

# **CORPUS IURIDICUM AEGEENSE**

Association des Etats Généraux des Etudiants de l'Europe



**EDITION 18**

**~ MAY 2007 ~**

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# **PREFACE**

## **Of the Juridical Commission**

<b>Olga Daskali</b>	<b>Dea Cavallaro</b>	<b>Gergő Szigeti</b>
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Dearest Network,

It remains an utmost pleasure for the Juridical Commission of AEGEE-Europe to welcome you to the Corpus Iuridicum Aegeense in its 18th edition, which embraces all the changes voted upon at the Spring Agora held in Valletta in April 2007.

A philosophy of prosperity and continuity keeps defining the developing personality of AEGEE time and time again. Indeed, every Agora is characterised by substantial changes to the core Statutes and Spring Agora Valletta continued along this line of tradition. In truth, given the ever growing Network, the proposals for changes to the CIA remain a goal to render the state of affairs of our association as clearer and as smoother as possible.

This edition sees major changes, them being : changes in the cycle of the Comité Directeur , efficiency and clarification of some aspects of the Planning Working Format and the Projects Working Format in order to guarantee a broader involvement of the network in the long-term planning of our association, introducing changes for the budget of Summer University Project, clarifications for Find Europe Coordination Team, increasing the number of members in Network Commission excluding Antennae from participation. Finally establishing the English translation of AEGEE to be used as European Students' Forum.

Two decades and on, AEGEE continues fulfilling its horizon with the capacity to translate our vision and our values into reality. Our unique youthful spirit and enthusiasm keeps aiding us in preserving the AEGEE dynamics all throughout our extensive Network and the constant changes to our Statutes are a realisation of this. In truth, notwithstanding the development and prosperity of our association, the CIA continues to rank first place in terms of inspiration and guidance to our mission in achieving the goals and objectives of our beloved association.

Hence, it remains a source of pride to this Juridical Commission to hand over the 18<sup>th</sup> edition of the CIA to the Network,

Yours faithfully,  
Olga ~ Dea ~ Gergő  
The Juridical Commission Valletta-Eskisehir

## **PREFACE OF THE 7<sup>TH</sup> EDITION (EXTRACT)**

We would also like to take the opportunity of the seventh edition's publication to explain shortly the different types and importance of legal texts we apply within the association.

First of all there are the Statutes (Sta), which are at the top of the hierarchy of our texts. No valid rule in another AEGEE document can be in contradiction with the Statutes. The Working Formats of the Agora (WFA) and of the Presidents' Meeting (WFPM) are intended to complete the Statutes as far as the internal organisation and management of the statutory bodies are concerned. The Financial Working Format (FWF), which regulates finances and budgetary lines of the association, lies with the exclusive competence of the Agora. In cases of conflict all Working Formats take the second rank in the hierarchy of the texts. They prevail over the General Rules, which form the third category of legal texts. General Rules are proposals, which only need a simple majority to be accepted. Having a certain importance for the association they must be published in the CIA. The Conventions d'Adhision are in no separate rank. They are contracts between AEGEE-Europe and an Antenna or Working Group referring to the relation between the signatory bodies.

The footnotes are not part of the official text voted upon by the Agora or Presidents' Meeting<sup>1</sup>. But they are the official (and consequently binding) interpretation of the Juridical Commission in office.

This is certainly not the last edition of the CIA. Our rules should always fulfil the conditions of stability and flexibility at the same time: We must leave them unchanged as long as possible and only modify them if it is really necessary. Whatever it may look like, the CIA represents only a framework, which must be filled by the creative political work of the association for the promotion of European integration.

# LIST OF CHANGES

## **Changes 18 edition : (Agora Valletta, April 2007)**

- Changes to the Planning Working Format
- Changes to Projects Working Format
- Changes to Agora Working Format
- Changes to EBM's Working Format
- Changes to Comité Directeur Working Format
- Introduction of article in Find Europe Project
- Changes for the budget of Summer University Project
- Reform of article 4 of the Statutes.
- Change of the CD Cycle
- Establishment of English translation to be used for AEGEE, article 3 of the statutes
- Reformation of members of Network Commission.

## **Changes 17.1 edition : (Agora Napoli, November 2006)**

- Changes to the Working Format of the European Boards' Meeting (Art.1(3), Art.2(1),(2),(3),(4),(6),(7),(8) , Art.7(1),(3) )
- Changes to Planning Working Format ( Art.2(2),(3),(4), Art.3(1),(2),(3),(4) )
- Changes to Working Format of the Agora (Art.6. Art.14(1) )
- Introduction of the Transition Period-Knowledge Transfer of the Comité Directeur , Article 18, 19(3),(4),(5), 20 of the Statutes,
- Changes to the Working Format of the Comiti Directeur ( Art.1, 2, 2A )
- Changes to Financial Working Format ( Art.18(5), Art.26 )
- Changes to Working Format Working Groups Criteria ( Art.1(2),(4), Art.5 )
- Reform of Find Europe Project (Art.2(2),(3),(4), Art.3(2),(3), Art.4(2),(3),(4) )

## **Changes 17 edition: (Agora Warszawa, May 2006)**

- Changes to Article 24 of the Statutes
- Changes to the Working Format of the Agora ( Art.13(3))
- Changes to the Working Format of the European Boards' Meeting (Art.8(3))
- Changes to the Working Format of the Members Commission (Part I(3); II (4))
- Changes to the Financial Working Format (Art.18(10); Art.27)
- Changes to the Working Format Working Groups Criteria (Art.1(2))
- Reform to the Summer University

## **Changes 16.1 edition: (Agora Izmir, October 2005)**

- Changes to Article 25(5) of the Statutes
- Changes to the Working Format of the Agora (Art.1(4), Art.1(6), Art.2(1)).
- Changes to the Working Format of the European Boards' Meeting (Art.2(2), Art.2(3), Art.4(1)).
- Changes to the Working Format of the Comiti Directeur (Parts IV, VII, X)
- Changes to the Financial Working Format (Art.12, Art.18(2), Art.19, Art.20(1), Art.24(1)).
- Changes to the Working Format Working Groups Criteria (Art.1(2))

- Changes to the Role of the Network Commission (Part III)
- Reform to the Projects Working Format
- Introduction of the Planning Working Format, hereby replacing the former 'Main Fields of Action, Strategy Plan, Year Plan'
- Changes to the Summer University (Art.3)
- Changes to the former Liaison Office, hereby named 'Liaison Officers and Liaison Agency'
- Punctuation corrections to the Corpus Iuridicum Aegeense
- Inclusion of the updated version of the "Loi du 1er juillet 1901" (with the English version) in the additional annexes

#### **Changes 16.0 edition: (Agora Enschede, May 2005)**

- Changes on article 21 of the Statutes
- Changes on the Working Format of the Agora (article 2)
- Changes on the European Boards' Meeting
- Changes on the Working Format Antennae Criteria
- Changes on the Events Working Format
- Inclusion of the "Loi du 1er juillet 1901" (with the English version) as attachment
- Corrections and harmonization of the lay-out of the Corpus Iuridicum Aegeense

#### **Changes 15.0 edition: (Agora Torino, November 2004)**

- Linguistic corrections of the English version of the Preamble and the Statutes
- Changes on articles 14,17,19 and 32 of the Statutes
- Deletion of the article 19a of the Statutes
- Changes on the Financial Working Format (articles 18-22, 24), deletion of the article 25
- Changes on the Working Format of the Agora (articles 1, 3, 19, 10a)
- Changes on the Secretariat General Working Format (articles 1, 2)

#### **Changes 14.1 edition: (Agora Skopje, April 2004)**

- Changes on articles 4, 14, 17, 21, 32 of the Statutes
- Changes on the Working Format of the Agora
- Changes on the Financial Working Format
- Abolition of the Planning Meeting and Introduction of the European Boards' Meeting
- Introduction of the Working Format of the Secretariat General
- Changes on the Summer University Project rules

#### **Changes 14.0 edition: (Agora Zaragoza, October 2003)**

- Changes on Find Europe Project
- Changes on Liaison Officers
- Changes on Financial Working Format (art. 18.12)

**Changes 13.1 edition: (Agora Bucuresti, May 2003)**

- Changes on Meetings of the Comité Directeur, article 20.1 of Statutes; deletion of article 20.3.
- Introduction of “Working Format Connections Criteria”
- Changes on Working Format of the Agora, article 2.1.
- Changes on Financial Working Format; articles 3, 18.2 and 18.3.
- Changes on Working Format of the Comité Directeur
- New Application Form

**Changes 13.0 edition: (Agora Athina, November 2002)**

- Changes on articles 13 and 25 of Statutes and changes on Working Format Working Groups Criteria
- Introduction of Find Europe Project
- Changes on “Financial Working Format, Deficit Guarantee” (art 26.1 and 26.2)
- New article 23 to the “Financial Working Format, Subsistence costs”.
- Changes on ‘Main Field of Action, Strategic Plan, Year plan’.
- Deletion of the ‘Year Plan Working Format’, ‘General Rules for Events’ and ‘European Project Regulations’
- Introduction of the ‘Events Working Format’ and the ‘Project Working Format’
- Changes on “Working Format Antenna Criteria” (art. 4.1)

**Changes 12.0 edition: (Agora Amsterdam, May 2002)**

- Introduction of a Year Plan Working Format
- Introduction of European Projects Regulations
- Reduction in the number of YP per year to one
- Changes concerning Working Groups (art. 25, 26, 32 Sta., WG WF, The Role of the NetCom)

**Changes 11.1 edition: (Agora Ankara, November 2001)**

- Introduction of the travel reimbursement for workshop leaders at Planning Meetings
- Modification of the reimbursement criteria for leaving and newly elected CD members
- Modification of the Summer University Rules

**Changes 11.0 edition: (Agora Constanta, May 2001)**

- Introduction of the Vote of Confidence for the Network Commission
- Modification of the reimbursement criteria for the Network Commission
- Deletion of the “Role of the Comité Directeur” from the General Rules section

# **PREAMBLE – STATEMENT OF PRINCIPLES**

*Agora Utrecht, May 2000*

We, the members of AEGEE,

Realising that the young people of Europe are building the future of our continent,

Aspiring to a peaceful Europe free of obstacles and enmities, of false divisions and forced differences,

Resolved to remove barriers between the peoples of Europe,

Determined to contribute to a Europe of co-operation and understanding,

Creating a network of young Europeans desiring to spread our ideals and ideas concerning Europe,

Hereby declare

Our belief that, while cherishing our diversity and respecting the character of our regions, we can find on the basis of our cultural and historical heritage the principles that unite us and guide us in our effort to strengthen the European conscience,

Our faith in a Europe standing for liberty, democracy, respect for human rights and the rule of law, and our will to co-operate with institutions that promote these concepts,

Our resolve to establish an open Europe which recognises the importance of all cultures in the shaping of its past, present, and future and which plays an active role in fostering peace, stability and prosperity throughout the world,

Our intention to promote unlimited access to education as being of fundamental importance to increase mutual understanding,

Our desire to encourage student mobility in order to fight prejudice and xenophobia by increasing people's awareness of different cultures, and

Our strong belief that our association is a unique platform enabling us to contribute to these visions of Europe

# **STATUTES OF AEGEE-EUROPE**

*Agora Valletta, April 2007*

## **I - Form, Aim, Name, Office, Duration**

### **Article 1: Form**

An association is formed between the undersigned and all natural and legal persons being party to the present Statutes and which fulfil the conditions hereinafter fixed, regulated by the French law of 01.07.1901 and by the Order of Council of 16.08.1901.

### **Article 2: Aim**

(1) <sup>1</sup>The association aims to promote, through the student world, the European idea amongst young people in Europe. <sup>2</sup>Thus AEGEE strives to foster European integration, democracy, human rights, tolerance, cross-border co-operation, mobility and a European dimension in education.

(2) AEGEE is a secular, non-profit organization not linked to any political party.

### **Article 3: Name**

The full name of the association is "AEGEE-Europe", AEGEE stands for "Association des Etats Generaux des Etudiants de l'Europe". The English translation to be used is "European Students' Forum".

### **Article 4: Head Office**

<sup>1</sup>The board of the association is registered at 41, rue de Liege, F-75008 Paris. <sup>2</sup>The head office is located at Rue Nestor de Tiere 15, B-1030 Brussels-Schaarbeek. <sup>3</sup>These may be moved by a simple decision of the Comité Directeur. <sup>4</sup>Ratification of the decision must be proposed at the Agora following the decision.

### **Article 5: Duration**

<sup>1</sup>The duration of the association AEGEE-Europe is unlimited. <sup>2</sup>However, the Statutes of AEGEE-Europe may be transferred into Community law as soon as Community legislation permits.

## **II - Members of the Association**

### **Article 6: Members**

The association is composed of:

#### **1) Ordinary Members:**

a) <sup>1</sup>The associations (AEGEE Locals), which have signed the Convention d'Adhesion, appended to the present Statutes. <sup>2</sup>These members undertake to respect the Statutes of the association and its internal Working Formats;

b) <sup>1</sup>The associations (AEGEE Working Groups), which have signed the Convention d'Adhesion, appended to the present Statutes. <sup>2</sup>These members undertake to respect the Statutes of the association and its internal Working Formats. <sup>3</sup>They are exempt from the annual membership fee.

#### **2) Supporting Members:**

<sup>1</sup>Those persons having rendered noteworthy financial services to the association recognised as such by the Comité Directeur. <sup>2</sup>Legal persons may be admitted as supporting members.

#### **3) Honorary Members:**

<sup>1</sup>Those persons having rendered noteworthy services to the association and who have been awarded this title by the Comité Directeur. <sup>2</sup>They are exempt from the annual membership fee. <sup>3</sup>The list of Honorary Members is subject to ratification at the Agora.

### **Article 7: Membership Fee**

(1) A membership fee, ratified by the Agora, must be paid to ensure that membership as defined in Article 6 of the present Statutes is valid.

(2) Exceptions on the membership fee rate can be made by the Comité Directeur.

**Article 8: Financial Responsibility**

<sup>1</sup>The assets of the association are responsible for contractual obligations taken in the name of the association. <sup>2</sup>No member of the Comité Directeur will be held personally responsible for these obligations.

**III - Local Associations****Article 9: Definition**

(1) <sup>1</sup>Local associations as full members of AEGEE-Europe are associations subject to the law of 01.07.1901 or subject to similar laws in the other European countries. <sup>2</sup>These associations are set up locally and formed with the agreement of the Comité Directeur, which will make a decision during its meetings as soon as the respective association requests it.

(2) <sup>1</sup>These associations will use the name "AEGEE-" followed by the geographical name best suited to the locality in which they are situated. <sup>2</sup>They will be referred to as "AEGEE local" or "local association" in the remainder of this text.

(3) <sup>1</sup>To become an AEGEE local, a group or association has to fulfil the criteria set in the Working Format Antennae Criteria and sign the Convention d'Adhesion. <sup>2</sup>The relationship with all groups or associations wishing to become members of AEGEE-Europe is regulated by a Convention d'Adhesion; the use of the name "AEGEE" is permitted after signing this Convention d'Adhesion.

(4) <sup>1</sup>The AEGEE locals are divided into AEGEE Antennae and AEGEE Contact Antennae. <sup>2</sup>Their rights and duties are described in the Working Format Antennae Criteria.

(5) <sup>1</sup>AEGEE locals lose their member status by termination of the Convention d'Adhesion, as decided by the local Agora with a 2/3 majority. <sup>2</sup>The Convention d'Adhesion may also be terminated by the procedures mentioned in Articles 10 or 24 of the present statutes.

(6) Members of AEGEE locals will be referred to as "AEGEE members" in the remainder of this text.

**Article 10: Relationship between AEGEE-Europe and AEGEE locals**

(1) <sup>1</sup>AEGEE-Europe aims to unite the intentions and magnify the efforts made by AEGEE locals. <sup>2</sup>The relationship between AEGEE locals and AEGEE-Europe is regulated by the Convention d'Adhesion and the Working Format Antennae Criteria. <sup>3</sup>The Comité Directeur supervises the functioning of AEGEE locals.

(2) All lawsuits initiated by or against an AEGEE local are likely to harm AEGEE-Europe and all the members of the association, and as a consequence, AEGEE-Europe should be informed.

(3) <sup>1</sup>The Comité Directeur retains the power of decision in all cases that might harm AEGEE-Europe, but not for the cases brought forward to the Members Commission by official and valid request according to Article 24(5). <sup>2</sup>In these cases the Comité Directeur is obliged to co-operate with the Members Commission by providing the necessary infrastructure and information available.

(4) <sup>1</sup>The Comité Directeur may decide to terminate the Convention d'Adhesion with an AEGEE local if this local did not pay membership fees for more than three successive Agoras. <sup>2</sup>This decision is subject to ratification by the Agora.

(5) <sup>1</sup>The Comité Directeur may decide to terminate the Convention d'Adhesion with an AEGEE local that has the status of a Contact Antenna, if this Contact Antenna did not organise a European event within one year after becoming Contact Antenna. <sup>2</sup>This decision is subject to ratification by the Agora.

**Article 11: Organisation**

The organisational method of the AEGEE locals is defined by the Statutes that the local associations undertake to adopt by signing the Convention d'Adhesion with AEGEE-Europe.

**IV - Working Group Associations****Article 12: Definition**

(1) <sup>1</sup>Working Group associations as full members of AEGEE-Europe are associations subject to the law of 01.07.1901 or subject to similar laws in the other European countries. <sup>2</sup>These associations are set up out of a European Working Group of AEGEE-Europe and are formed with the agreement of the Comité Directeur, which will make a decision during its meetings as soon as the respective association requests

it.

(2) <sup>1</sup>These associations will use the name "AEGEE-" followed by the concrete subject on which the Working Group concentrates, and the title Working Group. <sup>2</sup>They will be referred to as "AEGEE Working Groups" in the remainder of this text.

(3) Only members of AEGEE locals can be members of AEGEE Working Groups.

(4) <sup>1</sup>To become an AEGEE Working Group a group or association has to fulfil the criteria set in the Working Format Working Groups Criteria and has to sign the Convention d'Adhesion. <sup>2</sup>The relationship with all groups or associations wishing to become member of AEGEE-Europe is regulated by a Convention d'Adhesion; the use of the name AEGEE is permitted after signing this Convention d'Adhesion.

### **Article 13: Relationship between AEGEE-Europe and AEGEE Working Groups**

(1) <sup>1</sup>Each Working Group elects the Board of the Working Group. <sup>2</sup>After each election, the names of the elected persons must be communicated to the Comité Directeur.

(2) <sup>1</sup>Any change to the statutes of an AEGEE Working Group must be communicated to and approved by the Juridical Commission and the Comité Directeur. <sup>2</sup>They will be considered approved if no written objection is presented within the 2 months following this notification.

(3) <sup>1</sup>All lawsuits initiated by or against an AEGEE Working Group are likely to harm AEGEE-Europe and all the members of the association, and by consequence AEGEE-Europe should be informed.

(4) <sup>1</sup>The Comité Directeur retains the power of decision in all cases that might harm AEGEE-Europe, except for cases brought forward to the Members Commission by official and valid request according to Article 24(5). <sup>2</sup>In these cases the Comité Directeur is obliged to co-operate with the Members Commission by providing the necessary infrastructure and information available.

## **V - Organs of AEGEE-Europe**

### **Article 14: Ordinary Agora**

(1) <sup>1</sup>The ordinary Agora comprises the elected representatives of the AEGEE locals and the AEGEE Working Groups as well as the members of the Comité Directeur. <sup>2</sup>The ordinary Agora meets twice a year.

(2) The required quorum for an election is 50% of the members of AEGEE-Europe.

(3) <sup>1</sup>Every local sends at least 1 and at most 3 delegates, elected in the local Agora. <sup>2</sup>The number of votes per AEGEE Antenna depends directly on the membership fees paid to AEGEE-Europe. <sup>3</sup>The number of votes is distributed in the following way:

10	-	20	members	1 vote,
21	-	50	members	2 votes,
51	-	100	members	3 votes,
101	-	150	members	4 votes,
151	-	200	members	5 votes,
201	-	250	members	6 votes,
251	-	350	members	7 votes,
351	-	450	members	8 votes,
451	-	550	members	9 votes,
551	-	650	members	10 votes,
651	-	750	members	11 votes,
751	-	850	members	12 votes,
851	-	950	members	13 votes,
from		951	members	14 votes plus one additional vote for every 250 additional members.

(4) The number of members of each AEGEE Antenna is calculated by the Comité Directeur according to the membership fees it paid.

(5) <sup>1</sup>Every AEGEE Working Group sends at least 1 and at most 3 delegates, elected by the general assembly of the Working Group. <sup>2</sup>AEGEE Working Groups have three votes.

(6) The President convokes the Agora.

(7) The Chairperson presides over the Agora.

(8) The Secretary of the meeting is responsible for the minutes of the Agora.

(9) The President (assisted by the Comité Directeur) presents a moral report about the current situation of

the association.

(10) Every Comité Directeur Member presents an individual moral report about the current situation of his/her activity.

(11) <sup>1</sup>The Treasurer presents the results of his management and submits the financial balance sheet to the Agora for approval. <sup>2</sup>The representative of the Audit Commission may intervene if the Agora asks them to do so.

(12) The Audit Commission presents its report.

(13) The Agora approves the management of the Comité Directeur for the period since the last Agora.

(14) <sup>1</sup>The Agora votes on the outline of the projects for the coming period and the provisional budget, as proposed by the Comité Directeur. <sup>2</sup>Each project has to be the object of a separate vote.

(15) <sup>1</sup>Decisions are made by simple majority. <sup>2</sup>The vote is public unless half of the members of the Agora request a secret ballot.

(16) The members and organs of AEGEE-Europe have the right to present proposals to the Agora.

#### **Article 15: Minutes**

The discussions during the Agora are recorded in the form of minutes in a special register and signed by the Chairperson and the Secretary of the meeting and communicated not later than two months after the meeting to the AEGEE locals and the AEGEE Working Groups.

#### **Article 16: Extraordinary Agora**

(1) If necessary, or at the request of 20% of the registered members, the President will convoke an extraordinary Agora in accordance with Article 14.

(2) The Agora must take place within two months.

#### **Article 17: Election of the Comité Directeur**

(1) The association is administered by a European Board of Directors (Comité Directeur) composed of a maximum of 9 members from the AEGEE locals: the President, the Secretary General, the Treasurer, from now on called Financial Director and 6 active members elected by secret vote for a period of one year by the Agora.

(2) <sup>1</sup>All members of the Comité Directeur may be re-elected. <sup>2</sup>The composition of the Comité Directeur must meet the following requirements:

- 1 Each candidate, excluding President, Secretary General and Financial Director, should receive a number of votes corresponding to at least one third of the total number of votes;
- 2 At least four nationalities must be represented;
- 3 Not more than three members may share the same nationality.

(3) <sup>1</sup>If more than three of the candidates elected share the same nationality, only the three with the most votes can join the Comité Directeur. <sup>2</sup>The other places shall remain vacant. <sup>3</sup>If the candidates elected are of fewer than four nationalities, one place in the Comité Directeur shall remain vacant for every nationality lacking. <sup>4</sup>In this case, the candidates elected with the fewest votes will not join the Comité Directeur.

(4) The President, the Financial Director and the Secretary General are elected in three secret elections of two ballots each.

(5) The candidates for the presidency who are not elected are not allowed to present themselves for another post in the Comité Directeur.

(6) <sup>1</sup>The 6 regular members are elected individually according to the Working Format of the Agora. <sup>2</sup>The Comité Directeur elects among the elected members at least one Vice-President. <sup>3</sup>If there is more than one Vice-President the Comité Directeur must rank them.

(7) All the members of the Comité Directeur have to present a moral report in case of resignation.

(8) All members of the Comité Directeur have to present together with the financial report of the association an individual report of the travels they made during their mandate, specifying the expenses of these travels.

#### **Article 18: Assumption of office of the newly elected members of the Comité Directeur**

(1) The members of the Comité Directeur who were elected at the Spring Agora assume office, and shall act in the name of the association, as from 1<sup>st</sup> September following the Spring Agora. The newly-elected members of the Comité Directeur shall receive from their predecessors a full and complete knowledge transfer from 1<sup>st</sup> August until 31<sup>st</sup> August.

(2) The power to act in the name of the association remains vested in the respective members of

the Comité Directeur who are terminating their posts, and the members who remain in office after the Agora. Throughout this period, legal representation and capacity remain vested in the outgoing President.

(3) The Comité Directeur members terminating their office must present an activity report covering the period between the Spring Agora and the 31<sup>st</sup> of August. The report is to be placed online latest by the 7<sup>th</sup> of September. These have to be voted on at the Fall Agora.

(4) The outgoing Financial Director publishes online an interim financial report over the period 1 January until 31 August latest by the 7<sup>th</sup> of September. This has to be voted on at the Fall Agora.

(5) In case of resignation of a CD member, the CD has to make an open call for an interim CD member within one week, who will fill in the position within one month of announcing of the resignation. The interim CD member holds responsibilities and obligations for the post, receives the financial benefit of an elected CD member but does not have voting rights in the CD meeting.

### **Article 19 : Vote of Confidence**

(1) During an Agora, ordinary or extraordinary, a group of at least 10 Antennae or AEGEE Working Groups (with a majority of their delegates) or the 2/3 majority of the members of the Comité Directeur may ask for a vote of confidence in favour of one or more members of the Comité Directeur in charge.

(2) <sup>1</sup>If the Agora votes against the vote of confidence by a simple majority, the members of the Comité Directeur for whom the vote of confidence was taken may present themselves for the elections of the Comité Directeur, if they want to hold their position. <sup>2</sup>If the Agora votes in favour, the members of the Comité Directeur voted upon continue until the end of their mandate.

(3) In the case of a negative vote of confidence on several members of or the whole Comité Directeur, the members-elect shall assume office and shall act in the name of the association as from the day after the Agora.

(4) Where the negative vote of confidence is either on the President, the Financial Director or the Secretary General, the newly elected Comité Directeur shall assume office and shall act in the name of the association as from the day after the Agora.

(5) Notwithstanding a negative vote of confidence, the outgoing members of the Comité Directeur are still obliged to provide a full and complete knowledge transfer as provided in Art. 18

### **Article 20: Powers of the Comité Directeur**

(1) <sup>1</sup>The Comité Directeur is vested with the widest possible powers to act in the name of the association and is authorised to take any action in conformity with the aims of the association. <sup>2</sup>The members of the Comité Directeur have the following competences:

- <sup>1</sup>The President is responsible for carrying out the decisions of the Comité Directeur and for ensuring the proper functioning of the association, which he/she represents in all civil acts and in particular regarding the opening and operation of all bank accounts. <sup>2</sup> He/She orders all expenditures. <sup>3</sup> He/She shares this financial power with the Financial Director. <sup>4</sup>When a vote taken by the Comité Directeur is evenly split, the President has the casting vote.
- <sup>1</sup>The Vice-Presidents assist the President in his/her various tasks. <sup>2</sup>They have no financial power. <sup>3</sup>They are responsible for external relations and specific projects. <sup>4</sup> If the President (or acting President) becomes incapacitated in any way, the Vice-President highest in rank becomes automatically empowered with all the powers and responsibilities of the President, for as long as the President (or acting President) is incapacitated. <sup>5</sup>He/She is then considered to be the acting President.
- <sup>1</sup>The Secretary General and his/her assistants must ensure a good communication within the association. <sup>2</sup>They are responsible for maintaining the register as prescribed by the law of 01.07.1901. <sup>3</sup>The Secretary General is responsible for the preparation of the statutory events. <sup>4</sup>The Secretary General shall supervise and coordinate the work of the secretariat and is responsible for the daily functioning of the Secretariat. <sup>5</sup>The duties of the Secretariat are more precisely defined in the Working Format of the Secretariat General.
- <sup>1</sup>The Financial Director maintains the accounts of the association. <sup>2</sup>He/She makes all

payments and receives all money on behalf of the association. <sup>3</sup>He/She has the right to refuse to make payments that are not authorised by a vote of the Comité Directeur. <sup>4</sup>He/She has to make an annual budget. <sup>5</sup>He/She is assisted by the Assistant Financial Director.

