

PREFACE

Dear Network,

We would like to announce to you that the Corpus Iuridicum AEGEense has been improved in order to make it grammatically correct and more coherent in general, we made several revisions in line with Statutes Article 29(4) which states the follows:

1The Juridical Commission can change the text of the CIA in cooperation with the Comité Directeur if the change to the text does not change the meaning of the text. 2Changes are only allowed if they are grammar mistakes, outdated information and errors in the paragraph style. 3The updated CIA and the changes made to it should be announced to the network at least one month before the Agora. 4The updated CIA is subject to ratification by the Agora. 5In case of objections, the relevant paragraph will be excluded from the ratification.

We've updated syntax and orthographical errors as well as corrected bad references and unified terminology.

Besides the General Rules, we also corrected an outdated article numbering in the Working Format of the Mediation Commission.

You can find both documents at the Members' Portal. All the changes are either red or dark blue coloured.

We address our warmest gratitude to everyone; especially Calvin Breakwell (AEGEE-Sheffield), the Comité Directeur, our assistant as well as subcommissioners who dedicated their time and efforts to improve the CIA together with us.

According to Statutes Article 29(4), this updated CIA v.30.2 will be presented for the Agora ratification at the upcoming Online Agora.

Finally, we would like to state that another reform work will follow-up in due time for rewriting the pronouns in a gender-neutral way as well as other aspects that are missing at this time.

We will of course continue to improve the CIA and hope that this new one will be an inspiration for your activities, plans, and challenges for the upcoming term!

Do not hesitate to contact us at juridical@aegee.eu for any question or doubt.05/05/2020

Juridically yours,

Yusuf Tırıçoğlu



Heiko Kirchner



PREAMBLE – STATEMENT OF PRINCIPLES

Agora Zaragoza, November 2013

We, the members of AEGEE,

Young Europeans coming from all regions of the continent, recognise that we are the future and present of our society and that our contribution to the construction of Europe is our responsibility. We come together under a common vision of a democratic, diverse and borderless Europe.

We come together in AEGEE to form an open, voluntary network where we transform our ideas into actions, develop ourselves to participate actively in society, and contribute to the European debate with our independent student's perspective.

We hereby declare these principles to be fundamental to us:

The diversity of Europe has to be valued, and we reflect it in our organisation. The richness of our continent relies on people from different cultures and backgrounds coming together and being united by common values.

Cooperation between people and communities begins with dialogue and mutual understanding. We bring together students from all regions of Europe and create friendships that break stereotypes and prejudices.

Freedom and human rights are essential elements of a European society. Through our work and behavior, we aim to serve as an example and spread these values among the youth of our continent.

A strong Europe is built upon the foundations of respect, tolerance and solidarity. Following these values, we stand for an inclusive society where citizens enjoy equal opportunities and rights.

Progress in Europe has to be based on knowledge and unlimited access to education. By providing diverse learning opportunities and supporting a European dimension in education, we believe it gives young people better opportunities for the future.

By honoring and promoting these principles we shape a better Europe.

STATUTES OF AEGEE- EUROPE

Agora Salerno, October 2019

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.

Article 2: Vision

- (1) AEGEE is a secular, non-profit organization not linked to any political party.
- (2) AEGEE strives for a democratic, diverse and borderless Europe, which is socially, economically and politically integrated, and values the participation of young people in its construction and development.

Article 3: Mission

¹AEGEE empowers students and young people in Europe to take an active role in society. ²It creates a space for dialogue and learning opportunities as well as acts as their representative towards decision-makers. ³Moreover, AEGEE strengthens mutual understanding and brings Europe closer to young people.

Article 4: Name

¹The full name of the association is "AEGEE-Europe", AEGEE stands for "Association des États Généraux des Étudiants de l'Europe". ²The English translation to be used is "European Students' Forum".

Article 5: Head Office

¹The association is registered at c/o Maison des Initiatives étudiantes, 50 rue de Tournelles, 75003 Paris (France). ²The head office is located at Rue du Noyer/ Notelaarsstraat 55, 1000 Bruxelles/Brussel. ³These may be moved by a simple decision of the Comité Directeur. ⁴Ratification of the decision must be proposed at the Agora following the decision.

Article 6: Duration

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

II - MEMBERS OF THE ASSOCIATION

Article 7: Members

The association is composed of:

- (1) *Ordinary Members:*

- 1The associations (Locals), which have signed the Convention d'Adhésion, appended to the present Statutes. 2These members undertake to respect the Statutes of the association and its internal working formats;
- 1The AEGEE partner associations, which have signed the Convention d'Adhesion, appended to the present Statutes. 2These members undertake to respect the Statutes of the association and its internal working formats. 3They are exempt from the annual membership fee.

(2) *Supporting Members:*

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

(3) *Honorary Members*

1Those persons having rendered noteworthy services to the association and who have been awarded this title by the Comité Directeur. 2They are exempt from the annual membership fee.

3The list of Honorary Members is subject to ratification at the Agora.

(4) The list of Ordinary Members has to be submitted once a year to "Moniteur Belge", after the Spring Agora.

Article 8: Membership Fee

(1) A membership fee, ratified by the Agora, must be paid to ensure that membership as defined in article 7 of the present Statutes is valid.

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

Article 9: Financial Responsibility

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

III - LOCAL ASSOCIATIONS

Article 10: Definition

(1) 1Local 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. 2These 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) To become a local, a group or an association has to fulfil the criteria set in the Antennae Criteria and sign the Convention d'Adhesion.

(3) 1The Locals are divided into AEGEE Antennae and AEGEE Contact Antennae. 2Their rights and duties are described in the Antennae Criteria.

(4) 1The Locals lose their member status by termination of the Convention d'Adhesion, as decided by the local Agora with a 2/3 majority. 2The Convention d'Adhesion may also be terminated by the procedures mentioned in articles 11 and 30 of the present Statutes.

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

Article 11: Relationship between AEGEE-Europe and Locals

(1) 1AEGEE-Europe aims to unite the intentions and magnify the efforts made by Locals. 2The relationship between Locals and AEGEE-Europe is regulated by the Convention d'Adhésion and the Antennae Criteria. 3The Comité Directeur supervises the functioning of 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) 1The Comité Directeur retains the power of decision in all cases that might harm AEGEE-Europe, but not for the cases brought forward to the Mediation Commission by official and valid request according to article 30(9). 2In these cases the Comité Directeur is obliged to cooperate with the Mediation Commission by providing the necessary infrastructure and information available.

(4) 1The Comité Directeur may decide to terminate the Convention d'Adhesion with a Local if this Local did not pay membership fees for more than three successive Agorae. 2This decision is subject to ratification by the Agora.

(5) 1The Comité Directeur may decide to terminate the Convention d'Adhesion with a Local that has the status of a Contact Antenna, if this Contact Antenna did not fulfil the criteria laid down in the Antennae Criteria. 2This decision is subject to ratification by the Agora.

(6) 1The Agora can set a policy to ban people from certain events and locations. 2A person banned from the Agora can not be elected as a delegate or envoy by any body. 3The local should organise new elections, if a delegate that was elected more than seven weeks before the Agora, is banned.

IV – AEGEE PARTNER ASSOCIATIONS

Article 12: Definition

(1) AEGEE Partner Associations are non-profit subsidiary organisations established in accordance with the respective national legislation, which defines their nationality, status and respective law they are subject to.

(2) AEGEE partner associations are connected with the AEGEE-Europe by the means of a Convention d'Adhésion signed and adopted by the Agora.

(3) The AEGEE partner associations bear all the rights and responsibilities vested in the undersigned Convention d'Adhesion.

(4) The AEGEE partner associations are exempt from the annual membership fee.

(5) AEGEE partner associations are allowed to send envoys on their behalf in order to participate in the Agorae.

(6) AEGEE partner associations shall respect all the rules established within AEGEE.

Article 13: Relationship between AEGEE-Europe and AEGEE Partner Associations

(1) 1Each Partner Association elects its Board. 2The names of the elected persons must be communicated to the Comité Directeur as soon as possible

(2) 1Any change to the Statutes of an AEGEE Partner Association must be communicated to and approved by the Juridical Commission and the Comité Directeur. 2They will be considered approved if no written objection is presented within the two months following this notification.

(3) All lawsuits initiated by or against an AEGEE Partner Association are likely to harm AEGEE-Europe and all the members of the Partner Association, and by consequence AEGEE-Europe should be informed.

(4) 1The Comité Directeur retains the power of decision in all cases that might harm AEGEE-Europe, except for cases brought forward to the Mediation Commission by official and valid request according to article 30(9) of the Statutes of AEGEE-Europe. 2In these cases the Comité Directeur is obliged to cooperate with the Mediation Commission by providing the necessary infrastructure and information available.

(5) 1The Comité Directeur may decide to terminate the Convention d'Adhesion with an AEGEE Partner Association if it did not fulfil the criteria laid down in the Statutes of AEGEE-Europe and the Convention d'Adhésion. 2This decision is subject to ratification by the following Agora.

Article 14: AEGEE-Academy

(1) AEGEE-Academy bears the status of AEGEE Partner Association.

(2) AEGEE-Academy is the training association of AEGEE-Europe. AEGEE-Academy is formed by members of Locals interested in training and works according to its internal Statutes.

(3) AEGEE-Academy is a supportive body of AEGEE-Europe.

V - ORGANS OF AEGEE-EUROPE

Article 15: Organs of AEGEE-Europe

The organs of AEGEE-Europe are the Agora, the Comité Directeur, the European Planning Meeting, the Working Groups, the commissions and the committees.

Article 16: Ordinary Agora

(1) The Ordinary Agora is the General Assembly of AEGEE-Europe. Its composition and functioning is regulated by the Working Format of the Agora. The Ordinary Agora meets twice a year.

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

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

1	-	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) Every AEGEE partner association sends at least one and at most three envoys, elected by the general assembly of the respective AEGEE association.

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

(6) The President convokes the Agora.

(7) The Chairperson presides over the Agora.

(8) Each Comité Directeur Member presents his/her own activity report. All members of the Comité Directeur have to present together with the internal financial report of the association an individual report of the travels they made during their mandate, specifying the expenses of these travels. The Financial Director presents the financial report. The Agora votes upon these reports.

(9) The Audit Commission presents its report.

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

(11) ¹Decisions are made by simple majority. ²Secret votes are carried out for elections and votes of confidence. ³In any other case, the vote is public unless half of the delegates request a secret ballot.

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

Article 17: 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 Agora and communicated not later than two months after the meeting to the Network.

Article 18: 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 16.

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

Article 19: Election of the Comité Directeur

(1) ¹The Comité Directeur is the European Board of Directors. ²It administers the association and is composed of a maximum of seven members from the Locals: the President, the Secretary General, the Treasurer, from now on called Financial Director and four active members elected for a period of one year by the Agora.

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

- Each candidate, excluding President, Secretary General and Financial Director, should receive **an** absolute majority. If after the voting round, there are vacant positions and candidates that did not reach the needed amount of votes, all those with over 25% of the votes should go through a voting round and receive absolute majority;
- At least four nationalities must be represented;
- Not more than three members may share the same nationality.

(3) ¹If more than three of the candidates elected share the same nationality, only the three with the most votes can join the Comité Directeur. ²The other places shall remain vacant. ³If the candidates elected are of fewer than four nationalities; one place in the Comité Directeur shall remain vacant for every nationality lacking. ⁴In 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) ¹The four regular members are elected individually according to the Working Format of the Agora. ²The Comité Directeur elects among the elected members at least one Vice-President. ³If there is more than one Vice-President the Comité Directeur must rank them.

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

Article 20: Assumption of office of the newly elected members of the Comité Directeur

(1) ¹The 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 the 1st of August following the Spring Agora. ²The newly elected members of the Comité Directeur shall receive from their predecessors a full and complete knowledge transfer during the last two weeks of the term of the outgoing Comité Directeur.

(2) ¹The 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. ²Throughout this period, legal representation and capacity remain vested in the outgoing President.

(3) ¹The Comité Directeur members terminating their office must present an activity report covering the period between the Spring Agora and the 31st of July. ²The report is to be placed online ~~latest~~ by the 15th of August **at the latest**. ³These have to be voted on at the Autumn Agora.

(4) ¹The outgoing Financial Director publishes online the internal financial report over the period as specified in article 36 ~~latest~~ by the 15th of August **at the latest**. ²This has to be voted on at the Autumn Agora.

(5) ¹In case of resignation of a Comité Directeur member, the Comité Directeur has to make an open call for an interim Comité Directeur member within one week, who will fill in the position within one month of ~~announcing of~~ the resignation **being announced**. ²The interim Comité Directeur member holds responsibilities and obligations for the post, receives the financial benefit of an elected Comité Directeur member but does not have voting rights in the Comité Directeur meeting.

Article 21: Vote of Confidence

(1) ¹During an Agora, ordinary or extraordinary, a group of at least ten Antennae (with a majority of their delegates) or the $\frac{2}{3}$ 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. ²In case of disapproval by Agora of the Activity Plan or Interim Activity Report of Comité Directeur, the vote of confidence towards the Comité Directeur collectively is automatic.

(2) ¹If the Agora votes against the vote of confidence by a simple majority, the list of candidates for the respective position(s) is reopened. ²The 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. ³The person(s) elected in are voted upon to finish the regular mandate.

(3) 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 article 20.

Article 22: Resignation of members of the Comité Directeur

(1) ¹A member of the Comité Directeur who resigns, loses the right of a reimbursed moving out travel and subsistence costs for the days from his/her resignation to the day of departure from the head office. ²For the transition period when the resigning Comité Directeur member lives in the head office until the day s/he leaves, s/he should perform the ordinary administration of his/her task.

(2) ¹S/he can get reimbursements for performing the ordinary administration part of his/her task and to prepare a written, full and complete knowledge transfer. ²If the moving out takes place after at least four weeks and the successor has had at least one week of knowledge transfer period, the leaving Comité Directeur member can get his/her trip 50% reimbursed.

