about discharging the Board.

**11B.2.2.5.** 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.

**11B.2.2.6.** To maintain the egea.eu body email account.

**11B.2.3.** During their term, the members of the Advisory Board cannot hold any other position in the Association except the entity Contact Person.

**11B.2.4.** The open call for Advisory Board Members is to be opened 50 days and closed 20 days prior to that Meeting of the General Assembly at which the decision will be taken. The Election procedure is explained in Article 13.

**11B.2.4.1.** A member of the Advisory Board can be re-elected only once, unless there are no other candidates.

**11B.2.4.2.** Members of the Advisory Board can only be approved and discharged by the General Assembly.

## Article 11C **TEAMS**

**11C.1.** The TEAMS Teams are voluntarily formed groups working for the development of the Association with a clear mandate. A list of all Team mandates can be found in Appendix D.

**11C.2.** The establishment of a new Team:

**11C.2.1.** Any EGEAn can establish a new Team by proposing the aim and mission of the Team to the General Assembly. New Teams can, for instance, originate from working groups, projects, and new ideas in existing Teams.

**11C.2.2.** After approval by the General Assembly the Team is established and defined in Appendix D and has rights and duties set out in the following articles.

**11C.3.** The rights of the Teams are:

**11C.3.1.** To have a body page on the EGEA website, an egea.eu e-mail account and a subforum for communication on the website.

- 11C.3.2.** To be supported by the Board, Regional Teams and other bodies in EGEA in achieving their mission.
- 11C.3.3.** To have an allocated budget within the budget of EGEA, depending on the financial situation of EGEA.
- 11C.3.4.** To have one reserved place per Team at the Annual Congress.
- 11C.3.5.** To hold a live meeting at a Regional Congress and have up to 5 reserved places for this, if possible for the congress organisers.
- 11C.4.** The duties of the Teams are:
- 11C.4.1.** To develop an annual working plan consistent with the aim and mission of the Team, and to achieve the goals introduced in the working plan.
- 11C.4.2.** To update the Association regularly on the developments for example but not limited to publishing minutes of Team meetings.
- 11C.4.3.** To write a report about the progress of their work twice a year and present it to the Board when requested.
- 11C.4.4.** To maintain the body page on the EGEA website and to use the egea.eu e-mail account.
- 11C.4.5.** To follow the decisions made by the Board of EGEA and the General Assembly.
- 11C.5.** Structure of a Team
- 11C.5.1.** The Team is formed out of Team Coordinator(s) and Team members.
- 11C.5.2.** Every individual of EGEA can apply for a Team membership. Team members are approved by the supervising Board member and the Team Coordinator(s). The Team Coordinator(s) inform the supervising Board member about new Team member applications no later than two weeks after receiving the membership application.
- 11C.5.3.** Each Team appoints one or two Coordinator(s) to manage and lead the Team and share its work with other bodies of the Association. A change in the number of Coordinators is decided by the current team and their supervising Board member.
- 11C.6.** The Team Coordinators
- 11C.6.1.** The rights of a Team Coordinators are:
- 11C.6.1.1.** To delegate their tasks, duties and rights to Team members upon mutual agreement.
- 11C.6.1.2.** To receive support and training from other bodies in EGEA in order to execute their task as a Coordinator better.
- 11C.6.2.** The duties of Team Coordinators are:

**11C.6.2.1.** To represent the Team and to be responsible for the actions of the Team and for the Team fulfilling its duties.

**11C.6.2.2.** To ensure good communication within the Team, with the respective Board member and with other bodies of the Association.

**11C.6.2.3.** To manage the Team's email inbox

**11C.6.2.4.** To organise regular e-meetings and organise live meetings when necessary or possible.

**11C.6.2.5.** To write an annual working plan before the Annual Meeting of the General Assembly, in cooperation with the next coordinator and the supervisory Board member.

**11C.6.2.6.** To provide transition for their successor(s) to ensure a smooth knowledge transfer.

**11C.6.3.** The Vice President releases the call for new Team Coordinators annually, in cooperation with all current Team Coordinators. The call opens 50-60 days prior to the Annual Meeting of the General Assembly.

**11C.6.3.1.** After the call has passed and enough applications are received, voting in the Team follows. All Team 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 Team members and the Vice President.

**11C.6.3.2.** The voting platform is chosen by the current Coordinator(s) and should ensure anonymous voting.

**11C.6.3.3.** Team Coordinator(s) can be re-elected as Team Coordinator.

**11C.6.3.4.** In case a Team Coordinator resigns or is unable to fulfil their tasks, the Vice President is responsible for organising the elections for a new one.

**11C.6.4.** The warning procedure for the Team Coordinator

**11C.6.4.1.** If a Team Coordinator is clearly and continuously not fulfilling his/her responsibilities, the Board, in cooperation with the Team members can issue an official warning to the respective Team Coordinator. The warning should include the reasons for the warning as well as ways to correct the inability of the Coordinator to keep up with their responsibilities.

**11C.6.4.2.** Only after issuing an official warning and if there is no considerable improvement in the reliability of the Team Coordinator, the Board in agreement with the Team members can discharge the Team Coordinator.

## Article 11D *Secretariat Coordinator*

**11D.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.

**11D.1.1.** The rights of the Secretariat Coordinator are:

**11D.1.1.1.** To have a reserved place at the Annual Congress.

**11D.1.1.2.** To have access to the necessary information to be able to fulfil the duties of the Secretariat Coordinator.