(2) <sup>1</sup>The accounts of AEGEE-Europe will be given in EURO. <sup>2</sup>The accounts will be examined annually by the Audit Commission.

#### **Article 21: Meetings of the Comité Directeur**

(1) The Comité Directeur meets at the request of the President or at the request of one quarter of its members as often as required in the interest of the association, at least once a month.

(2) <sup>1</sup>Decisions are made by simple majority. <sup>2</sup>The quorum is 50% of the membership. <sup>3</sup>It is possible for a member to be represented with a proxy vote by another member of the Comité Directeur. <sup>4</sup>If there is no majority, the President has the casting vote. <sup>5</sup>Decisions are noted by minutes in a special register signed by the President and the secretary of the meeting.

#### **Article 22: European Boards' Meeting**

(1) The European Boards' Meeting assists in the network development and (long term) planning of the association.

#### **Article 23: Audit Commission**

(1) <sup>1</sup>The Audit Commission audits the finances of the association and advises the Financial Director and the Agora accordingly. <sup>2</sup>It is composed of three financially competent AEGEE members, elected by the Agora, who are not members of the Comité Directeur. <sup>3</sup>They must be from three different AEGEE locals and are elected for the period until the next Agora. <sup>4</sup>They can be re-elected. <sup>5</sup>The President of the Audit Commission will be the member elected with the most votes.

(2) The tasks of the Audit Commission are:

- To check the bookkeeping of AEGEE-Europe, AEGEE locals, AEGEE Working Groups and AEGEE-Europe events;
- To approve the financial reports of AEGEE-Europe, AEGEE locals, AEGEE Working Groups and AEGEE-Europe events;
- To present their findings to each Agora.

(3) The Audit Commission must meet at least once between two Agoras.

#### **Article 24: Juridical Commission**

(1) The Juridical Commission consists of:

- AEGEE members with legal knowledge elected by the Agora;
- 1 member appointed by the Comité Directeur from among its members.

(2) <sup>1</sup>At least two nationalities must be represented in the Juridical Commission. <sup>2</sup>The President of the Juridical Commission will be the member elected by the Agora with the largest number of votes. <sup>3</sup>The two members elected by the Agora are in charge for the period until the next Agora. <sup>4</sup>They can be re-elected.

(3) The Juridical Commission must:

- Assist the Comité Directeur and the Agora;
- Verify the conformity of the Statutes of each AEGEE local with the model defined by AEGEE-Europe and the application of the Statutes;
- Verify the signatures of the Convention d'Adhésion;
- Integrate modifications to the Statutes adopted by the Agora;
- Present a report during the Agora through its President.

#### **Article 25: Members Commission**

(1) <sup>1</sup>The Members Commission is responsible for making decisions in all cases, except for those mentioned in Article 10(4) and (5), which may lead to disciplinary sanctions against an ordinary member. <sup>2</sup>Necessary sanctions must be proportional to the severity of the violation.

(2) The Members Commission shall strive for amicable settlements in all cases before considering further actions.

(3) Disciplinary sanctions may be decided for non-compliance with the terms of the Statutes, the Convention d'Adhesion, the Working Formats or other binding rules of the Corpus Iuridicum.

(4) <sup>1</sup>The Members Commission comprises of five members as follows:

- member, the President of the Juridical Commission;

- 4 members elected by the Agora for the period until the next Agora, with the possibility of re-election.

<sup>2</sup>In addition there is an observer from the Comité Directeur appointed by the Comité Directeur, not being a member of the Juridical Commission, in an advisory capacity, without voting rights.

(5) <sup>1</sup>The composition of the four elected members must meet the following requirements:

- Candidates must have proven experience:
- As a member of the Comité Directeur, a Commission of AEGEE-Europe or of the board of an ordinary member or
- As a delegate to a former Agora and a member of AEGEE for more than one year.
- At least three nationalities must be represented, and not more than two members sharing the same nationality;
- The Members of the Commission may not accept or keep any other position in any other organ of AEGEE-Europe for the duration of their term;
- Each candidate should receive a number of votes corresponding at least to one half of the total number of votes.

<sup>2</sup>If more than two of the candidates elected share the same nationality, only the two with the most votes can join the Members Commission. <sup>3</sup>The other places shall remain vacant. <sup>4</sup>If the candidates elected are of fewer than three nationalities, one place in the Members Commission shall remain vacant for every nationality lacking. <sup>5</sup>In this case, the candidates elected with the fewest votes will not join the Members Commission.

(6) The Members Commission may be activated by:

- Official request of at least two of the following organs of AEGEE-Europe: Comité Directeur, Network Commission, Audit Commission, Juridical Commission; a request can not come from the Comité Directeur and the Juridical Commission only;
- Official request signed by at least ten ordinary members vested with full voting rights during statutory meetings.

(7) The President of the Members Commission will be the member elected by the Agora with the largest number of votes.

(8) <sup>1</sup>The President of the Members Commission convenes and chairs its meetings. <sup>2</sup>If the President is unable to attend the meeting, the Members Commission will elect a Chairperson for the meeting among its members by simple vote.

(9) <sup>1</sup>The ordinary members or bodies of AEGEE-Europe calling for a decision of the Members Commission may appoint a plaintiff fulfilling the experience requirement of Article 24(4), to present their request. <sup>2</sup>The Members Commission may refuse the appointment of a plaintiff, if this is considered necessary for the settlement of a dispute.

(10) <sup>1</sup>Decisions are made by a vote of 2/3 of the members of the Commission present, the quorum being fixed at 4/5 of the total membership. <sup>2</sup>If a quorum is not present, the decision may only be postponed once.

(11) <sup>1</sup>The decisions of the Members Commission have immediate effect. <sup>2</sup>Sanctions have to be ratified by the following Agora. <sup>3</sup>The parties involved may request to present their positions at the Agora before the vote. <sup>4</sup>If the Agora does not ratify the decision of the sanction by the Members Commission, the sanction will be retroactively repealed. <sup>5</sup>In this case, the Members Commission cannot judge the same member again for the same complaint.

(12) The exclusion of an ordinary member results in the termination of the Convention d'Adhésion with that member and in the dissolution of it.

(13) <sup>1</sup>The elected members of the Members Commission do not receive reimbursements for the meetings during statutory meetings, according to Article 18(10) of the Financial Working Format. <sup>2</sup>Exception is made only for up to one Members Commissioner in case he has to present the decision during the Agora following the activation.

(14) Travel costs are reimbursed to Members Commissioners only for those intermediate meetings taking place between the activation and the first day of the following Agora. These meetings are convoked by the President of the Members Commission in response to a concrete necessity of working in person on the case.

(15) A separate Working Format for the Members Commission is approved by the Agora.

**Article 26: Network Commission**

(1) <sup>1</sup>The Network Commission supports the locals, the Working Groups and the Comité Directeur with their tasks. <sup>2</sup>It is composed of up to eleven individual AEGEE members, who are not members of the Comité Directeur.

(2) The members of the Network Commission are not entitled to act in the name of the association and have no financial power.

(3) <sup>1</sup>The members of the Network Commission are elected by the Agora for one year. <sup>2</sup>All members of the Network Commission may be re-elected. <sup>3</sup>The composition of the Network Commission must meet the following requirements:

- Each candidate must have been a member of AEGEE for more than one year;
- Each candidate should receive a number of votes corresponding at least to one third of the total number of votes;
- At least four nationalities must be presented;
- Not more than three members may share the same nationality;

<sup>4</sup>If more than three of the candidates elected share the same nationality, only the three with the most votes can join the Network Commission. <sup>5</sup>The other places shall remain vacant. <sup>6</sup>If the candidates elected are of fewer than four nationalities, one place in the Network Commission shall remain vacant for every nationality lacking. <sup>7</sup>In this case, the candidates elected with the fewest votes will not join the Network Commission.

(4) The Network Commission elects a Speaker among its members by simple majority.

(5) The tasks of the Network Commission are:

- Enhancing the information flow between locals, the Comité Directeur and Working Groups;
- Assisting in the recruitment and work of Liaison Officers and Liaison Agents;
- Supporting the locals;
- Network development, especially measures to help threatened locals and to found new locals;
- Supporting the co-ordination of Fund-Raising and Public Relations activities among antennae, on local and regional level.

(6) <sup>1</sup>The Network Commission meets at least four times a year, including meetings at Agoras and two intermediate meetings. <sup>2</sup>Any member of the Network Commission who, without a valid excuse, does not attend two consecutive meetings will be considered as having resigned his/her post.

(7) <sup>1</sup>The Speaker of the Network Commission chairs the meetings. <sup>2</sup>If the Speaker is unable to attend the meeting either the Vice-President Network/Education/Working Groups or another member of the Comité Directeur chairs the meeting.

(8) <sup>1</sup>All the members of the Network Commission must present a short moral report at every Agora to the Comité Directeur and the Speaker of the Network Commission. <sup>2</sup>The Speaker of the Network Commission must present a moral report summarising the work of the Network Commission at every Agora.

**Article 27: Vote of Confidence Network Commission**

(1) During an Agora, ordinary or extraordinary, a group of at least 10 Antennae or AEGEE Working Groups (with a majority of their delegates) or a 2/3 majority of the members of the Network Commission may ask for a vote of confidence in favour of one or more members of the current Network Commission.

(2) <sup>1</sup>If the Agora votes against the vote of confidence by simple majority, the members of the Network Commission for whom the vote of confidence was taken may present themselves, if present at the Agora, for the elections of the Network Commission, if they want to keep their position. <sup>2</sup>If the Agora votes in favour, the members of the Network Commission voted upon continue until the end of their mandate.

**Article 28: Supporting and Thematic Working Groups**

(1) <sup>1</sup>The Agora may decide to create a Working Group for the preparation, organisation and realisation of specific tasks within AEGEE-Europe. <sup>2</sup>Thematic Working Groups act fairly independently regarding their special subject. <sup>3</sup>Supporting Working Groups aim to assist the Comité Directeur with specific tasks. <sup>4</sup>These Working Groups are responsible to the Agora.

(2) Supporting and Thematic Working Groups will consist of at least:

- A Speaker, responsible for the Working Group to the Agora and required to maintain permanent contact with the Comité Directeur;
- A Treasurer, solely responsible for the finances of the Working Group to the Comité Directeur;
- A Secretary, solely responsible for the membership system to the Agora.

(3) <sup>1</sup>Working Group Boards are elected by the Working Groups' members. <sup>2</sup>After each election, the names of those elected must be communicated to the Comité Directeur, who will have to approve them. <sup>3</sup>They will be considered approved if no written objection has been presented within one month following this notification. <sup>4</sup>If the Board is disapproved by the Comité Directeur, a new Board must be elected within one month after the notification. <sup>5</sup>The new Board must be different from the disapproved one.

(4) <sup>1</sup>The Comité Directeur may discharge an elected Board Member, if it believes that person has acted against the aims or principles of AEGEE. <sup>2</sup>A new Member must be elected within one month after the notification of the discharge. <sup>3</sup>The new Member must be different from the discharged one.

## VI - Resources of the Association

### Article 29: Annual Resources

The annual resources of the association comprise the following:

- Membership fees from the members;
- Income and assets that it possesses;
- Subventions and gifts given to it;
- Reimbursement of expenses;
- Profits from events;
- Remuneration from research contracts or services carried out by the association.

### Article 30: Financial Year

The financial year of AEGEE-Europe begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup> of each year.

### Article 31: Financial Report

(1) <sup>1</sup>For each financial year, the current Financial Director must make a financial report. <sup>2</sup>The Audit Commission checks the report before the date of the next Agora. <sup>3</sup>The Financial Director presents the financial report at the Agora following the end of the financial year .

(2) In case the Financial Director resigns before the end of the financial year, he must make a financial report for the period until his last day in the office, have it checked by the Audit Commission and present it at the next Agora.

(3) At each Agora, the Financial Director presents an intermediate financial report on the current financial situation of AEGEE-Europe.

### Article 32: Budget

(1) <sup>1</sup>For each financial year, all income and expenses of AEGEE-Europe must be estimated in advance and listed in the annual budget. <sup>2</sup>The budget is proposed by the Comité Directeur and presented to the Agora.

(2) The Agora approves the budget.

(3) At each Agora, the Financial Director presents an updated budget.

### Article 33: Reserves

<sup>1</sup>A reserve fund may be established comprising the difference between income and expenditure for any year. <sup>2</sup>This fund may be used by AEGEE-Europe for any purpose falling within the aims of the association.

## VII - Working Formats

### Article 34: Working Formats

(1) <sup>1</sup>Every organ draws up its own Working Format. <sup>2</sup>The Working Format of the European Boards' Meeting is drawn up by the Agora.

(2) Working Formats are intended to cover the various points not mentioned by the present Statutes, notably those, which refer to the internal organisation, management and administration of the organs.

(3) The Working Format of the secretariat général is drawn up by the Comité Directeur.

(4) A separate Financial Working Format of AEGEE-Europe is drawn up by the Agora.

(5) Thematic, Supporting and AEGEE Working Groups will receive the Guidelines for their Working Format from the Comité Directeur.

## VIII - Modification of the Statutes and the Convention d'Adhésion

### Article 35: Modification

<sup>1</sup>Modification of the Statutes or the Convention d'Adhésion is decided upon by the Agora with a 2/3 majority. <sup>2</sup>The quorum is 50% of the AEGEE Antennae and AEGEE Working Groups.

## IX - Dissolution

### Article 36: Dissolution

If the Comité Directeur votes unanimously in favour of liquidation and a majority of 2/3 of the members present at an Agora called for this purpose do likewise, one or several liquidators will be appointed by the Comité Directeur, and the assets will be disposed of in accordance with Article 9 of the law of 01.07.1901 and the Order of Council of 16.08.1901.

# STATUTS DE AEGEE-EUROPE

Agora Valletta, April 2007

*Traduction française<sup>1</sup>*

## Titre I - Forme, Objet, Dénomination, Siège, Durée

### Article 1: Forme

Il est formé, entre les soussignés et les personnes physiques ou morales qui adhèrent aux présents statuts et qui remplissent les conditions ci-après fixées, une association déclarée qui sera régie par la loi du 1<sup>er</sup> juillet 1901 et le décret du 16 août 1901.

### Article 2: Objet

(1) <sup>1</sup>L'association a pour objet de promouvoir l'idée européenne au sein de la jeunesse d'Europe, notamment grâce au monde étudiant. <sup>2</sup>Ainsi AEGEE essaye d'obtenir la stimulation de l'intégration européenne, de la démocratie, des droits de l'homme, de la tolérance, de la coopération transfrontière, de la mobilité et d'une dimension européenne dans l'éducation.

(2) AEGEE est une association laïque, à but non lucratif et sans lien avec aucun parti politique.

### Article 3: Dénomination

La dénomination de l'association est «AEGEE-Europe», AEGEE signifie «Association des Etats Généraux des Etudiants de l'Europe». La traduction anglais est "European Students' Forum".

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<sup>1</sup> Depuis l'Agora à Delft (novembre 1992) les modifications des Statuts sont adoptées par l'Agora en anglais et traduites en français par la Commission Juridique pour l'enregistrement à la Préfecture de Paris.

**Article 4: Siège social**

L'association a été fondée au 41, rue de Liège, F-75008 Paris. Le siège social est maintenant situé Rue Nestor de Tière 15, B-1030 Bruxelles-Schaarbeek. Celui-ci peut changer par simple décision du Comité Directeur. Une ratification de la décision doit être proposée à l'AGORA suivant la décision.

**Article 5: Durée**

<sup>1</sup>La durée de l'association AEGEE-Europe est illimitée. <sup>2</sup>Cependant, les statuts de AEGEE-Europe pourront être transférés en droit communautaire dès que la législation communautaire le permettra.

**Titre II - Membres de l'association****Article 6: Membres**

L'association se compose :

1) Des membres adhérents:

- a) <sup>1</sup>Les associations (AEGEE locales)<sup>2</sup> ayant signé la Convention d'Adhésion annexée aux présents statuts. <sup>2</sup>Ces membres s'engagent à respecter les statuts de l'association ainsi que ses règlements intérieurs;
- b) <sup>1</sup>Les associations (AEGEE groupes de travail)<sup>3</sup> ayant signé la Convention d'Adhésion annexée aux présents statuts. <sup>2</sup>Ces membres s'engagent à respecter les statuts de l'association ainsi que ses règlements intérieurs. <sup>3</sup>Ils sont dispensés de la cotisation annuelle.

2) Des membres bienfaiteurs:

<sup>1</sup>Les personnes ayant rendu des services financiers éminents à l'association reconnus comme tels par le Comité Directeur. <sup>2</sup>Des personnes morales peuvent être admises comme membres bienfaiteurs.

3) Des membres d'honneur:

<sup>1</sup>Les personnes ayant rendu des services éminents à l'association et qui ont reçu ce titre du Comité Directeur. <sup>2</sup>Ces membres sont dispensés de la cotisation annuelle. <sup>3</sup>La liste des membres d'honneur fait l'objet d'un vote de ratification de la part de l'Agora.

**Article 7: Cotisation<sup>4</sup>**

(1) Une cotisation, ratifiée par l'Agora, sera demandée pour valider les diverses qualités de membres définies par l'article 6 des ces statuts.

(2) Le Comité Directeur peut faire des exceptions en ce qui concerne la cotisation.

**Article 8: Responsabilité financière**

<sup>1</sup>L'association répond des obligations contractés en son nom seulement avec son patrimoine. <sup>2</sup>Aucun des membres du bureau ne peut être rendu responsable personnellement de ces obligations.

**Titre III - Associations locales****Article 9: Définition**

(1) <sup>1</sup>Les associations locales en tant que membres de AEGEE-Europe sont des associations régies par la loi du 1<sup>er</sup> juillet 1901 ou par les lois similaires des autres pays européens. <sup>2</sup>Ces associations ont une implantation locale et se constituent suivant l'approbation par le Comité Directeur, qui prendra une décision lors de ses réunions aussitôt que l'association respective en fait la demande.

(2) <sup>1</sup>Ces associations ont pour dénomination «AEGEE-» suivi de l'appellation géographique la mieux adaptée à leur implantation. <sup>2</sup>Elles seront dénommées «AEGEE locale» ou «association locale» dans la suite de ce texte.

(3) <sup>1</sup>Pour devenir une AEGEE locale, un groupement ou une association doit accomplir les critères réglés dans le «Working Format Antennae Criteria» et signer la Convention d'Adhésion. <sup>2</sup>Les rapports avec tout groupement ou association désirant adhérer à AEGEE-Europe sont régis par une Convention d'Adhésion; l'utilisation du nom «AEGEE» étant permis après la signature de cette Convention d'Adhésion.

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<sup>2</sup> V. Art. 9 Sta

<sup>3</sup> V. Art. 12 Sta

<sup>4</sup> V. Arts. 1-6 FWF

(4) <sup>1</sup>Les AEGEE locales sont divisées en AEGEE antennes et AEGEE antennes-contact. <sup>2</sup>Leurs droits et obligations sont définis dans le «Working Format Antennae Criteria».

(5) <sup>1</sup>Les AEGEE locales perdent leur qualité de membre par la termination de la Convention d'Adhésion décidée par l'Agora locale avec une majorité des 2/3. <sup>2</sup>La Convention d'Adhésion peut également être terminée par les procédures décrites par les articles 10 ou 24 des ces statuts.

(6) Les membres des AEGEE locales seront dénommés «AEGEE membres» dans la suite de ce texte.

#### **Article 10: Rapport entre AEGEE-Europe et AEGEE locales**

(1) <sup>1</sup>AEGEE-Europe essaie de coordonner les projets et d'amplifier les efforts déployés par les AEGEE locales. <sup>2</sup>Le rapport entre les AEGEE locales et AEGEE-Europe est régi par la Convention d'Adhésion et le « Working Format Antennae Criteria ». <sup>3</sup>Le Comité Directeur veille au fonctionnement des AEGEE locales.

(2) Tout litige survenant par ou contre une AEGEE locale est susceptible de porter préjudice à AEGEE-Europe ainsi qu'à tous les membres de l'association et, par conséquent, AEGEE-Europe devrait être informée.

(3) <sup>1</sup>Le Comité Directeur conserve le pouvoir de décision dans tous les cas qui pourraient nuire à AEGEE-Europe, mais pas pour les cas qui sont soumis à la Commission des Membres par requête officielle et valable conformément à l'article 24(5). <sup>2</sup>Dans ces cas le Comité Directeur est obligé de coopérer avec la Commission des Membres en fournissant l'infrastructure nécessaire et les informations disponibles.

(4) <sup>1</sup>Le Comité Directeur peut terminer de la Convention d'Adhésion avec une AEGEE locale, si cette AEGEE locale n'a pas payé la cotisation depuis plus de trois Agoras successives. <sup>2</sup>Cette décision est soumise à la ratification par l'Agora.

(5) <sup>1</sup>Le Comité Directeur peut terminer la Convention d'Adhésion avec une AEGEE antenne-contact, si cette AEGEE antenne-contact n'a organisé aucun événement européen en l'année après qu'elle est devenue antenne-contact. <sup>2</sup>Cette décision est soumise à la ratification par l'Agora.

#### **Article 11: Organisation**

Le mode d'organisation des AEGEE locales est défini par les statuts que les associations locales s'engagent à adopter en signant la Convention d'Adhésion avec AEGEE-Europe.

## **Titre IV - Associations groupe de travail**

#### **Article 12: Définition**

(1) <sup>1</sup>Les associations groupe de travail en tant que membres de AEGEE-Europe sont des associations régies par la loi du 1<sup>er</sup> juillet 1901 ou par les lois similaires des autres pays européens. <sup>2</sup>Ces associations sont issues des groupes de travail européens de AEGEE-Europe et se constituent suivant l'approbation par le Comité Directeur, qui prendra une décision lors de ses réunions aussitôt que l'association respective en fait la demande.

(2) <sup>1</sup>Ces associations ont pour dénomination «AEGEE-» suivi du sujet dont le groupe de travail s'occupe, ainsi que du titre «Working Group» (groupe de travail). <sup>2</sup>Elles seront dénommées «AEGEE groupes de travail» dans la suite de ce texte.

(3) Seuls les membres des AEGEE locales peuvent adhérer aux AEGEE groupes de travail.

(4) <sup>1</sup>Pour devenir un AEGEE groupe de travail, un groupement ou une association doit accomplir les critères réglés dans le «Working Format Working Groups Criteria» et doit signer la Convention d'Adhésion. <sup>2</sup>Les rapports avec tout groupement ou association désirant adhérer à AEGEE-Europe sont régis par une Convention d'Adhésion; l'utilisation du nom «AEGEE» étant permis après la signature de cette Convention d'Adhésion.

#### **Article 13: Rapports entre AEGEE-Europe et les AEGEE groupes de travail**

(1) <sup>1</sup>Chaque groupe de travail élit son bureau. <sup>2</sup>Les noms des élus doivent être communiqués au Comité Directeur après chaque élection.

(2) <sup>1</sup>Les modifications des statuts d'un AEGEE groupe de travail doivent être communiqués à la Commission Juridique et au Comité Directeur, qui devront approuver ces modifications. <sup>2</sup>Elles seront considérées comme approuvées si aucune objection écrite n'a été présentée dans les deux mois qui suivent cette notification.

(3) Tout litige survenant par ou contre un AEGEE groupe de travail est susceptible de porter préjudice à AEGEE-Europe ainsi qu'à tous les membres de l'association et, par conséquent, AEGEE-Europe devrait être informée.

(4) <sup>1</sup>Le Comité Directeur conserve le pouvoir de décision dans tous les cas qui pourraient nuire à AEGEE-Europe, mais pas pour des cas qui sont soumis à la Commission des Membres par requête officielle et valable conformément l'article 24(5). <sup>2</sup>Dans ces cas le Comité Directeur est obligé de coopérer avec la Commission des Membres en fournissant l'infrastructure nécessaire et les informations disponibles.

## Titre V - Organes de AEGEE-Europe<sup>5</sup>

### Article 14: Agora ordinaire

(1) <sup>1</sup>L'Agora ordinaire comprend les représentants élus des AEGEE locales et des AEGEE groupes de travail ainsi que les membres du Comité Directeur. <sup>2</sup>L'Agora ordinaire se réunit deux fois par an.

(2) Le quorum exigé pour une élection est 50% des membres de AEGEE-Europe.<sup>6</sup>

(3) <sup>1</sup>Chaque AEGEE locale envoie au moins 1 et au maximum 3 délégués, élus à l'Agora locale. <sup>2</sup>Le nombre de votes par AEGEE antenne dépend directement des cotisations versées à AEGEE-Europe. <sup>3</sup>Le nombre de votes est déterminé comme suit:

10	-	20	membres	1 vote,
21	-	50	membres	2 votes,
51	-	100	membres	3 votes,
101	-	150	membres	4 votes,
151	-	200	membres	5 votes,
201	-	250	membres	6 votes,
251	-	350	membres	7 votes,
351	-	450	membres	8 votes,
451	-	550	membres	9 votes,
551	-	650	membres	10 votes,
651	-	750	membres	11 votes,
751	-	850	membres	12 votes,
851	-	950	membres	13 votes,
plus de		951	membres	14 votes, plus un vote pour chaque 250 membres supplémentaires.

(4) Le nombre de ses membres est calculé par le Comité Directeur en fonction des cotisations versées par la AEGEE antenne.

(5) <sup>1</sup>Chaque AEGEE groupe de travail envoie au moins 1 et au maximum 3 délégués, élus par l'assemblée générale du groupe de travail. <sup>2</sup>Les AEGEE groupes de travail ont trois votes.

(6) L'Agora est convoquée par le Président.

(7) Le Président de l'Agora préside l'Agora.

(8) Le Secrétaire de la réunion est responsable des procès-verbaux de l'Agora.

(9) Le Président (assisté des membres du Comité Directeur) expose la situation morale actuelle de l'association.

(10) Chaque membre du Comité Directeur présente un rapport moral individuel sur la situation actuelle de son activité.

(11) <sup>1</sup>Le Trésorier rend compte de sa gestion et soumet le bilan financier à l'approbation de l'Agora. <sup>2</sup>Le représentant de la Commission d'Audit peut intervenir si l'Agora en fait la demande.

(12) Le rapport de la Commission d'Audit doit être présenté.

(13) L'Agora approuve la gestion du Comité Directeur pour la période écoulée.

(14) <sup>1</sup>Sur proposition du Comité Directeur, l'Agora vote sur les grandes lignes des projets concernant la période qui vient ainsi que le budget prévisionnel. <sup>2</sup>Chaque projet fait l'objet d'un vote séparé.

<sup>5</sup> Sont organes de AEGEE-Europe: Agora, Réunion des Conseils Européens, Comité Directeur, Commission Juridique, Commission du Réseau, Commission des Membres, Commission d'Audit; le Président et le Secrétaire des réunions sont seulement des organes de ces réunions, mais pas de AEGEE-Europe. Sont des membres ordinaires, les AEGEE locales (antennes et antennes-contact) et les AEGEE groupes de travail. Sont des organismes de AEGEE-Europe, les organes de AEGEE-Europe sauf l'Agora et la Réunion des Conseils Européens, et de plus les groupes de travail soutenant et thématiques.