(3) In case of force majeure, exceptions can be made on the reduction of the reimbursement by decision of the Comité Directeur.

Article 23: Powers of the Comité Directeur

(1) ¹The 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. ²The members of the Comité Directeur have the following competences:

- The President is responsible for carrying out the decisions of the Comité Directeur and for ensuring the proper functioning of the association, which s/he represents in all civil acts and in particular regarding the opening and operation of all bank accounts. ²S/he orders all expenditures. ³S/he shares this financial power with the Financial Director.

4When a vote taken by the Comité Directeur is evenly split, the President has the casting vote.

- The Vice-Presidents assist the President in his/her various tasks. 2They have no financial power. 3They are responsible for external relations and specific projects. 4If 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. 5S/he is then considered to be the acting President.
- The Secretary General and his/her assistants must ensure a good communication within the association. 2They are responsible for maintaining the register as prescribed by the law of 01.07.1901. 3The Secretary General is responsible for the preparation of the statutory events. 4The Secretary General shall supervise and coordinate the work of the Secretariat and is responsible for the daily functioning of the Secretariat.
- The Financial Director maintains the accounts of the association. 2S/he makes all payments and receives all money on behalf of the association. 3S/he has the right to refuse to make payments that are not authorised by a vote of the Comité Directeur. 4S/he has to make an annual budget. 5S/he is assisted by the Assistant Financial Director.

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

Article 24: 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) 1Decisions are made by simple majority. 2The quorum is 50% of the membership. 3It is possible for a member to be represented with a proxy vote by another member of the Comité Directeur. 4If there is no majority, the President has the casting vote. 5Decisions are noted by minutes in a special register signed by the President and the secretary of the meeting.

Article 25: European Planning Meeting

1The European Planning Meeting (in the following "EPM") is the annual thematic conference of AEGEE-Europe, providing a space for the Network to exchange views and ideas on the Focus Areas of the Strategic Plan and any other topic(s) considered relevant. 2The EPM drafts the Action Agenda for the upcoming Planning Year.

Article 26: Working Groups

(1) 1A Working Group consists of AEGEE members working on fulfilling the thematic aims from the Strategic Plan of AEGEE-Europe in a certain Focus Area. 2Working groups are formed and operate according to the Working Group Rules.

(2) The activity plan and activity reports of the Working Groups are subject to approval by the Agora.

(3) Together with the Comité Directeur, the Working Groups are responsible to ensure the objectives of the Action Agenda are being fulfilled.

(4) 1The Agora may dismiss a Working Group by a simple vote of confidence. 2In case a Working Group gets dismissed, a new Working Group will be formed according to the Working Group Rules.

Article 27: Audit Commission

(1) 1The Audit Commission audits the finances of the association and advises the Financial Director and the Agora accordingly. 2It is composed of three financially competent AEGEE

members, elected by the Agora, who are not members of the Comité Directeur. ³They must be from three different Locals and are elected for the period of one year at the Autumn Agora. ⁴They can be re-elected. ⁵The President of the Audit Commission will be the member elected with the most votes. ⁶A Financial Director cannot be elected as member of the Audit Commission until both the annual financial reports and the internal financial report covering the period s/he was in office have been approved by the Agora and until a final decision has been made about all the Projects ran by him/her. ⁷In order to prevent conflict of interest, the members of the Audit Commission cannot audit their own local, or AEGEE Partner Association and AEGEE-Europe events they are part of. ⁸In such a case the audit should be done by other members of the Audit Commission.

(2) The tasks of the Audit Commission are:

- To check the bookkeeping of AEGEE-Europe;
- To check that the funds are used wisely and within the framework of the enforced Corpus Iuridicum Aegeense;
- To approve the financial reports of AEGEE-Europe, Locals, AEGEE Partner Associations and AEGEE-Europe events;
- Additionally, the Audit Commission can, upon request of the relevant AEGEE bodies, check the bookkeeping and the financial report of Ordinary Members and events organized according to the general rules for Events;
- To present their findings to each Agora.

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

Article 28: Data Privacy Commission

(1) The Data Privacy Commission consists of:

- Three AEGEE members with knowledge and experience in the field of data privacy elected by the Autumn Agora for the period of one year;
- One member appointed by the Comité Directeur from among its members who will act as an observer and advisor.

(2) ¹At least two nationalities must be represented among the elected members of the Data Privacy Commission. ²The President of the Data Privacy Commission will be the member elected by the Agora with the largest number of votes. ³The three members elected by the Agora are in charge for the period of one year. ⁴They can be re-elected.

(3) The Data Privacy Commission shall:

- Assist the Comité Directeur and the Locals in the field of the Data Privacy
- Fulfill the tasks mentioned in the Data Privacy Policy Statement of AEGEE-Europe
- Present a report during the Agora through its President.

Article 29: Juridical Commission

(1) The Juridical Commission consists of:

- Three AEGEE members with legal knowledge elected by the Spring Agora for one year;
- One member appointed by the Comité Directeur from among its members who will act as an observer and advisor.

(2) ¹In case the number of candidates is the same or less than the number of open positions, each candidate needs to have at least 50% of the possible votes to be elected. ²In case there are twice as many or more candidates than open positions, each candidate needs to have at least 25% of the possible votes to be elected. ³In all other cases, in order to be elected each candidate needs to have a percentage of possible votes equal to or greater than half of the number of open positions divided by the number of candidates. ⁴At least two nationalities must be represented among the elected members of the Juridical Commission. ⁵The President of the Juridical Commission will be the member elected by the Agora with the largest number of votes. ⁶The three members elected by the Agora are in charge for the period of one year. ⁷They

can be re-elected. ⁸The term of the Juridical Commission commences on the 1st of August and finishes on the 31st of July the following year. ⁹In case there are less candidates elected than there are vacant places, the incoming President of the Juridical Commission, after consultation with the appointed member of Comité Directeur, can appoint interim member/s for the time period until the next Agora. ¹⁰The open call for an interim member of the Juridical Commission shall be issued within two weeks after the Agora. ¹¹The interim member of the Juridical Commission has the same rights and obligations as its regular members. ¹²In case of a resignation of a member of the Juridical Commission, the President of the Juridical Commission can appoint an interim member. ¹³If there is no candidate elected, or if after the resignation of a member/s of the Juridical Commission there is no member, the Comité Directeur can appoint interim members for the time period until the next Agora. ¹⁴The open call shall be issued within two weeks of **when** the situation occurred. ¹⁵The interim members of the Juridical Commission will appoint the President from amongst themselves.

(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.

(4) ¹The Juridical Commission can change the text of the CIA in cooperation with the Comité Directeur if the change to the text does not change the meaning of the text. ²Changes are only allowed if they are grammar mistakes, outdated information and errors in the paragraph style. ³The updated CIA and the changes made to it should be announced to the network at least one month before the Agora. ⁴The updated CIA is subject to ratification by the Agora. ⁵In case of objections, the relevant paragraph will be excluded from the ratification.

Article 30: Mediation Commission

(1) ¹The Mediation Commission is responsible for making decisions in all cases, when activated, in which an ordinary member does not comply with the terms of the Statutes, the Convention d'Adhésion, the working formats or other binding rules of the Corpus Iuridicum Aegeense, and which thus can lead to disciplinary sanctions. ²Necessary sanctions must be proportional to the severity of the violation. ³The Mediation Commission shall strive for amicable settlements in all cases before considering further disciplinary sanctions.

(2) ¹The Mediation Commission can be addressed by any person or body in AEGEE in order to act as a mediator. ²If this request is accepted by the Mediation Commission, it acts with an advisory function, but has no power to take decisions. ³No formal request is needed in this case.

(3) ¹The Mediation Commission comprises of up to five members as follows:

- One member of the Juridical Commission;
- Up to four members elected by the Autumn Agora.

²The member of the Juridical Commission is nominated by the Juridical Commission from within its team. ³The nomination has to be done in consultation with the Mediation Commission. ⁴The choice has to be communicated to the Mediation Commission at latest 2 weeks before the start of the term of the Juridical Commission to allow for knowledge transfer. ⁵In addition, the Comité Directeur appoints one of their members as observer. ⁶This person is not a member of the Juridical Commission and serves as an advisor without voting rights.

(4) ¹The term of the member of the Mediation Commission lasts for one year. ²It shall start on the 1st of December and end on the 30th of November of the following year. ³In the time between the Autumn Agora and assumption of their office, the newly elected members of the Commission are to be granted the access to all necessary data for Knowledge Transfer purposes. ⁴Members of the Mediation Commission can be re-elected.

- (5) ¹The composition of the four elected members must meet the following requirements:
- Candidates must have proven experience:
 1. As a member of the Comité Directeur, a Commission of AEGEE-Europe or of the board of an ordinary member; or
 2. As a delegate to a former Agora and a member of AEGEE for more than one year.
 - At least three nationalities must be represented⁷ and not more than two members sharing the same nationality. This latter criterion does not apply to candidates possessing multiple nationalities, unless an objection is brought before the Agora;
 - The members of the Commission may not accept or keep any other position in any of the following bodies for the duration of their term: Comité Directeur, Audit Commission, Juridical Commission, Network Commission, Chair Team as well as a position in the board of any Working Group or Supporting Committee, Antenna and Contact Antenna;

²In case the number of candidates is the same or less than the number of open positions, each candidate needs to have at least 50% of the possible votes to be elected. ³In case there are twice as many or more candidates than open positions, each candidate needs to have at least 25% of the possible votes to be elected. ⁴In all other cases, in order to be elected each candidate needs to have a percentage of possible votes equal to or greater than half of the number of open positions divided by the number of candidates. ⁵If more than two of the candidates elected share the same nationality, only the two with the most votes can join the Mediation Commission. ⁶The other places shall remain vacant. ⁷If the candidates elected are of fewer than three nationalities, one place in the Mediation Commission shall remain vacant for every nationality lacking. ⁸In this case, the candidates elected with the fewest votes will not join the Mediation Commission.

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

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

(8) In order to be able to take disciplinary actions against an ordinary member, the Mediation Commission needs to be activated by:

- a. Official request of at least two of the following organs of AEGEE-Europe: Comité Directeur, Network Commission, Audit Commission, Juridical Commission;
- b. Official request signed by the DPC under the condition that the case falls within the field of competences of data privacy.
- c. A request cannot come from the Comité Directeur and the Juridical Commission only;

(1) Official request signed by at least ten Ordinary Members vested with full voting rights during statutory meetings.

(9) ¹The Ordinary Members or bodies of AEGEE-Europe calling for a decision of the Mediation Commission may appoint a plaintiff fulfilling the experience requirement of article 30(5), to present their request. ²The Mediation Commission may refuse the appointment of a plaintiff, if this is considered necessary for the settlement of a dispute.

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

(11) ¹The decisions of the Mediation Commission have immediate effect.

²Sanctions have to be ratified by the following Agora. ³The parties involved may request to present their positions at the Agora before the vote. ⁴If the Agora does not ratify the decision of the sanction by the Mediation Commission, the sanction will be retroactively repealed. ⁵In this case, the Mediation 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) ¹Travel costs are reimbursed to Mediation Commissioners only for those intermediate meetings taking place between the activation and the first day of the following Agora. ²These meetings are convoked by the President of the Mediation Commission in response to a concrete necessity of working in person on the case.

(14) A separate working format for the Mediation Commission is approved by the Agora.

Article 31: Network Commission

(1) ¹The Network Commission supports the Locals and the Comité Directeur with their tasks. ²It is composed of up to ten individual AEGEE members, who are not members of the Comité Directeur.

(2) In order to prevent the evolution of any new borderlines in Europe the distribution of Locals amongst the members of the Network Commission has to be preliminary and limited to the mandate of the Network Commission.

(3) ¹The members of the Network Commission are only entitled to act in the name of the association, when they act on behalf of one or more of their assigned Locals, in those countries where their Locals are present, and always with prior written consent of the Comité Directeur and those local(s). ²They have no financial power.

(4) ¹The members of the Network Commission are elected at the Spring Agora for one year. ²The term of the members of Network Commission commences on the 1st of July and finishes on the 30th of June the following year. ³All members of the Network Commission may be re-elected. ⁴In case of resignation of a member of Network Commission, the Network Commission has to make an open call for an interim member, who will fill in the position as soon as possible. ⁵The interim member of **the** Network Commission holds responsibilities and obligations for the post but does not have voting rights.

(5) ¹The 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;
- ¹Not more than three members may share the same nationality. ²If more than three of the candidates elected share the same nationality, ²only the three with the most votes can join the Network Commission. ³The other places shall remain vacant. ⁴If the candidates elected are of fewer than four nationalities, one place in the Network Commission shall remain vacant for every nationality lacking. ⁵In this case, the candidates elected with the fewest votes will not join the Network Commission.

(6) ¹The Network Commission, or the Comité Directeur can propose to dismiss a member when they consider s/he is not fulfilling the tasks specified in its working format. ²The decision is made by a vote of $\frac{2}{3}$ of the members of the Network Commission, the quorum being fixed at the full membership, with the exception of the member, that is the subject of the vote. ³The decision will suspend the member voted upon temporarily. ⁴The decision has to be presented by the Commission and the dismissal has to be ratified by the following Agora, before it takes full effect. ⁵The member involved may request to present his/her position at the Agora before the vote. ⁶If the Agora does not ratify the decision, the dismissal will be retroactively appealed.

(7) ¹A member of **the** Network Commission, that fails to attend two consecutive internal meetings of any kind or fails to hand in the monthly report for two months, shall be considered to have resigned from his or her post. ²This will not be the case when the Network Commission decides the member has a valid excuse.

(8) ¹The Speaker of the Network Commission is elected among the elected members. ²S/he must present a moral report and an activity report summarizing the work of the Network Commission at every Agora.

(9) ¹At any moment, including but not limited to the cases **of when** a member of Network Commission is dismissed or resigns, the Network Commission can appoint by open call an assistant, in order to take over tasks of a member of the Network Commission that cannot be sustainably fulfilled otherwise till the upcoming Agora. ²The assistant holds the responsibilities, benefits and obligations of the post, but does not have voting rights. ³The Speaker of the Network Commission is responsible towards the Agora for the work of the assistant. ⁴The Network Commission can dismiss the assistant at any time.