**11D.1.1.3.** To have a team of Secretariat Assistant aiding the Secretariat Coordinator with his/her duties.

**11D.1.2.** The duties of the Secretariat Coordinator are:

**11D.1.2.1.** To coordinate the Secretariat.

**11D.1.2.2.** To manage the archive of EGEA.

**11D.1.2.3.** To manage the mail of the Association sent to the Secretariat.

**11D.1.2.4.** To assist the Board with finding additional donors to the Association.

**11D.1.2.5.** To process the refund claims together with the Treasurer.

**11D.1.2.6.** To control current agreements and deals between the Association and other organisations (in cooperation with the Board).

**11D.1.2.7.** To report about the progress of the Secretariat Coordinator's work, at minimum twice per working year and to present it to the Board and/or the General Assembly.

**11D.1.2.8.** Other duties are agreed on between the Board and the Secretariat Coordinator on an annual basis.

## Article 11E *EGEA Europe Team*

**11E.1.** The EGEA Europe Team consists of all individuals in EGEA in official bodies: the Board of EGEA, Regional Contact Persons, Regional Assistants, the Advisory Board, Team Coordinators, the Secretariat Coordinator, the Financial Control Commission, and the Main Coordinators of the Annual Congress and Regional Congresses.

**11E.2.** Meetings of the EGEA Europe Team are called 'Organisation and Strategy Meeting' (OSM).

**11E.2.1.** OSMs are organised by the Board.

**11E.2.2.** The OSMs should convene at least once a year, preferably twice a year, in December and July.

**11E.2.3.** Every official body may send one representative to the OSM. The Board

may invite other individuals as guests.

**11E.3.** Every member of the EGEA Europe Team is obligated to keep any information confidential about which a confidentiality claim has been made, or information that the person is supposed to be reasonably aware of the confidential nature. Also after the termination of one's duties, each past member should remain to this confidentiality statement.

## REPRESENTATION OF THE ASSOCIATION

### Article 12

**12.1. (SB 12.1.)**

**12.2. (SB 12.2.)**

**12.3. (SB 12.3.)**

## ELECTION PROCEDURE

### Article 13

**13.1. (SB 13.1.)** The Election Procedure is also the default election procedure for the Regional Contact Persons, the Advisory Board and the Team coordinators.

**13.2. (SB 13.2.)** For the position of Team Coordinator it is allowed to apply for more than one Team Coordinator position at a time. However, board members and Regional Contact Persons cannot be Team Coordinator at the same time.

**13.3. (SB 13.3.)** An application should contain at least the following points: EGEA experience, study and work background, skills and competences, motivation to apply and time availability.

**13.3.1.** By default, the application period of the Board of EGEA and Regional Contact Persons happens during May, the application period of the Team Coordinators happens during June and the application period of the Advisory Board happens during August.

**13.4. (SB 13.4.)**

**13.5. (SB 13.5.)**

**13.6. (SB 13.6.)**

**13.7. (SB 13.7.)** For the election of Regional Contact Persons, only member entities of the respective region vote for their Regional Contact Person. For Team Coordinators, the

team members and responsible board member is allowed to vote. For the Advisory Board the voting happens at the Annual Meeting of the General Assembly, so a voting period does not apply.

**13.8. (SB 13.8.)**

**13.9. (SB 13.9.)**

**13.10. (SB 13.10.)**

**13.11. (SB 13.11.)**

## FINANCES

### Article 14

**14.1. (SB 14.1.)**

**14.2. (SB 14.2.)**

**14.3. (SB 14.3.)** The Financial Control Commission (FCC)

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

**14.4. (SB 14.4.)**

**14.5. (SB 14.5.)**

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

**14.6. (SB 14.6.)**

**14.6.1.** The Regional Congress Organizers submit the balance reports for their Regional Congress of the current working year within 60 days after the last day of the respective Regional Congress. The FCC checks the balance report of the Regional Congresses based on the bills and notes submitted by the Regional Congress Organizers, and reports the conclusions to the General Assembly.

**14.6.2.** Individuals who hold any conflict of interest regarding the financial reporting due to their position or duty within the Association cannot take part in the FCC. Therefore, people in following positions cannot simultaneously be members of the FCC in the same working year: members of the Board, members



of the Advisory Board, Regional Contact Persons, members of the Regional Congress organisational team, members of the Annual Congress Organisational team and the Secretariat Coordinator. In addition, members of the Board, the Regional Contact Persons, members of the Annual Congress Organisational team and the Secretariat Coordinator cannot take part in the FCC of the following working year. Other potential conflicts of interest are to be evaluated by the General Assembly.

#### 14.7. (SB 14.7.)

## AMENDMENT OF THE STATUTORY BASE

### 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 LIQUIDATION

### 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.)

#### 16.7. (SB 16.7.)

## REGULATIONS

### Article 17

17.1. (SB 17.1.)

17.2. (SB 17.2.)

17.3. (SB 17.3.)

## FINAL DEFINITION

### Article 18 (SB 18)

## FINAL STATEMENT

(SB FINAL STATEMENT).

## 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 TEAMS AND PROJECTS

APPENDIX E: EGEA CODE OF CONDUCT

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