<sup>6</sup> Ce quorum est prescrit par la loi belge et française et ne peut pas être modifié.

(15) <sup>1</sup>Les décisions sont prises à la majorité simple des voix. <sup>2</sup>Le vote est public, sauf si la moitié des membres de l'Agora demande que le scrutin soit secret<sup>7</sup>.

(16) Les membres et organes de AEGEE-Europe ont le droit de présenter des propositions à l'Agora.

#### **Article 15: Procès-verbaux**

Les délibérations de l'Agora sont constatées par des procès-verbaux établis sur un registre spécial, signés par le Président de l'Agora et par le Secrétaire de la réunion et envoyés aux AEGEE locales et AEGEE groupes de travail, pas plus tard que deux mois après la réunion.

#### **Article 16: Agora extraordinaire**

(1) Au besoin ou sur la demande de 20% des membres inscrits, le Président convoque une Agora extraordinaire suivant les modalités prévues par l'article 14.

(2) L'Agora doit se réunir dans un délai de deux mois.

#### **Article 17: Election du Comité Directeur**

(1) L'association est administrée par un Comité Directeur composé de 9 membres au maximum, provenant des AEGEE locales: le Président, le Secrétaire Général, le Trésorier désormais appelé le Directeur Financier et 6 membres actifs, élus par l'Agora au vote secret pour une période d'une année.

(2) <sup>1</sup>Tous les membres du Comité Directeur sont rééligibles. <sup>2</sup>La composition du Comité Directeur est soumise à trois restrictions:

- Chaque candidat, Président, Secrétaire Général et Directeur Financier exclus, doit obtenir un nombre de préférences correspondant au moins au tiers du nombre total de votes;
- Au moins quatre nationalités doivent être représentées;
- Trois membres au maximum peuvent avoir la même nationalité.

(3) <sup>1</sup>Si plus de trois des candidats élus ont la même nationalité, seulement les trois ayant reçu la plupart des voix peuvent joindre le Comité Directeur. <sup>2</sup>Les autres postes resteront vacants. <sup>3</sup>Si les candidats élus sont de moins de quatre nationalités, un poste dans le Comité Directeur restera vacant pour chaque nationalité manquante. <sup>4</sup>Dans ce cas, les candidats élus à la minorité de voix ne joindront pas le Comité Directeur.

(4) Le Président, le Secrétaire Général et le Directeur Financier sont élus dans trois élections, chacun au scrutin majoritaire secret à deux tours.

(5) Les candidats à la présidence qui ne sont pas élus ne peuvent pas se présenter pour un autre poste au sein du Comité Directeur.

(6) <sup>1</sup>Les 6 membres réguliers sont élus individuellement selon le règlement intérieur de l'Agora. <sup>2</sup>Le Comité Directeur élit au moins un vice-président parmi ses membres élus. <sup>3</sup>S'il y a plus d'un vice-président, le Comité Directeur détermine leur rang<sup>8</sup>.

(7) Tous les membres du Comité Directeur doivent présenter un rapport moral en cas de démission.

(8) Tous les membres du Comité Directeur doivent présenter avec le bilan financier de l'association un rapport individuel des voyages effectués pendant leur mandat, précisant les coûts de ces voyages.

#### **Article 18 : Assomption d'office des membres qui viennent d'être élus du Comité Directeur.**

(1) Les membres du Comité Directeur qui sont élus à l'Agora du Printemps, entrent en fonction et doivent agir au nom de l'association, du 1er Septembre suivant Agora du Printemps. Les membres du Comité Directeur, nouvellement élus, doivent recevoir de leur prédécesseur un transfert de connaissance complet du 1<sup>er</sup> au 31 Aout.

(2) Le droit d'agir au nom de l'association reste investi dans les membres respectifs du Comité Directeur, terminant leur fonction, and les membres qui restent en fonction après l'AGORA. Lors de cette période, la représentation légale et la capacité restent investi dans le président sortant.

(3) Les membres du Comité Directeur terminant leur fonction doivent présenter un rapport d'activité, concernant la période de l'AGORA du Printemps et le 31 Aout. Le rapport doit être mis à disposition, en ligne, au plus tard le 7 Septembre. Ceux-ci doivent être approuvés à la AGORA d'Automne.

(4) Le Directeur Financier publie un rapport financier intérimaire couvrant la période du 1er Janvier au 31 Aout et doit être publié en ligne, au plus tard le 7 Septembre.

<sup>7</sup> Pour les élections, il y a des règles et procédures spécifiques (v. Art. 17 Sta et WFA).

<sup>8</sup> Traditionnellement il y a trois Vice-Présidents.

(5) En cas de résignation d'un membre du Comité Directeur, le Comité Directeur doit envoyer un appel à candidature pour un membre du Comité Directeur intérimaire dans un délai d'une semaine. Ce membre intérimaire occupera la fonction dans les délais d'un mois après la résignation.

Le membre intérimaire du Comité Directeur prend la responsabilité et les obligations du poste, reçoit les bénéfices financiers d'un membre élu du Comité Directeur mais n'a pas de droit de vote lors des réunions du Comité Directeur.

#### **Article 19: Vote de confiance**

(1) Lors d'une Agora, ordinaire ou extraordinaire, un groupe d'au moins dix antennes ou AEGEE groupes de travail (ou la majorité de leurs diligués) ou une majorité des 2/3 des membres du Comité Directeur peut demander un vote de confiance pour un ou plus membres du Comité Directeur en place.

(2) 1Si l'Agora vote contre la confiance ou la majorité simple, les membres concernés peuvent se présenter à l'élection du Comité Directeur, afin de conserver leur fonction. 2Si l'Agora vote en faveur, les membres du Comité Directeur concernés restent en fonction jusqu'à la fin de leur mandat.

(3)En cas d'un vote négatif de confiance sur plusieurs membres de ou sur le Comité Directeur entier, le membres-électorat assumera l'office et agira au nom de l'association à partir du jour après l'Agora.

(4)Si le vote négatif est ou bien sur le Président, le Directeur Financier ou bien le Secrétaire Général, le Comité Directeur qui vient d'être élu assumera l'office et agira au nom de l'association à partir du jour après l'Agora.

(5)Nonobstant un vote négatif de confiance, les membres sortants du Comité Directeur sont encore obligés à prévoir un transfert de connaissances entier et complet, comme déterminé dans l'art.18.

#### **Article 20: Pouvoir du Comité Directeur**

(1) <sup>1</sup>Le Comité Directeur est investi des pouvoirs les plus étendus pour agir au nom de l'association et autorisé pour tout acte ou opération correspondant à l'objet de l'association. <sup>2</sup>Les membres du Comité Directeur sont investis des attributions suivantes:

- <sup>1</sup>Le Président est chargé d'exécuter les décisions du Comité Directeur et d'assurer le bon fonctionnement de l'association qu'il représente dans tous les actes de la vie civile et notamment pour l'ouverture et le fonctionnement de tous les comptes en banque. <sup>2</sup>Il ordonne toutes les dépenses. <sup>3</sup>Il partage ce pouvoir financier avec le Directeur Financier. <sup>4</sup>Lors d'un vote du Comité Directeur, la voix du Président est prépondérante en cas de partage.
- <sup>1</sup>Les Vice-Présidents assistent le Président dans ses différentes tâches. <sup>2</sup>Ils n'ont pas de pouvoir financier. <sup>3</sup>Ils sont chargés des relations extérieures et de projets précis. <sup>4</sup>Si le Président (ou le Président en exercice) est incapable d'exercer ses fonctions, le Vice-Président occupant le rang le plus haut est automatiquement revêtu de tous les pouvoirs et obligations du Président, pour toute la durée de son incapacité. <sup>5</sup>Il sera, dans ce cas, considéré comme Président en exercice.
- <sup>1</sup>Le Secrétaire Général et ses assistants doivent assurer une bonne communication au sein de l'association. <sup>2</sup>Ils sont chargés de maintenir le registre conformément à la loi du 1<sup>er</sup> juillet. <sup>3</sup>Le Secrétaire général est responsable de la préparation des événements statutaires. <sup>4</sup>Le Secrétaire Général dirigera et coordonnera le travail du secrétariat et il est responsable du fonctionnement quotidien du secrétariat sous les conseils et la délégation du Comité Directeur. <sup>5</sup>Les devoirs du Secrétaire Général sont plus précisément définis dans le règlement intérieur du Secrétariat Général.
- <sup>1</sup>Le Directeur Financier maintient les comptes de l'association. <sup>2</sup>Il effectue tous les paiements et reçoit toutes les sommes pour le compte de l'association. <sup>3</sup>Il a le droit de refuser toute dépense non autorisée par un vote du Comité Directeur. <sup>4</sup>Il doit préparer un budget annuel. <sup>5</sup>Il est assisté du Directeur Financier adjoint.

(2) <sup>1</sup>Les comptes de AEGEE-Europe seront tenus en EURO. <sup>2</sup>Les comptes seront examinés annuellement par la Commission d'Audit.

#### **Article 21: Réunions du Comité Directeur**

(1) Le Comité Directeur se réunit sur convocation du Président ou à la demande du quart de ses membres aussi souvent que l'intérêt de l'association l'exige, au moins une fois par mois.

(2) <sup>1</sup>Les décisions sont prises à la majorité simple des voix. <sup>2</sup>Le quorum est la moitié des membres. <sup>3</sup>Un membre peut se faire représenter en donnant procuration à un autre membre. <sup>4</sup>En cas de partage, la voix

du Président est prépondérante. <sup>5</sup>Les décisions sont constatées par des procès-verbaux établis sur un registre spécial signé par le Président et le Secrétaire de la réunion.

### **Article 22: Réunion Des Conseils Européens**

(1) La Réunion des Conseils Européens contribue au développement du réseau et la planification à long terme de l'association.

### **Article 23: Commission d'Audit**

(1) <sup>1</sup>La Commission d'Audit audite les finances de l'association et conseille le Directeur Financier et l'Agora.

<sup>2</sup>Elle est composée de trois AEGEE membres qui ne sont pas membres du Comité Directeur, élus par l'Agora pour leur compétence financière. <sup>3</sup>Ils doivent provenir de trois AEGEE locales différentes et sont élus pour la période jusqu'à l'Agora suivante. <sup>4</sup>Ils sont rééligibles. <sup>5</sup>Le Président de la Commission d'Audit sera le membre élu ayant reçu le plus grand nombre de voix.

(2) La Commission d'Audit a pour tâches de:

- Vérifier la comptabilité de AEGEE-Europe, des AEGEE locales, des AEGEE groupes de travail et des événements de AEGEE-Europe;
- Ratifier les rapports financiers de AEGEE-Europe, des AEGEE locales, des AEGEE groupes de travail et des événements de AEGEE-Europe;
- Présenter ses conclusions à chaque Agora.

(3) La Commission d'Audit doit se réunir au moins une fois entre deux Agoras.

### **Article 24: Commission Juridique**

(1) La Commission Juridique est composée de:

- 2 AEGEE membres élus par l'Agora pour leur compétence juridique;
- 1 membre désigné par le Comité Directeur en son sein.

(2) <sup>1</sup>Au moins deux nationalités doivent être représentées dans la Commission Juridique. <sup>2</sup>Le Président de la Commission Juridique sera le membre élu ayant reçu le plus grand nombre de voix. <sup>3</sup>Les deux membres élus par l'Agora sont en charge pour la période jusqu'à l'Agora suivante. <sup>4</sup>Ils sont rééligibles.

(3) La Commission Juridique doit:

- Assister le Comité Directeur et l'Agora;
- Vérifier la conformité des statuts de chaque AEGEE locale au modèle défini par AEGEE-Europe et surveiller l'application des statuts;
- Vérifier les signatures de la Convention d'Adhésion;
- Intégrer les modifications des statuts adoptées par l'Agora;
- Présenter un rapport pendant l'Agora par son Président.

### **Article 25: Commission des Membres**

(1) <sup>1</sup>La Commission des Membres est responsable de prendre les décisions dans tous les cas, sauf dans ceux mentionnés dans l'article 10(4) et (5), qui pourraient impliquer des sanctions disciplinaires contre un membre adhérent. <sup>2</sup>Des sanctions nécessaires doivent être proportionnelles à la gravité de la violation.

(2) La Commission des Membres essaiera d'obtenir des règlements à l'amiable dans tous les cas avant de considérer d'autres actions.

(3) Des sanctions disciplinaires peuvent être imposées pour violation des termes des statuts, de la Convention d'Adhésion, des règlements intérieurs ou d'autres règles obligatoires du Corpvs Ivridicvm.

(4) <sup>1</sup>La Commission des Membres est composée de 5 membres comme suit:

- 1 membre, le Président de la Commission Juridique;
- 4 membres élus par l'Agora pour la période jusqu'à l'Agora suivante, avec la possibilité d'être réélu.

<sup>2</sup>De plus, il y a un observateur du Comité Directeur, désigné par celui-ci et n'étant pas un membre de la Commission Juridique, dans une capacité consultative et sans droit de vote.

(5) <sup>1</sup>La composition des quatre membres élus est soumise aux restrictions suivantes:

- Les candidats doivent avoir une expérience prouvée :
- En tant que membre du Comité Directeur, d'une commission de AEGEE Europe ou du bureau d'un membre adhérent ou;
- En tant que délégué à une Agora antérieure et membre de AEGEE depuis plus d'un an;

- Au moins trois nationalités doivent être représentées, pas plus que deux membres ayant la même nationalité;
- Les Membres de la Commission ne peuvent accepter ou exercer aucune autre fonction dans un organe de AEGEE-Europe pendant la durée de leur mandat;
- Chaque candidat doit obtenir un nombre de voix égal à au moins la moitié du nombre total de voix.

<sup>2</sup> Si plus de deux des candidats élus ont la même nationalité, seulement les deux ayant reçu la plupart des voix peuvent rejoindre la Commission des Membres. <sup>3</sup> Les autres postes resteront vacants. <sup>4</sup> Si les candidats élus sont de moins de trois nationalités, un poste dans la Commission des Membres restera vacant pour chaque nationalité manquante. <sup>5</sup> Dans ce cas, les candidats élus à la minorité de voix ne rejoindront pas la Commission des Membres.

(6) La Commission des Membres peut être mise en place par:

- Demande officielle d'au moins deux des organes suivants de AEGEE-Europe: Comité Directeur, Commission du Réseau, Commission d'Audit, Commission Juridique; une demande ne peut pas émaner du Comité Directeur et de la Commission Juridique seuls ;
- Demande officielle signée par au moins dix membres adhérents ayant le droit de vote pendant les réunions statutaires.

(7) Le Président de la Commission des Membres sera le membre élu par l'Agora ayant reçu le plus grand nombre de voix.

(8) <sup>1</sup> Comme règle générale, le Président de la Commission des Membres convoque les membres et préside les réunions. <sup>2</sup> En cas de son incapacité de participer à la réunion, la Commission des Membres élira un président pour cette réunion parmi ses membres par vote simple.

(9) <sup>1</sup> Les membres adhérents ou les organismes de AEGEE-Europe qui saisissent la Commission des Membres en vue d'une décision peuvent désigner un requérant qui satisfait à l'exigence d'expérience dans l'article 24(4). <sup>2</sup> La Commission des Membres peut refuser la désignation d'un requérant si ce refus est estimé nécessaire pour régler le différend.

(10) <sup>1</sup> Les décisions sont prises par la Commission des Membres à la majorité des 2/3 des membres présents, le quorum étant fixé à 4/5 du nombre total de ses membres. <sup>2</sup> Si le quorum n'est pas atteint, la décision ne peut être ajournée qu'une seule fois.

(11) <sup>1</sup> Les décisions de la Commission des Membres ont effet immédiat. <sup>2</sup> Les sanctions doivent être ratifiées par l'Agora suivante. <sup>3</sup> Les parties concernées peuvent demander de présenter leurs points de vue devant l'Agora avant le vote. <sup>4</sup> Si le vote de l'Agora est négatif, la sanction sera abrogée avec effet rétroactif. <sup>5</sup> Dans ce cas, la Commission des Membres ne peut pas juger de nouveau le membre pour la même requête.

(12) L'exclusion d'un membre adhérent termine la Convention d'Adhésion et met fin au membre adhérent concerné.

(13) <sup>1</sup> Comme règle générale, les membres élus de la Commission des membres ne recevront pas des remboursements, telles que définies dans l'article 18(10) du règlement intérieur financier pour les réunions. <sup>2</sup> La seule exception est quand un Membre de la Commission présente une décision durant l'Agora à la suite de sa mise en place.

(14) Les frais de voyage sont remboursés aux Membres de la Commission seulement pour les réunions intermédiaires tenues entre le jour de leur mise en œuvre et le premier jour de l'Agora suivante. Les réunions sont convoquées par le Président de la Commission des Membres quand la présence physique de certains membres est indispensable.

(15) Un règlement intérieur pour la Commission des Membres est approuvé par l'Agora.

### **Article 26: Commission du Réseau**

(1) <sup>1</sup> La Commission du Réseau soutient les AEGEE locales, les AEGEE groupes de travail et le Comité Directeur dans leurs fonctions. <sup>2</sup> Elle se compose d'au maximum onze individuel AEGEE membres n'étant pas membres du Comité Directeur.

(2) Les membres de la Commission du Réseau ne peuvent pas agir au nom de l'association et n'ont pas de pouvoir financier.

(3) <sup>1</sup> Les membres de la Commission du Réseau sont élus par l'Agora pour une année. <sup>2</sup> Tout les membres de la Commission du Réseau sont rééligibles. <sup>3</sup> La composition de la Commission du Réseau est soumise à six restrictions:

- Chaque candidat doit avoir été AEGEE membre pour plus d'une année;

- Chaque candidat doit obtenir un nombre de préférences correspondant au moins au tiers du nombre total des votes;
- Au moins quatre nationalités doivent être représentées;
- Au plus trois membres peuvent avoir la même nationalité;

<sup>4</sup>Si plus de trois des candidats élus ont la même nationalité, seulement les trois ayant reçu la plupart des voix peuvent joindre la Commission du Réseau. <sup>5</sup>Les autres postes resteront vacants. <sup>6</sup>Si les candidats élus sont de moins de quatre nationalités, un poste dans la Commission du Réseau restera vacant pour chaque nationalité manquante. <sup>7</sup>Dans ce cas, les candidats élus à la minorité de voix ne joindront pas la Commission du Réseau.

(4) La Commission du Réseau élira un Porte-parole par la majorité simple de ses membres.

(5) Les tâches de la Commission du Réseau sont:

- Améliorer l'échange des informations entre les AEGEE locales, le Comité Directeur et les groupes de travail;
- Assister le recrutement et le travail des «Liaison Officers» et «Liaison Agents»;
- Soutenir les AEGEE locales;
- Développement du réseau, surtout des mesures pour aider des locales en danger et pour fonder des nouvelles AEGEE locales;
- Soutenir la coordination au niveau local et régional de l'organisation des fonds financiers et des activités des relations publiques.

(6) <sup>1</sup>La Commission du Réseau se réunit au moins quatre fois par an, y étant incluses les réunions aux Agoras et deux réunions intermédiaires. <sup>2</sup>Tout membre de la Commission du Réseau qui, sans excuse valable, n'aura pas participé à deux réunions consécutives sera considéré comme démissionnaire.

(7) <sup>1</sup>Comme règle générale, le Porte-parole de la Commission du Réseau préside les réunions. <sup>2</sup>En cas de son incapacité de participer à une réunion, soit le Vice-Président réseau/éducation/groupe de travail soit un autre membre du Comité Directeur préside la réunion.

(8) <sup>1</sup>A chaque Agora, chaque membre de la Commission du Réseau doit présenter un bref rapport moral au Comité Directeur et au Porte-parole de la Commission du Réseau. <sup>2</sup>A chaque Agora, le Porte-parole de la Commission du Réseau doit présenter un rapport moral résumant le travail de la Commission du Réseau.

### **Article 27: Vote de confiance Commission du Réseau**

(1) Lors d'une Agora, ordinaire ou extraordinaire, un groupe d'au moins dix antennes ou AEGEE groupes de travail (à la majorité de leurs délégués) ou une majorité des 2/3 des membres de la Commission du Réseau peut demander un vote de confiance pour un ou plus membres de la Commission du Réseau en place.

(2) <sup>1</sup>Si l'Agora vote contre la confiance à la majorité simple, les membres concernés, qui sont présents à l'Agora, peuvent se présenter à l'élection de la Commission du Réseau, afin de conserver leur fonction. <sup>2</sup>Si l'Agora vote en faveur, les membres de la Commission du Réseau concernés restent en fonction jusqu'à la fin de leur mandat.

### **Article 28: Groupes de travail soutenant et thématiques**

(1) <sup>1</sup>L'Agora peut décider de créer un groupe de travail pour la préparation, l'organisation et la réalisation des tâches spécifiques au sein de AEGEE-Europe. <sup>2</sup>Les groupes de travail thématiques agissent d'une manière assez indépendante dans le cadre de leur sujet spécial. <sup>3</sup>Les groupes de travail soutenant ont pour but d'assister le Comité Directeur dans ses tâches spécifiques. <sup>4</sup>Ces groupes de travail sont responsables devant l'Agora.

(2) Les groupes de travail soutenant et thématiques seront au moins composés de:

- Un Porte-parole, responsable du groupe de travail devant l'Agora et obligé d'assurer un contact permanent avec le Comité Directeur.
- Un Directeur Financier, seul responsable financier devant le Comité Directeur;
- Un Secrétaire, seul responsable du système de gestion des membres devant l'Agora.

(3) <sup>1</sup>Les Bureau des groupes de travail sont élus par les membres de ces groupes de travail. <sup>2</sup>Après chaque élection, les noms des élus doivent être communiqués au Comité Directeur qui devra les approuver. <sup>3</sup>Ils seront considérés comme approuvés si aucune objection écrite n'a été présentée dans le mois qui suit cette notification. <sup>4</sup>Si le bureau a été désapprouvé par le Comité Directeur, un nouveau

bureau doit être élu dans le mois qui suit cette notification. <sup>5</sup>Le nouveau bureau doit être différent de celui qui a été désapprouvé.

(4) <sup>1</sup>Le Comité Directeur peut décharger un membre du bureau élu pour des raisons de violation des objets ou des principes de AEGEE. <sup>2</sup>Le remplaçant doit être élu dans le mois qui suit cette notification. <sup>3</sup>Le remplaçant doit être différent de ce-lui qui a été désapprouvé.

## **Titre VI - Ressources de l'association**

### **Article 29: Ressources annuelles**

Les ressources annuelles de l'association comprennent:

- Les cotisations de ses membres;
- Les revenus et les biens qu'elle possède;
- Les subventions et dons qui lui sont accordés;
- Les remboursements de frais;
- Les profits provenant d'événements;
- Les rémunérations provenant de contrats d'études ou de services rendus par l'association.

### **Article 30: Année fiscale**

L'année fiscale de AEGEE-Europe commence le 1<sup>er</sup> janvier et s'achève le 31 décembre de chaque année.

### **Article 31: Rapport financier**

(1) <sup>1</sup>Pour chaque année fiscale, le Directeur Financier doit préparer un rapport financier. <sup>2</sup>La Commission d'Audit vérifie ce rapport avant la date de l'Agora prochaine. <sup>3</sup>Le Directeur Financier présente le rapport financier à l'Agora qui suit la fin de l'année fiscale écoulée.

(2) Au cas où le Directeur Financier démissionnerait avant la fin de l'année fiscale, il devra aussi préparer un rapport financier pour la période jusqu'au dernier jour de son exercice, le faire vérifier par la Commission d'Audit et le présenter à l'Agora prochaine.

(3) A chaque Agora, le Directeur Financier présente un rapport financier provisoire de la situation financière actuelle de AEGEE-Europe.

### **Article 32: Budget**

(1) <sup>1</sup>Pour chaque année fiscale, une estimation de tous les revenus et toutes les dépenses de AEGEE-Europe doit être faite à l'avance dans un budget annuel. <sup>2</sup>Le budget est proposé par le Comité Directeur et présenté à l'Agora.

(2) L'Agora ratifie le budget annuel.

(3) A chaque Agora, le Directeur Financier présente un budget mis à jour.

### **Article 33: Fonds de réserve**

<sup>1</sup>Il peut être constitué un fonds de réserve qui comprendra la différence entre les revenus annuels et les dépenses annuelles. <sup>2</sup>Ce fonds de réserve sera utilisé par AEGEE-Europe pour toute activité étant dans le cadre de l'objet de l'association.

## **Titre VII - Règlements intérieurs**

### **Article 34: Règlements intérieurs**

(1) <sup>1</sup>Chaque organe élabore son règlement intérieur. <sup>2</sup>Le règlement intérieur de la Réunion des Conseils Européens est élaboré par l'Agora.

(2) Les règlements intérieurs déterminent les détails non réglés par ces statuts, notamment ceux qui concernent l'organisation intérieure, la gestion et l'administration des organes.

(3) Le règlement intérieur du Secrétariat Général est élaboré par le Comité Directeur.

(4) Un règlement intérieur financier de AEGEE-Europe est élaboré par l'Agora.

(5) Les groupes de travail thématiques, soutenant et les AEGEE groupes de travail recevront les directions générales pour leur règlement intérieur par le Comité Directeur.

## **Titre VIII - Modification des Statuts et de la Convention d'Adhésion**

### **Article 35: Modification**

<sup>1</sup>La modification des statuts ou de la Convention d'Adhésion est décidée par l'Agora à la majorité des 2/3.

<sup>2</sup>Le quorum est 50% des AEGEE antennes et des AEGEE groupes de travail.

## **Titre IX - Dissolution**

### **Article 36: Dissolution**

En cas de dissolution votée à l'unanimité par le Comité Directeur et à la majorité des 2/3 des membres présents à une Agora convoquée pour cet objet, un ou plusieurs liquidateurs seront nommés par le Comité Directeur et l'actif sera dévolu conformément à l'article 9 de la loi du 1<sup>er</sup> juillet 1901 et au décret du 16 août 1901.

# **CONVENTION D'ADHÉSION FOR AEGEE LOCALS**

*Agora Maastricht, April 1998*

### **Introduction**

<sup>1</sup>The aim of AEGEE-Europe is to promote integration and co-operation in Europe. <sup>2</sup>European students throughout Europe can take part in this process. <sup>3</sup>Such objectives cannot be reached without an adequate structure and the appropriate means. <sup>4</sup>AEGEE-Europe wants to be in a position to be a truly European association, with a multinational executive, the Comité Directeur, elected by an assembly called Agora, which brings together delegates from different towns. <sup>5</sup>AEGEE-Europe wants to prove itself to be an association, which is directed by a European collective whose general assembly is completely independent from political parties. <sup>6</sup>AEGEE-Europe wants to show that integration and co-operation can be efficient without a national level. <sup>7</sup>The impact of AEGEE-Europe on student life and on young people in general depends on its capacity to co-ordinate and manage efficiently local AEGEE groups. <sup>8</sup>This Convention d'Adhésion will clearly define the relation between AEGEE-Europe and each local AEGEE group.

### **Article 1**

<sup>1</sup>In signing the present Convention d'Adhésion, signatories act in the name of the association of which they are Presidents, thus obliging their associations to follow completely this Convention d'Adhésion until one of the parties gives notice of termination. <sup>2</sup>Acceptance of this Convention d'Adhésion gives the right to the cosignatory association to adopt the name "AEGEE-...(the name of the town)". <sup>3</sup>The name "AEGEE-..." can only be obtained this way. <sup>4</sup>Following this, the cosignatory association of this Convention d'Adhésion with AEGEE-Europe will be called AEGEE local. <sup>5</sup>The general assembly of AEGEE-Europe and the general assembly of an AEGEE local will be called Agora and local Agora.