Article 32: Vote of Confidence Network Commission

(1) During an Agora, ordinary or extraordinary, a group of at least ten Ordinary Members of AEGEE-Europe (with a majority of their delegates) or a $\frac{2}{3}$ 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) ¹If 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. ²If the Agora votes in favour, the members of the Network Commission voted upon continue until the end of their mandate.

Article 33: Committees

(1) A Committee supports the work of AEGEE-Europe in specific organizational fields.

(2) ¹The Agora and/or the Comité Directeur may decide at any time to create a Committee. ²The decision of creation of a Committee is subject to ratification by the Agora. ³The Agora shall only ratify a Committee, that has a working format, detailing the aim, structure, representative(s), tasks, the body they are attached to and procedures of this Committee.

(3) ¹The Committee representatives should maintain permanent contact with the Comité Directeur, the body they are attached to and provide regular updates. ²In case their working format regulates, that they are accountable towards the Agora, the committees have to present an activity report to the Agora referring to the period from the previous Agora till the date of reporting.

(4) ¹The Agora and/or the Comité Directeur may, at an occasion of an Agora, delete a Committee in case it is **not longer** needed **any more**. ²This decision is subject to ratification by the Agora.

(5) Committees can obtain financial support from AEGEE-Europe according to the Financial Rules.

VI - RESOURCES OF THE ASSOCIATION

Article 34: Annual Resources

The annual resources of the association comprise the following:

- a) Membership fees from the members;
- b) Income and assets that it possesses;
- c) Subventions, donations and gifts given to it;
- d) Reimbursement of expenses;
- e) Profits from events;
- f) Remuneration from research contracts or services carried out by the association;
- g) Awards received.

Article 35: Financial Year

- (1) The financial year of AEGEE-Europe begins on January 1st and ends on December 31st.
- (2) ¹For internal purposes, the financial year is split up in two parts. ²The first part starts on the 1st of January and ends on the 30th of June. ³The second part starts on July the 1st and ends on the 31st of December.
- (3) ¹The second part of one financial year and the first half of the following financial year form together the internal budgeting and reporting year of AEGEE. ²This "internal financial year" thus begins on the 1st of July and ends on the 30th of June of the succeeding year and has been introduced to facilitate the work of the acting Comité Directeur.
- (4) In order to close the internal financial year, the Financial Director can stay at the Head Office and get reimbursement for the period of maximum one week after the end of his/her term.

Article 36: Financial Report

- (1) ¹For each internal reporting year, the outgoing Financial Director must make a financial report, which is presented at the Autumn Agora. ²The Audit Commission checks the report before the date of the next Agora. ³The Financial Director presents the internal financial report at the Agora following the end of the internal reporting year.
- (2) ¹The Financial Director compiles an annual financial report using the previous approved internal financial year and the approved intermediate financial report of the current internal year. ²This annual financial report per calendar year has to be submitted once a year to "Moniteur Belge", after the Spring Agora.
- (3) 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.
- (4) ¹At each Agora, the Financial Director presents an intermediate financial report on the current financial situation of AEGEE-Europe covering the period between the end of the last closed internal financial year, and a date no more than two months before the start of the Agora. ²This includes the financial results and the provisional budget until the next Agora.
- (5) The financial report presented at Spring Agora contains at least the following items; the income statement from the beginning of the internal financial year until the first of March of the internal financial year, the balance sheet at the opening of the current internal financial year and the balance sheet at the first of March.
- (6) The financial report presented at Autumn Agora contains at least the following items; the income statement of the previous internal financial year, the balance sheet at the opening of the previous internal financial year and the balance sheet at the opening of the current internal financial year.

Article 37: Budget

- (1) ¹The Comité Directeur proposes and presents the budget to the Agora prior to the start of the internal budgeting year. ²This budget shall be published at least two weeks before the Agora. ³Major changes to the budget has **ve** to be approved by the Agora,
- (2) At each Agora, the Financial Director presents an updated internal budget.
- (3) At the Autumn Agora the definite internal budget is proposed.
- (4) At each Agora, the internal budget has to be voted **on**.
- (5) For any major change of the budgets, the Comité Directeur has to present a budget amendment to the Agora.

Article 38: Reserves

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

VII - WORKING FORMATS

Article 39: Working Formats

(1) ¹Every organ draws up its own working format. ²The Working Format of the European Planning 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 organization, management and administration of the organs of AEGEE-Europe.

(3) Every Organ has to submit to the Juridical Commission an updated version of its working format one month after every Agora.

VIII - MODIFICATION OF THE STATUTES AND THE CONVENTION D'ADHÉSION

Article 40: Modification

¹Modification of the Statutes or the Convention d'Adhésion is decided upon by the Agora with a $\frac{2}{3}$ majority. ²The quorum is 50% of the Ordinary Members of AEGEE-Europe. ³A proposal for modification of the Statutes or the Convention d'Adhesion has to be submitted to the Secretary General and the Juridical Commission at least one month before the Agora where it will be voted upon and must be included in the agenda.

IX - DISSOLUTION

Article 41: Dissolution

If the Comité Directeur votes unanimously in favour of liquidation, and a majority of $\frac{2}{3}$ 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.

LOGO

Agora Asturias, April 2015

Considering that:

- AEGEE is a European organisation, it is essential to project the same image of the organisation throughout Europe,
- A uniform public-relations policy within the Network stresses the cohesion of the organisation as a whole, all Locals and AEGEE Partner Associations have to use the same logo as a basic PR tool.

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).

BODIES

1. LOCALS

CONVENTION D'ADHÉSION FOR LOCALS

Agora Salerno, October 2019

Introduction

1The aim of AEGEE-Europe is to promote integration and cooperation in Europe. 2European students throughout Europe can take part in this process. 3Such objectives cannot be reached without an adequate structure and the appropriate means. 4AEGEE-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 **townscities**. 5AEGEE-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. 6AEGEE-Europe wants to show that integration and cooperation can be efficient without a national level. 7The impact of AEGEE-Europe on student life and on young people in general depends on its capacity to coordinate and manage **efficiently**-local AEGEE groups **efficiently**. 8This Convention d'Adhésion will clearly define the relation between AEGEE-Europe and each local AEGEE group.

Article 1

1In 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 **completely**, until one of the parties gives notice of termination. 2Acceptance of this Convention d'Adhésion gives the right to the cosignatory association to adopt the name "AEGEE-...*(the name of the towncity)*". 3The name "AEGEE-..." can only be obtained this way. 4Following this, the cosignatory association of this Convention d'Adhésion with AEGEE-Europe will be called AEGEE local. 5The general assembly of AEGEE-Europe and the general assembly of an AEGEE Local will be called Agora and local Agora.

Article 2

1The Convention d'Adhésion is valid until one or the other party decides to give notice of termination. 2Notice of termination by an AEGEE Local can only take place when $\frac{2}{3}$ of the present members at the local Agora vote for it. 350% of the members of the AEGEE Local must be present at the local Agora to pass the notice of termination. 4Notice of termination **from of** the Convention d'Adhésion by one or the other party will bring about the immediate termination of the membership of the AEGEE Local in question. 5Notice of termination by AEGEE-Europe is explicitly mentioned in its Statutes.

Article 3

1In 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. 2Adopting these Statutes to conform to local law should involve the fewest possible changes to the original

Statutes, and include the obligations ~~as~~ for an Antenna as set in the Antennae criteria of the Corpus Iuridicum AEGEEense of AEGEE-Europe. 3The Statutes must be accepted by AEGEE-Europe before this Convention d'Adhésion can be signed by the President of AEGEE-Europe. 4The Statutes must be sent to AEGEE-Europe upon modification by the Local or upon demand by AEGEE-Europe.

Article 4

1In 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. 2The amount of the membership fee ~~to~~ of each Local and the part that is paid to AEGEE-Europe is regulated by the Financial Rules.

Article 5

1There is only one membership card for all Locals. 2It is sent or given to the Locals after the AEGEE Local has paid the membership fee to AEGEE-Europe and sent the members' list. 3The AEGEE Local takes care ~~for~~ of the distribution of the membership cards to AEGEE members.

Article 6

1To 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. 2When 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

1All Locals must inform AEGEE-Europe without delay of any information that could be of interest for the association. 2AEGEE-Europe provides all the necessary information that an AEGEE Local can ask for concerning the functioning of the Network or concerning the AEGEE local. 3The AEGEE Local should use the official logo of AEGEE provided by AEGEE-Europe.

Article 8

1In signing the Convention d'Adhesion the AEGEE Local binds itself to process and store all personal data disclosed to it by AEGEE-Europe in compliance with the General Data Protection Regulation and not to disclose it to any other party without a prior agreement with AEGEE-Europe. 2Any personal data disclosed by the AEGEE Local to AEGEE-Europe will be processed in compliance with the same document and not be disclosed to any other party without the data subjects' consent. 3The Agora adopts a separate Data Privacy Policy Statement to secure the right to privacy of AEGEE members with regard to the gathering and automatic processing of personal data. 4The General Data Protection Regulation (GDPR) is a regulation (EU) 2016/679 of the European Parliament and the European Council of 27 April 2016.

Article 9

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

Article 10

1 AEGEE-Europe supports all Locals unless they do not respect the Statutes of AEGEE-Europe or this Convention. 2 Failure to respect the Statutes may lead to notice of termination of the Convention d'Adhésion.

Article 11

1 If a board member of a body is elected as **P**resident, **S**ecretary **G**eneral, **F**inancial **D**irector or member of the Comité Directeur, s/he has to resign from this position. 2 In case of lack of substitutes, new elections have to be held within three months.

ANTENNAE CRITERIA

Agora București, May 2019

Article 1: Contact – Becoming a Contact

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

- (a) A personal or group application, stating the intention of forming an AEGEE Antenna in their city;
- (b) 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.

³The Comité Directeur may contact the respective institution ~~on~~ in this regard.

⁴The Comité Directeur can make exceptions from this criterion, provided that substantial effort has been made to fulfil it.

(2) ¹After taking these documents into consideration, the Comité Directeur decides whether to accept the new Contact.

(3) ¹Once accepted, the Contact must communicate regularly with the people responsible for this task, according to the Statutes of AEGEE-Europe.

(4) A Contact is not allowed to call itself AEGEE-"city name", nor to use the logo of AEGEE. ² A Contact calls itself: AEGEE Contact in "city name". ³An AEGEE contact can use the name and the logo only for the registration purposes with the approval by **the** Comité Directeur member responsible for network development.

Article 2: Contact – Deletion of a Contact

If the Contact does not sign the Convention d'Adhésion at the third Agora following its creation, it should be deleted by a decision of the Comité Directeur.

Article 3: Contact Antenna – Becoming a Contact Antenna

(1) After being officially registered or receiving an exception as mentioned in article 3(3), the Contact ~~Antenna~~ must fulfil the following criteria to ~~remain~~ **become** a Contact Antenna:

- 1. Be a Contact of AEGEE-Europe;
- 2. Create Statutes compatible with the Convention d'Adhésion and the Statutes of AEGEE-Europe and deliver a copy of them in both **the** original language and English. This criterion is granted after the Statutes have been verified by the Juridical Commission;
- 3. Send a members' list with at least five members of which at least five are not a member of another local upon the Contact becoming a Contact Antenna. The members list has to be sent to the Comité Directeur for approval;
- 4. Present itself and a plan of their future activities created in cooperation with the Network Commission to the Agora and the Agora will have to vote for approval for the upgrading to Contact Antenna;
- 5. Provide the Juridical Commission and the Secretary General with a copy of the registration data, according to the regulations of the respective country, proving, ~~that~~ the association ~~is~~ **has been** founded. The Comité Directeur and the Juridical Commission can make exceptions from this criterion, upon receiving **a** written request and explanation by the Contact.

(2) ¹As soon as these requirements have been fulfilled, the Convention d'Adhésion will be signed by the representative of the Contact and the President of AEGEE-Europe at the Agora. ²In exceptional cases and upon written request by the contact, the Comité Directeur can decide to

sign the Convention d'Adhésion at a different occasion without criterion 5 being fulfilled. ³The Contact Antenna is still obliged to present their plan to the following Agora₇; and the decision to upgrade the Contact is still subject to approval by the Agora. ⁴If the Agora does not approve this decision, the Comité Directeur terminates the Convention d'Adhésion.

Article 4: Contact Antenna – Remaining a Contact Antenna

- (1) Pay membership fees according to the regulations defined in the Financial Rules;
- (2) A Contact Antenna should become an Antenna or be deleted no later than at the fourth Agora after acquiring this status.
- (3) Based on a written explanation, the Comité Directeur can exceptionally waive one or more of these criteria.

Article 5: Antenna – Becoming an Antenna

- (1) A Contact Antenna must fulfil the criteria listed below in order to become an Antenna:
 1. The Locals are obliged to respond to any written notice from the Network Commission and the Comité Directeur delivered via ~~the~~ e-mail₇; within one month;
 2. After every Board election, the names of all board members elected which include at least the President, Secretary and Treasurer, need to be communicated to the Network Commission and need to be updated on the online membership system with the current official communication address of the Local within one month;
 3. Have paid membership fees; according to the regulations set in the Financial Rules;
 4. Have sent a members list having at least ten members who are not a member of another Contact Antenna or Antenna;
 5. ¹Organising a European event, AEGEE event or AEGEE-Europe event according to the Event Rules.
 6. ¹Cooperate with the Network Commission on establishing a development plan, approved by the Comité Directeur member responsible for network development₇; and submit it the latest one month after the board elections, or at least once per year. ²A report of the fulfillment is to be submitted for evaluation and approval to the Network Commission no later than two months after the end of the development plan period. ³The development plan is to be based on **the** Health **i**ndicators **s**ystem, set by the Network Commission and **a**-**the** member of **the** Comité Directeur ~~member~~ responsible for network development. ⁴The Health **i**ndicators **s**ystem is to be sent by **the** Network Commission to the network for feedback two months after the start of the Network Commission term **at** the latest.