**Article 2**

<sup>1</sup>The Convention d'Adhésion is valid until one or the other party decides to give notice of termination.

<sup>2</sup>Notice of termination by an AEGEE local can only take place when 2/3 of the present members at the local Agora vote for it. <sup>3</sup> 50% of the members of the AEGEE local must be present at the local Agora to pass the notice of termination. <sup>4</sup> Notice of termination from the Convention d'Adhésion by one or the other party will bring about the immediate dissolution of the AEGEE local in question. <sup>5</sup>Notice of termination by AEGEE-Europe is explicitly mentioned in its Statutes.

**Article 3**

<sup>1</sup>In signing the Convention d'Adhésion, the AEGEE local must respect and adopt the kind of non profit-making associative Statutes that have been drawn up by AEGEE-Europe. <sup>2</sup>Adopting these Statutes to conform to local law should involve the fewest possible changes to the original Statutes. <sup>3</sup>The Statutes must be accepted by AEGEE-Europe before this Convention d'Adhésion can be signed by the President of AEGEE-Europe.

**Article 4**

<sup>1</sup>In signing the Convention d'Adhésion, the AEGEE local must agree to the payment of a percentage of the membership fee of each member to AEGEE-Europe. <sup>2</sup>The amount of the membership fee to each local and the part that is paid to AEGEE-Europe is regulated by the Financial Working Format.

**Article 5**

<sup>1</sup>There is only one membership card for all AEGEE locals. <sup>2</sup>It is sent or given to the AEGEE locals after the AEGEE local has paid the membership fee to AEGEE-Europe, sent in the membership list and the financial report. <sup>3</sup>The AEGEE local takes care for distribution of the membership cards to AEGEE members.

**Article 6**

<sup>1</sup>To obtain the support of AEGEE-Europe for a project or event, the AEGEE local should submit the projects to the Comité Directeur, including an outline of the project and a financial analysis. <sup>2</sup>When an AEGEE local is involved in an AEGEE-Europe event, the Comité Directeur can examine the accounts of the AEGEE local or request the Audit Commission to examine and check the accounts.

**Article 7**

<sup>1</sup>All AEGEE locals must inform AEGEE-Europe without delay of any information that could be of interest for the association. <sup>2</sup>AEGEE-Europe provides all the necessary information that an AEGEE local can ask for concerning the functioning of the network or concerning the AEGEE local. <sup>3</sup>The AEGEE local should use the official logo of AEGEE provided by the Secretary of AEGEE-Europe.

**Article 8**

<sup>1</sup>AEGEE-Europe reserves the right to deal with the European Union, the Council of Europe and with any other European or international organisation or institution. <sup>2</sup>Before negotiating with national authorities, an AEGEE local has to ask for permission of the Comité Directeur. <sup>3</sup>If the Comité Directeur has not replied within two weeks, permission has been granted. <sup>4</sup>AEGEE-Europe will assist with all requests from an AEGEE local when dealing with the above-mentioned institutions.

**Article 9**

<sup>1</sup>AEGEE-Europe supports all AEGEE locals unless they do not respect the Statutes of AEGEE-Europe or this Convention. <sup>2</sup>Failure to respect the Statutes may lead to notice of termination of the validity of the Convention d'Adhésion. <sup>3</sup>Financial aid is not automatically given; it depends on agreements between an AEGEE local and AEGEE-Europe for each project.

# CONVENTION D'ADHÉSION FOR AEGEE

## WORKING GROUPS

*Agora Monchen, April 1994*

### **Introduction**

<sup>1</sup>The aim of AEGEE-Europe is to promote integration and co-operation in Europe. <sup>2</sup>European students throughout Europe can take part in this process. <sup>3</sup>Such objectives cannot be reached without an adequate structure and the appropriate means. <sup>4</sup>AEGEE-Europe wants to be in a position to be a truly European association, with a multinational executive, the Comité Directeur, elected by an assembly called Agora, which brings together delegates from different towns. <sup>5</sup>AEGEE-Europe wants to prove itself to be an association, which is directed by a European collective whose general assembly is completely independent from political parties. <sup>6</sup>AEGEE-Europe wants to show that integration and co-operation can be efficient without a national level. <sup>7</sup>The impact of AEGEE-Europe on student life and on young people in general depends on its capacity to co-ordinate and manage efficiently local AEGEE groups and AEGEE Working Groups. <sup>8</sup>This Convention d'Adhésion will clearly define the relation between AEGEE-Europe and each AEGEE Working Group.

### **Article 1**

<sup>1</sup>In signing the present Convention d'Adhésion, signatories act in the name of the association of which they are Presidents, thus obliging their associations to follow completely this Convention d'Adhésion until one of the parties gives notice of termination. <sup>2</sup>Acceptance of this Convention d'Adhésion gives the right to the cosignatory association to adopt the name "AEGEE-...(subject they deal with) Working Group". <sup>3</sup>The name "AEGEE-..." can only be obtained this way. <sup>4</sup>Following this, the cosignatory association of this Convention d'Adhésion with AEGEE-Europe will be called AEGEE Working Group. <sup>5</sup>The general assembly of AEGEE-Europe and the general assembly of an AEGEE Working Group will be called Agora and local Agora.

### **Article 2**

<sup>1</sup>The Convention d'Adhésion is valid until one or the other party decides to give notice of termination. <sup>2</sup>Notice of termination by an AEGEE Working Group can only take place when 2/3 of the present members at the local Agora vote for it. <sup>3</sup>50% of the members of the AEGEE Working Group must be present at the local Agora to pass the notice of termination. <sup>4</sup>Notice of termination from the Convention d'Adhésion by one or the other party will bring about the immediate dissolution of the AEGEE Working Group in question. <sup>5</sup>Notice of termination by AEGEE-Europe is explicitly mentioned in its Statutes.

### **Article 3**

<sup>1</sup>In signing the Convention d'Adhésion, the AEGEE Working Group must respect and adopt the kind of non profit-making associative Statutes that have been drawn up by AEGEE-Europe. <sup>2</sup>Adopting these Statutes to conform to local law should involve the fewest possible changes to the original Statutes. <sup>3</sup>The Statutes must be accepted by AEGEE-Europe before this Convention d'Adhésion can be signed by the President of AEGEE-Europe.

### **Article 4**

<sup>1</sup>To obtain the support of AEGEE-Europe for a project or event, the AEGEE Working Group should submit the projects to the Comité Directeur, including an outline of the project and a financial analysis. <sup>2</sup>When an AEGEE Working Group is involved in an AEGEE-Europe event, the Comité Directeur can examine the accounts of the AEGEE Working Group or request the Audit Commission to examine and check the accounts.

### **Article 5**

<sup>1</sup>All AEGEE Working Groups must inform AEGEE-Europe without delay of any information that could be of interest for the association. <sup>2</sup>AEGEE-Europe provides all the necessary information that an AEGEE Working Group can ask for concerning the functioning of the network or concerning the AEGEE Working Group. <sup>3</sup>The AEGEE Working Group should use the official logo of AEGEE provided by the Secretary of

AEGEE-Europe.

#### **Article 6**

<sup>1</sup>AEGEE-Europe reserves the right to deal with the European Union, the Council of Europe and with any other European and international organisation or institution. <sup>2</sup>Before negotiating with national authorities an AEGEE Working Group has to ask for permission of the Comité Directeur. <sup>3</sup>If the Comité Directeur has not replied within two weeks, permission has been granted. <sup>4</sup>AEGEE-Europe will assist with all requests from an AEGEE Working Group when dealing with the above-mentioned institutions.

#### **Article 7**

<sup>1</sup>AEGEE-Europe supports all the AEGEE Working Groups unless they do not respect the Statutes of AEGEE-Europe or this Convention. <sup>2</sup>Failure to respect the Statutes may lead to notice of termination of the validity of the Convention d'Adhision. <sup>3</sup>Financial aid is not automatically given; it depends on agreements between an AEGEE Working Group and AEGEE-Europe for each project.

## **WORKING FORMAT OF THE AGORA**

*Agora Warszawa, May 2006*

#### **Article 1: Tasks**

(1) <sup>1</sup>The Agora approves the moral report as presented by the President of AEGEE-Europe. <sup>2</sup>This moral report must, in its definite version, be made publicly available to all members at least one week before the start of the Agora at which it is presented.

(2) The individual moral reports of every member of the Comité Directeur must, in their definite versions, be made publicly available to all members at least one week before the start of the Agora at which they are presented.

(3) <sup>1</sup>The Agora approves the financial report as presented by the Financial Director of AEGEE-Europe. <sup>2</sup>This financial report should, in its definite version, be made publicly available to all members at least one week before the start of the Agora at which it is presented.

(4) The Agora votes upon the future development of the association and on the general lines of AEGEE-Europe's policies, projects and programmes (in particular AEGEE-Europe's Identity, the Strategic Plan and the Action Agenda) as proposed by the Comité Directeur, AEGEE locals or AEGEE Working Groups.

(5) The Agora decides upon modifications of the Statutes of AEGEE-Europe and the Convention d'Adhésion.

(6) The Agora ratifies the decisions of the Comité Directeur subject to ratification according to the statutes, especially those mentioned in the Articles 4, 6 and 10 of the statutes.

(7) The Agora elects the Comité Directeur.

(8) The Agora elects AEGEE members to the Commissions:

- Three AEGEE members to the Audit Commission;
- Two AEGEE members to the Juridical Commission;
- Four AEGEE members to the Members Commission;
- Up to eleven AEGEE members to the Network Commission.

#### **Article 2: Members**

(1) The members of the Agora are:

- The members of the Comité Directeur and of the Commissions of AEGEE-Europe;
- Up to three elected representatives (delegates) of the AEGEE Antennae;
- Up to three elected representatives (delegates) of the AEGEE Working Groups;
- Up to two representatives (envoys) of the AEGEE Contact Antennae and of the Working Groups;
- Up to two representatives (envoys) of projects;
- Up to two representatives (envoys) of Connections;

- Liaison officers and Liaison agents of AEGEE Europe.
- (2) All members have speaking right and the right to present proposals via their representatives at the Agora.
- (3) The elected representatives of the AEGEE Antennae and AEGEE Working Groups have the right to vote for their Antennae or Working Groups.
- (4) <sup>1</sup>Contacts of AEGEE have the right to send two representatives (observers) to the Agora. <sup>2</sup>Observers have neither speaking nor voting right.
- (5) <sup>1</sup>Any member of an AEGEE local, a Working Group and a Project Team has the right to act as a visitor to the Agora. <sup>2</sup>Other visitors may only attend with the permission of the Agora Chairperson. <sup>3</sup>Visitors have neither speaking nor voting right.
- (4) Visitors who are also candidates for a position as announced by the Secretary General in accordance with article 3(4), have the right to present their candidature and answer questions about it.
- (6) The number of visitors per local, Working Group and Project Team depends on the capacity of the organising AEGEE local.
- (7) <sup>1</sup>The votes have to be divided equally among the delegates. <sup>2</sup>The difference of the votes between the delegates of the same Antenna or AEGEE Working Group cannot exceed one vote. <sup>3</sup>It is the Antenna or AEGEE Working Group that decides upon the division of votes.

### **Article 3: Meeting and Convocation**

- (1) The ordinary Agora meets in spring and in autumn.
- (2) <sup>1</sup>The language of the Agora shall be English or French. <sup>2</sup>Translation shall be made on request.
- (3) <sup>1</sup>The President of AEGEE-Europe convokes the Agora. <sup>2</sup>The date and the place of the Agora have to be communicated to the AEGEE locals and the AEGEE Working Groups at least two months before the meeting. <sup>3</sup>The Comité Directeur sets the agenda of the Agora with the approval of the Chairperson. <sup>4</sup>The agenda is subject to ratification at the beginning of the meeting. <sup>5</sup>The Agora may change the proposed agenda with an absolute majority at any time during the meeting. <sup>6</sup>The Agora may modify the order of the topics listed in the agenda with a simple majority at any time during the meeting.
- (4) <sup>1</sup>The Secretary General in cooperation with the Juridical Commission has to announce as soon as possible if and how many members of the Comité Directeur, the Commissions, the SUCT and FECT are to be elected during the Agora to come. <sup>2</sup>The Secretary General in cooperation with the Juridical Commission has to announce also the vacant positions of the Chairperson and the Secretary of the Agora.
- (5) <sup>1</sup>Proposals concerning projects and modifications of the Corpvs Iuridicvm Aegeense as well as the list of candidates for the Comité Directeur, the Commissions, the Chairperson, the Secretary of the Agora, the SUCT and FECT must be presented to the Secretary General and the Juridical Commission of AEGEE-Europe at least one month before the Agora. <sup>2</sup>After this point and until the official completion of the deadline for submitting candidatures during the Agora as announced by the Chairperson, candidatures will only be accepted for the vacant places
- (6) The agenda and the names of the above mentioned candidates have to be communicated to the AEGEE locals and the AEGEE Working Groups at least two weeks before the Agora.

### **Article 4: Debate**

- (1) <sup>1</sup>The members of the Agora asking to speak are registered in a list in the order of their application. <sup>2</sup>The member proposing the motion has the right to speak in the first and in the last place. <sup>3</sup>Requests for an increased number of speakers or for extended speaking time must be directed to the Chairperson who will decide on the merits of each case.
- (2) Motions on procedural matters (showing of both arms) have to be treated immediately at any moment of the debate.

### **Article 5: Decisions and Amendments**

- (1) <sup>1</sup>The decisions of the Agora are taken as determined by the Statutes:
- Simple proposals or motions: simple majority;
  - Simple amendments to proposals: simple majority;
  - Amendments to proposals concerning modifications of Statutes or Working Formats: absolute majority.
- <sup>2</sup>Procedural matters are decided upon by simple majority.

(2) <sup>1</sup>The delegates of AEGEE Antennae who are not able to attend the voting of the Agora may pass their vote to another delegate of their Antenna by means of a written authorisation. <sup>2</sup>The delegates of AEGEE Working Groups who are not able to attend the voting of the Agora may pass their vote to another delegate of their Working Group by means of a written authorisation.

(3) <sup>1</sup>The results of the votes will be noted in the minutes. <sup>2</sup>Counting the votes is the responsibility of the Chairperson of the Agora.

(4) <sup>1</sup>Amendments to proposals must be presented before the end of the discussion. <sup>2</sup>They have to be handed over to the Chair in written form and voted upon before the proposal they relate to. <sup>3</sup>The Chair decides on the admissibility of the amendment. <sup>4</sup>However the Agora member presenting the proposal can decide to incorporate the amendment without a vote. <sup>5</sup>Amendments cannot withdraw or replace the whole original proposal.

(5) <sup>1</sup>If there are contradicting proposals concerning the same subject the widest proposal has to be voted upon first. <sup>2</sup>If there are different amendments concerning the same proposal the widest amendment has to be voted upon first. <sup>3</sup>The Chairperson assisted by the Juridical Commission decides in case of conflict.

#### **Article 6: Elections of the Delegates**

(1) <sup>1</sup>The delegates to the Agora of AEGEE-Europe are elected by the AEGEE Antennae and the AEGEE Working Groups. <sup>2</sup>The delegates must be members of the Antenna or Working Group since at least before the preceding Agora. <sup>3</sup>This does not apply to the Antennae or Working Groups that were created after the preceding Agora.

(2) <sup>1</sup>A delegate who is not able to attend the voting of the Agora may pass his or her vote to another delegate of his or her Antenna or AEGEE Working Group by means of written authorisation. <sup>2</sup>A delegate cannot represent more than one Antenna or more than two members of the Agora.

(3) <sup>1</sup>The Comité Directeur must receive the names at least two weeks before the Agora. <sup>2</sup>This measure shall be enforced by the Juridical Commission and the Comité Directeur.

#### **Article 7: Elections of the Candidates**

(1) The election procedure will be supervised by the Chairperson and the Juridical Commission.

(2) The list of all candidates will be closed during the Agora where all candidates have the right to briefly introduce themselves.

(3) <sup>1</sup>For each election the AEGEE Antennae will receive as many ballot papers as they have votes in the Agora according to Article 14 of the Statutes. <sup>2</sup>A candidate cannot receive more than one vote on the same ballot paper.

#### **Article 8: Chairperson**

(1) <sup>1</sup>The Chairperson of the Agora is elected by the Agora for a period of two ordinary Agoras. <sup>2</sup>He/She must have experience:

- As a member of the Comité Directeur or of a local board,
- or
- As a delegate to a former Agora.

(2) <sup>1</sup>The candidate who receives the absolute majority of votes is elected in a first round. <sup>2</sup>If no candidate is elected in the first round, the two candidates with the most votes participate in the final ballot. <sup>3</sup>The candidate who gets the majority of votes in the second round is elected Chairperson. <sup>4</sup>The candidate with the second most votes is elected Vice-Chairperson.

(3) <sup>1</sup>The Chairperson, assisted by the Vice-Chairperson and the Juridical Commission, presides over the Agora in accordance with the Statutes of AEGEE-Europe and this Working Format. <sup>2</sup>He/she opens, suspends and adjourns the meeting. <sup>3</sup>He/She does not participate in the discussion of motions.

(4) The Chairperson is responsible for the execution of the agenda in co-operation with the Comité Directeur.

(5) <sup>1</sup>The Chairperson ensures that time limits on motions and speakers are observed in order to guarantee a fair hearing to every motion and every speaker. <sup>2</sup>He/She is responsible for ensuring parity of speaking for those both for and against the motions.

(6) <sup>1</sup>The Chairperson can nominate Assistants to the chair to help him with his task. <sup>2</sup>The Chairperson, in consultation with the ITWG, may appoint an IT technician for the European Boards' Meeting and the Agora. <sup>3</sup>The Chairperson shall inform the Secretary in advance about the agenda of the meeting.

#### **Article 9: Secretary**

(1) <sup>1</sup>The Secretary of the Agora is elected by the Agora for a period of one ordinary Agora. <sup>2</sup>He/She must

have experience:

- As a member of a local board

or

- As a delegate to a former Agora.

(2) <sup>1</sup>The candidate who receives the absolute majority of votes is elected in a first round. <sup>2</sup>If no candidate is elected in the first round, the two candidates with the most votes participate in the final ballot. <sup>3</sup>The candidate who gets the majority of votes in the second round is elected Secretary.

(3) The Secretary is not a member of the Agora and is not a member of the Comité Directeur.

(4) <sup>1</sup>The Secretary is responsible for the minutes, which shall be sent to the Comité Directeur not later than two months after the Agora. <sup>2</sup>If the minutes are not ratified the Secretary remains responsible for the necessary changes.

(5) The Secretary can nominate Assistants to help with his/her task.

#### **Article 10: Comité Directeur**

(1) The Comité Directeur is composed of a maximum of 9 members from the AEGEE locals: the President, the Secretary General, the Financial Director and 6 active members elected by secret vote for a period of one year by the Spring Agora. <sup>2</sup>They can be re-elected.

(2) <sup>1</sup>If there is more than one candidate the President is elected with an absolute majority of votes. <sup>2</sup>If no candidate reaches an absolute majority, the two candidates with the most votes participate in a second ballot, where the candidate receiving a simple majority of votes is elected.

(3) The Secretary General and the Financial Director are elected according to the same rules as the President.

(4) <sup>1</sup>The other members of the Comité Directeur are elected in one common ballot after the election of the President, Secretary General and Financial Director. <sup>2</sup>The number of candidates who can be marked on each ballot paper cannot exceed the number of vacant places in the Comité Directeur. <sup>3</sup>A candidate cannot receive more than one vote on the same ballot paper.

#### **Article 11: Commissions**

(1) <sup>1</sup>The three members of the Audit Commission elected by the Agora are in charge for the period until the next Agora. <sup>2</sup>They can be re-elected. <sup>3</sup>The President of the Audit Commission will be the member elected with the most votes.

(2) <sup>1</sup>The two members of Juridical Commission elected by the Agora are in charge for the period until the next Agora. <sup>2</sup>They can be re-elected. <sup>3</sup>The President of the Juridical Commission will be the member elected by the Agora having the majority of the votes.

(3) <sup>1</sup>The four members of the Members Commission elected by the Agora are in charge for the period until the next Agora. <sup>2</sup>They can be re-elected. <sup>3</sup>Each candidate should receive a number of marks corresponding at least to one half of the total number of votes. <sup>4</sup>If more than two of the candidates elected share the same nationality, only the two with the most votes can join the Members Commission. The other places shall remain vacant. If the candidates elected are of fewer than three nationalities, one place in the Members Commission shall remain vacant for every nationality lacking. In this case, the candidates elected with the fewest votes will not join the Members Commission. <sup>5</sup>The President of the Members Commission will be the member elected by the Agora having the majority of the votes.

(4) <sup>1</sup>The members of the Network Commission are elected by the Agora for one year. <sup>2</sup>They can be re-elected. <sup>3</sup>Each candidate should receive a number of marks corresponding at least to one third of the total number of votes. <sup>4</sup>If more than three of the candidates elected share the same nationality, only the three with the most votes can join the Network Commission. The other places shall remain vacant. If the candidates elected are of fewer than four nationalities, one place in the Network Commission shall remain vacant for every nationality lacking. In this case, the candidates elected with the fewest votes will not join the Network Commission.

#### **Article 12: SUCT and FECT**

(1) <sup>1</sup>The members of the Summer University Coordination Team are elected by the Fall Agora for one year. <sup>2</sup>They can be re-elected.

(2) <sup>1</sup>The members of the Find Europe Coordination Team are elected by the Spring Agora for one year. <sup>2</sup>They can be re-elected. <sup>3</sup>If the need arises vacancies can be filled in at the fall agora.

#### **Article 13: Practical Organisation**

(1) <sup>1</sup>The organising AEGEE local is the sole responsible for the practical organisation of the Agora. <sup>2</sup>The

budget for the Agora is set by the organising Antenna after approval by AEGEE-Europe. <sup>3</sup>AEGEE-Europe gives a deficit guarantee as specified in Article 25 of the Financial Working Format.

(2) <sup>1</sup>All members of the Agora as well as the Chairperson, Vice-Chairperson and the Secretary of the Agora participate for free. <sup>2</sup>Services minimally required for participation are:

- Use of the meeting rooms,
- Lodging on the three days during which meetings take place,
- Three breakfasts and lunches.

<sup>3</sup>Additional services offered may be charged with a separate fee as specified in the budget.

(3) <sup>1</sup>Exceptions to sub-article 2 are only possible after approval by the Financial Director of AEGEE-Europe. <sup>2</sup>The organising AEGEE local must show the Financial Director of AEGEE-Europe that it will not rely on the deficit guarantee when balancing their budget in order to guarantee the financial viability of the event, but must prove adequate sources of external funding to cover all costs incurred in the budget. <sup>3</sup>If according to the Financial Director of AEGEE-Europe the condition above is met, a fee can be set in consultation with the Financial Director of AEGEE-Europe. <sup>4</sup>This fee is required to be set according to the procedure described in Article 29 of the Financial Working Format.

(4) The organising AEGEE local informs the network precisely of what is offered and what is demanded from the participants at least one week before the deadline for application for participation.

#### **Article 14: Coming into Force**

(1) Every decision of the Agora, with the exception of the election of the members of the Comité Directeur, comes into force the day after the meeting of the Agora. The decision about the newly elected members of the Comité Directeur comes into force 4 weeks after the last day of the meeting of the Agora

(2) This does not apply to procedural questions concerning the Agora in progress.

#### **Article 15: Exceptions**

<sup>1</sup>The Agora may decide exceptions to this Working Format with a 2/3 majority. <sup>2</sup>These exceptions cannot withdraw the rules of the Statutes.

## **WORKING FORMAT OF THE EUROPEAN BOARDS' MEETING**

*Agora Napoli, November 2006*

#### **Article 1: Definition**

(1) <sup>1</sup>The European Boards' Meeting has the task to assist the development of the network and the long term planning of the Association.

(2) <sup>1</sup>The European Boards' Meeting offers the possibility to express opinions, discuss and exchange experiences. <sup>2</sup>The European Boards' Meeting provides platform for further interaction and co-ordination for AEGEE locals, Working Groups, Commissions, Project teams and the Comité Directeur.

#### **Article 2: Structure**

(1) The EBM has two main working methods. On the one hand, intense workshops will be the tool for the thematic part of the EBM whereas on the other hand, the 'strategy meetings' will help to outline the overall direction of AEGEE in the future.

(2) The minimum duration of a short workshop is 4,5 hours and of a long workshop 9 hours. A workshop leader can apply for a single (4,5 hours) or double (9 hours) session in case he/she feels more time is needed. For a workshop to be accepted at the European Boards' Meeting, the workshop leader must hand in a short proposal with an outline of the workshop and the working methods used as well as a personal record showing the level of experience in giving workshops. All workshop applications should be submitted within the deadline set by the CD in co-operation with the Chairperson. A participant signs up for exactly one long or two short workshops when registering for the European Boards' Meeting. During the European Boards' Meeting, each workshop appoints a rapporteur who will present the results in the

plenary session. The workshop results will then be discussed. A short summary of the workshop results shall be provided to the network not later than one week after the European Boards' Meeting.

(3) The European Boards' Meeting discusses the interim activity report as presented by the President of AEGEE-Europe and votes upon it by an indicative vote.

(4) The European Boards' Meeting discusses the interim financial report as presented by the Financial Director of AEGEE-Europe and votes upon it by indicative vote.

(5) Time is reserved for meetings which aim to finalise an Action Agenda out of the draft presented by the CD. (cf. Article 3 of the Planning Working Format).

(6) The minutes of the European Boards' Meeting shall be collected by the Secretary of the European Boards' Meeting and published no later than two weeks before the subsequent Spring Agora.

### **Article 3: Meeting and Convocation**

(1) The European Boards' Meeting takes place once a year, at least six weeks before the Spring Agora.

(2) <sup>1</sup>The working languages shall be English or French. <sup>2</sup>Cross-translation shall be made on request.

(3) <sup>1</sup>The President of AEGEE-Europe convokes the European Boards' Meeting. <sup>2</sup>The Comité Directeur sets the agenda with the approval of the Chairperson. <sup>3</sup>The agenda is subject to ratification at the beginning of the meeting. <sup>4</sup>The European Boards' Meeting may change the proposed agenda with an absolute majority at any time during the meeting. <sup>5</sup>The European Boards' Meeting may modify the order of the topics listed in the agenda with a simple majority at any time during the meeting.

(4) <sup>1</sup>The Comité Directeur ensures that the agenda and preparatory material for each of the workshops is communicated to the network at least two weeks before the meeting.

### **Article 4: Members**

(1) <sup>1</sup>The members of the European Boards' Meeting are:

- the members of the Comité Directeur and of the commissions of AEGEE-Europe;
- up to three delegates of the AEGEE Antennae appointed by the local boards;
- up to three delegates of the AEGEE Working Groups;
- up to two board members of AEGEE Contact Antennae (envoys);
- up to two members of the Thematic or Support Working Groups or Projects of AEGEE-Europe (envoys);
- liaison officers and liaison agents of AEGEE-Europe
- up to three AEGEE members per workshop with specific expertise on the topic of that workshop.

<sup>2</sup>A final selection of the participants shall be made by the Comité Directeur in co-operation with the Chairperson.

(2) All members of the European Boards' Meeting have the right to speak and to present proposals.

(3) <sup>1</sup>In exceptional cases, more members from AEGEE locals may have the right to attend the European Boards' Meeting as a visitor with the permission of the Chairperson. <sup>2</sup>Visitors do not have the right to speak, vote or present proposals. <sup>3</sup>Only the Chair may -upon request- grant visitors the permission to speak.

(4) <sup>1</sup>Contacts of AEGEE have the right to send two representatives (observers) to the European Boards' Meeting. <sup>2</sup>Observers have neither speaking nor voting rights. <sup>3</sup>Only the Chair may -upon request- grant observers the permission to speak.

### **Article 5: Chairperson**

(1) <sup>1</sup>The Chairperson of the Agora is also the Chairperson of the European Boards' Meeting. <sup>2</sup>He/She is assisted by the Vice-Chairperson and the Juridical Commission.

(2) <sup>1</sup>The Chairperson is responsible for the execution of the agenda. <sup>2</sup>He/She opens, suspends and adjourns the European Boards' Meeting. <sup>3</sup>He/She does not participate in the discussions.

(3) <sup>1</sup>The Chairperson is responsible for ensuring parity of speaking time for the main opinions on a proposal or motion. <sup>2</sup>He/She can decide to have a speakers list or a speaking time limit.

(4) The Chairperson is responsible for counting the votes.

(5) <sup>1</sup>The Chairperson can nominate Assistants to the chair to help him with his task. <sup>2</sup>The Chairperson shall inform the Secretary in advance about the agenda of the meeting.

### **Article 6: Secretary**

(1) The Secretary of the Agora is also the Secretary of the European Boards' Meeting.

(2) The Secretary is responsible for the minutes, which should be sent to the Comité Directeur not later than two weeks before the Spring Agora.

(3) The Secretary can nominate Assistants to help with his/her task.

#### **Article 7: Voting**

(1) Each AEGEE Antenna and AEGEE Working Group has the right to vote. The number of votes is distributed according to Article 14 of the Statutes of AEGEE-Europe.

(2) In order to accept a proposal or an amendment simple majority is required.

(3) Only the voting on the Action Agenda is decisive, all other votes are indicative and have to be finally approved by the Agora.

#### **Article 8: Practical Organisation**

(1) The organising AEGEE local is solely responsible for the practical organisation of the European Boards' Meeting. The budget for the European Boards' Meeting is set by the organising local after approval by AEGEE-Europe.

(2) Members of the European Boards' Meeting participate for free. The services minimally required for the meeting are:

- use of the meeting rooms;
- sufficient technical equipment for the production of the workshop conclusions;
- lodging for the days the meetings take place;
- breakfast and lunch.

(3) Exceptions to sub-article 2 are only possible after approval by the Financial Director of AEGEE-Europe. The organising AEGEE local must show the Financial Director of AEGEE-Europe that it will not rely on the deficit guarantee when balancing their budget in order to guarantee the financial viability of the event, but must prove adequate sources of external funding to cover all costs incurred in the budget. If according to the Financial Director of AEGEE-Europe the above-mentioned condition is met, a fee can be set in consultation with the Financial Director of AEGEE-Europe. This fee is regulated according to the procedure described in Article 29 of the Financial Working Format.

(4) The organising AEGEE local informs the network of precisely what is offered to and what is demanded from the participants at least one week before the deadline for application for participation.

#### **Article 9: Modifications**

The Agora draws up the Working Format of the European Boards' Meeting. Only the Agora can make modifications to the European Boards' Meeting Working Format.

## **WORKING FORMAT OF THE COMITÉ DIRECTEUR**

*Comite Directeur, Agora Napoli November 2006*

#### **Art 1. Task division among members of the Comite Directeur**

*The members of the Comité Directeur are working in 9 different positions. The following list of tasks and functions describes the responsibilities of the Comité Directeur. In addition to that, certain tasks are distributed among the members without reference to their positions. Every member of the Comité Directeur is required to show responsibility for clarity and openness to the network and for commitment and dedication to the functioning of AEGEE-Europe as a whole.*

#### **I - President**

- Ensure the work of the Comité Directeur as a team;
- Support members of the Comité Directeur where necessary;
- External representation: to European institutions and other organisations in co-operation with other members of the Comité Directeur;
- Internal representation: contact to the network;

- Focus on thematic work and drafting of position papers/policy statements in co-operation with Working Groups;
- Together with Secretary General: internal Comité Directeur communication and information, preparation of meetings;
- Contact to Les Anciens;
- Member of the Board of Control of the Foundation AEGEE Trust Fund.

## **II - Secretary General**

- General administration of the association;
- Supervision and coordination of the secrétariat général as specified in the Working Format of the secrétariat général.

## **III - Financial Director**

- Administration of AEGEE-Europe's finances;
- Bookkeeping, financial report, budget of the association;
- Control expenditures, especially of the Comité Directeur members;
- Contact to the Audit Commission;
- Collecting and administrating membership fees and Summer University fees;
- Control financial reports of locals and Working Groups;
- Assist the European Institutions Responsible with budgeting and financial reports for applications;
- In principle, Financial Director of the Board of the Foundation AEGEE Trust Fund.

## **IV - European Institutions**

- Information flow from and to the institutions;
- European Commission: application for "subvention generale", applications for projects, events and speakers;
- European Parliament: establish and maintain contacts;
- Council of Europe: maintaining consultative status, contact to Liaison Officer for European Youth Foundation;
- OSCE: information;
- In principle, member of the Board of the Foundation AEGEE Trust Fund.

## **V - Human Resources (Internal Education)**

- Coordination of European Schools/ Training Events;
- Operators' Manual: update and improvement;
- Internal Education databases: maintenance and improvement;
- Cooperation with AEGEE Academy;
- Cooperation with other bodies involved in Internal Education (e.g. Network Commission);
- Contact for the Council of Europe Training Courses.

## **VI - Public Relations**

- Coordination of publications and AEGEE-Europe promotion material: Key to Europe, News Bulletin, posters, flyers;
- Contact to the media;
- Information flow to external contacts;
- Informing the network about Comité Directeur activities;
- Cooperation with Public Relations Working Group;
- Contact to patrons of AEGEE-Europe;
- Maintenance of the PR Archive.

## **VII - Fundraising**

- Contacts to companies;
- Conceptualisation of partnership proposals;
- Fundraising strategies for projects;
- Coordination of fundraising activities with the network/ administer FR-L;

- Coordinate advertisements in publications.

### **VIII – Projects**

- Conceptualise Flagship topics;
- Preparation and coordination of Flagship project;
- Work according to the Focus Areas
- Coordinate updating of Strategic Plan & Action Agenda;
- Cooperation with Working Groups;
- Initiate and support new projects/events

### **IX - Network development**

- Contact to locals, updating list of Antennae, Contact Antennae and Contacts;
- Administration of activity reports;
- Cooperation with the Network Commission.

### **X - Additional Tasks**

- Member of the Juridical Commission;
- Observer in the Members Commission;
- Member of the Summer University Coordination Team;
- Informational Technology responsible:
- Coordination and development of the Informational Technology infrastructure in AEGEE (headoffice, Virtual Office, servers, etc);
- Contact to the ITWG;
- Technical responsibility for the AEGEE web pages;
- Responsible for Liaison Officers and Liaison Agents:
- European Youth Forum
- United Nations
- UNESCO
- BMBF
- European Social Charter
- European Youth Foundation
- OECD
- Contact to Other Student Organisations
- Contact to World Bank
- Contact to European Movement

### **Art. 2 The knowledge transfer period of the Comité Directeur**

(1) The members-elect of the Comité Directeur take part in a knowledge transfer period of one month in the headoffice, starting 1<sup>st</sup> of August, ending 31<sup>st</sup> August.

(2) Assumption of office of the newly elected members of the Comité Directeur is rendered effective, from 1<sup>st</sup> of September, save the exception stated in Art.19 (3) and (4) of the Statutes. Until then, they are considered as 'members-elect'.

(3) Within the one month knowledge transfer period, the members-elect shall receive a full and complete individual and common knowledge transfer from the Comité Directeur members terminating their posts. The knowledge transfer period is coordinated by the outgoing Comité Directeur, and shall include external trainings and teambuilding sessions. The members elect shall publish at the end of the knowledge transfer period an activity plan for the period 1<sup>st</sup> September – 31<sup>st</sup> August. Throughout this period, the members-elect shall have access to all data of the Comité Directeur.

(4) During the period between the Spring AGORA and 31<sup>st</sup> August, the outgoing members of Comité Directeur are responsible to execute their individual tasks and retain the power to act in the name of the association, with legal representation and capacity remaining vested in the post of the outgoing President. During the knowledge transfer period, the outgoing members of the Comité Directeur and the members-elect shall work together so as to ensure continuity of the work and commitments engaged in.

(5) The outgoing members of the Comité Directeur have to present online the activity report before moving out of the head office. Online publication should happen latest by 7<sup>th</sup> of September. The subsequent Agora approves the activity report, in accordance with article 18.4 of the statutes.

(6) The outgoing Financial Director publishes online an interim financial report latest by the 7<sup>th</sup> of September, in accordance with article 18.4 of the statutes.

(7) The outgoing CD members that fail to present their activity report are not eligible to ask for travel reimbursement for their moving out, as described in article 18(5) of the Financial Working Format.

(8) The Comité Directeur that acts in the name of the association as from 1<sup>st</sup> September will present its activity report on the knowledge transfer period and her activity plan by the 7<sup>th</sup> of September.

**Article 2A: Transitional arrangements:**

By way of exception, the term of office of the Comité Directeur in office at the Spring Agora 2007 is going to be prolonged by 4 weeks. Members of CD that are going to be elected at the Spring Agora 2007 come into office 4 weeks after the termination of the Agora. Comité Directeur members terminating their term of office at the Spring Agora 2007 have to present online their activity report for these 4 weeks within 2 weeks after this time is finished. The reports have to be approved by the following Agora.

**Article 2B: Transitional arrangements:**

By way of exception, the term of office of the members of the Comité Directeur elected at the Fall Agora 2007 will be shortened until 31<sup>st</sup> of August 2008. Members of CD that are going to be elected at the Spring Agora 2008 come into office from 1<sup>st</sup> of September 2008.

# WORKING FORMAT OF THE SECRÉTARIAT GÉNÉRAL

*Agora Torino, November 2004*

**Art.1: Secretary General**

(1) The Secretary General is responsible for the secretariat général and shall supervise and co-ordinate its work.

(2) The secretariat is responsible, under the guidance and delegation of the Secretary General, for the daily functioning of the association, in particular for:

- Administration of the AEGEE Headoffice;
- Information flow to the network;
- Running the archive of AEGEE-Europe;
- Maintaining the register in Paris and Brussels;
- Preparing and minute-taking of meetings;
- Together with the President: maintaining internal Comité Directeur communication and information flow;
- Checking members lists/distributing membership cards;
- Administration of the Calendar of Events;
- Preparation of Statutory meetings, in cooperation with the Chair.

(3) The Secretary General shall assist other members of the Comité Directeur in their tasks.

**Art.2: Assistants to the Comité Directeur**

(1) <sup>1</sup>The Comité Directeur can appoint at any moment assistants to work in the headoffice on a voluntary basis. <sup>2</sup>At most 2 assistants can be working in the headoffice at the same time. <sup>3</sup>The assistants will be appointed through a CD decision after an Open Call to the network, specifying the requirements and selection criteria for the position. <sup>4</sup>The term of the internship can vary between 2 and 6 months, and will be

fixed at the moment of the appointment together with the appointee.

(2) <sup>1</sup>AEGEE-Europe will provide lodging in the headoffice for the assistants in case it is necessary. <sup>2</sup>The assistants will receive an official certificate of AEGEE-Europe and a recommendation letter signed by the President of AEGEE-Europe. <sup>3</sup>The Comité Directeur will look for public funding in order to incorporate a monetary allowance to these positions, but in no case shall money out of the general budget of AEGEE-Europe be used for this. <sup>4</sup>It might be possible to partly reimburse the travel from home to the headoffice, if it is so stated in the general budget of AEGEE-Europe.

(3) There are 2 kinds of assistants foreseen: a full-time position, for administrative and support tasks, and a part-time one, for IT-related tasks.

(4) The assistants appointed by the Comité Directeur shall be accountable towards the Secretary General.

(5) <sup>1</sup>Other staff members of the secretariat général can be appointed by the Comité Directeur. <sup>2</sup>They are accountable to the Secretary General. <sup>3</sup>No one can be dismissed without consultation of the Comité Directeur.

## **WORKING FORMAT OF THE MEMBERS COMMISSION**

*Agora Warszawa, May 2006*

### **I - General Rules for the Members Commission**

<sup>1</sup>The Members Commission is to be activated according to Article 24(5) of the Statutes in all cases that require sufficient and legitimate action to reach a clear and coherent situation for all ordinary members of AEGEE Europe. <sup>2</sup>The Members Commission should pay attention to the following general rules:

(1) The Members Commission is supposed to keep the lowest profile in order to minimise the harm to AEGEE-Europe caused by its findings.

(2) The Members Commission is expected to strive for an amicable settlement among the parties involved before considering further actions, serving as mediator.

(3) <sup>1</sup>The Members Commissioners as well as the other bodies of AEGEE-Europe contacted by the Members Commission during its investigation are obliged to keep strict discretion about available information regarding the cases currently under consideration for not less than six months after decision has been taken, but only if it is not part of the decision to be published according to No. II(8) of this Working Format. <sup>2</sup>In case of amicable settlements they have to keep discretion for one year on request of the parties involved.

(4) The Members Commission is obliged to pay full and impartial attention to all issues, evidence and proves brought forward by the parties involved.

(5) The Members Commission is expected to co-operate fully with the other bodies of AEGEE-Europe and to utilize their experience and knowledge.

(6) The Members Commission is expected to document all cases and decisions under review and to use previous decisions as guidelines for future decisions.

(7) These documents shall be stored in the headoffice of AEGEE-Europe and made accessible to the members of the Members Commission and Juridical Commission at any time requested.

### **II - Procedural Rules for the Members Commission**

In case of request fulfilling the conditions of Article 24(5) of the Statutes, the Members Commission should pay attention to the following guidelines:

(1) <sup>1</sup>The Members Commission informs the ordinary members concerned by registered letter, followed by any other proper way of communication, the requesters and all other people involved in the case by normal letter, or any other proper way of communication, at least two weeks before the meeting about the request for a sentence and the details of the procedure to follow. <sup>2</sup>The logistical means have to be provided by the Comité Directeur (snail mail, fax, phone).

(2) The term "meeting" as used in this section also includes chat sessions, phone conferences or any other means of real time communication.

(3) <sup>1</sup>The ordinary member concerned, informed by registered letter, or any other proper way of communication, sent out no later than two weeks before the meeting, will be invited to have a meeting with the Members Commission in order to give all the information necessary for the final decision. <sup>2</sup>An ordinary member concerned must be represented by the President, possibly assisted by the Financial Director and the Secretary.

(4) <sup>1</sup>The Members Commission as well as any other organ of AEGEE-Europe or the ordinary members concerned in the case under investigation can have a clarifying meeting when this is needed. They can request to meet on short notice (then applying Article 18(10) of the Financial Working Format) at the place of the Agora at least two days prior the beginning of the Agora. <sup>2</sup>On request of the member(s) concerned, the meeting has to be open to the public audience, but no other than one delegate per ordinary member, one envoy per Working Group and Project Team and Members of AEGEE-Europe bodies, all without any speaking and voting rights, unless requested by the Members Commission. <sup>3</sup>In case of disturbance, interference or obstructive behaviour of the audience, the Chair of the Meeting may decide to exclude part or whole of the audience from the meeting. <sup>4</sup>The Members Commission discusses the content of the request and takes a decision on the case one day before the Agora (Agora following the receipt of the request) in a closed meeting.

(5) The decision made in response to the request should be preliminarily announced to the parties and then to AEGEE-Europe and its ordinary members no later than two weeks after the decision has been taken.

(6) <sup>1</sup>The decision is to be ratified by the Agora as soon as possible. <sup>2</sup>In case of decision during Agoras, the decision should be ratified no later than on the last day of the respective Agora.

### **III - Sentences to be considered for decisions by the Members Commission**

(1) <sup>1</sup>It is the first priority of the Members Commission to strive for an amicable settlement. <sup>2</sup>However, if this is not possible the following advisory part should be considered for the decision of the Members Commission.

#### **(i) Advisory:**

(1) Principles to be considered for decisions of the Members Commission:

- Balance between considered sentence, the violation sentenced, the circumstances, and the presence of premeditation;
- Principle of “in dubio pro reo”;
- Coherence with previous decisions in similar cases.

#### **(ii) Advisory:**

(1) Sentences to be considered for decisions of the Members Commission (not to be considered complete):

- Temporary suspension of the active voting rights of the ordinary member during statutory meetings up to one year;
- Degradation of the ordinary member;
- Exclusion of the ordinary member from participation in the Summer University Project up to one year;
- Exclusion of the ordinary member;
- Issue of a recommendation statement replacing or suspending an official decision by the Members Commission, in particular regarding the internal relations or behaviour of ordinary members. In case of non-compliance to the issued recommendation, the Members Commission may be called again for a new decision.

# **FINANCIAL WORKING FORMAT**

*Agora Valletta, April 2007*

## **I - Membership Fees**

### **Article 1: Local Membership Fee**

Each AEGEE Antenna or Contact Antenna has to ask for a local membership fee of up to 30 EURO per member per year or has to apply for exceptions according to the Article 5 of the Financial Working Format.

### **Article 2: AEGEE-Europe Membership Fee**

<sup>1</sup>An annual membership fee towards AEGEE-Europe of 25% of the local annual membership fee has to be paid for each current member, with a minimum of 6.25 EURO per current member. <sup>2</sup>The fee has to be paid by every Antenna and Contact Antenna. <sup>3</sup>In special cases Antennae and Contact Antennae can apply for an exception according to Article 5 of the Financial Working Format.

### **Article 3: Payments**

<sup>1</sup>Every membership fee payment is valid for one Agora except the case of certainty that a local will not be able to arrange the next payment. <sup>2</sup>In this case they can pay for 2 Agoras, which concerns a year period.

### **Article 4: Exchange Rate**

The exchange rate is set by the Financial Director of AEGEE-Europe every three months.

### **Article 5: Exceptions**

Exceptions can be made by the Financial Director of AEGEE-Europe on two criteria:

- A recent financial balance and a profit-and-loss statement have to be delivered;
- A written motivation of the request for an exception has to be delivered. This request has to be confirmed by the antenna and the Financial Director every year.

### **Article 6: Audit**

The Audit Commission has the right to check the AEGEE locals' bookkeeping and, independently or on request of any subject having an objective interest, to investigate on the financial management of events and projects organised at both local and European level.

## **II - Budget of AEGEE-Europe**

### **Article 7: Budget**

<sup>1</sup>The Comité Directeur has to make a budget for the next year and has to present it to the Agora. <sup>2</sup>The Agora votes on the budget. <sup>3</sup>For any major change of the budget, the Comité Directeur has to present a budget amendment to the Agora.

### **Article 8: Project-related Expenses**

The Comité Directeur decides on project-related expenses, taking the budget as a guideline.

## **III - Bookkeeping**

### **Article 9: Documentation**

(1) For any agreement that involves money, the responsible AEGEE-Europe representative should make a document where the agreement is described, and he should send this document to the Financial Director immediately.

(2) The counterpart should get a copy of this signed document for his own record.

**Article 10: Formal Acceptance of Bills**

(1) <sup>1</sup>All bills (and reimbursement claims etc.) that are accepted by AEGEE-Europe have to be formally accepted, which means that the President signs the bill. <sup>2</sup>He can delegate this task to the Financial Director but retains ultimate responsibility.

(2) The following formula should be used: "checked and accepted by (*signature/date*)"

**Article 11: Payments**

<sup>1</sup>As soon as a bill is formally accepted, the Financial Director effectuates the payment and files the bill (=receipt) for his accounting. <sup>2</sup>He notes the credit and debit accounts on the bill.

**Article 12: Journal**

(1) <sup>1</sup>The Financial Director has to list all financial transactions of AEGEE-Europe in the journal. <sup>2</sup>He files all accepted bills.

(2) For every payment there must be a bill (or equivalent document) which is formally accepted by the President according to Article 11.

**Article 13: Accounting**

<sup>1</sup>The Financial Director does the accounting, using the established account system. <sup>2</sup>He prepares the profit and loss and the final balance of AEGEE-Europe for the last year. <sup>3</sup>The profit and loss has to be detailed enough to allow evaluations of the different projects. <sup>4</sup>For all assets listed in the final balance there has to be a written document.

**Article 14: Tasks of the Audit Commission**

(1) The Audit Commission checks whether

- The journal is complete;
- There is a bill for every payment;
- All bills are formally accepted;
- The accounting, the profit and loss and the final balance are correct;
- There is a written document for all assets listed in the final balance;
- The reimbursement criteria were applied correctly;

and reports to the Agora.

(2) Furthermore, the Audit Commission reports on any other findings that are of relevance to the financial situation of AEGEE-Europe.

## IV - Reimbursement Criteria

**Article 15: General Rule**

All reimbursement to the Comité Directeur and Commission members will be made according to the following rules.

**Article 16: Exceptions**

(1) Exceptions to this Working Format can be made by the Financial Director.

(2) Exceptions to this Working Format can be made by the President.

(3) Exceptions to this Working Format can be made by the whole Comité Directeur with a 2/3 majority.

**Article 17: Procedural Rules**

(1) <sup>1</sup>No reimbursement without a receipt. <sup>2</sup>Claims on official reimbursement forms only. <sup>3</sup>Receipts have to be stuck to A 4 paper. <sup>4</sup>Expenses are to be claimed in the original currency. <sup>5</sup>Conversions will be made according to the AEGEE-Europe exchange rates, set by the Financial Director.

(2) <sup>1</sup>An application for reimbursement for a certain month has to be at the Financial Director's within the following month. <sup>2</sup>An application must be complete, that is cover all expenses until the date of the latest expense and contain all necessary lists and summations. <sup>3</sup>It is not possible to have expenses of two different months in one application.

(3) Reimbursements not claimed according to these rules can be refused by the Financial Director by sending back the whole application form with an explanation.

(4) Comité Directeur members or Commission members put to non-active lose all rights for reimbursement after the end of their active period.

**Article 18: Travel Costs**

- (1) <sup>1</sup>Travels have to be announced to the Financial Director of AEGEE-Europe in advance. <sup>2</sup>Travels of Comité Directeur members have to be announced in the Comité Directeur meeting beforehand.
- (2) <sup>1</sup>In every case the cheapest way of travelling has to be chosen, taking under consideration the circumstances of the trip and the conditions of public transportation. <sup>2</sup>All travels are reimbursed up to the price of the second-class ticket of the above-mentioned way of travelling.
- (3) <sup>1</sup>The reimbursement for the use of a car is 0.09 Euro per kilometre plus rent and toll. <sup>2</sup>If the car is shared by two or more persons having the right to be reimbursed, the reimbursement is 0.12 Euro per km up to the price of the second class bus or train ticket depending which one is cheaper way of travelling in the country(s) where the trip is supposed to be made.
- (4) <sup>1</sup>The reimbursement for hitchhiking is a maximum of 40% of the price of a second-class train ticket for the same distance. <sup>2</sup>Hitchhiking reimbursements have to be explicitly requested and approved before the start of the journey.
- (5) <sup>1</sup>Travel costs for European Boards' Meetings and Agoras are reimbursed to all Comité Directeur members. The return trip home of the members of the outgoing Comité Directeur can only be reimbursed after the knowledge transfer period has taken place. The reimbursement for the leaving members of the Comité Directeur is granted when the Activity Report on the knowledge transfer period is published online within one week from the termination of their office. The members elect are reimbursed for their journey from home to the headoffice if they arrive in time for the knowledge transfer period.

**Article 19: Telephone Costs**

- (1) <sup>1</sup>Telephone costs necessarily made for AEGEE-Europe are reimbursed to all Comité Directeur and Commission members and to Liaison officers and Liaison Agents. <sup>2</sup>The phone calls have to be as short as possible and to be replaced by e-mail, letters or faxes whenever practicable.
- (2) <sup>1</sup>Each Comité Directeur member can make phone calls up to 50 EURO per month. <sup>2</sup>Each Commission member and Liaison Officers and Liaison Agents can make phone calls up to 5 EURO per month. <sup>3</sup>Telephone calls have to be listed individually: date, purpose, duration and price, receiver.

**Article 20: Mailing Costs**

- (1) Mailing costs necessarily made for AEGEE-Europe are reimbursed to all Comité Directeur and Commission members and to the Liaison Officers and Liaison Agents.
- (2) Mailing costs have to be proved by a detailed list of date, addresses, reason and cost of each letter or parcel.

**Article 21: Copy Costs**

- (1) Copy costs necessarily made for AEGEE-Europe are reimbursed to all Comité Directeur and Commission members and to the Liaison Officers and Liaison Agents.
- (2) Copy costs have to be proved by a detailed list of date, number, reason and cost of all copies.

**Article 22: Office Supplies**

- (1) <sup>1</sup>The cost of non-durable office supplies necessary bought for AEGEE-Europe is reimbursed to all Comité Directeur and Commission members. <sup>2</sup>Letterhead paper will be provided centrally, other letterhead paper will not be reimbursed.
- (2) Office supplies costs have to be proved by a detailed list of date, kind of equipment that has been bought, reason and cost of each single purchase.

**Article 23: Subsistence costs**

- (1) <sup>1</sup>Subsistence costs of members of the Comité Directeur are reimbursed up to an amount of 3,5 euro per member per day. <sup>2</sup>This amount is reduced accordingly for non-eligible time. <sup>3</sup>Non-eligible time is time spent out of Brussels for private reasons or time spent at events where all subsistence costs are covered by the organizers or time spent on exercising any type of paid activity.
- (2) Subsistence costs have to be proved with bills.
- (3) The overall budget for subsistence cost reimbursement cannot exceed 5% of the general budget of AEGEE-Europe.

**Article 24: Payments**

(1) <sup>1</sup>Comité Directeur and Commission members, as well as Liaison Officers and Liaison Agents will get payments as reimbursements only after all receipts or copies of receipts have been sent in and the Financial Director has checked and approved the whole application. <sup>2</sup>The President checks the application of the Financial Director and signs for approval.

(2) Payments will generally be made in home currency of the applicant; Comité Directeur member and Financial Director can agree together to use another currency for reimbursement.

**Article 25: Network Commission**

<sup>1</sup>Administrative costs are reimbursed to all members of the Network Commission up to a maximum of 150 EURO per mandate/year. <sup>2</sup>The cost reports of the Network Commission have to be accepted by the Speaker of the Network Commission and the Financial Director of AEGEE-Europe.

**Article 26: Working Groups**

Reimbursements to Working Groups are made according to regulations of Article 5 of the Working Format Working Groups Criteria.

**V - Support for Statutory Meetings****Article 26: Reservation**

Each year AEGEE-Europe reserves an amount for the statutory meeting-fund high enough to minimally guarantee a deficit guarantee from that fund for the statutory meetings of that year as specified in Article 27.

**Article 27: Deficit Guarantees and Loans**

(1) Each organising AEGEE local of an Agora can apply for a deficit guarantee for the practical organisation of 750 EURO, after approval of the budget by the Financial Director of AEGEE-Europe.

(2) Each organising AEGEE local of an European Boards' Meeting can apply for a deficit guarantee for the practical organisation of 500 EURO, after approval of the budget by the Financial Director of AEGEE-Europe.

(3) <sup>1</sup>In case of loss that is proved to be unexpected, the deficit is covered by AEGEE-Europe up to the amount received, at the discretion and following a decision by the Comité Directeur, acting upon the advice of the Financial Director. <sup>2</sup>When such a request is made by an organising local, it shall be required to provide the Comité Directeur with all financial and other forms of documentation as are deemed necessary by the said Comité Directeur, in order to be able to evaluate and decide upon the case.

(4) <sup>1</sup>The organising AEGEE local can apply to AEGEE-Europe for a loan up to the amount of the deficit guarantee. <sup>2</sup>This loan is to be paid before the Agora or European Boards' Meeting.