Article 6: Antenna – Remaining an Antenna

- (1) In order to remain an Antenna, the following criteria must be fulfilled:
 1. The Locals are obliged to respond to any written notice from the Network Commission and the Comité Directeur delivered via ~~the~~ e-mail₇; within one month;
 2. After every Board election, the names of all board members elected which include at least the President, Secretary and Treasurer, need to be communicated to the Network Commission and need to be updated on the online membership system with the current official communication address of the local within one month;
 3. Have paid membership fees according to the regulations set in the Financial Rules;
 4. Have sent delegates to one out of the last two Agorae, excluding Extraordinary Agorae;
 5. Submit a list of current members before every Agora having at least ten members who are not a member of another Contact Antenna or Antenna;
 6. Organise a European event at least once every two years;
 7. Cooperate with the Network Commission on establishing a development plan, approved by the Comité Directeur member responsible for network development₇; and submit it the latest one month after the board elections, or at least once per year;

8. A report of the fulfillment is to be submitted for evaluation and approval to the Network Commission no later than two months after the end of the development plan period.
 9. The development plan is to be based on **the** Health Indicators **s**System, set by **the** Network Commission and a member of **the** Comité Directeur **member** responsible for network development.
- (2) ¹The deadline for the reception of payments will be set by the Financial Director and will be communicated to the Antennae at least two months before the Agora. ²Cash payments must be announced to the Financial Director before the deadline, otherwise they will not be accepted. ³Not being present at the Agora does not exempt the Antenna from paying.

Article 7: Obligations for Representatives during Statutory Events

¹Sending a representative to an ordinary Agora or a European Planning Meeting as required above means that the **Local** has to be present with its representatives in at least 80% of plenary time and as many prytania per slot as it has representatives (according to the Agenda) during an Agora or at least one Action Meeting per slot during an European Planning Meeting. ²Exceptions to the rule can be **given-granted** by the Comité Directeur, following **a** written request.

Article 8: Procedure on Downgrade and Deletion

- (1) ¹The decision to delete or to downgrade an Antenna or Contact Antenna has to be communicated by the Comité Directeur to the Antenna or Contact Antenna 20 days before the Agora starts. ²In this communication a reference to this article shall be quoted.
- (2) ¹The list of problematic cases has to be published by the Comité Directeur 20 days before the Agora starts. ²This document will include a short description of the problems and actions taken to support each problematic Antenna or Contact Antenna in order to fulfil the Antenna Criteria.
- (3) ¹Antennae and Contact Antennae at risk to be downgraded or deleted might produce a written justification in their defence, adding the motivations for not fulfilling certain criteria and also the actions done towards the fulfillment. ²This justification has to be sent to the Comité Directeur and the Network Commission within 7 days before the Agora.
- (4) The Comité Directeur might change the proposal for the Network Status update, according to the justifications given by Antennae and Contact Antennae under evaluation.
- (5) ¹At the Agora, the Comité Directeur has to present a concise report for each case under evaluation, specifying the motivations **upon for** the decision of downgrade or deletion and the actions taken to support these Antennae and Contact Antennae, followed by a hearing of a representative. ²In case there are no representatives of the Antenna or Contact Antenna at the Agora, the written justification shall be read by a person appointed by the Antenna or Contact Antenna. ³This person has to be appointed by the Antenna and communicated to the Juridical Commission at least seven days before the Agora.
- (6) ¹The presentation of downgrades and deletions has to be faced case by case during a progress meeting. ²Whenever an objection arises, the ratification of downgrade or deletion has to be approved with simple majority.
- (7) This article does not concern the cases evaluated by the Mediation Commission.

2. AEGEE PARTNER ASSOCIATIONS

CONVENTION D'ADHÉSION FOR AEGEE-ACADEMY

Agora Istanbul, October 2018

Introduction

1AEGEE-Europe is one of Europe's biggest interdisciplinary student organisations. 2It is **a** secular, non-profit organisation, not linked to any political party according to Article 2 of its Statutes. 3It strives for a democratic, diverse and borderless Europe, which is socially, economically and politically integrated, and values the participation of young people in its construction and development.

Article 1

1AEGEE-Academy is a partner association **f** AEGEE-Europe with the aim of providing learning and training opportunities for individual members of AEGEE-Locals to develop competences relevant to their performance within their roles in the Network of AEGEE, as well as their personal development, through activities designed and implemented based on non-formal education methods. 2Thus, AEGEE-Academy operates as the official pool of trainers of AEGEE. 3It is **a** non-partisan, non-governmental and non-profit **organisation**.

Article 2

1In 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 **completely**, until one of the parties gives notice of termination. 2Acceptance of this Convention d'Adhésion gives the right to the cosignatory association to adopt the name "AEGEE-Academy". 3Following this, the cosignatory association of this Convention d'Adhésion with AEGEE-Europe will be called AEGEE partner association. 4The general assembly of **an** AEGEE-Academy will be called General Meeting.

Article 3

1The Convention d'Adhésion is valid until one or the other party decides to give notice of termination. 2Notice of termination by AEGEE-Academy can only take place when $\frac{2}{3}$ of the present members at the General Meeting vote for it. 350% of the members of AEGEE-Academy must be present at the General Meeting to pass the notice of termination. 4Notice of termination by AEGEE-Europe is envisaged in article 11 of the Statutes of AEGEE-Europe.

Article 4

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

Article 5

1To obtain the support of AEGEE-Europe for a project or event, AEGEE-Academy shall submit a corresponding activity plan to the Comité Directeur, including an outline and financial analysis of the **last-latter**. 2When **the** AEGEE-Academy is involved in an AEGEE-Europe event, the Comité

Directeur can examine the accounts of ~~the~~ AEGEE-Academy or request the Audit Commission to examine and check the accounts.

Article 6

1 AEGEE-Academy must inform AEGEE-Europe without delay of any information that could be of interest for the association. 2 AEGEE-Europe provides all the necessary information that AEGEE-Academy can ask for concerning the functioning of the Network or concerning the AEGEE-Academy.

Article 7

1 In signing the Convention d'Adhesion ~~the~~ AEGEE-Academy binds itself to process and store all personal data disclosed to it by AEGEE-Europe in compliance with the General Data Protection Regulation and not to disclose it to any other party without a prior agreement with AEGEE-Europe. 2 Any personal data disclosed by ~~the~~ AEGEE-Academy to AEGEE-Europe will be processed in compliance with the same document and not be disclosed to any other party without the data subjects' consent. 3 The Agora adopts a separate Data Privacy Policy Statement to secure the right to privacy of AEGEE members with regard to the gathering and automatic processing of personal data. 4 The General Data Protection Regulation (GDPR) is a regulation (EU) 2016/679 of the European Parliament and the European Council of 27 April 2016.

Article 8

1 By signing the present Convention d'Adhésion, AEGEE-Academy obtains a right to use the official logo of AEGEE-Europe. 2 AEGEE-Academy is entitled to have its own **logo**, different from AEGEE-Europe's **logo**. 3 All the rules and ~~the~~ policy ~~of-for~~ usage of AEGEE-Europe's official logo envisaged by the CIA and provided by the Comité Directeur shall not be violated.

Article 9

1 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. 2 Before negotiating with national authorities, AEGEE-Academy shall ask for permission of the Comité Directeur. 3 If the Comité Directeur has not replied within two weeks, permission has been granted. 4 AEGEE-Europe will assist with all requests of AEGEE-Academy when dealing with the above-mentioned institutions.

Article 10

1 AEGEE-Europe shall support AEGEE-Academy unless they do not respect the Statutes of AEGEE-Europe or this Convention. 2 Failure to respect the Statutes may lead to notice of termination of the validity of the present Convention d'Adhésion.

Article 11

- (1) AEGEE-Academy commits to:
- a) draw its Statutes compatible with the present Convention d'Adhésion and the Statutes of AEGEE-Europe;
 - b) submit ~~one month after Agora~~ the updated Working Format ~~to the Juridical Commission~~, which has been worked on together with Comité Directeur, **and** where a minimum amount of training events and their topics are agreed upon, **to the Juridical Commission one month after the Agora**;
 - c) send envoys to at least one ordinary Agora per year
 - d) 1 submit an annual Activity Plan within one month after its internal elections to AEGEE-Europe. 2 The Activity Plan shall include at least two actions. 3 The Activity Plan shall be

- presented together with an annual calendar of events created in collaboration with Comité Directeur. ⁴The Activity Plan can be updated upon agreement with the Comité Directeur;
- e) submit an annual budget within one month after its internal elections;
 - f) submit an activity report within the deadline set by the Comité Directeur, which shall be at least 15 days before the beginning of the Agora, including all activities that have taken place;
 - g) ¹organise board elections between 45 days and 15 days before Spring Agora, resulting in a board consisting of at least Speaker, Secretary and Treasurer. ²Whenever not all the positions are fulfilled, the Speaker, with the help of the Secretary, will have to organise new elections for those specific missing positions within one month, repeating this process until all the positions are fulfilled. ³The Comité Directeur can suggest new elections whenever a board is not working for more than six months, regarding the interim activity report. ⁴The Speaker cannot be the Speaker of any other AEGEE body or Project Manager of any other project. ⁵An appointed Comité Directeur member **Directeur** acts as observer and supporter to the board and is included in all their discussions;
 - h) send the re-confirmed members lists to the Comité Directeur between one and two months before every Agora, having at least five members that represent at least three nationalities.
 - i) inform Comité Directeur in advance for all external opportunities that AEGEE-Academy plans to apply for;
 - j) support Comité Directeur in their internal training activities
- (2) Based on a written explanation, the Comité Directeur can exceptionally waive one or more of these criteria.
- (3) ¹The dissolution of the Convention d'Adhesion between AEGEE-Academy and AEGEE-Europe occurs when not all the criteria are fulfilled during the term of two autumn Agorae in a row. ²The Comité Directeur communicates and explains the decision to the Agora. ³A representative of **the** AEGEE-Academy has the right **for-to** defence before the Agora votes the ratification of the decision. ⁴The decision is accepted upon absolute majority.

Article 12

AEGEE-Europe commits to:

- a) ¹support AEGEE-Academy financially upon provisions of its annual budget. ²The amount of the financial support is decided by the Comité Directeur, appropriately and proportionally to the respective annual budget of AEGEE-Europe and the organised activities of AEGEE-Academy. ³It shall be presented to the Agora for approval together with the internal budget.
- b) support AEGEE-Academy trainers travelling to Regional Training Courses by covering at least 50% of their travelling costs on condition, that they follow AEGEE-Europe's Financial Rules;
- c) support AEGEE-Academy's work and provide it with all relevant information to fulfill **their** activities properly.
- d) organise their training courses in cooperation with AEGEE-Academy, regarding their content and relevant preparation of the trainers responsible.

3. HONORARY MEMBERS

CHARTER OF HONORARY

MEMBERS

Agora Catania, September 2017

Article 1: Honorary Members

(1) Honorary Members are individuals, having performed outstanding service for the community of AEGEE-Europe, upon whom the Association desires to confer special distinction.

(2) ¹The Honorary Membership award of AEGEE-Europe is the highest recognition in the association. ²Honorary Members will pass on through the history of AEGEE as extraordinary individuals who contributed to a great extent to AEGEE in all relevant AEGEE-Europe official materials.

Article 2: Eligibility for Honorary Membership

(1) ¹Persons, who have distinguished themselves by meritorious service in the furtherance of ~~the~~ AEGEE-Europe ideals, and those persons considered friends of the AEGEE-Europe for their permanent support of ~~the~~ AEGEE's cause, may be elected ~~to~~ **for** Honorary Membership. ²Honorary Membership is given for life. ³Honorary Members have the right to resign from their Honorary Membership.

(2) Nominations have to be sent to the Comité Directeur two months before the Agora.

(3) Bodies that have nomination rights are: Ordinary Members and Organs of AEGEE-Europe.

(4) The Honorary Membership Award shall be presented and handed out by the Comité Directeur.

Article 3: Nomination form of Honorary Members

¹The nomination of a person for Honorary Membership shall include contact information, details of his/her membership, his/her AEGEE and non-AEGEE achievements and the reasons for his/her nomination. ²The minutes of the meeting of the relevant body where the decision to nominate was taken shall be attached. ³This information and the minutes will be published at least two weeks before Agora, where the nomination will be discussed.

Article 4: Rights, Privileges and Obligations

(1) Honorary Members are awarded the title: Honorary Member of AEGEE-Europe/European Students' Forum.

(2) ¹Honorary Members shall be exempt from the payment of admission fees and dues, shall have no vote and shall not be eligible to hold any office in the Association. ²Such members shall not hold any responsibilities and shall be entitled to attend any AEGEE meeting, event or activity only upon officially made invitation to visit these kinds of events, meeting, activities.

(3) ¹ Honorary Members can attend Statutory Events of AEGEE-Europe either upon invitation of the Comité Directeur or upon acceptance of their application by the Chair Team. ² They will be assigned the status of visitor during the Agora and observer during the EPM.

(4) Honorary Members have the right to waive logistical services provided by the local organisers to ensure that no spots are taken from active members of AEGEE.

(5) Honorary Members shall receive a diploma signed by the Comité Directeur.

(6) Honorary Members provide authorisation and allow AEGEE-Europe to use their name and surname, as well as their picture, for promotion purposes, together with a short description of them, their AEGEE career and achievements.

- (7) Honorary Members have the right to speak and address the Agora directly, after they have been ratified as Honorary Members.
- (8) Honorary Members shall not damage, hurt or do anything against the image of AEGEE-Europe internally towards our Network and externally towards stakeholders.
- (9) Honorary Members must, like any other member, respect all rules the Agora approved.
- (10) Honorary Members shall ensure, when possible, that a proper historical knowledge of the Association is provided, and kept through the years, avoiding that historical milestones and facts are lost or changed.
- (11) ¹Honorary Members will be extremely careful when giving advice, not to exert an excessive influence on the younger generations with their own views. ²AEGEE, as a learning experience, should allow the current generation of members to put their own ideas into practice.
- (12) In case an Honorary Member breaches or does not follow any of these principles, or damages AEGEE in any way, the Ordinary Members and Organs of AEGEE-Europe have the right to ask the Agora to strip **this individual of** the title of Honorary Member of AEGEE-Europe ~~from this individual.~~

4. AGORA

WORKING FORMAT OF THE AGORA

Agora Salerno, October 2019

Article 1: Tasks

- (1) ¹The Agora approves the moral report as presented by the President of AEGEE-Europe. ²This moral report must, in its definite version, be made publicly available to all members at least two weeks 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 two weeks before the start of the Agora at which they are presented.
- (3) ¹The Agora approves the annual and internal financial report. ²This financial report should, in its definite version, be made publicly available to all members at least two weeks before the start of the Agora at which it is presented. ³ The Agora votes upon the updated budget.
- (4) ¹At the Autumn Agora, the Agora approves the activity report of the members of the preceding Comité Directeur and Working Groups, whose mandates terminated on the previous July 31st. ²Question time is allocated when members of the preceding Comité Directeur are voluntarily present at the Agora.
- (5) The Agora votes upon the future development of the association and on the general lines of AEGEE-Europe's policies, projects and programs (in particular AEGEE-Europe's Identity, the Strategic Plan, **the** Action Agenda, the topic(s) of the European Planning Meeting) as proposed by the Comité Directeur, Locals, AEGEE Partner Associations and Working Groups.
- (6) The Agora decides upon modifications of the Statutes of AEGEE-Europe and the Convention d'Adhésion.
- (7) The Agora ratifies the decisions of the Comité Directeur subject to ratification according to the Statutes, especially those mentioned in articles 5, 7 and 11 of the Statutes.
- (8) The Agora elects the Comité Directeur.
- (9) The Agora elects AEGEE members to the commissions and Working Group Coordinator positions:
- Three AEGEE members to the Audit Commission;
 - Three AEGEE members to the Data Privacy Commission;

- Three AEGEE members to the Juridical Commission;
- Four AEGEE members to the Mediation Commission;
- The Coordinators for each of the Working Groups for the upcoming Planning Year;
- Up to ten AEGEE members to the Network Commission.
- Six AEGEE members to the SUCT.

(10) The Agora elects the members of the Chair Team except for the IT Responsible and the Secretary of the Agora.

(11) ¹The Spring Agora votes upon the extra topics to be discussed during the European Planning Meeting. ²The different topics should be available at least two weeks before the start of the Agora at which **it-is-they are** decided upon.

(12) All the documents that will be either voted on or ratified during the Agora shall be published at least two weeks before the start of the Agora, except those which, for their nature, can not be published before the deadline.

Article 2: Meeting and Convocation

(1) The ordinary Agora meets in spring and in autumn.

(2) The language of the Agora shall be English.

(3) ¹The President of AEGEE-Europe convokes the Agora. ²The date and the place of the Agora have to be communicated to the Locals and the AEGEE Partner Associations at least six months before the meeting. ³The Spring Agora takes place between 10th of April and 18th of May. ⁴The Autumn Agora takes place between 1st of October and 17th of November. ⁵Exceptions can be made by the Comité Directeur and shall be ratified by the **proceeding-following** Agora.

(4) ¹The Chairperson together with the Comité Directeur sets the agenda of the Agora. ²In case of a conflict the final decision lies with the Chairperson. ³Any Organ or Ordinary Member of AEGEE-Europe can submit draft organisational motions and other items to be included on the proposed agenda. ⁴The proposed agenda shall be published at least two weeks before the start of the Agora, along with all final texts of motions and other items up for voting. ⁵Other items (policy papers, resolutions, manuals, strategies, activity plans, activity reports and any items that need approval from the Comité Directeur, except presentations, the Network Status Update⁷ and items that already have a different submission deadline by CIA) shall be submitted to the Comité Directeur. ⁶That submission of organisational motions and the items to the proposed agenda takes place in two phases: first as a draft, including at least the idea and motivation, at least four weeks before the Agora, upon which they are published for collecting feedback. ⁷The final organisational motions and other items must be submitted at least three weeks before the Agora. ⁸Procedural motions are items that concern procedures and exceptions to procedures. ⁹Procedural motions can be submitted any time during the Agora. ¹⁰In case this deadline has been met, the Chairperson is obliged to present additional subjects to the proposed agenda at the beginning of the Agora. ¹¹Organisational motions are all items that require to be voted upon and do not fall under the category of procedural motions. ¹²The proposed agenda shall be published at least two weeks before the start of the Agora, along with all final texts of organisational motions and other items. ¹³ Any body of AEGEE-Europe may request **additional adding a** subject to the agenda, up to one week before the start of the Agora. ¹⁴The Chairperson shall publish the documents with additional subjects one week before the start of the Agora, immediately after the deadline. ¹⁵The Agora may decide whether or not to include these additional subjects **to-in** the proposed agenda. ¹⁶The proposed agenda is subject to ratification at the beginning of the meeting, however, no new subjects may be added by the Agora to this proposed agenda, unless the requirement by the Chairperson in sub (4) was not met. ¹⁷Only the Agora may remove subjects from the proposed agenda by a qualified majority. ¹⁸The Agora may propose to the Chairperson to add an additional subject to the agenda with an absolute majority at any time during the meeting. ¹⁹The Chairperson will decide whether or not to include the proposed change, based on the available facilities and remaining time. ²⁰The Agora may

incorporation incorporate additional subjects that could not have been known one week before the Agora. ²The Chairperson may modify the order of the topics listed in the agenda at any time during the meeting.

(5) ¹Proposals concerning projects and regulations that are to be voted on by the Agora must be submitted to the Juridical Commission in two phases, first as a draft, including at least the idea and motivation, at least 45 days before the Agora, upon which they are published for collecting feedback. ²The final proposal shall be submitted at least one month before the Agora. ³The Commission publishes all submitted proposals directly after the final submission deadline and the Secretary General includes them in the Agenda. ⁴Within the month before the Agora, the proposer can only change the proposal in consultation with the Juridical Commission, until it is published along with the Agenda of the Agora.

(6) ¹The list of candidates for the positions elected by the Agora must be presented to the Secretary General and the Juridical Commission at least one month before the Agora. ²After candidatures during the Agora as announced by the Chairperson, candidatures will only be accepted for the positions with less candidates than the number of available places plus one. ³After the deadline the system will close automatically when the candidatures reach the number of available places plus one. ⁴Candidatures that did not reach the number of available places plus one until one month before the Agora shall be closed two weeks before the Agora.

(7) The Juridical Commission announces the means of and deadlines for the submission of candidatures and proposals as well as any other conditions at least 75 days before the Agora.

(8) The agenda and the names of the above mentioned candidates have to be communicated to the Locals and the AEGEE Partner Associations at least two weeks before the Agora.

Article 3: Members

(1) The members of the Agora are:

(a) Delegates:

- up to three members of the AEGEE Antennae.

(b) Envoys:

- the members and assistants of the Comité Directeur;
- the previous Comité Directeur members for the Autumn Agora following the end of their term
- the members of the commissions of AEGEE-Europe and the assistants of the Network Commission;
- up to three members of the AEGEE Contact Antennae;
- up to three members of the committees;
- up to three members of the Working Groups;
- up to three members of the Project Teams and all the members of the Summer University Coordination Team;
- up to three members of the AEGEE Partner Associations;
- the Liaison and Policy Officers of AEGEE Europe.

(2) ¹The delegates and envoys of Locals to the Agora of AEGEE-Europe are elected by the Local Agora of the respective AEGEE Local. ²In order to get elected, the delegates and envoys of Locals must be on the members list the respective Local submitted before the preceding Agora, with the exception of members who have been announced as members of the local board at least three months before the start of the Agora. ³An updated members list can be sent up to the day before the preceding Agora. ⁴The newest members list will be taken into consideration. ⁵This does not apply to the Locals, ⁷ that were created at and after the preceding Agora. ⁶People banned from the Agora in accordance with the **banning policy** **Policy on Banning People** cannot get elected. ⁷If a delegate was elected more than 7 weeks before the Agora, the Local should organise new elections. ⁸Based on written explanation, the Comité Directeur can exceptionally waive these requirements.

- (3) ¹The Comité Directeur must receive the names at least two weeks before the Agora. ²This measure shall be enforced by the Comité Directeur.
- (4) ¹Envoys and delegates can only use the facilities mentioned in article 16 if they apply as envoy/delegate before the deadline for application or if they have already been accepted as a visitor. ²This deadline cannot be set more than two months before the start of the Agora. ³The Comité Directeur can make exceptions.
- (5) No member of the Agora can represent more than one body.
- (6) All members of the Agora have speaking rights on behalf of their body.

Article 4: Observers

- (1) ¹Contacts of AEGEE have the right to send two observers to the Agora. ²Additional observers are allowed and selected according to the selection procedure for visitors.
- (2) Observers have neither speaking nor voting rights.

Article 5: Visitors

- (1) ¹Any member of an AEGEE body has the right to act as a visitor to the Agora. ²Other visitors may attend with the agreement of the Comité Directeur and the Chairperson.
- (2) ¹Visitors have no voting rights. ²Visitors have no speaking rights except for moderators representing an Interest Group in the topics associated ~~to~~ with their interest group. ³Visitors, who are candidates for a position for which elections will be held at the statutory meeting, have the right to present their candidature and answer questions about it.
- (3) The number of visitors per body depends on the capacity of the organising AEGEE local.
- (4) The selection of the visitors shall be made by the Chairperson taking into account the ranking and comment provided by the board of the respective AEGEE local.

Article 6: Debate

- (1) ¹The members of the Agora asking to speak are registered in a list in the order of their application. ²The member proposing the motion has the right to speak in the first and in the last place. ³Requests 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.
- (3) ¹When motions are voted upon by means of indicative voting or roll call, the Chairperson should suspend the plenary session for a minimum of 3 minutes in order to provide the members of the Agora with some time for deliberation. ²When the Chairperson decides to postpone the voting to a moment after the plenary session, in which the discussion was ended, this condition should be considered as fulfilled.

Article 7: Decisions and Amendments

- (1) ¹The decisions of the Agora are taken as determined by the Statutes of AEGEE-Europe:
- Simple proposals or motions: simple majority;
 - Simple amendments to proposals: simple majority;
 - Amendments to proposals concerning modifications of Statutes of AEGEE-Europe or working formats: absolute majority.
- ²Procedural matters are decided upon by a simple majority. ³Public ballots, where a single winner or sorted list of winners has to be chosen from more than two options, are conducted using the Schulze method.

(2) 1Only the delegates have the right to vote for their body. 2The votes have to be divided equally among the delegates. 3The difference of the votes between the delegates of the same body cannot exceed one vote. 4It is the body that decides upon the division of votes.

(3) 1The 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.

(4) 1The results of the votes will be noted in the minutes. 2Counting the votes is the responsibility of the Chairperson of the Agora under the supervision of the Juridical Commission.

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

(6) 1If there are contradicting proposals concerning the same subject, the widest proposal has to be voted upon first. 2If there are different amendments concerning the same proposal the widest amendment has to be voted upon first. 3The Juridical Commission decides in case of a conflict.

Article 8: Pre-Agora Voting

(1) 1Pre-Agora Voting frees up time at the Agora itself, helps to identify controversial topics that require further deliberation at the Agora and provides representative feedback to proposers.

(2) 1Proposals are subject to Pre-Agora Voting, except if a group of at least five antennae requests to the Juridical Commission to exclude a proposal from it. 2This request should be submitted at least one day before the pre-Agora Voting. 3Other items are included when the proposer of the item requests this, provided this item is deemed admissible to the Agora by the Juridical Commission.

(3) 1Pre-Agora voting is conducted online between days 14 and 9 before the Agora. 2The electorate is composed of delegates of the upcoming Agora. 3The delegates cast their vote based on the vote distribution of the upcoming Agora. 4The quorum is set at 50% of the ordinary members of AEGEE-Europe. 5During the pre-Agora voting, all decisions are made by a qualified majority of votes. 6A rejection of a proposal results in a new vote during the Agora itself.

(4) 1Pre-Agora voting results are binding on the Agora, **save where unless** this article provides **for** exceptions. 2Pre-Agora voting results are published immediately upon the end of the voting period and include which ordinary member voted how.

(5) 1If an amendment is submitted at least five days before the Agora, the item with the pending amendment is subject to a new vote at the Agora itself. 2Proposals concerning modifications of the Statutes and the Convention d'Adhésion are always subject to a new vote at the Agora.

(6) 1Secret ballots and elections are excluded from pre-Agora voting.

Article 9: Post-Agora Voting

(1) 1Online Post-Agora voting provides an optional continuation of the Agora in the shape of a second session. 2Post-Agora voting occurs when the Agora decides to conduct it, or when an item at the Agora, which is of a public nature and does not modify the Statutes or the Convention d'Adhesion, is referred to Post-Agora voting by decision of the Agora.

(2) 1Post-Agora voting can be conducted once between two Agorae, and takes place between 2 weeks and 3 months after the Agora. 2It is called and administered by the Chair. 3The Juridical Commission sets and publishes the submission deadline.

(3) 1The quorum is set at 50% of the ordinary members of AEGEE-Europe. 2The usual majorities for decision-making apply. 3Delegates cast their vote based on the vote distribution of the previous Agora. 4Delegate changes are permitted when the ordinary member of AEGEE-Europe has elected a new delegate, and provided that the required technical infrastructure for

administering such changes is in place. 5The Juridical Commission sets a suitable deadline for delegate changes.

(4) 1Items that are subject to post-Agora voting are those mentioned in paragraph 1.2 of this article. 2In addition, delegates and envoys of the bodies mentioned in art. 16 **(12)** Statutes may introduce new items. 3New items are admissible only when they do not affect the Statutes or the internal rules such as the Working Formats, General Rules or the Convention d'Adhesion. 4The Juridical Commission checks if a new item is admissible.