**VI - Fees for Activities****Article 28: General Rule**

(1) Fees for activities should be set as low as possible without endangering the financial position of the organising AEGEE local.

(2) For different categories of activities specific rules for fees can be set.

**Article 29: Fee System**

(1) Fees have to be set in EURO.

(2) Before the statutory meetings, the Financial Director of AEGEE-Europe publishes a list with the conversion rates to the EURO of the currencies of all countries where AEGEE is present.

(3) <sup>1</sup>The organising AEGEE local may specify separate fees for participants from different countries, taking into account the purchasing power of the participants' currencies. <sup>2</sup>Before the deadline for application the participants must be informed of what their individual fee will be.

(4) <sup>1</sup>Depending on the definite list of participants, adjustments to the fees can be necessary after the deadline for application. <sup>2</sup>Such adjustments can only be made after approval by the Financial Director of

AEGEE-Europe and must be communicated to the participants as soon as possible.

# WORKING FORMAT ANTENNAE CRITERIA

*Agora Enschede, May 2005*

## **Article 1: Contact**

(1) <sup>1</sup>A Contact is one or more persons interested in the work of, and in working for AEGEE-Europe and willing to set up an Antenna. <sup>2</sup>In order to become a Contact, the individual or group must first submit the following documentation to the Comité Directeur of AEGEE-Europe:

- A personal or group motivation letter, stating the intention of forming an AEGEE Antenna in their city;
- A letter of intention from one institution of higher education in that city, positively indicating that it will support the future development of this Contact. <sup>3</sup>The Comité Directeur must contact the respective institution on this regard. The Comité Directeur of AEGEE-Europe can make exceptions from this criterion, provided that substantial effort has been made to fulfill it.

(2) <sup>1</sup>After taking these documents into consideration, the Comité Directeur decides whether to accept the new contact. <sup>2</sup>Before signing the Convention d'Adhesion, the contact doesn't have the right to use the name and the logo of AEGEE.

(3) <sup>1</sup>Once accepted, the Contact must communicate regularly with the people responsible for this task, according to the statutes of AEGEE-Europe. <sup>2</sup>A Contact is not allowed to call itself AEGEE "local".

(4) If the contact does not sign the Convention d'Adh sion at the third Agora following its creation, it should be deleted by a decision of the Comité Directeur.

## **Article 2: Contact Antenna**

(1) To become a Contact Antenna, a Contact must:

- create statutes compatible with the Convention d'Adhesion and the statutes of AEGEE-Europe;
- deliver a copy of the statutes in the original language and one in English or French to AEGEE-Europe;
- have their statutes verified by the Juridical Commission;
- have at least ten members;
- present a plan of their future activities.

(2) <sup>1</sup>As soon as these requirements have been fulfilled, the Convention d'Adh sion will be signed by the Contact and the President of AEGEE-Europe on the occasion of a Comit  Directeur's meeting, an European Boards' Meeting or an Agora. <sup>2</sup>After signing the Convention d'Adh sion, the Contact Antenna must officially found the association, have it registered within six months and provide the Juridical Commission and the Secretary General of AEGEE-Europe with a copy of the registration data. <sup>3</sup>Failure to comply with this criterion results in termination of the Convention d'Adhesion by AEGEE-Europe. <sup>4</sup>The Comit  Directeur can make exceptions from the criteria, upon receiving written request and explanation by the Contact Antenna.

## **Article 3: Remaining a Contact Antenna**

(1) To remain a Contact Antenna, it must:

- pay membership fees according to the regulations defined in the Financial Working Format;
- organize a European event within one year after becoming a Contact Antenna (the Comit  Directeur can grant an exception to this second condition on the basis of a written explanation by the Contact Antenna in question);
- send envoys to at least one ordinary Agora or European Boards' Meeting in a period of three consecutive statutory meetings;
- have a board consisting of at least President, Treasurer and Secretary;
- open a bank account, and provide the Financial Director of AEGEE-Europe with the account data.

**Article 4: Antenna**

(1) To become an Antenna, a Contact Antenna must:

- have paid membership fees;
- have sent a members list and a financial report;
- have sent at least one of its members to an event recommended by the AEGEE Academy and the Network Commission of AEGEE-Europe, within one year after signing the Convention d' Adhesion;
- have organised a European event, AEGEE event, AEGEE-Europe event or Summer University. The Contact Antenna must notify the Comité Directeur in written form after the event.

(2) <sup>1</sup>A Contact Antenna, which can prove that it is not able to fulfil any of those criteria, due to practical problems, may apply to the Comité Directeur for the permission to fulfil another criterion. <sup>2</sup>The Contact Antenna will work out a concept with the Comité Directeur that will be adapted to their possibilities. <sup>3</sup>This concept must be in accordance with the aims of AEGEE-Europe.

**Article 5: Remaining an Antenna**

(1) To remain Antenna, it must:

- send delegates either to two ordinary Agoras or to one ordinary Agora and a European Boards' Meeting in every period of three consecutive AEGEE-Europe meetings (Agora or European Boards' Meeting);
- submit a yearly financial report plus budget before 1st February;
- submit a yearly report on their activities and a presentation of their projects before 1st December;
- pay membership fees for each current member according to the regulations in the Financial Working Format;
- submit a list of current members before every Agora;
- organise a European event at least once every two years;
- maintain active communication with the bodies of AEGEE Europe, responding to written or other forms of communication, otherwise the antenna can be downgraded.

(2) <sup>1</sup>The deadline for the reception of payments will be set by the Financial Director of AEGEE-Europe and will be communicated to the Antennae at least two months before the Agora. <sup>2</sup>Cash payments must be announced to the Financial Director before the deadline, otherwise they will not be accepted. <sup>3</sup>Not being present at the Agora does not exempt the Antenna from paying.

(3) In special cases, when written explanations are presented, the Comité Directeur may decide that the fact of not having fulfilled one or more criteria might not lead to degradation to the status of a Contact Antenna.

## **WORKING      FORMAT      WORKING      GROUPS**

### **CRITERIA**

*Agora Napoli, November 2006*

**Article 1: Rules**

(1) <sup>1</sup>A Working Group is a body installed by AEGEE-Europe according to the Statutes of AEGEE-Europe. <sup>2</sup>It consists of people meeting in certain time-spans to ensure continuous work on defined arguments, on the situation of AEGEE and on topics that decisively affect Europe.

(2) Working Groups have to fulfil the following criteria:

- The Working Groups have to have a Speaker, a Treasurer and a Secretary;
- <sup>1</sup>Working Groups have to draw a General Strategic Plan with the long-term goals of the Working Group. <sup>2</sup>This Plan has to be presented to the Agora. <sup>3</sup>It can be updated before each Agora;
- Working Groups are accountable to the Agora and they have therefore to submit an Activity Report and a list of Members at each Agora;

- <sup>1</sup>Working Groups have to submit an Activity Plan for the next year, including a Preliminary Budget at before 1<sup>st</sup> December. <sup>2</sup>The Comité Directeur decides on the distribution of resources for Working Groups and presents it online at latest on 15<sup>th</sup> December;
  - <sup>1</sup>Working Groups have to submit a Financial Report for the passed year to the Comité Directeur before 1<sup>st</sup> February. <sup>2</sup>The Comité Directeur reimburses activities of a Working Group according to the regulations in the Financial Working Format but not later then one month after the Financial Report was handed in.
  - List of members of a Working Group has to be stored in an online membership system accepted by the Comité Directeur;
  - After every organised project the Working Groups have to present the results to the network.
- (3) <sup>1</sup>Members of a Working Group elect the board of the Working Group. <sup>2</sup>The elections can take place within the Digital Elections system accepted by the Comité Directeur.

### **Article 2: Supporting Working Groups; Thematic Working Groups**

Supporting Working Groups and Thematic Working Groups are regulated by the Article 28 of the Statutes.

### **Article 3: AEGEE Working Groups**

- (1) The Working Groups must deliver a copy of their statutes in the original language and a translated version (in English or French) of their statutes to AEGEE-Europe.
- (2) The Working Groups have to have their statutes checked by the Juridical Commission and after approval registered.
- (3) Members of a Working Group elect the board of the Working Group.
- (4) In order to sign the Convention d'Adhésion a Working Group must have organised a European event.

### **Article 4: Voting Rights**

- (1) To exercise its voting rights an AEGEE Working Group:
- Has to send delegates either to two ordinary Agoras or to one ordinary Agora and the European Boards' Meeting in every period of three consecutive AEGEE-Europe meetings (Agora or European Boards' Meeting);
  - Has to organise at least one European activity per year (period of two Agoras);
  - Has to fulfil the criteria of Article 1 (2).
- (2) In special cases when written explanations are presented, the Comité Directeur may decide that the fact of not having fulfilled one or more criteria might not lead to a loss of voting rights of an AEGEE Working Group.

### **Article 5: Financial contribution of AEGEE-Europe**

- (1) Re-imburements to Working Groups have to fulfil the following criteria:
- meeting costs (including accommodation and travel costs ) can be reimbursed
  - workshop-leaders, representing a working group at internal or external events can claim for a partial travel reimbursement.
- (2) Within the framework of the aforementioned rules, the distribution of the money given to a working group is up to internal decisions of the working group boards.

## **WORKING FORMAT CONNECTIONS CRITERIA**

*Agora București, May 2003*

### **Article 1: Connection**

- (1) <sup>1</sup>A Connection is one or more persons interested in the work of and for AEGEE-Europe, who cannot be accepted as Contact and is willing to co-operate. <sup>2</sup>They keep contact with the Comité Directeur of AEGEE-Europe and appointed persons. <sup>3</sup>A Connection is not allowed to call itself AEGEE "local". <sup>4</sup>A Connection has to be accepted by Comité Directeur decision.

### **Article 2: Remaining a Connection**

- (2) To remain a Connection, it has to send a yearly report on their activities and a presentation of their

projects before 1<sup>st</sup> of March.

# **EVENTS WORKING FORMAT**

*Agora Enschede, May 2005*

## **Article 1: Definition**

(1) <sup>1</sup>An event is a project or an activity within a project, with a defined group of participants who remain together in one or more locations for a defined period of time. <sup>2</sup>An event is organised by one AEGEE antenna, or by multiple antennae in cooperation. <sup>3</sup>Other bodies of AEGEE-Europe and other organisations can also be involved as partners.

(2) <sup>1</sup>In exceptional cases AEGEE-Europe may organise events in cooperation with a local organiser which is not an AEGEE antenna. <sup>2</sup>The Comité Directeur reserves the right to bar all AEGEE bodies from any cooperation with specific organizations, if this is deemed detrimental for AEGEE as an association.

## **Article 2: Local Event**

(1) <sup>1</sup>A Local Event is organized by an AEGEE local. <sup>2</sup>It does not need any recognition or involvement of AEGEE-Europe as long as it is not against the principles of AEGEE-Europe <sup>3</sup>The event can be held in any language most suited to the target audience. <sup>4</sup>The event is not announced in the Calendar of Events.

(2) The organising local may take fees for accommodation, food and participation.

## **Article 3: European Event**

(1) <sup>1</sup>A European event is an event as defined in Article 2, including the additional provisions set out in this article. It is organized by one or more bodies or members of AEGEE-Europe. <sup>2</sup>The topic is selected by the organizers of the event. <sup>3</sup>The event shall be in accordance with the principles of AEGEE-Europe. <sup>4</sup>An exchange among locals is also considered to be a European Event.

(2) <sup>1</sup>The event should be open for all AEGEE members, and whenever possible also to non-AEGEE members. <sup>2</sup>The event should be proposed as a European Event at least two months in advance to the Comité Directeur, which will have to confirm the status and the date of the event. <sup>3</sup>After confirmation the event is published in the Calendar of Events as a European event.

(3) <sup>1</sup>Accommodation should comprise of breakfast and at least one more meal per day for all participants. <sup>2</sup>This must be provided for the lowest possible fee.

## **Article 4: AEGEE Event**

(1) <sup>1</sup>An AEGEE Event is an event as defined in Article 3, including the additional provisions set out in this article. <sup>2</sup>It is organised by one or more locals in cooperation with at least one working group or commission, or as part of a European or AEGEE-Europe project. <sup>3</sup>The topic is selected by the organizers of the event in full collaboration with the CD, the involved working group, commission or project team, fitting to the actions mentioned in the Action Agenda for any of these bodies.

(2) <sup>1</sup>The status of AEGEE Event can only be obtained by approval of the CD, after being proposed by the involved working group, commission or project team. <sup>2</sup>The event should be announced three months in advance and the date of the event has to be confirmed by the Comité Directeur and the involved European Bodies. <sup>3</sup>After confirmation the event is published in the Calendar of Events as an AEGEE-Event and will have priority over European and local events for presentation during the Statutory Meetings.

(3) The event should be open for all AEGEE members, and whenever possible also to non-AEGEE members.

## **Article 5: AEGEE- Europe Event**

(1) <sup>1</sup>An AEGEE-Europe event is an event, as defined in Article 4, including the additional provisions set out in this article. <sup>2</sup>The event is mentioned within the Action Agenda of AEGEE-Europe or part of the Flagship Project and the status of AEGEE-Europe Event must be approved by the Comité

Directeur. <sup>3</sup>Statutory meetings are also considered to be AEGEE-Europe Events.

(2) The event should be open to all AEGEE members, and whenever possible also to non- AEGEE members and shall have at least 50 participants of which 50% from a country other than the hosting country.

(3) <sup>1</sup>The event has to be announced at least four months in advance in the Calendar of Events. <sup>2</sup>The date and topic of the event are subject to approval by the Comité Directeur. <sup>3</sup>After confirmation the event is published in the Official Calendar of Events. <sup>4</sup>The event has priority over other events for presentation during the Statutory Meetings. <sup>5</sup>The organizers are allowed to use the logos of AEGEE-Europe and, if the case the relevant project.

(4) <sup>1</sup>Accommodation should comprise of breakfast and at least one more meal per day for all participants. This must be provided for the lowest possible fee. <sup>2</sup>Participants will be provided with a partial or full reimbursement of their travels, whenever possible.

### **Article 6: Event coordination**

(1) European events, AEGEE events and AEGEE-Europe events shall not be planned to coincide with an AEGEE-Europe event already listed in the Calendar of Events, except where the Comité Directeur specifically decides that this is acceptable.

(2) <sup>1</sup>Local organisers are responsible for checking the Calendar of Events before making firm plans. <sup>2</sup>When organizing a European event, local organisers should prevent clashes with already announced AEGEE events and AEGEE-Europe events at all times. <sup>3</sup>The CD is responsible for preventing clashes between AEGEE events or AEGEE-Europe events with already announced European events. <sup>4</sup>The Comité Directeur, upon receiving request to reserve a date, is to send a confirmation and has two weeks to make a decision. <sup>5</sup>When a decision has not been made within two weeks, the organizers can proceed as intended. <sup>6</sup>This affects only European events and their dates.

(3) <sup>1</sup>Dates shall be considered “booked” for AEGEE-Europe events only after the event is entered in the calendar. <sup>2</sup>The CD shall ensure that AEGEE-Europe events are not planned for dates that will have a negative impact on activities already shown in the Calendar of Events.

(4) <sup>1</sup>Working groups and project teams are responsible for ensuring that AEGEE events on similar topics complement each other and do not overlap. <sup>2</sup>Locals are responsible for contacting the relevant working group or project team to ensure that their plans for European events do not clash with plans for AEGEE events or European Events.

## **PROJECTS WORKING FORMAT**

*Agora Valletta, April 2007*

### **Article 1: Definition**

Projects within AEGEE are defined as multiple planned activities with one defined purpose, coordinated by a project manager. These activities may include one or more events (see Events Working Format). AEGEE projects always involve AEGEE members from more than one country.

### **Article 2: European Projects**

(1) A European project is an international project involving more than one local, which is not included in the Action Agenda of AEGEE-Europe. European projects may not use the name, logo or administrative resources of AEGEE-Europe without the specific approval of the Comité Directeur. AEGEE-Europe and AEGEE bodies may participate in projects organised by other organisations, as long as these projects are consistent with the aims and principles of AEGEE-Europe. The Agora, and for a period until the following Agora the Comité Directeur, can bar all AEGEE bodies from any cooperation with specific organisations if this is found to be harmful for the association.

(2) AEGEE-Europe may ask for any means of support from governmental/intergovernmental institutions, foundations and companies for the project or any part of it. AEGEE-Europe shall not undertake any contractual responsibility to third parties for European projects, unless:

- a contract, including a budget, a liquidity budget and a fundraising strategy for the project, is explicitly approved and signed between the organising antenna(e) and any

AEGEE Working Group(s) involved in the project, and AEGEE-Europe, before any application for funds is made

- the organising antenna(e) and/or AEGEE Working Group(s) agree under the terms of the contract to repay any financial loss to AEGEE-Europe resulting from the project
- the organising antenna(e) and/or AEGEE Working Group(s) shall pay a contribution to the budget of AEGEE-Europe. This shall not be less than 15% of the total sum awarded through AEGEE-Europe but should normally derive from sources of income other than the grant itself.

In exceptional cases the Comité Directeur may decide to alter or waive the last two requirements.

### **Article 3: AEGEE-Europe Projects**

(1) AEGEE-Europe projects, including Flagship Projects, are projects based on the Focus Areas in the Strategic Plan, and are approved at the end of the planning stage by the Comité Directeur.

Together all AEGEE-Europe projects are included in the Action Agenda(see Planning Working Format). Once every two years one AEGEE-Europe project linked closely to the Flagship Topic shall be selected by the CD as the "Flagship Project." AEGEE-Europe projects continuing for a second or subsequent year, which have not been closed, are nominally part of the Action Agenda, but not subject to renewed approval by the Agora. The CD may also present AEGEE-Europe projects for separate approval by the Spring Agora, and exceptionally at the Autumn Agora if the Action Agenda as a whole is not approved. AEGEE-Europe projects presented in this way must be approved by the Agora with an absolute majority.

(2) A complete application must be submitted to the Comité Directeur at least one month before the Autumn Agora, or exceptionally at other times at least four months before the start of implementation, in order to be considered for approval by the Comité Directeur, and inclusion in the Action Agenda or proposal to the Spring Agora as appropriate. The following documents are required:

- a title and short description of the project, a complete logical framework, showing the project's contribution to the Focus Areas in the Strategic Plan, and its expected impact,
- an activity schedule for the project, including preparation, publicity, fundraising and follow-up activities
- a detailed budget, including liquidity budget, showing that AEGEE-Europe will benefit financially from the project
- names and task descriptions of all project team members , personal statements of intent formal Inamed team members, official statements of intent from every AEGEE antenna or working group involved in the project, showing that the body has formally approved its participation, signed by a legal representative.

The financial plan for the project shall include a planned contribution to the AEGEE-Europe budget amounting to 10% of any financial risk taken by AEGEE-Europe, e.g. through grant applications. In exceptional cases the Comité Directeur may decide to alter or waive this requirement.

(3) After approval by the Comité Directeur, a project contract shall be signed by a legal representative of AEGEE-Europe, the Project Coordinator, Finance Manager, Content Manager, and legal representatives of all AEGEE bodies involved, formalising their roles and responsibilities in the project. The activity schedule and project description shall be included in the contract. This contract shall normally be signed at the Autumn Agora, but may if necessary be signed later.

(4) AEGEE-Europe projects shall:

- have the right to use the name and logo of AEGEE-Europe
- receive priority for administrative support, guidance and contacts from AEGEE-Europe, and especially from the Comité Directeur
- receive financial support from AEGEE-Europe for start-up costs, including an initial team meeting in Brussels, according to the budget of AEGEE-Europe
- be entitled to apply for funding through AEGEE-Europe, and receive support in fundraising efforts from the Comité Directeur
- receive maximum visibility in the online and printed publicity of AEGEE-Europe
- take priority over other activities for calendar planning and fundraising

(5) An AEGEE-Europe project is coordinated by a European project team, consisting of at least three AEGEE members from at least two different countries. Project team members are committed to the project for its entire duration, including follow-up. The following team members must be identified:

(i) The *Project Coordinator* shall be responsible to AEGEE-Europe for:

- the achievement of the objectives of the project, or revising the objectives with the approval of the Comité Directeur when these cannot be achieved,
- the successful implementation of the project according to the plan shown in the project contract, or revising the plan with the approval of the Comité Directeur when this would make the project more effective,
- sending regular updates (at least every two weeks) to the Comité Directeur about the progress of the project according to its objectives and plan.

(ii) The *Finance Manager* shall be responsible to AEGEE-Europe for:

- the correct financial management of the project,
- informing the Financial Director (and, where appropriate, the External Relations and European Institutions Directors) of all developments affecting the finances of the project
- providing a full financial report including all bills, on dates set in the project contract both during and after the implementation of the project, to the Financial Director of AEGEE-Europe, for checking by the Audit Commission.

(iii) The *Content Manager* shall be responsible to AEGEE-Europe for:

- providing information and suitable materials to the PR director of AEGEE-Europe,
- the collection and reporting of all outcomes, conclusions, results and evaluations from the project,
- preparing the final activity report according to the terms of the project contract.

The Comité Directeur shall appoint a *Project Coach* in consultation with the Project Coordinator. This person shall be impartially observe the implementation of the project, point out possible problems at an early stage, offer advice where needed, and report independently to the Comité Directeur on the progress of the project. This person may but normally should not be a CD member, and shall not be considered a member of the project team as such.

(6) The Comité Directeur shall reserve the right to replace the Project Coordinator, Finance Manager or Content Manager, after giving due warning, if they fail to fulfil the terms of the contract, or take any action not consistent with law or with the principles or best interests of AEGEE-Europe. The Project Coordinator shall have authority to appoint or replace other team members, with the approval of the CD and within the requirements of this working format, giving due warning and reasons for the change. The project contract shall include terms allowing the Project Coordinator to replace any local or body involved in the project, after giving due warning, if they fail to fulfil the terms of the contract. The Project Coordinator and the Finance Manager shall both have the authority and obligation to cancel any event within the project on pre-agreed dates, especially in order to avoid any significant financial loss.

(7) AEGEE-Europe shall bear all financial risk from the project, and any positive financial results shall be transferred to the Foundation AEGEE Trust Fund.

(8) The Comité Directeur may seek any source of funding for the project. AEGEE-Europe shall bear full responsibility for the project and reporting towards the funding organisation, and the CD shall have full authority to allocate the funds as it sees fit, within the terms of the funding contract.

(9) The Comité Directeur shall decide when to close an AEGEE-Europe project, in consultation with the project team. The project and its outcomes shall be evaluated by an independent person (not a project team member) appointed by the Comité Directeur. At the following Agora the Project Coordinator or the Content Manager shall present the project and its outcomes, and the evaluator shall present their evaluation. If the outcomes include positions or opinions, these should be approved by the Agora by an absolute majority.

# **PLANNING WORKING FORMAT**

*Agora Valletta , April 2007*

## **Article 1: Main Fields of Action (FoA)**

(1) Deriving from the Statement of Principles, the Vision, the Mission and AEGEE-Europe's statutory aims, the Agora decides upon AEGEE's thematic Main Fields of Action. The number of Main Fields of Action is limited to five.

(2) Before every Autumn Agora, the Comité Directeur has to evaluate the Main Fields of Action in written form. This evaluation has to be communicated to the AEGEE locals and AEGEE Working Groups at least two weeks before the Agora.

(3) A modification of the Main Fields of Action of AEGEE-Europe requires a 2/3 majority.

## **Article 2: Strategic Plan**

(1) The AEGEE-Europe Strategic Plan-provides a guideline to concentrate the actions of AEGEE-Europe for a period of three years- It is an internal tool open only to AEGEE members.

(2) The Strategic Plan contains an analysis on the current position of AEGEE-Europe, with regard to its identity. This analysis results in several focus areas for the upcoming three years. Each focus area gives a direction where to concentrate the resources of the association.

(3) The-Strategic Plan is drafted every three years. The drafting starts on the Spring Agora. The CD will present the proposed Strategic Plan on the Fall Agora. The Strategic Plan must be approved by the Fall Agora with an absolute majority- The previous Strategic Plan remains in effect until a revised plan has been accepted.

(4) By exception the strategic plan can be amended by the Agora with a 2/3 majority.

## **Article 3: Action Agenda**

(1) The AEGEE-Europe Action Agenda outlines the means of implementation of the Strategic Plan for the upcoming twelve months-.

(2) The Action Agenda consists of actions which belong to a Focus Area, as defined in the Strategic Plan. For each action is stated the bodies/groups that have agreed to be responsible for that action. If two, or more, bodies are working together on one action it is defined which body carries final responsibility. Each Action shall be specific and include a clear timescale.

(3) The drafting of the Action Agenda is co-ordinated by the Comité Directeur, based on the input from locals and European bodies on their activity reports and their activity plans. Each body/group that agreed on the implementation of an action will also monitor and evaluate the sections and shall submit an interim evaluation for the Fall Agora and a final evaluation for the following EBM.

(4) The Action Agenda-is finalized at the European Boards Meeting and must be approved with a simple majority. If the Action Agenda is not approved, a new version has to be presented and voted upon at the Spring Agora. If the Spring Agora does not approve this new version this shall lead to a vote of confidence in the Comité Directeur.

(5) The Comité Directeur shall make every effort to ensure that the Action Agenda can be carried out as approved. They may remove actions from the Action Agenda by a CD decision only if cancellation is unavoidable. The Comité Directeur may add additional actions to the Action Agenda at any time where this is clearly necessary, subject to approval at the following Agora by absolute majority.

## **Article 4: Flagship**

(1) The AEGEE-Europe's Flagship Topic is the main thematic focus for the following two years. The Flagship Topic should be in line with AEGEE-Europe's Identity. Once approved, the Flagship Topic for a given two years, is fixed and cannot be changed.

(2) The AEGEE-Europe Flagship Project, is drafted from the Flagship Topic (Projects Working Format, Article 3 ). The Flagship Project must be approved by the Agora with an absolute majority. It must be

communicated to all AEGEE bodies at least two weeks before the Agora.

(3) The Flagship Project shall include:

- (a) intended impact, intended results and activities;
- (b) necessary means, approximate cost, and any preconditions for each activity;
- (c) a schedule for all activities;
- (d) the names of individuals appointed to be responsible for implementing and monitoring every activity.

(4) The Comité Directeur shall make every effort to ensure that the Flagship Project can be carried out as approved. They may remove events from the Flagship Project by a CD decision only if cancellation is unavoidable. The Comité Directeur may add additional events to the Flagship Project at any time where this is clearly necessary, subject to approval at the following Agora by absolute majority.

## **SUMMER UNIVERSITY**

*Agora Valletta, April 2007*

### **Article 1: Summer University Co-ordination Team**

(1) The Summer University project is co-ordinated by the Summer University Co-ordination Team.

(2) The Summer University Co-ordination Team is responsible for the good functioning and for the development of the project.

(3) In order to do this, it has the power to:

- Grant exceptions to Arts. 28 of the General Rules for Summer Universities upon request of an organising local;
- Establish the procedure to participate in the project;
- Check the behaviour of the locals involved in the project;
- Exclude locals from the project if they do not fulfil the criteria stated in the General Rules for Summer Universities (Arts. 28);
- Propose to the respective organs of AEGEE-Europe (as mentioned in article 24(5) of the Statutes) to activate the Members' Commission;
- Choose how to use its own budget (according to Article 9) for the best development of the project;
- <sup>1</sup>Participate in any Summer University in quality of observer for up to two days. <sup>2</sup>The participation fee will be covered by the SUCT members. <sup>3</sup>The local SU organizer must be notified about the visit one week before. <sup>4</sup>The SUCT has to explain the reason of the visit;
- <sup>1</sup>Reserve up to four places, maximum two in the same SU, in the whole project, as a prize for AEGEE competitions. <sup>2</sup>The prize must be assigned by a jury appointed in cooperation with the Comité Directeur. <sup>3</sup>The fee for such participation must be covered by AEGEE-Europe, from the budget of the SUCT or other resources.