(5) 1All items that will be subject to the Post-Agora vote are to be published two weeks before the voting period. 2This voting period lasts for 5 days, with a possible extension by 3 days in **the** case a second voting round is required to determine the majority of the winner of competing Schulze items.

(6) 1Amendments to the items up for post-Agora voting are not admissible. 2Instead, a directly competing item may be presented by a delegate or envoy until one week before the start of the vote. 3Directly competing items are closely related alternatives of the original item, and may not reverse the meaning of that item.

(7) 1The Juridical Commission determines which voting method will be used, with a preference for the Schulze method in the case of competing items. 2The voting result is to be published immediately after the end of the voting period, and includes which ordinary member voted how.

(8) 1All decisions made in the post-Agora vote take effect one day after vote, but are subject to ratification by the following Agora. 2In case the following Agora fails to call for ratification, the decisions are repealed effective one day

after the Agora. 3If an item fails ratification, the decision is repealed effective immediately.

Article 10: Elections of the Candidates

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

(2) 1The list of all candidates will be closed during the Agora, where all candidates have the right to briefly introduce themselves orally. 2Candidates not present at the Agora may do so with the help of a representative or a self-running presentation.

(3) 1For each election the Ordinary Members of AEGEE-Europe will receive as many ballot papers as they have votes in the Agora according to article 16 of the Statutes of AEGEE-Europe. 2A candidate cannot receive more than one vote on the same ballot paper.

Article 11: Chair Team

(1) The Chair Team consists of:

- the Chairperson;
- the Vice -Chairperson;
- the Secretary of the Agora;
- the IT Responsible.

(2) 1The Chair Team members, except for the IT Responsible and the Secretary of the Agora, are elected by the Autumn Agora for a period of two ordinary Agorae. 2In case one of the Chair Team members was not elected by the Autumn Agora, the Chairperson can appoint a temporary member to the team **till-until** the next Agora takes place. The **appointed-appointment of the** temporary member is subject to ratification at the beginning of that Agora.

(3) The Chair Team is responsible for the Spring Agora and the Autumn Agora after its members are elected.

Article 12: Chairpersons

(1) 1The Chairperson and the Vice-Chairperson of the Agora are elected by the Autumn Agora. 2Candidates must have proven experience as a member of the Comité Directeur, a Commission of AEGEE-Europe, the board of an ordinary member or as a delegate to a former Agora.

- (2) 1The Chairperson will be the member elected by the Agora with the largest number of votes. 2The Vice-Chairperson is the member with the second highest amount of votes.
- (3) 1The 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. 2S/he opens, suspends and adjourns the meeting. 3S/he does not participate in the discussions, apart from procedural motions.
- (4) The Chairperson and the Vice-Chairperson are not members of the Agora and are not members of the Comité Directeur.
- (5) The Chairperson is responsible for the creation and execution of the agenda.
- (6) 1The Chairperson ensures that time limits on motions and speakers are observed in order to guarantee a fair hearing to every motion and every speaker. 2S/he is responsible for ensuring parity of speaking for those both in favour and against the motions.
- (7) 1The Chairpersons can nominate assistants to the Chair Team to help them with their tasks during Agora sessions. 2The Chairperson shall inform the Secretary of the Agora in advance about the agenda of the meeting.
- (8) The Juridical Commission is responsible for counting the votes and for election procedures, which also includes presenting final voting results.
- (9) The Chairperson is responsible for publishing voting and election results to the Network within one week after the Agora took place.

Article 13: IT Responsible of the Chair Team

- (1) 1The IT Responsible of the Chair Team is an AEGEE member selected by the elected members of the Chair Team. 2S/he is a member of the Chair Team.
- (2) S/he must have knowledge of Information Technology.
- (3) S/he is not a member of the Agora and is not a member of the Comité Directeur.
- (4) 1S/he assists the Chair Team members during the Agora and is responsible for the technical administration and IT related issues.

Article 14: Secretary of the Agora

- (1) The Secretary of the Agora is an AEGEE member selected by the elected members of the Chair Team.
- (2) 1Candidates must have proven experience as a member of the Comité Directeur, a Commission of AEGEE-Europe, the board of an ordinary member or as a delegate to a former Agora. 2Additionally, s/he must have experience in taking minutes.
- (3) The Secretary of the Agora is not a member of the Agora and is not a member of the Comité Directeur.
- (4) 1The Secretary of the Agora is responsible for the minutes, which shall be sent to the Comité Directeur not later than two months after the Agora. 2If the minutes are not ratified, the Secretary of the Agora remains responsible for the necessary changes.

Article 15: Comité Directeur

- (1) 1The Comité Directeur is composed of a maximum of seven members from the Locals: the President, the Secretary General, the Financial Director and four active members elected by secret vote for a period of one year by the Spring Agora. 2They can be re-elected.
- (2) 1If there is more than one candidate, the President is elected with an absolute majority of votes. 2If 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) 1The other members of the Comité Directeur are elected in one common ballot after the election of the President, Secretary General and Financial Director. 2The number of candidates,

who can be marked on each ballot paper, cannot exceed the number of vacant places in the Comité Directeur. ³A candidate cannot receive more than one vote on the same ballot paper.

Article 16: Commissions

- (1) ¹The three members of the Audit Commission elected by the Autumn Agora are in charge for the period until the next Autumn Agora. ²They can be re-elected. ³The President of the Audit Commission will be the member elected with the most votes. ⁴A Financial Director cannot be elected as a member of the Audit Commission until both the annual financial reports and the internal financial report covering the period s/he was in office have been approved by the Agora.
- (2) ¹The three members of the Data Privacy Commission are elected by the Autumn Agora and are in charge for the period until the next Autumn Agora. ²They can be re-elected. ³The president of the Data Privacy Commission will be the member elected by the Agora having the largest number of the votes.
- (3) ¹The three members of the Juridical Commission elected by the Spring Agora are in charge for the period of one year. ²They can be re-elected. ³The President of the Juridical Commission will be the member elected by the Agora having the majority of the votes.
- (4) ¹The four members of the Mediation Commission elected by the Autumn Agora are in charge for the period until the next Autumn Agora. ²They can be re-elected. ³Each candidate should receive a number of votes corresponding at least to the following number: the number of open positions divided by the number of candidates divided by two. ⁴The percentage of votes needed to be elected should be maximum 50% and minimum 25%. ⁵If more than two of the candidates elected share the same nationality, only the two with the most votes can join the Mediation Commission. ⁶The other places shall remain vacant. ⁷If the candidates elected are of fewer than three nationalities, one place in the Mediation Commission shall remain vacant for every nationality lacking. ⁸In this case, the candidates elected with the fewest votes will not join the Mediation Commission. ⁹The President of the Mediation Commission will be the member elected by the Agora having the majority of the votes.
- (5) ¹The members of the Network Commission are elected by the Agora for one year. ²They can be re-elected. ³Each candidate should receive a number of **marks-votes** corresponding at least to one third of the total number of votes. ⁴ If more than three of the candidates elected share the same nationality, only the three with the most votes can join the Network Commission. ⁵The other places shall remain vacant. ⁶If the candidates elected are of fewer than four nationalities, one place in the Network Commission shall remain vacant for every nationality lacking. ⁷In this case, the candidates elected with the fewest votes will not join the Network Commission.

Article 17: SUCT

¹The members of the Summer University Coordination Team are elected by the Autumn Agora until the next Autumn Agora. ²They can be re-elected.

Article 18: Practical Organisation

(1) ¹ The organising Local is chosen by the Comité Directeur. ² The decision and the reasoning are submitted and presented to the Agora for ratification. ³The relevant documents have to be sent **at latest** two weeks before the Agora **at the latest**. ⁴ If the decision is not ratified, another Open Call is issued by the Comité Directeur ⁵The organising AEGEE Local is the sole responsible for the practical organisation of the Agora. ⁶ The organising Local is supported by AEGEE-Europe. ⁷The budget for the Agora is set by the organising Antenna after approval by AEGEE-Europe. ⁸The hosting Local is obliged to present an update report during the Agora before the Agora they will organise. ⁹If there are no applications before the Agora one year before the selected Agora would take place, the Comité Directeur issues another Open Call and selects the hosting local. ¹⁰The ratification by the Agora is in this case not needed. ¹¹The applications have to be presented at

the Agora ~~1 year preceding their event~~ **preceding their event by one year**.¹²The budget for the Agora is set by the organising Local after approval by AEGEE-Europe.¹³The hosting Local selected by the Agora is obliged to present a progress report during the next Agora.¹³AEGEE-Europe gives a deficit guarantee as specified in article 30 of the Financial Rules.

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

- Use of the meeting rooms;
- Lodging for the duration of the meeting
- Breakfasts and lunches for each day of the Agora

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

(3) ¹Exceptions to sub-article 2 are only possible after approval by the Financial Director. ²The organising AEGEE Local must show the Financial Director 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. ³If according to the Financial Director the condition above is met, a fee can be set in consultation with the Financial Director. ⁴This fee is required to be set according to the procedure described in article 25 of the Financial Rules.

(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 19: Coming into Force

(1) ¹Every decision of the Agora comes into force the day after the closing of the Agora, unless explicitly stated otherwise in the applicable rules or the decision voted upon.

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

Article 20: Exceptions

¹The Agora may decide exceptions to this working format with a $\frac{2}{3}$ majority.

²These exceptions cannot withdraw the rules of the Statutes of AEGEE-Europe.

PAPER VOTING BALLOTS

Agora Skopje, October 2011

Article 1: Majorities

(1) Simple majority:

- a) Simple majority means, that a decision is approved if there are more votes in favour than against.
- b) Example: 120 delegates, 100 valid votes (34 in favour, 33 against, 33 abstentions). More in favour than against: the proposal is accepted.

(2) Absolute majority:

- a) 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 abstention). Against and abstention lead to the same result: a negative vote.
- b) Example 1: 120 delegates; 100 valid votes (51 in favour, 29 against, 20 abstentions). $100 \text{ votes} = 100\%$, $100 - 29 - 20 = 51\%$. The proposal is accepted.

- c) Example: 120 delegates; 100 valid votes (34 in favour, 33 against, 33 abstentions). 100 votes = 100%, $100 - 33 - 33 = 34\%$. The proposal is not accepted.
- (3) Two third majority: a $\frac{2}{3}$ majority means that a decision is approved if there are 66,6% + 1 vote ($\frac{2}{3}$). This is also called a qualified majority.
- a) Example 1: 120 delegates; 100 valid votes (68 in favour, 19 against, 13 abstentions).
100 votes = 100%,
 $100 - 19 - 13 = 68\%$ the proposal is accepted.
- b) Example 2: 120 delegates; 100 valid votes (66 in favour, 20 against, 14 abstentions).
100 votes = 100%,
 $100 - 20 - 14 = 66\%$ the proposal is not accepted.

Article 2: Voting Ballots

- (1) All ballot papers must have a sign of approval by the Juridical Commission.
- (2) To make any voting ballot valid, the following must also be printed on it:
- the name of the event on which the voting takes place;
 - a short explanation on how to **fulfill correctly fill in** the ballot **correctly**;
 - what you are voting for, which proposal or election;
 - more than one option must be available to choose;
 - an option to vote abstention.
- (3) Election ballots must contain the following printed information:
- the amount of people that can be elected for this function;
 - the names of the candidates in case the candidates list has been closed at the time of printing;
 - the order of names must be the same on all ballots;
 - the amount of votes that may be cast.
- (4) In the case that the candidates list has not been closed before the time of printing, it may be necessary for the voter to write down the names of the candidates themselves. If this is the case, votes will also be considered invalid when the following is not written correctly:
- what you are voting for;
 - the amount of members to elect;
 - the amount of votes you may cast;
 - all the names of the candidates like they are showed on the screen by the Juridical Commission;
 - the order of names.
- (5) After voting, the votes on proposals will be considered invalid when:
- the ballot has not been signed by a delegate of the **Local** that the vote is cast for;
 - the name of the **Local** is not written in a clear and correct way and in the right place;
 - the amount of votes cast exceeds the amount of votes that are distributed to the **Local** according to article 16 of the Statutes of AEGEE-Europe and printed on the ballot;
 - the vote is not cast within the time given to vote on the proposal;
 - the box is not clearly filled/ crossed/ ticked;
 - the ballot contains any kind of manuscript sign that is not supposed to be there (annotations, drawings, arrows, etc.).
- (6) After voting, the election votes will be considered invalid when:
- more votes are cast than the amount of members that can be chosen;
 - the ballot contains any kind of manuscript sign other than the right number of crosses or numbers in the boxes (signature, name, annotation, drawing, etc.).
- (7) A visual document concerning the previous rules can be draft and distributed during counting sessions, but has to be approved before by the Juridical Commission.

Article 3: Counting Votes

- (1) Valid votes in favour of a proposal or candidate need to be added up, they form the percentage of the quorum that is in favour of the proposal or candidate.
- (2) In case a simple majority is needed the votes against a proposal or candidate need to be added up, they form the percentage of the quorum, that is against the proposal or candidate.
- (3) In case an absolute or $\frac{2}{3}$ majority is needed, the votes against a proposal and abstentions need to be added up, they form the percentage of the quorum **in** not **in** favour of the proposal or candidate.
- (4) Invalid votes are not counted either in favour or against; they form no percentage of the outcome.

5. EUROPEAN PLANNING MEETING

WORKING FORMAT OF THE EUROPEAN PLANNING MEETING

Agora Istanbul, October 2018

Article 1: Aim

- (1) The European Planning Meeting (in the following "EPM") is the annual thematic conference of AEGEE-Europe, providing a space for the Network to exchange views and ideas on the Focus Areas of the Strategic Plan and any other topic as decided by the Spring Agora.
- (2) ¹The EPM drafts the Action Agenda for the upcoming Planning Year. ²The Action Agenda elaborated at the EPM serves as a recommendation to the Comité Directeur for the final proposal that the Comité Directeur makes to the Spring Agora.