(4) <sup>1</sup>The Summer University Co-ordination Team consists of:

- 4 members elected by the Autumn Agora and in charge till the Autumn Agora of the following year,
- 1 member, appointed by the Comité Directeur out of its members.

<sup>2</sup>The candidates have to quote the tasks they would like to cover in the SUCT (Article 1(7)).<sup>3</sup>In case one or more places remain vacant, an election for the vacant places must be held at the next Agora.

(5) <sup>1</sup>The SUCT may appoint at any moment of the year "SUCT-porters" who are additional assistants who have to take care of specific tasks decided by the SUCT. <sup>2</sup>SUCT-porters do not form part of the SUCT itself and they can be dismissed at any moment by the SUCT, after internal vote. <sup>3</sup>The SUCT must explain the reason of the dismissal to the persons concerned.

(6) <sup>1</sup>The Summer University Co-ordination Team presents to the Autumn Agora a moral report of its last years' activities, a description of the project situation and projections for the future as well as statistical data for use of the SU project and the operation of AEGEE in general. <sup>2</sup>This moral report must, in its definitive version, be made publicly available to all members at least two weeks before the start of the

Agora at which it is presented and be included in the Agora booklet.

(7) <sup>1</sup>The tasks of the Summer University Co-ordination Team are the following:

- Project Manager;
- Publications Responsible;
- Information Technology and Materials;
- Public Relations;
- Treasurer;
- Education Responsible;
- SUCT-porters Responsible.

<sup>2</sup>Each member of the Summer University Co-ordination Team can have one or more tasks. <sup>3</sup>All tasks have to be covered. <sup>4</sup>No task may be assumed by two or more members at the same time. <sup>5</sup>The Project Manager cannot be entrusted with the task of the Financial Director.

## Article 2: General Rules

(1) <sup>1</sup>Each Antenna and Contact Antenna can organise Summer Universities. <sup>2</sup>In Arts. 2 and 3, "Summer University" has to be read as Summer University, Summer University Plus, Travelling Summer University, during the whole year. <sup>3</sup>The Summer University Co-ordination Team should publish one brochure a year: one to be distributed at the European Boards' Meeting for courses from June to October.

(2) <sup>1</sup>The presentation of the course should arrive on time at the Summer University Co-ordination Team in order to be published in the brochure. <sup>2</sup>Each AEGEE local should register a Summer University Outgoing responsible who collects all applications from its members.

(3) <sup>1</sup>Each Summer University organising local should decide how to be paid. <sup>2</sup>The Summer University organising local should send to the Summer University Co-ordination Team a financial report after the course and, if requested by the SUCT, further proofs of incomes and outcomes declared in the report.

(4) <sup>1</sup>The total amount of registration fees has to be used for the organisation of the Summer University. <sup>2</sup>Organisers have to use for the organisation of the Summer University at least 75% of the subventions and sponsoring received for the Summer University.

(5) <sup>1</sup>An introductory lesson on AEGEE's basics, history, structure, aims, opportunities, etc. must be held during each Summer University. <sup>2</sup>The Summer University Co-ordination Team is responsible for providing standard material for this introduction at least in English; it may ask for the support of other AEGEE bodies for its creation.

(6) Every organising AEGEE local must appoint and register one Coordinator, one Financial Director and one Incoming Responsible who will be responsible towards the SUCT for the well-running of the organization of their Summer University, according to the SUCT instructions. In case of a Travelling Summer University or other Summer University with 2 or more co-operating locals, the tasks can either be split or taken over by one local.

(7) The SUCT can set a maximum amount for optional fees and has the right to check whether the amount asked is reasonable or not. The SUCT can prohibit a local from asking for an optional fee.

## Article 3: SU Applications and Evaluations

(1) <sup>1</sup>Each member of any AEGEE Antenna and Contact Antenna can participate in a SU. <sup>2</sup>After approval of the Comité Directeur and the Juridical Commission exceptions can be made for Contacts that are signing the Convention d'Adhésion at the Spring Agora. <sup>3</sup>In order to be selected by the organizers, the member has to write a motivation letter and send it to the organizers following the application procedure decided by the SUCT.

(2) The motivation letters of the Summer University applicants in general have to be made available in electronic form together with the pre-selection list.

(3) Each AEGEE Antenna and Contact Antenna (as well as Contact for which an exception has been made in beforehand) has to pay to AEGEE-Europe a fee of € 2,50 for each member that applies to participate to a Summer University. Every year the SUCT set the deadlines for the payment of the SU fees before the starting of the application phase. The deadline can be postponed if the deadline of the application is postponed. If an AEGEE Antenna or Contact Antenna (or Contact) does not pay within the deadline, the AEGEE local is disallowed to submit applications for the Summer Universities of the following year. The SUCT can decide, after an official request of the AEGEE local, to accept postponed payment and not apply the previous rule.

(4) <sup>1</sup>Each participant shall have the possibility to evaluate her/his Summer University. The evaluations made from participants have to be made available/readable to all AEGEE members immediately together

with the number of submitted evaluations for a specific Summer University. <sup>2</sup>Evaluations cannot be anonymous. <sup>3</sup>The personal information has to be kept confidential by the SUCT, if the participants want to. <sup>4</sup>Evaluations can contain a field for confidential information for the Summer University Co-ordination Team.

#### **Article 4: Summer Course**

(1) <sup>1</sup>A Summer Course is a course of any subject organised by one or more AEGEE Antennae and Contact Antennae. <sup>2</sup>AEGEE Contacts or other groups of students or associations can organise Summer Courses only in collaboration with an official AEGEE body (locals, Comité Directeur, Working Groups, Summer University Co-ordination Team) that will be responsible for the course towards the association. Exceptions can be made for Contacts that are signing at the following Spring Agora.

(2) Every Summer Course is characterized by:

- A duration between 2 and 4 weeks;
- At least 10 hours tuition per week;
- A minimum of 15 participants.

(3) The participation fee is of a maximum of 60 EURO per week for which at least one warm meal per day, lodging and tuition have to be provided.

(4) The course should be about main subject/roof topic. Classes about related topics are possible.

#### **Article 5: Summer Course Plus**

(1) <sup>1</sup>A Summer Course Plus is an intensive course of a specific subject organised by one or more AEGEE Antennae which have already organised at least one Summer University. <sup>2</sup>These courses are officially recognised and supported by the university where they take place and lessons are taught by professional teachers. A proof of the teachers' qualification and experience is to be provided to the SUCT.

(2) Every Summer Course Plus is characterized by:

- A duration of 2, 3 or 4 weeks;
- At least 20 hours tuition per week;
- A minimum of 20 participants.

(3) The participation fee is of a maximum of 80 EURO per week for which at least one warm meal per day, lodging and tuition have to be provided.

(4) The course should be about main subject/roof topic. Classes about related topics are possible.

#### **Article 6: Language Course**

(1) <sup>1</sup>A Language Course is a course of language organised by one or more AEGEE Antennae and Contact Antennae. <sup>2</sup>AEGEE Contacts or other groups of students or associations can organise Language Courses only in collaboration with an official AEGEE body (locals, Comité Directeur, Working Groups, Summer University Co-ordination Team) that will be responsible for the course towards the association. Exceptions can be made for Contacts that are signing at the following Spring Agora.

(2) Every Language Course is characterized by:

- A duration between 2 and 4 weeks;
- At least 16 hours tuition per week;
- A minimum of 15 participants.

(3) The participation fee is of a maximum of 60 EURO per week for which at least one warm meal per day, lodging and tuition have to be provided.

#### **Article 7: Language Course Plus**

(1) <sup>1</sup>A Language Course Plus is an intensive course of language organised by one or more AEGEE Antennae which have already organised at least one Summer University. <sup>2</sup>These courses are officially recognised and supported by the university where they take place and lessons are taught by professional teachers. A proof of the teachers' qualification and experience is to be provided to the SUCT.

(2) Every Language Course Plus is characterized by:

- A duration of 2, 3 or 4 weeks;
- At least 20 hours tuition per week;
- A minimum of 20 participants.

(3) The participation fee is of a maximum of 80 EURO per week for which at least one warm meal per day, lodging and tuition have to be provided.

**Article 8: Travelling Summer University**

(1) A Travelling Summer University is a cultural travel through Europe organised by at least an AEGEE Antenna and another AEGEE Antenna or Contact Antenna of different places. Exceptions to this rule can be made by the SUCT upon request if the organising local fulfils the criteria set for a TSU. AEGEE Contacts can in no case organise a TSU alone.

(2) Every Travelling Summer University is characterized by:

- A duration between 2 and 4 weeks;
- A minimum of 12 participants.

(3) The participation fee is of a maximum of 80 EURO per week for which lodging for all participants in at least four different places is provided; conferences, workshops and discussions about cultural, artistic, political or natural aspects of the crossed regions are organised and at least travel from the first to the last place mentioned in the programme, lodging, one warm meal per day and entrances to museums, historical or archaeological sites and spectacles are provided.

**Article 9: Budget**

(1) <sup>1</sup>The budget of the Summer University Coordination Team consists of a minimum set to the 70% of the total amount of last years' Summer University fees paid by the AEGEE locals to AEGEE-Europe. <sup>2</sup>To this budget can be added money fundraised by the SUCT or the Comité Directeur.

(2) In any case the budget must be sufficient for the printing and distribution of the PR materials (posters, brochures) and for the travel reimbursements of the SUCT members to at least one internal meeting, which can be held during a statutory event.

(2a) SUCT draws up its budget. This budget is subject to approval by the Financial Director of AEGEE-Europe.

(3) Every decision concerning major expenses must be taken internally by the SUCT with absolute majority.

(4) The budget resources should be allocated to:

- Publications and distribution of the PR material (booklets and posters);
- Travel reimbursements to statutory meetings or internal meetings;
- Preparation of Internal Education Events relating to the Project aims and activities;
- Reimbursement of travel expenses up to 3% of the total SUCT budget, for participation in Summer Universities (Art.1(3));
- Prizes given for AEGEE competitions according to Article 1(3);
- Telephone costs.

(5) Any expense not budgeted for must be previously approved by the Financial Director of AEGEE-Europe.

# **FIND EUROPE PROJECT**

*Agora Valletta, April 2007*

**Article 1: General Rules**

(1) Find Europe is a long-term project of AEGEE Europe that aims at co-ordinating and developing the activity of organising high quality cultural events in AEGEE throughout the whole year.

(2) The Find Europe project is co-ordinated by the Find Europe Co-ordination Team (FECT).

**Article 2: Find Europe Co-ordination Team (FECT)**

(1) <sup>1</sup>FECT is responsible for the development and good functioning of the project and all the activities that it involves. <sup>2</sup>In order to do this, it has the power to set up rules and procedures for organising events and can allow exceptions to these, when particular circumstances could threaten the best continuity even of a part of the project. <sup>3</sup>FECT has a duty to support the network at any level of the FE event organisation. <sup>4</sup>The support is given by the development of purpose-built tools and resources. <sup>5</sup>FECT selects the events to include them in the FE project. <sup>6</sup>After evaluating the event reports and participants' evaluation forms FECT has the right to exclude the organiser from future involvement in the FE project for certain reasons until they are solved.

(2) <sup>1</sup>FECT consists of five members, 4 elected by the Agora ,remaining in charge until the (Spring or Autumn) the following year and one CD member appointed by the Comité Directeur. <sup>2</sup>Team members can be changed every Agora if the need arises.

(3) <sup>1</sup>The main tasks within the Find Europe Co-ordination Team are:

- Project Manager;
- Public Relations;
- Treasurer;
- Events Responsible;

<sup>2</sup>Moreover, the additional tasks of the FECT are the following:

- Information Technology;
- Coordination of supporting team
- External Relations.

<sup>3</sup>Members of the FECT have to divide the main tasks among themselves. No main task may be assumed by two or more members at the same time.

4) <sup>1</sup>Within the period of two weeks after being elected the Find Europe Co-ordination Team submits its activity plan to the CD. <sup>2</sup>At the end of its mandate, FECT presents an activity report and a financial report to the Agora.

### **Article 3: Find Europe Financial Management**

(1) The Financial Director is responsible for the financial management of the project.

(2). <sup>1</sup>Incomes of the Find Europe project balance are application fees and fund raising. <sup>2</sup>Expenses are made for the preservation of the achieved goals and the development of the project. <sup>3</sup>Possible financial surplus is reinvested in the project in the next term.

(3) <sup>1</sup>.The application fee is set to 2 Euro, paid by the applicant to his/her local FE outgoing responsible and spent for the project PR activities by FECT.

### **Article 4: General Rules for Find Europe Events**

(1) <sup>1</sup>A Find Europe event is a high quality cultural AEGEE event aimed at transferring to participants a deep knowledge on the place where it is held, on the customs and traditions of the local people, developing in participants intercultural sensitivity and understanding. <sup>2</sup>In particular, a Find Europe event should preferably be organised in time converging with special and traditional happenings in order to give to AEGEE members the chance to participate in them as well.

(2) <sup>1</sup>Find Europe events can be divided in three different categories according to the focus of the Find Europe event: Find Europe language, Find Europe travel and Find Europe pure. <sup>2</sup>The focus of a Find Europe language event lays on language learning. <sup>3</sup>The thematical and logistical characteristics from point (3) apply as usual except the Speed language course. <sup>4</sup>The focus of a Find Europe travel event are excursions in the region where the event takes place. <sup>5</sup>Find Europe pure events focus mainly on literature, art, music, movies and history. <sup>6</sup>For Find Europe travel events and Find Europe Pure event the thematical and logistical characteristics from point (3) apply as normal.

(3) <sup>1</sup>A Find Europe event has the following characteristics:

<sup>2</sup>Thematic:

- Speed language course;
- One national/representing local speciality dish per day
- At least an average of 4 hours of cultural programme per day;
- Speed course about AEGEE's basics, history, structure, aims, opportunities, etc. should be held. FECT is responsible for providing standard material for this activity at least in English.

<sup>3</sup>Logistical:

- Duration for at least 3 days;
- Has to plan to host at least 15 participants;
- Has to provide at least one warm meal per day (preferably two meals);
- The participation fee is set up to 12 Euro per day (Extra costs for festival entrance fees, tickets, etc. can be charged separately. They have to be announced beforehand.).

On applying the local organiser has to include:

- a description explaining the cultural meaning of the event as well as its historical background

- a description of the activities to take place in the cultural part of programme according to the chosen Find Europe event category.

- a preliminary budget together with the event programme,

<sup>3</sup>The submitted application for a FE event is evaluated by the FECT which, according to the fulfilment of the set criteria and to the positive conditions of the period, includes the event in the FE project.

(4) <sup>1</sup>All AEGEE ordinary members can organise an event within the Find Europe project. <sup>2</sup>Each sending local should have a local FE outgoing responsible.

(5) <sup>1</sup>Locals can apply not later than three months before the proposed starting date of the event. Exceptions can be made upon request by the Comité Directeur.

<sup>3</sup>After selection of events and publicity via common PR tools, every AEGEE member can apply online.

<sup>4</sup>Approval of an applicant is done by his/her local FE outgoing responsible after the member has applied online and paid 2 Euro application fee. <sup>5</sup>The whole selection procedure after local FE outgoing responsible approval is done and co-ordinated by the FE event organiser. <sup>6</sup>Selection is done not later than 3 weeks before the event and published online on the FE website. <sup>7</sup>After an organising local has published their list of participants, it is not allowed to cancel the event.

(6) <sup>1</sup>Within the period of two weeks after the event participants will be asked to submit an evaluation form.

<sup>2</sup>Within the period of two weeks after the event the organising local has to submit the event activity and financial reports.

## **CASE STUDY TRIPS**

*Agora Valladolid, April 1996*

### **Art. 1: Definition**

<sup>1</sup>A Case Study Trip (hereafter CST) is a research trip with the aim to increase the knowledge on a specific topic concerning a specific area. <sup>2</sup>A CST could give special regards to topics like democracy, youth issues, standards of living and study, nationalism and minority issues and the attitude to European integration. <sup>3</sup>The auxiliary aim of CSTs is promoting the idea of AEGEE in the area covered.

### **Art. 2: General Rules**

<sup>1</sup>A CST is organised by a team consisting of members of at least three AEGEE locals or by an AEGEE Working Group on the European level. <sup>2</sup>The organising team decides on the topic, time schedule and area covered by the CST after consulting the Comité Directeur. <sup>3</sup>A financial report of a CST should be submitted to the Comité Directeur within six months after the concerned CST took place.

### **Art. 3: Participants**

<sup>1</sup>The participants of a CST should represent as many nationalities as possible. <sup>2</sup>The group should consist of at least eight and as a maximum 25 participants. <sup>3</sup>Participation in a CST is not limited to AEGEE members only, however their number should not be lower than 2/3 of all the participants.

### **Art. 4: Selection Procedure**

<sup>1</sup>The participants will be selected on the basis of a motivation letter and their studies. <sup>2</sup>The selection will be done by the organisers.

### **Art. 5: Contents**

<sup>1</sup>The following research methods should be used at different places within the two or three weeks' duration of the CST: street inquiries, questionnaires, interviews, collecting newspaper articles.

<sup>2</sup>Background information will be provided by lecturers, workshops and meetings with inhabitants.

### **Art. 6: Results**

<sup>1</sup>The results of a CST should be worked out in form of a written report within one month. <sup>2</sup>Organisers are responsible for the quality of this report.

# **LIAISON OFFICERS AND LIAISON AGENCY**

*Agora Izmir, October 2005*

## **Article 1: Liaison Officers and the Liaison Agency**

- (1) Liaison Officers (Los) are appointed to maintain a link with international and European institutions/organisations.
- (2) Liaison Agents (LAs) are appointed to maintain a link with governments, EU delegations, embassies, National Agencies, National Youth Councils, foundations, other NGOs and companies.
- (3) <sup>1</sup> A Chairperson for Liaison Agents is to be appointed. <sup>2</sup>The Chairperson, together with the Liaison Agents makes up the Liaison Agency.

## **Article 2: Appointment, replacement and dismissal of Liaison Officers and Members of the Liaison Agency**

- (1) <sup>1</sup>Liaison Officers are appointed for a period of 1 year by a formal decision of the Comité Directeur, after an open call, and receipt of applications. <sup>2</sup>This Comité Directeur decision has immediate effect and needs to be ratified by the following Agora.
- (2) <sup>1</sup>The Chairperson of the Liaison Agency is appointed for a period of 1 year by a formal decision of the Comité Directeur, after an open call, and receipt of applications. <sup>2</sup>Liaison Agents are appointed for a period of 1 year by a formal decision of the Comité Directeur, after consultation with the Chairperson of the Liaison Agency, who issues open calls to this effect, following receipt of applications.<sup>3</sup>These Comité Directeur decisions have immediate effect and need to be ratified by the following Agora, following an announcement by the Chairperson of the Liaison Agency.
- (3) <sup>1</sup>Changes have to be officially decided by the Comité Directeur and then ratified by the following Agora. <sup>2</sup>Exchange and dismissal of a Liaison Officer or Member of the Liaison Agency equally require a formal Comité Directeur decision with following announcement including an explanation.
- (4) There is no limit to the number of terms one person can perform as a Liaison Officer or Member of the Liaison Agency.

## **Article 3: Requirements for Liaison Officers and Members of the Liaison Agency**

- (1) <sup>1</sup>A LO must speak one of the official languages of the institution/organisation he/she is appointed to, and be familiar with its structure and information channels. <sup>2</sup>He/She should live close to the seat or headquarters of the respective institution/organisation.
- (2) <sup>1</sup>A LA must speak the official language of the government, EU delegation, embassy, National Agency, National Youth Council, foundation or company he/she is appointed to, and be familiar with its structure and information channels. <sup>2</sup>He/She should be able to have a constant flow of communication and the possibility to have frequent physical meetings with responsible for each government, EU delegation, embassy, National Agency, National Youth Council, foundation or company he/she is appointed to.
- (3) <sup>1</sup>The Chairperson must have proven experience at the European level, in AEGEE for at least two years. <sup>2</sup>In case of a lack of candidates fulfilling these requirements, an equally qualified candidate with less experience may be appointed.

## **Article 4: Tasks and obligations**

- (1) <sup>1</sup>A LO represents the association towards a specific institution/organisation, informs the network or any specific part of it about possibilities of application for grants and promotes, co-ordinates and supports AEGEE's actions, projects and applications towards this institution/organisation. <sup>2</sup>He/She has to inform the Comité Directeur and the network on a regular basis about the policies, programmes and the activities of the institution/organisation (especially those relevant for the activities of the AEGEE network).
- (2) <sup>1</sup>For each of the institutions/organisations to which LOs are appointed also an individual Comité Directeur member will be responsible. <sup>2</sup>The Comité Directeur member and the LO responsible for the same institution/organisation need to ensure a good co-operation. <sup>3</sup>The final responsibility rests with the Comité Directeur.

(3) <sup>1</sup>A LA represents the association towards governments (Ministries of Education, Culture, Youth and other relevant institutions), National Agencies, National Youth Councils, EU delegations, embassies, foundations, other NGOs and companies informs the network or any specific part of it about possibilities of application for grants and promotes, coordinates and supports AEGEE's actions towards them. <sup>2</sup>He/She has to inform the Comité Directeur, the Chairperson of the Liaison Agency and the network on a regular basis about the policies, programmes, opportunities and the activities of the body they are dealing with (especially those relevant for the activities of the AEGEE network).

(4) <sup>1</sup>The Chairperson of the Liaison Agency expresses a non-binding opinion about candidates for LAs, periodically reviews priority areas for the Liaison Agency with the Comité Directeur and the network, coordinates the work of the LAs, is responsible for a good flow of communication between the Comité Directeur and LAs, and reports to the Comité Directeur and to the network on the activities of LAs. <sup>2</sup>The Director for European Institutions in the Comité Directeur will be responsible for communication with the Chairperson of the Liaison Agency. <sup>3</sup>The final responsibility for Liaison Agents rests with the Comité Directeur

(5) <sup>1</sup>At least every two months very LO, and the Chairperson of the Liaison Agency on behalf of the LAs, need to present a written report about their activity, to the Comité Directeur and to the network. <sup>2</sup>At each Agora, very LO and the Chairperson of the Liaison Agency have to present the report of their activities in front of the Agora.

## **THE ROLE OF THE NETWORK COMMISSION**

*Agora Valletta, April 2007*

*To reflect the sustaining growth of the organisation, to maintain the efficiency of the work of the Comité Directeur and to bridge the distance, either geographical or institutional, the Network Commission is to be built up as a major competence pool of AEGEE-Europe. The focus of the work of the Network Commission is to support the locals together with the Vice-President Network/Education/Working Groups of the Comité Directeur and to enhance the information flow in the network. The Network Commission is not to be considered as an additional organisational level, which prevents the co-operation and communication between the locals, Working Groups and the Comité Directeur.*

### **I - Speaker of the Network Commission**

- Helps the Vice-President Network/Education/Working Groups of the Comité Directeur with coordinating the work of the Network Commission;
- Administers the activities of the Network related work of the Network Commission, keeping the reports of all network campaigns and study visits, summarising the results and presenting it to the Comité Directeur and the locals on a regular basis;
- Prepares meetings of the Network Commission together with the Comité Directeur;
- Supports the members of the Network Commission where necessary;
- Internal representation: contacts to locals, Working Groups and conference organisers.

### **II - Member of the Network Commission**

<sup>1</sup>In order to prevent the evolution of any new borderlines in Europe a geographical task assignment has to be preliminary and limited to the mandate of the Network Commission. <sup>2</sup>The Network Commission is free to decide upon their internal task assignment, however, the Vice-President Network/Education/Working Groups of the Comité Directeur has to approve this decision. <sup>3</sup>This decision has to safeguard that every local is at least covered by one member of the Network Commission.

### **III - General Responsibilities of the members of the Network Commission**

- Supporting the locals and working groups;
- Supporting the Comité Directeur and the Speaker of the Network Commission;
- Enhancing the information flow between locals, Comité Directeur and Working Groups, especially by providing essential information of AEGEE-Europe to the locals (although it is

required to follow the guidelines given by the Comité Directeur regarding the distribution of information, the Comité Directeur still has the responsibility of informing the network);

- Furthering the implementation of Liaison Officers and Liaison Agents;
- Network development, especially measures to help threatened locals and to found new locals;
- Motivating the locals to organise European events, especially by providing information about pan-European projects in co-operation with the respective Project Manager;
- Furthering the organisation of European Schools, AEGEE meetings and Action Agenda events and supporting the organising locals;
- Supporting the co-ordination of local and regional fundraising and PR activities;
- Commitment and dedication to the functioning of the network;
- <sup>1</sup>All members of the Network Commission should report shortly (approx. 50-100 words) their achievements to the Speaker of the Network Commission and the Vice-President Network/Education/ Working Groups of the Comité Directeur on a monthly basis. <sup>2</sup>Exceptions can be made only with valid excuses. <sup>3</sup>Any member of the Network Commission who, without valid excuse, fails to hand in the monthly report for three consecutive months will be considered as having resigned his/her post.

## LOGO

*Agora Bonn, November 1990*

(1) Considering that

- 1 AEGEE is a European organisation, it is essential to project the same image of the organisation throughout Europe,
- 2 A uniform public-relations policy within the network stresses the cohesion of the organisation as a whole, all AEGEE locals and AEGEE Working Groups have to use the same logo as a basic PR tool.

(2) This logo has to show our way of acting and thinking, it has to be our corporate identity.



*(In the local logo "Europe" is replaced by the name of the Antenna/Contact Antenna/AEGEE-Working Group.)*

## VOTING

### **Simple Majority**

Simple majority means that a decision is approved if there are more votes IN FAVOUR than AGAINST.

Example: 120 delegates, 100 valid votes (34 IN FAVOUR, 33 AGAINST, 33 ABSTENTIONS).  
More IN FAVOUR than AGAINST: The proposal is accepted.

### **Absolute majority**

A decision, that requires an absolute majority, passes if there are more than 50% IN FAVOUR of all the votes cast (IN FAVOUR, AGAINST and ABSTENTIONS). AGAINST and ABSTENTION lead to the same result: a negative vote.

Example: 120 delegates; 100 valid votes (51 IN FAVOUR, 29 AGAINST, 20 ABSTENTIONS).  
100 votes = 100%

100-29-20 = 51%. The proposal is accepted.

Example: 120 delegates; 100 valid votes (34 IN FAVOUR, 33 AGAINST, 33 ABSTENTIONS)

100 votes = 100%

100-33-33 = 33%. The proposal is not accepted.

### **2/3 Majority**

A 2/3 majority is basically the same as an absolute majority, the only difference is that instead of 50% + 1 vote, now 66,6% + 1 vote (2/3) are needed for the decision to pass. This is also called a qualified majority.

## PRYTANIUM

The idea of the Prytanium (Greek term that means 'sub-council', and was used in the Agora in the ancient Greece, plural = Prytania) comes from the remark 'Why having a workshop when the whole discussion is going to be repeated in the plenary session anyway?' and from the attempt to make Agoras more effective in their results.

Prytania are used to discuss proposals. Usually there are three parallel prytania. In this way three small plenary sessions are formed. Antennae and Working Groups have to send one of their delegates to each Prytanium. Everybody else is also welcome to participate but does not have voting rights.

In the Prytanium the proposal will be presented, discussed and amended. An impartial reporter appointed

by the Chair will lead the discussion. The reporter cannot be the one of the persons presenting the proposal or a member of the Comité Directeur. At the end of the Prytanium the delegates vote upon the proposal including all amendments.