Article 2: Agenda

- (1) The agenda of the EPM is composed of the following items: Plenary, Action Meetings, Workshops, and any other format that enhances thematic debate in AEGEE.
- (2) ¹The Plenary serves to open and close the EPM, to present and approve the results of the Action Meetings, and potentially other purposes such as debates. ²It is moderated by one or more people appointed by the Comité Directeur and attended by all participants of the EPM.
- (3) ¹Action Meetings serve to develop the Action Agenda for the upcoming Planning Year by drafting objectives and corresponding activities. ²Action Meetings have a flexible structure, allowing participants to arrange ad hoc meetings at any time for the development of activities. ³Action Meetings are moderated by facilitators and coaches selected and prepared in advance of the EPM. ⁴At least 8 hours should be spent on Action Agenda drafting and explanatory workshops of the Focus Areas, the Strategic Plan and/or the Action Agenda.
- (4) ¹Workshops serve to address any topic of interest to the EPM. ²They may be moderated by participants of the EPM as well as external speakers.
- (5) ¹Participants are free to attend Action Meetings and Workshops according to their own interests. ²Each participant of the EPM attends at least one Action Meeting. ³The Comité Directeur may determine which Action Meeting is to be attended.

(6) The agenda shall not include any items related to the organisational development of AEGEE-Europe.

(7) Internal meetings of any group, formal or informal, shall not be included in the agenda, yet may be mentioned in the official documents⁷ and may be held at any time outside the official meeting times.

Article 3: Guidelines

(1) ¹The EPM takes place once a year, at least six weeks before the Spring Agora. ²It is organised by the Comité Directeur in cooperation with the Content Team and a hosting local. ³The outline of the EPM is drawn by its fixed elements and the Spring Agora. ⁴The Comité Directeur is formally responsible for filling in this outline, **and** shall seek the support of the Network for its preparation and delegate tasks to appointed members in any reasonable way.

(2) ¹The open call for participants of the EPM shall be made not later than two months in advance of the EPM. ²The Comité Directeur shall publish all relevant working materials to the Network not later than two weeks in advance of the EPM.

(3) ¹Any member of an AEGEE Local or Contact can apply for the EPM according to the procedure specified in the respective open call. ²Participants are selected by a panel consisting of the Comité Directeur and possible additional members appointed by the Comité Directeur. ³The selection is done on the basis of the applicants' motivation letters and accompanying recommendation letters from their local boards or any other relevant body, specifically the Network Commission, with the restriction that at least one applicant per Local and Working Group must be accepted.

(4) ¹All participants have the status of envoys and therefore have speaking rights. ²External participants have the status of observers and can be granted speaking rights.

(5) ¹For a workshop to be accepted as part of the EPM agenda, 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. ²All workshop applications should be submitted within the deadline set by the Comité Directeur.

Article 4: Proceedings

¹Each session in the agenda of the EPM shall provide a written documentation of its conclusions, explicitly referring to the outcomes as envisioned in the initial workshop application. ²Collectively, these proceedings of all sessions are published in a booklet together with the proposed version of the Action Agenda.

Article 5: Content Team

(1) ¹The Content Team is appointed by the Comité Directeur. ²The Comité Directeur, in cooperation with the Content Team, is responsible for the preparation of the EPM.

(2) ¹The Comité Directeur is responsible for the execution of the agenda. ²The Comité Directeur opens, suspends and adjourns the European Planning Meeting. ³The Comité Directeur, with the assistance of the Content Team, moderates the plenary sessions.

(3) The Comité Directeur supervises the documentation of all Action Meetings⁷ and ensures the complete collection of all documentation before the end of the EPM.

Article 6: Secretary of the EPM

(1) ¹The Comité Directeur can appoint the Secretary of the EPM.

(2) ¹The Comité Directeur shall inform the Secretary of the EPM in advance about the agenda.

(3) ¹ The Secretary of the EPM is responsible for the minutes, which shall be sent to the Comité Directeur latest 3 weeks before the Spring Agora.

(4) The Comité Directeur shall publish the minutes of the EPM for the Network latest 2 weeks before the Agora.

Article 7: Local Organisation

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

(2) Participants of the EPM 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.

Additionally, the organising AEGEE Local shall make any reasonable effort to provide space for internal meetings.

(3) Exceptions to sub-article 2 are only possible after approval by the Financial Director. The organising AEGEE Local must show the Financial Director 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, the above-mentioned condition is met, a fee can be set in consultation with the Financial Director. This fee is regulated according to the procedure described in article 25 of the Financial Rules.

(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 8: Modifications

Modifications to this working format are approved by the Agora with simple majority.

Article 9: Pilot European Planning Meeting

(1) A pilot European Planning Meeting is a European Planning meeting that can be initiated to test out new ideas before presenting a possible change in the CIA to the Agora. A Pilot European Planning Meeting, which does not comply to the rules defined in Articles 1-7, can be proposed with the following modalities: A Pilot European Planning Meeting has to be proposed by CD, or by at least a European Body together with at least 5 locals, or by at least 10 locals. A Pilot European Planning Meeting has to be proposed to the Juridical Commission. Pilot European Planning Meetings can be proposed at any point of the year. After submission of a proposal for a pilot European Planning Meeting, the Juridical Commission needs to approve or reject the proposal within 30 days. If the proposal gets rejected, a motivation for the rejection needs to be enclosed. The proposer can improve the proposal and submit it again for the consideration of the Juridical Commission. If the proposal gets rejected a second time, a new submission is not possible. The temporary exceptions to European Planning Meeting rules introduced through a pilot European Planning Meeting should not affect the coherence of the CIA and the spirit of the CIA. The temporary exceptions to European Planning Meeting rules introduced by pilot European Planning meeting can be proposed in the next Agora. If those changes get rejected, a similar pilot European Planning Meeting cannot be launched in the following year. Exceptions to the European Planning Meeting rules introduced through a pilot European Planning Meeting cannot affect any other rules than those of the European Planning Meeting they relate to.

6. WORKING GROUPS

WORKING GROUP RULES

Agora Kyiv, October 2015

- (1) ¹For every Focus Area of the Strategic Plan, there is a Working Group. ²The mandate of a Working Group starts on the 1st of August and lasts until the 31st of July the following year.
- (2) ¹A Working Group has internal and external tasks related to its Focus Area of the Strategic Plan of AEGEE -Europe. ²Internally it creates and implements activities directly contributing to the Strategic Plan and Action Agenda. ³Externally it performs tasks for AEGEE-Europe related to official positions of the organisation, research and external representation. ⁴Activities of a Working Group are supervised and approved by the Comité Directeur.
- (3) ¹ A Working Group contributes to all the objectives in the Action Agenda of their Focus Area. ²A Working Group contributes to as many local activities related to the Action Agenda during the term as needed for the fulfillment of the objectives of its Focus Area.
- (4) ¹A Working Group is led by a Coordinator, who is elected by the Spring Agora. ²In case no one has applied, the Comité Directeur can appoint a Working Group Coordinator. ³A Working Group consists of the Coordinator, a Policy Officer and a maximum of 6 other members. ⁴Members of a Working Group must represent at least 4 different Locals. ⁵An AEGEE member can only be a member of one Working Group.
- (5) ¹The Coordinator is responsible for the recruitment of the Policy Officer and the other Working Group Members. ²Appointment of the Policy Officer and Working Group members is subject to approval by the Comité Directeur. ³The appointment should be approved latest one month before the Action Agenda comes into force. ⁴In case of resignation of a Working Group Member, sentences 2 and 3 of **the** present paragraph apply. ⁵In case of resignation or dismissal of the Coordinator, the Comité Directeur sends out a new open-call for that role of Coordinator.
- (6) ¹A Working Group submits its Activity Plan before the Autumn Agora for approval. ²At the following Spring Agora, a Working Group presents its interim activity report for approval. ³Disapproval of the interim evaluation leads to the dismissal of the Working Group Coordinator. ⁴A final activity report is presented and approved at the Autumn Agora following the end of the term of the Working Group.
- (7) ¹A Working Group meets at the beginning of its term to draft **the** Activity Plan. ²Internal decisions of a Working Group require **a** simple majority where each member has one vote. ³In case of an even number of votes, the Coordinator has the decisive vote. ⁴Activities of a Working Group are supervised by the appointed Comité Directeur member responsible for the Focus Area from the Strategic Plan. ⁵A Working Group cooperates with the Comité Directeur or another body approved by the Comité Directeur, by giving them **a** clear overview **on-of** the fulfillment of objectives in the Action Agenda of the respective Focus Area.
- (8) ¹The term of a Policy Officer coincides with the term of a Working Group that (s)he is a member of. ²A Policy Officer is responsible for the coordination of externally oriented activities of a Working Group. ³A Policy Officer is responsible for monitoring the topic of his/her Focus Area, gathering an opinion of the Network and developing papers in accordance with the Guidelines for Policy Officers. ⁴A Policy Officer is to inform the Comité Directeur and the Network on a regular basis. ⁵The Working Group supports the Policy Officer in this task.

7. LIAISON OFFICERS

Agora Asturias, April 2015

Article 1: Liaison Officers

Liaison Officers (LOs) are appointed to maintain a link with external entities in order to support the Comité Directeur.

Article 2: Appointment, Replacement and Dismissal of Liaison Officers

(1) LOs are appointed for a period of 1 year by a formal decision of the Comité Directeur, after an open call, and receipt of applications. The mandate of the LO starts on the 1st of October each year and has to be ratified by the following Agora.

(2) Changes have to be officially decided by the Comité Directeur and then ratified by the following Agora. Exchange and dismissal of a LO equally require a formal Comité Directeur decision with following announcement including an explanation.

(3) There is no limit to the number of terms one person can perform as a Liaison Officer.

Article 3: Requirements for Liaison Officers

(1) A LO must speak one of the official languages of the entity s/he is appointed to, and be familiar with its structure and information channels.

(2) S/he should be able to have a constant flow of communication with the entity s/he is appointed to.

Article 4: Tasks and Obligations

(1) A LO represents the association towards one or more specific entities, informs the Network or any specific part of it about possibilities of application for grants and promotes, coordinates and supports AEGEE's actions, projects and applications towards this entity. S/he has to inform the Comité Directeur and the Network on a regular basis about the policies, programs and the activities of the entity (especially those relevant for the activities of the AEGEE Network).

(2) For each of the entities, to which LOs are appointed, also an individual Comité Directeur member will be responsible. The Comité Directeur member and the LO responsible for the same entity need to ensure a good cooperation. The final responsibility rests with the Comité Directeur.

(3) At least every two months, every LO needs to present a written report about their activity, to the Comité Directeur and to the Network. At each Agora, every LO has to present the report of their activities in front of the Agora.

8. INTEREST GROUP RULES

Agora Asturias, April 2015

- (1) 1An Interest Group is a group of AEGEE members, who share a common interest. 2An Interest Group creates discussions inside AEGEE and may initiate, carry out and support events, projects, positions or other activities.
- (2) 1An Interest Group is initiated upon request of an AEGEE member willing to moderate the group. 2Initiation of the group is **a** subject to approval by the Comité Directeur.
- (3) 1The Comité Directeur appoints up to two moderators for each Interest Group. 2Membership of an Interest Group is open to any AEGEE member.
- (4) 1Interest groups receive support from the Comité Directeur and supporting committees to facilitate their internal discussions. 2If needed, the Comité Directeur may appoint a member of the Interest group to represent AEGEE externally in the field. 3The Comité Directeur ensures visibility of Interest Groups within the Network.
- (5) 1Moderators present a brief report on discussion outcomes and initiatives every two months to the Comité Directeur. 2The responsible member of the Comité Directeur presents an overview of Interest groups during every Ordinary Agora.
- (6) In case of inactivity or lack of a moderator, the Comité Directeur may decide to dissolve an Interest Group.

9. ADVISORY BOARD

WORKING FORMAT OF THE ADVISORY BOARD

Agora Rhein-Neckar, April 2013

Article 1: Advisory Board

- (1) 1The advisory board is tasked with advising the Comité Directeur. 2This is in the broadest sense possible. 3The advisory board has no decisive power.

Article 2: Appointment and Composition

- (1) 1Members of the advisory board are appointed for one year by the Comité Directeur at the beginning of the term of the Comité Directeur. 2The appointment of the advisory board is subject to ratification by the Agora following their appointment.
- (2) The advisory board members do not have any responsibility towards the Agora, except when they deviate from the provisions stated in article 3.
- (3) The advisory board consists of:
 - At least three former members of the Comité Directeur, from at least two different terms. These members need to have served a full term as Comité Directeur.
 - Other members of AEGEE-Europe bodies and persons, that are not a member of any AEGEE body.
- (4) At least 50% of the advisory board has to consist of former members of the Comité Directeur.
- (5) All members of the advisory board should have experience relevant for AEGEE- Europe.
- (6) Changes have to be officially decided by the Comité Directeur and then ratified by the following Agora.

(7) A member of the current Comité Directeur cannot be a member of the advisory board

Article 3: Responsibilities

(1) ¹The Comité Directeur will invite the advisory board for a meeting at least twice a year, at least one week before the deadline for sending relevant documents to the Network prior to the start of the Agora. ²More meetings can be held if deemed necessary.

(2) Upon request of at least $\frac{1}{3}$ of the members of the advisory board, with a minimum of 2 members from the advisory board, a meeting with the Comité Directeur has to be held.

(3) Members of the advisory board are expected to keep themselves informed of developments within AEGEE-Europe.

(4) ¹Everything shared between the Comité Directeur and the advisory board is confidential. ²Members of the advisory board therefore have to sign a non-disclosure agreement.

1. EVENTS

Agora Istanbul, October 2018

Article 1: Definition

(1) ¹An event is an activity with a defined group of participants taking place in one or more locations for a defined period of time. ²An event is organised by one local, or by multiple Locals in cooperation. ³Other bodies of AEGEE-Europe and other organisations can also be involved as partners.