Back in the plenary, the person that presented the proposal will briefly explain it. The reporter of the Prytanium will present both the pro and contra arguments and the final result of the Prytanium. Questions and remarks can only be made by those locals, which could not attend the Prytanium because they had less than three delegates. The floor will then be open shortly to see whether any *new* arguments, which were not discussed in the Prytanium, are brought forward. Since the aim of the Prytania is to decrease discussion time in the plenary, anything that was already discussed in the Prytanium cannot be repeated in the plenary.

Finally the plenary votes upon the final version of the proposal. The delegates of an Antenna or Working Group should therefore discuss the outcome of the Prytania with each other in order to be able to vote in an informed way.

# **APPLICATION FORM**

## **Candidature for the post of:**

- President of AEGEE-Europe
- Secretary General of AEGEE-Europe
- Financial Director of AEGEE-Europe
- Member of the Comité Directeur
- Member of the Audit Commission
- Member of the Juridical Commission
- Member of the Members Commission
- Member of the Network Commission
- Chairperson of the Agora and the EBM
- Secretary of the Agora and the EBM
- Member of the SUCT
- Member of the FECT

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Tel.:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**Date of Birth:** \_\_\_\_\_  
**Citizenship:** \_\_\_\_\_  
**Languages:** \_\_\_\_\_  
**Studies:** \_\_\_\_\_  
**AEGEE local:** \_\_\_\_\_

## **Experience:**

When did you become a member? \_\_\_\_\_

## **European level experience:**

Have you been active in one or more Commission(s), Working Group(s) or Project Team(s) on the European Level of AEGEE? Which one(s)?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **Attendance of events:**

Agoras: \_\_\_\_\_  
 PMs / EBMs: \_\_\_\_\_  
 AEGEE conferences: \_\_\_\_\_

**Local level experience:**

Have you been in your Local Board? What position?

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Have you been active in local committees/teams/working groups? What position?

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**Non AEGEE Experience:**

Do you have any experiences you want to mention outside of AEGEE?

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**Task related experience:**

What is your task-related experience for the position you are running for?

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**Programme:**

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Place, date: \_\_\_\_\_ Signature:

*Please hand in this form to the Secretary General and the JC well in advance of the elections.*

# LOI DU 1ER JUILLET 1901 RELATIVE AU CONTRAT D'ASSOCIATION

Version consolidée au 29 juillet 2005

## Titre I

### Article 1:

L'association est la convention par laquelle deux ou plusieurs personnes mettent en commun, d'une façon permanente, leurs connaissances ou leur activité dans un but autre que de partager des bénéfices. Elle est régie, quant à sa validité, par les principes généraux du droit applicables aux contrats et obligations.

### Article 2:

Les associations de personnes pourront se former librement sans autorisation ni déclaration préalable, mais elles ne jouiront de la capacité juridique que si elles se sont conformées aux dispositions de l'article 5.

### Article 3:

Toute association fondée sur une cause ou en vue d'un objet illicite, contraire aux lois, aux bonnes mœurs, ou qui aurait pour but de porter atteinte à l'intégrité du territoire national et à la forme républicaine du gouvernement, est nulle et de nul effet.

### Article 4:

Tout membre d'une association qui n'est pas formée pour un temps déterminé peut s'en retirer en tout temps, après paiement des cotisations échues et de l'année courante, nonobstant toute clause contraire.

### Article 5<sup>9</sup>:

Toute association qui voudra obtenir la capacité juridique prévue par l'article 6 devra être rendue publique par les soins de ses fondateurs.

La déclaration préalable en sera faite à la préfecture du département ou à la sous-préfecture de l'arrondissement où l'association aura son siège social. Elle fera connaître le titre et l'objet de l'association, le siège de ses établissements et les noms, professions et domiciles et nationalités de ceux qui, à un titre quelconque, sont chargés de son administration. Un exemplaire des statuts est joint à la déclaration. Il sera donné récépissé de celle-ci dans le délai de cinq jours.

Lorsque l'association aura son siège social à l'étranger, la déclaration préalable prévue à l'alinéa précédent sera faite à la préfecture du département où est situé le siège de son principal établissement.

L'association n'est rendue publique que par une insertion au Journal officiel, sur production de ce récépissé.

Les associations sont tenues de faire connaître, dans les trois mois, tous les changements survenus dans leur administration, ainsi que toutes les modifications apportées à leurs statuts.

Ces modifications et changements ne sont opposables aux tiers qu'à partir du jour où ils auront été déclarés.

Les modifications et changements seront en outre consignés sur un registre spécial qui devra être présenté aux autorités administratives ou judiciaires chaque fois qu'elles en feront la demande.

### Article 6<sup>10</sup>:

Toute association régulièrement déclarée peut, sans aucune autorisation spéciale, ester en justice, recevoir des dons manuels ainsi que des dons d'établissements d'utilité publique, acquérir à titre onéreux, posséder et administrer, en dehors des subventions de l'Etat, des régions, des départements, des

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<sup>9</sup> Modifié par Ordonnance n°2005-856 du 28 juillet 2005 art. 4 (en vigueur le 1er janvier 2006)

<sup>10</sup> Modifié par Ordonnance n°2000856 du 28 juillet 2005 art. 2 (JORF 29 juillet 2005 en vigueur le 1er janvier 2006).

communes et de leurs établissements publics :

1° Les cotisations de ses membres ou les sommes au moyen desquelles ces cotisations ont été rédimées, ces sommes ne pouvant être supérieures à 16 euros ;

2° Le local destiné à l'administration de l'association et à la réunion de ses membres ;

3° Les immeubles strictement nécessaires à l'accomplissement du but qu'elle se propose.

Les associations déclarées qui ont pour but exclusif l'assistance, la bienfaisance, la recherche scientifique ou médicale peuvent accepter les libéralités entre vifs ou testamentaires dans des conditions fixées par décret en Conseil d'Etat<sup>11</sup>.

#### **Article 7<sup>12</sup>:**

En cas de nullité prévue par l'article 3, la dissolution de l'association est prononcée par le tribunal de grande instance, soit à la requête de tout intéressé, soit à la diligence du ministère public. Celui-ci peut assigner à jour fixe et le tribunal, sous les sanctions prévues à l'article 8, ordonner par provision et nonobstant toute voie de recours, la fermeture des locaux et l'interdiction de toute réunion des membres de l'association.

En cas d'infraction aux dispositions de l'article 5, la dissolution peut être prononcée à la requête de tout intéressé ou du ministère public.

#### **Article 8<sup>13</sup>:**

Seront punis d'une amende prévue par le 5° de l'article 131-13 du code pénal pour les contraventions de 5<sup>e</sup> classe en première infraction, et, en cas de récidive, ceux qui auront contrevenu aux dispositions de l'article 5 .

Seront punis de trois ans d'emprisonnement et de 45000 euros d'amende , les fondateurs, directeurs ou administrateurs de l'association qui se serait maintenue ou reconstituée illégalement après le jugement de dissolution.

Seront punies de la même peine toutes les personnes qui auront favorisé la réunion des membres de l'association dissoute, en consentant l'usage d'un local dont elles disposent.

#### **Article 9:**

En cas de dissolution volontaire, statutaire ou prononcée par justice, les biens de l'association seront dévolus conformément aux statuts ou, à défaut de disposition statutaire, suivant les règles déterminées en assemblée générale.

## **Titre II**

#### **Article 10<sup>14</sup>:**

Les associations peuvent être reconnues d'utilité publique par décret en Conseil d'Etat à l'issue d'une période probatoire de fonctionnement d'une durée au moins égale à trois ans.

La reconnaissance d'utilité publique peut être retirée dans les mêmes formes.

La période probatoire de fonctionnement n'est toutefois pas exigée si les ressources prévisibles sur un délai de trois ans de l'association demandant cette reconnaissance sont de nature à assurer son équilibre financier.

#### **Article 11<sup>15</sup>:**

Ces associations peuvent faire tous les actes de la vie civile qui ne sont pas interdits par leurs statuts, mais elles ne peuvent posséder ou acquérir d'autres immeubles que ceux nécessaires au but qu'elles se proposent. Cependant, elles peuvent acquérir, à titre onéreux ou à titre gratuit, des bois, forêts ou terrains

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<sup>11</sup> NOTA : Ordonnance n° 2005-856 du 28 juillet 2005 art. 9 : l'article 2 n'est pas applicable aux libéralités pour lesquelles des demandes d'autorisation de leur acceptation ont été formées avant l'entrée en vigueur de la présente ordonnance.

<sup>12</sup> Modifié par Loi n°71-604 du 20 juillet 1971

<sup>13</sup> Modifié par Ordonnance n°2000-916 du 19 septembre 2000 art. 3

<sup>14</sup> Modifié par Loi n°87-571 du 23 juillet 1987 art. 17

<sup>15</sup> Modifié par Ordonnance n°2005-856 du 28 juillet 2005 art. 2

à boiser. Toutes les valeurs mobilières d'une association doivent être placées en titres nominatifs, en titres pour lesquels est établi le bordereau de références nominatives prévu à l'article 55 de la loi n° 87-416 du 17 juin 1987 sur l'épargne ou en valeurs admises par la Banque de France en garantie d'avances. Elles peuvent recevoir des dons et des legs dans les conditions prévues par l'article 910 du code civil<sup>16</sup>.

**Article 12<sup>17</sup>:**

### **Titre III**

**Article 13<sup>18</sup>:**

Toute congrégation religieuse peut obtenir la reconnaissance légale par décret rendu sur avis conforme du Conseil d'Etat ; les dispositions relatives aux congrégations antérieurement autorisées leur sont applicables.

La reconnaissance légale pourra être accordée à tout nouvel établissement congréganiste en vertu d'un décret en Conseil d'Etat.

La dissolution de la congrégation ou la suppression de tout établissement ne peut être prononcée que par décret sur avis conforme du Conseil d'Etat.

**Article 14<sup>19</sup>:**

**Article 15<sup>20</sup>:**

Toute congrégation religieuse tient un état de ses recettes et dépenses ; elle dresse chaque année le compte financier de l'année écoulée et l'état inventorié de ses biens meubles et immeubles.

La liste complète de ses membres, mentionnant leur nom de famille, ainsi que le nom sous lequel ils sont désignés dans la congrégation, leur nationalité, âge et lieu de naissance, la date de leur entrée, doit se trouver au siège de la congrégation.

Celle-ci est tenue de représenter sans déplacement, sur toute réquisition du préfet à lui même ou à son délégué, les comptes, états et listes ci-dessus indiqués.

Seront punis des peines portées au paragraphe 2 de l'article 8 les représentants ou directeurs d'une congrégation qui auront fait des communications mensongères ou refusé d'obtempérer aux réquisitions du préfet dans les cas prévus par le présent article.

**Article 16<sup>21</sup>:**

**Article 17<sup>22</sup>:**

Sont nuls tous actes entre vifs ou testamentaires, à titre onéreux ou gratuit, accomplis soit directement, soit par personne interposée, ou toute autre voie indirecte, ayant pour objet de permettre aux associations légalement ou illégalement formées de se soustraire aux dispositions des articles 2, 6, 9, 11, 13, 14 et 16.

La nullité pourra être prononcée soit à la diligence du ministère public, soit à la requête de tout intéressé.

**Article 18<sup>23</sup>:**

Les congrégations existantes au moment de la promulgation de la présente loi, qui n'auraient pas été antérieurement autorisées ou reconnues, devront, dans le délai de trois mois, justifier qu'elles ont fait les diligences nécessaires pour se conformer à ses prescriptions.

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<sup>16</sup> NOTA : Ordonnance n° 2005-856 du 28 juillet 2005 art. 9 :

l'article 2 n'est pas applicable aux libéralités pour lesquelles des demandes d'autorisation de leur acceptation ont été formées avant l'entrée en vigueur de la présente ordonnance.

<sup>17</sup> Abrogé par Décret du 12 avril 1939

<sup>18</sup> Modifié par Loi n°42-505 du 8 avril 1942

<sup>19</sup> Abrogé par Loi du 3 septembre 1940

<sup>20</sup> Modifié par Décret n°2004-1159 du 29 octobre 2004 art. 19 (en vigueur le 1er janvier 2005).

<sup>21</sup> Abrogé par Loi n°42-505 du 8 avril 1942

<sup>22</sup> Modifié par Loi n°42-505 du 8 avril 1942

<sup>23</sup> Modifié par Loi du 17 juillet 1903

A défaut de cette justification, elles sont réputées dissoutes de plein droit. Il en sera de même des congrégations auxquelles l'autorisation aura été refusée.

La liquidation des biens détenus par elles aura lieu en justice. Le tribunal, à la requête du ministère public, nommera, pour y procéder, un liquidateur qui aura pendant toute la durée de la liquidation tous les pouvoirs d'un administrateur séquestre.

Le tribunal qui a nommé le liquidateur est seul compétent pour connaître, en matière civile, de toute action formée par le liquidateur ou contre lui.

Le liquidateur fera procéder à la vente des immeubles suivant les formes prescrites pour les ventes de biens de mineurs.

Le jugement ordonnant la liquidation sera rendu public dans la forme prescrite pour les annonces légales.

Les biens et valeurs appartenant aux membres de la congrégation antérieurement à leur entrée dans la congrégation, ou qui leur seraient échus depuis, soit par succession ab intestat en ligne directe ou collatérale, soit par donation ou legs en ligne directe, leur seront restitués.

Les dons et legs qui leur auraient été faits autrement qu'en ligne directe pourront être également revendiqués, mais à charge par les bénéficiaires de faire la preuve qu'ils n'ont pas été les personnes interposées prévues par l'article 17.

Les biens et valeurs acquis, à titre gratuit et qui n'auraient pas été spécialement affectés par l'acte de libéralité à une oeuvre d'assistance pourront être revendiqués par le donateur, ses héritiers ou ayants droit, ou par les héritiers ou ayants droit du testateur, sans qu'il puisse leur être opposé aucune prescription pour le temps écoulé avant le jugement prononçant la liquidation.

Si les biens et valeurs ont été donnés ou légués en vue de gratifier non les congréganistes, mais de pourvoir à une oeuvre d'assistance, ils ne pourront être revendiqués qu'à charge de pourvoir à l'accomplissement du but assigné à la libéralité.

Toute action en reprise ou revendication devra, à peine de forclusion, être formée contre le liquidateur dans le délai de six mois à partir de la publication du jugement. Les jugements rendus contradictoirement avec le liquidateur, et ayant acquis l'autorité de la chose jugée, sont opposables à tous les intéressés.

Passé le délai de six mois, le liquidateur procédera à la vente en justice de tous les immeubles qui n'auraient pas été revendiqués ou qui ne seraient pas affectés à une oeuvre d'assistance.

Le produit de la vente, ainsi que toutes les valeurs mobilières, sera déposé à la Caisse des dépôts et consignations.

L'entretien des pauvres hospitalisés sera, jusqu'à l'achèvement de la liquidation, considéré comme frais privilégiés de liquidation.

S'il n'y a pas de contestation ou lorsque toutes les actions formées dans le délai prescrit auront été jugées, l'actif net est réparti entre les ayants droit.

Le décret visé par l'article 20 de la présente loi déterminera, sur l'actif resté libre après le prélèvement ci-dessus prévu, l'allocation, en capital ou sous forme de rente viagère, qui sera attribuée aux membres de la congrégation dissoute qui n'auraient pas de moyens d'existence assurés ou qui justifieraient avoir contribué à l'acquisition des valeurs mises en distribution par le produit de leur travail personnel.

#### **Article 19<sup>24</sup>:**

#### **Article 20:**

Un décret déterminera les mesures propres à assurer l'exécution de la présente loi.

#### **Article 21:**

Sont abrogés les articles 291, 292, 293 du code pénal, ainsi que les dispositions de l'article 294 du même code relatives aux associations ; l'article 20 de l'ordonnance du 5-8 juillet 1820 ; la loi du 10 avril 1834 ; l'article 13 du décret du 28 juillet 1848 ; l'article 7 de la loi du 30 juin 1881 ; la loi du 14 mars 1872 ; le paragraphe 2, article 2, de la loi du 24 mai 1825 ; le décret du 31 janvier 1852 et, généralement, toutes les dispositions contraires à la présente loi.

Il n'est en rien dérogé pour l'avenir aux lois spéciales relatives aux syndicats professionnels, aux sociétés de commerce et aux sociétés de secours mutuels.

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<sup>24</sup> Abrogé par Loi n°92-1336 du 16 décembre 1992 art. 323.

**Article 21 bis<sup>25</sup>:**

La présente loi est applicable aux territoires d'outre-mer et à la collectivité territoriale de Mayotte<sup>26</sup>.

**Titre IV: Des associations étrangères****Article 22 -35<sup>27</sup>:**

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<sup>25</sup> Créé par Loi n°81-909 du 9 octobre 1981

<sup>26</sup> Nota - Loi 2001-616 2001-07-11 art. 75 : Dans toutes les dispositions législatives et réglementaires en vigueur à Mayotte, la référence à "la collectivité territoriale de Mayotte" est remplacée par la référence à "Mayotte", et la référence à la "collectivité territorial est remplacée par la référence à la "collectivité départementale".

<sup>27</sup> Abrogé par Loi n°81-909 du 9 octobre 1981

# **ANNEX 3: FRENCH LAW OF 01.07.1901 ABOUT THE ASSOCIATIONS**

Updated Version 29<sup>th</sup> July 2005

## **Title I**

### **Article 1:**

An association is an agreement by which one or more persons bring together, in a permanent manner, their knowledge or their activities for a non-profit purpose. It is governed, as to its validity, by the general principles of law applicable to contracts and obligations.

### **Article 2:**

Associations of persons may be freely formed without authorisation or prior declaration, but they may only obtain a legal identity if they conform to the provisions of Article 5.

### **Article 3:**

Any association founded on a cause or with unlawful objectives, contrary to the law, morality, or which aims to interfere with the interests of national territory and the republican form of Government, is null and void.

### **Article 4**

Any member of an association not formed for a specific period may withdraw at any time, after payment of dues owed for the current year, notwithstanding any clause to the contrary.

### **Article 5<sup>28</sup>:**

Every association that wants to obtain legal qualification as set up by article 6 must be published by its founders.

The preliminary declaration shall be made at the department's prefecture or at the sous-prefecture of the district where the association has its registered office. It shall make known the title and the object of the association, the registered offices of its setting-up and the names, professions, residences and citizenships of those who, for any purpose, are responsible of its administration. One copy of the status is joined to the declaration. A receipt of the latter will be given within five days.

If the association has its registered office in a foreign country, then the declaration set up in the previous sub-article will be made to the prefecture of the department where the registered office of the main establishment is situated.

The association will be made public only by an article in the Official Journal.

The associations are obliged to make known, within three months, all the changes occurring in their administration as well as the modifications made to their status.

These modifications and changes can only be opposed by a third party from the day at which they have been declared.

The modifications and changes shall moreover be recorded in a special register which must be presented to the administrative or legal authorities every time they are asking for this.

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<sup>28</sup> Amended with Ordinance n°2005-856 of 28 July 2005, Art. 4 (enforced on 1st January 2006)

**Article 6<sup>29</sup>:**

Every association which is regularly declared can, without any special authorisation, take someone to court, receive manual gifts as well as gifts of establishments of public utility, acquire against payment, possess and administrate, outside grants from the State, the regions, the departments, the communes and of their administrative establishments :

1° The subscriptions of its members, these sums cannot represent more than 16 euros;

2° The premise meant for the administration of the association and the meeting of its members;

3° The establishments strictly required for its aim.

The declared associations which exclusive aim is assistance, charity, scientific or medical research may accept the liberalities of living people or made by will within conditions fixed by decree at the State Council.

**Article 7<sup>30</sup>:**

In the case of nullity as foreseen by Article 3, the dissolution of the association is pronounced by the High Court, either at the request of any interested party, or by action of the public ministry. The latter may summon, for a fixed date and court, under the sanctions foreseen under Article 8, and order by provision and notwithstanding any remedy at law, the closing of the premises and the prohibition of any reunion of members of the association.

In the case of breach of the provisions of Article 5, the dissolution may be pronounced at the request of any interested party or by action of the public ministry.

**Article 8<sup>31</sup>:**

Will be punished with a fine set up by the 5° of the article 131-13 of the Penal Code for fines of 5th class for the first infringement, and, in the case of relapse, those who have contravened the dispositions of Article 5.

Will be punished with three years of imprisonment and with a fine of 45,000 Euros, the founders, directors or administrators of the association which is maintained or illegally reconstituted after the judgement of dissolution.

Will be punished with the same sentence, all the people who have favoured the reunion of the members of the dissolved association by consenting to use the establishments which they possess.

**Article 9:**

In the case of voluntary, statutory or court-ordered dissolution, the association's property will be distributed according to the articles of association or, lacking such statutory provisions, following the rules determined by the General Meeting.

**Title II****Article 10<sup>32</sup>:**

Associations may be State approved by decree from the Conseil d'Etat (Council of State) after a probationary period of operation of at least three years.

State-approval may be withdrawn in the same manner.

However, the probationary period of operation is not required if the association requesting that recognition has sufficient resources available to assure its financial stability for the period of three years.

**Article 11<sup>33</sup>:**

Associations may do all the acts of civil life that are not forbidden by their status, but they cannot possess

<sup>29</sup> Amended with Ordinance n°2005-856 of 28 July 2005 Art. 2 (enforced on 1st January 2006)

<sup>30</sup> Amended by Law n°71-604 of 20 July 1971, Art. 2

<sup>31</sup> Amended by Ordinance n°2000-916 of 19 September 2000, Art.3

<sup>32</sup> Amended by Law n°87-571 du 23 juillet 1987 art. 17

<sup>33</sup> Modifié par Ordonnance n°2005-856 du 28 juillet 2005 art. 2

or acquire other buildings than those necessary for their aim. However, they may acquire, against payment or for free, woods or forests. All the securities of an association must be placed in registered securities, for which are established the registered references slip foreseen by the Article 55 of the legislation n° 87-416 of 17<sup>th</sup> June 1987 about the savings or in guaranteed securities permitted by the Bank of France.

They may receive gifts and bequests in the conditions foreseen by the Article 910 of the Civil Code.

**Article 12<sup>34</sup>:**

## **Title III**

**Article 13<sup>35</sup>:**

A religious congregation may obtain legal recognition by decree rendered by decision from the Conseil d'Etat; the provisions relating to congregations previously authorised are applicable to them. Legal recognition may be granted to any new congregational establishment in virtue of a decree from the Conseil d'Etat.

The dissolution of the congregation or the suppression of any establishment may only be pronounced by decree from the Conseil d'Etat.

**Article 14<sup>36</sup>:**

**Article 15<sup>37</sup>:**

All religious congregations have a state of its revenues and expenditures; it draws up every year the financial account of the passed year and the inventory state of its personal and capital properties.

The complete list of its members, mentioning their family names as well as the name under which they are designated in the congregation, their citizenship, date and place of birth, their date of entry, must be at the registered office of the congregation.

The latter must present, without moving, at any requisition from the prefect to him or to his delegate the accounts, states and lists mentioned above.

Will be punished with the sentences mentioned in sub-article 2 of the Article 8 the representatives or directors of a congregation who has made untrue communications or refused to comply with the requisitions of the prefect in the cases foreseen by the present Article.

**Article 16<sup>38</sup>:**

**Article 17<sup>39</sup>:**

Are null and void all acts inter vivos or legacies, at a valuable consideration or free of charge, accomplished either directly or by third party, or by any other indirect means, designed to permit associations legally or illegally formed to avoid the provisions of Articles 2, 6, 11, 14 and 16.

**Article 18<sup>40</sup>:**

Congregations existing at the time of the proclamation of this law, which have not been previously authorised or recognised, must, within three months, prove that they have taken the necessary steps to conform with these stipulations.

Failing that proof, they are considered to be dissolved ipso jure. The same applies to congregations which have been refused authorisation.

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<sup>34</sup> Repealed by Decree of 12 April 1939

<sup>35</sup> Amended by Law n°42-505 of 8 April 1942

<sup>36</sup> Repealed by Law of 3 September 1940

<sup>37</sup> Modifié par Décret n°2004-1159 du 29 octobre 2004 art. 19 (en vigueur le 1er janvier 2005).

<sup>38</sup> Repealed by Law n°42-505 of 8 April 1942

<sup>39</sup> Amended by Law n°42-505 of 8 April 1942

<sup>40</sup> Amended by Law of 17 July 1903

Liquidation of property held by them will be ordered by the court. At the request of the public ministry, the court will nominate a receiver to carry it out who will have during the entire duration of the liquidation all powers of an official receiver.

The court which named the receiver is alone competent to hear, in civil matters, any action formed by the receiver or against him.

The receiver will carry out the sale of property following the forms prescribed for sale of goods for minors. The judgement ordering the liquidation will be made public in the form prescribed for legal notices.

Property and securities belonging to members of the congregation prior to their entry into the congregation, or which have come due since, either as direct or collateral intestacy, either by gift or legacy, will be returned to them.

Gifts and legacies made other than by direct transmission may be legally claimed, but it is for the beneficiaries to prove that they were not intermediaries as stipulated in Art. 17.

Property and securities acquired without charge, and which were not specifically made over by gift to a charitable association, may be claimed by the donor, his/her heirs or rightful claimants, or by the heirs or rightful claimants of the testator, without opposition for the time elapsed prior to the judgement pronouncing the liquidation.

If property and securities were given, or willed, not for the benefit of the Congregationalists, but to aid a charitable association, they may only be claimed if they are accompanied by the reason assigned to the gift.

Any action taken to recover or claim must be made to the liquidator within 6 months following the publication of the judgement, or risk foreclosure. Judgements rendered contradictory to the liquidator, and having acquired the authority of *res judicata*, are opposable by all persons concerned.

After a period of 6 months, the liquidator will sell, by court order, all property which has not been claimed or which has not been allotted to a charitable association.

The profit from the sale, as well as all transferable securities, will be deposited at the Deposit and Consignment office.

The care of any hospitalised poor will be, until the end of the liquidation, considered as the liquidation's preferred costs. If there is no contest or when all actions formed in the prescribed period have been judged, the net profit will be divided amongst the rightful claimants.

The ruling of the public administration concerned by Art. 20 of the present law will decide, on the surplus remaining after the deductions mentioned above have been made, the allocation, as capital or life annuity, which will be attributed to the dissolved congregation's members who are without means of support, or who justify having contributed to the acquisition of the securities distributed by the product of their personal labour.

#### **Article 19<sup>41</sup>:**

#### **Article 20:**

A decree from the Conseil d'Etat will determine the proper measures to assure the execution of the present law.

#### **Article 21:**

Arts. 291,292 and 293 of the Penal Code have been repealed, as well as the clauses of Art. 294 of the same code relating to associations; Art. 20 of the 5-8 July 1820 Ordinance; the law of 10 April 1834; Art. 13 of the decree of 28 July 1848; Art. 7 of the law of 33 June 1881; the law of 14 March 1872; sub-article 2, Art. 2 of the law of 24 May 1825; the decree of 31 January 1852 and, generally, all provisions contrary to the present law.

There is no future waiver to the laws specifically relating to professional unions, commercial companies or to mutual aid companies.

#### **Article 21 bis<sup>42</sup>:**

The present law applies to overseas territories and the Mayotte territory.

<sup>41</sup> Repealed by Law [n°92-1336 of 16 December 1992](#)

<sup>42</sup> Created by Law n°81-909 of 9 October 1981

## **Title IV: Of Foreign Associations**

**Article 22 -35<sup>43</sup>:**

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<sup>43</sup> Repealed by Law n°81-909 of 9 October 1981