(2) ¹The Comité Directeur reserves the right to bar all AEGEE bodies from any cooperation with specific organisations, if this **is** harmful for AEGEE.

(3) ¹The collection and storage of personal data, from participants or others, must comply with the EU General Data Protection Regulation and other provisions as prescribed by the Convention d'Adhesion.

Article 2: Local Event

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

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

Article 3: Local Training Course

(1) ¹A Local Training Course belongs to the category of the Local Events or it can be a series of local events, but it is essential for maintaining knowledge in AEGEE and therefore has limited involvement **of from** AEGEE-Europe.

(2) The aim of the Local training course is to increase the number of active members in Locals, their motivation and their capacity to respond to the needs of the Local.

(3) ¹The content of the LTC is created by the Local itself, with the involvement of the Network Commission. ²The Network Commission will be responsible for the needs analysis prior to the event and the evaluation after.

(4) The content of the event can be supported through a collaboration with a European body of AEGEE-Europe, relevant to the specific aims of the event, and by AEGEE-Academy regarding applying the non-formal education methodology and ensuring the competences the attendees develop are retained.

(5) The Network Commission confirms the content of the Training Courses.

Article 4: European Event

(1) ¹A European event is an event as defined in articles 1 and 2, including the additional provisions set out in this article. ²The topic is selected by the organisers of the event. ³Exchanges among Locals are not considered to be European Events, because they involve a limited number of locals. ⁴The event should include at least two hours of tuition per day, excluding arrival and departure days, in case the event is taking place for more than one night. ⁵The event shall be organised in

accordance with the principles of AEGEE-Europe. 6All European events have to be announced to the E.Q.A.C. at latest two months before they take place.

(2) 1The event should be open for participation to all AEGEE members⁷ and whenever possible also to non-AEGEE members. 2The content and the dates of the event have to be approved by the E.Q.A.C. and confirmed by the Comité Directeur. 3After approval the event is published in the calendar of events as a European Event. 4The list of participants should be announced at least two weeks in advance.

(3) 1Participants' data disclosed by AEGEE-Europe to the organisers, are to be processed and stored according to the EU General Data Protection Regulation, as prescribed by the Convention d'Adhesion⁷ and may not be disclosed to other parties without prior agreement with AEGEE-Europe.

(4) 1Accommodation shall be provided to all participants during the whole event as well as breakfast and at least one warm meal per day and tuition. 2This must be provided for the lowest possible fee.

Article 5: Regional Training Course

(1) 1A Regional Training Course (RTC) belongs to the category of the European **AEGEE events**, but it is an internal training event and therefore open only to AEGEE members. 2Exceptions to this rule can be made by the member or assistant of the Network Commission responsible for the RTC, in case of particular needs or upon request of the Comité Directeur.

(2) A RTC is a training event open to all AEGEE members, targeted at all the Locals in the area of competence of each member or assistant of the Network Commission.

(3) This course aims at developing the competences of the members of the collaborating locals in fields identified through a related needs analysis run in the area, relevant to the needs found to be common among the locals of the area.

(4) 1The content of each RTC has to be prepared by the member or assistant of the Network Commission and approved by the Network Director. 2The Network Commissioner is responsible for the organisation of the RTC, its topic, content and sessions. 3Other AEGEE bodies should also be involved in the organisation when holding specific sessions or workshops during the RTC or because of other valid reasons. 4AEGEE-Academy is responsible for applying the non-formal education methodology and ensuring the competences the attendees develop are retained. 5The host Local is responsible for the logistics and finances of the event. 6The participation fee of the Network Commissioner and the representative of the AEGEE-Academy or another member of an organ of AEGEE-Europe appointed to implement the non-formal education methodology shall be covered by the budget of the RTC. 7The number of participants of the RTC is decided by the Network Commissioner and AEGEE-Academy. 8The Network Commissioner has to take into account the number of Locals they are responsible for, the needs of the hosting local and widespread practices.

(5) 1A RTC should not last less than 2 days, meaning 16 hours of tuition. 2The Network Commissioner announces an open call for the host local. 3RTC cannot take place within two weeks before or after Statutory Events. 4No more than two RTCs should take place in the same week. 5An exception to the rule mentioned at (5) 3th sentence can be granted by the Speaker Team of the Network Commission.

Article 6: European Training Course

(1) European Training Course (ETC) is organised by the Comité Directeur in collaboration with AEGEE-Academy.

(2) It is a training, among other, on advocacy and leadership related to the European bodies of AEGEE.

(3) The aim is to develop the competences of the participants on:

- a) how AEGEE functions when it comes to advocacy towards the European institutions and youth-led policy development;
 - b) leadership, as in the skills, knowledge and attitudes related to taking an active role in the European dimension of AEGEE.
- (4) The two core bodies collaborating in the coordination of the event are doing so due to their respective expertise in the related content and methodology.

Article 7: AEGEE Event

- (1) ¹An AEGEE Event is an event as defined in articles 1 to 3, including the additional provisions set out in this article. ²It is organised by one or more Locals in cooperation with at least one Working Group, Interest Group, Committee, Commission or as part of a European or AEGEE-Europe project. ³The topic is selected by the organisers of the event in full collaboration with the Comité Directeur, the involved Interest Group, Committee, Commission or Project Team, fitting to the actions mentioned in the Action Agenda for any of these bodies. ⁴The content and the dates of the event have to be approved by the E.Q.A.C. and confirmed by the Comité Directeur.
- (2) ¹The list of participants should be announced at least one month before the event is taking place. ³After confirmation, the event is published in the calendar of events as an AEGEE Event.
- (3) Whenever it is possible, the event should be open for all AEGEE members⁷ and also to non-AEGEE members.

Article 8: Network Meeting

- (1) ¹Network Meeting belongs to the category of the AEGEE Events, but it is an internal meeting and therefore open only to AEGEE members. ²Exceptions to this rule can be made by the member or assistant of the Network Commission responsible for the Network Meeting in case of particular needs or upon request of the Comité Directeur.
- (2) A Network Meeting is a meeting open to all AEGEE members, targeted at board members of all the Locals in the area of competence of each member or assistant of the Network Commission.
- (3) ¹This meeting has an administrative impact and it is focused on sharing best practices, keeping the Locals closer to each other, connecting them with the European level, updating them about **the last-latest progresses** and launching initiatives. ²Network Meetings should improve the functioning of the Locals, increase cooperation between them, to inspire and renew the motivation of active members.
- (4) ¹The content of each Network Meeting has to be prepared by the member or assistant of the Network Commission and approved by the person in charge of the Network in the Comité Directeur. ²The Network Commissioner is responsible for the organisation of the Network Meeting, its topic, content and sessions. ³Other AEGEE bodies should also be involved in the organisation when holding specific sessions or workshops during the Network Meeting or because of other valid reasons. ⁴The host Local is responsible for the logistics and finances of the event. ⁵The participation fee of the Network Commissioner and the representative of the Comité Directeur should be covered by the budget of the Network Meeting. ⁶The number of participants of the Network Meeting is decided by the Network Commissioner. ⁷The Network Commissioner has to take into account the number of Locals they are responsible for, the needs of the hosting Local and widespread practices.
- (5) ¹A Network Meeting is not a training course. ²Specific trainings **sessions** about specific needs of the Locals may be added in cooperation with The Academy according to the member or the assistant of the Network Commission responsible for the Network Meeting and the person in charge of the Network in the Comité Directeur. ³The training sessions should not exceed 20% of total time of the tuition. ⁴Exceptions to this rule can be approved by the Network Commission with simple majority.

(6) 1The Network Commission as a body decides about mandatory sessions of the Network Meeting round, all Commissioners have to include those sessions in the agenda or ask for an exception presenting valid reasons to the team. 2The Participants have to attend mandatory sessions. 3Parallel and differentiated sessions can be held as additional topics according to the experience of participants and the Local they are coming from. 4A Network Meeting should not last less than 2 days, meaning 16 hours of tuition.

(7) 1The Network Commissioner announces an open call for the host local. 2It is recommended to include his/her Subcommissioners in the process of choosing the host local. 3This decision should be made in the interest of all Locals that the Network Commissioner is in charge of and no later than 3 months

before the date of the Network Meeting. 4Network Meeting cannot take place within two weeks before or after Statutory Events. 5No more than two Network Meetings should take place in the same week. 6An exception to the rule mentioned at (7) 5th sentence can be granted by the Speaker Team of the Network Commission.

Article 9: AEGEE-Europe Event

(1) 1An AEGEE-Europe Event is an event, as defined in article 4, including the additional provisions set out in this article. 2The event is mentioned within the Action Agenda of AEGEE-Europe and the status of AEGEE-Europe Event must be approved by the E.Q.A.C. and confirmed by the Comité Directeur. 3Statutory meetings are also considered to be AEGEE-Europe Events, but are not subject to the approval of the E.Q.A.C.

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

(3) 1The date and the topic of the event are subject to approval of the E.Q.A.C. and confirmation of the Comité Directeur. 2After confirmation, the event is published in the official calendar of events at least two months before the event takes place. 3The event has priority over other events for presentations during the statutory meetings.

(4) 1Accommodation should ~~comprise of~~include breakfast and at least one warm meal per day for all participants. 2This must be provided for the lowest possible fee. 3Participants will be provided with a partial or full reimbursement of their travels, whenever possible.

(5) 1After confirmation by the Comité Directeur, a contract shall be signed by AEGEE-Europe, the Event Coordinator and all AEGEE bodies, Coordinator and Project Teams involved, formalising their roles and responsibilities in the project. 2The budget, activity schedule and project description shall be included in the contract. 3The contract should include at least the participation fee, the meals provided, the type of accommodation and the different kinds and maximum amount of materials that should be provided from the organising local during the event. 4Contracts of statutory events have to be signed at the preceding Agora.

Article 10: 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 will not have a negative impact.

(2) 1The Comité Directeur, upon receiving a request to reserve a date, is to send a confirmation and has two weeks to make a decision. 2When a decision has not been made within two weeks, the organisers can proceed as intended. 3This affects only European Events and their dates.

(3) 1Dates shall be considered "booked" for AEGEE-Europe Events only after the event is published in the calendar.

Article 11: Pilot Events

(1) ¹A pilot event is an event that can be initiated to test out new ideas before presenting a possible change in the CIA to the Agora. ²Pilot events (pilot European Events, pilot Regional Training Courses, pilot European Training Courses, pilot AEGEE events, pilot Network Meetings, pilot AEGEE-Europe events), which do not comply to the rules defined in articles 1-10 can be proposed with the following modalities: ³Pilot events have to be proposed by CD, or by at least a European Body together with at least 5 locals, or by at least 10 locals. ⁴Each type of pilot event (pilot European Event, pilot Regional Training Course, pilot European Training Course, pilot AEGEE event, pilot Network Meeting, pilot AEGEE-Europe event) requires a separate proposal. ⁵Pilot events have to be proposed to the Juridical Commission. Pilot events can be proposed at any point of the year. ⁶After submission of a proposal for a pilot event the Juridical Commission needs to approve or reject the proposal within 30 days. ⁷If the proposal gets rejected, a motivation for the rejection needs to be enclosed. ⁸The proposer can improve the proposal and submit it again for the consideration of the Juridical Commission. ⁹If the proposal gets rejected for a second time, a new submission is not possible. ¹⁰The temporary exceptions to event rules introduced through a pilot event should not affect the coherence of the CIA and the spirit of the CIA. ¹¹The temporary exceptions to event rules introduced by pilot events can be proposed at the next Agora. ¹²If those changes get rejected, a similar pilot event cannot be launched in the following year. ¹³Exceptions to event rules introduced through a pilot event cannot affect any other rules than those of the event they relate to.

2. PROJECTS

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Agora Istanbul, October 2018

Article 1: Projects

(1) ¹Within AEGEE, a project is defined as an initiative consisting of one or more planned activities with a common purpose, carried out by a defined group of members forming the Project Team, and coordinated by a Project Manager. ²Activities contributing to the purpose of the project may include, but are not restricted to events organised according to the general rules for Events.

(2) ¹Every AEGEE member has the freedom to organise activities on a transnational level without prior approval of AEGEE-Europe. ²Such an initiative does not have the permission to use the name, logo and resources of AEGEE-Europe.

(3) Any initiative that intends to use the name, logo and resources of AEGEE-Europe must first obtain the status of an AEGEE-Europe Project.

Article 2: AEGEE-Europe Projects

(1) ¹An AEGEE-Europe Project is a project with certain rights and obligations towards AEGEE-Europe, which are laid down in a contract signed by both parties. ²On behalf of the Project Team, this contract shall be signed by three representatives in the function of Project Manager, Financial Manager and Content Manager, whose exact responsibilities are defined in the contract.

(2) ¹An AEGEE-Europe Project has at least the right to make independent use of the name, logo and resources of AEGEE-Europe. ²The Project Manager of an AEGEE-Europe Project may contact external entities for the purpose of the project without prior authorisation by the Comité Directeur. ³The Comité Directeur may reserve the exclusive right to contact specific external entities wherever this is necessary.

(3) 1An AEGEE-Europe Project has at least the obligation to report through the Project Manager the development of the project's activities, financial management, interaction with external partners and achievement of aims to the Comité Directeur on a regular basis. 2Concluding the project, the Project Manager shall present a final report to the Agora.

(4) 1Further specifications of these rights and obligations as well as possible additional rights and obligations are subject to mutual agreement and to be included in the contract. 2The contract shall be valid for a defined period of time.

Article 3: Requirements and Procedures

(1) 1In order to obtain the status of an AEGEE-Europe Project, the Project Team submits a formal request to the Comité Directeur, explaining the motivation behind their request, and fulfilling the following requirements:

Provide an outline of the project that gives detailed information concerning the following points:

- Purpose of the project (aims, objectives);
- Concept and timeline of all planned activities of the project;
- Budget of the Project;
- Internal task division of the Project Team;

2Provide a letter of intent of at least one AEGEE Local or external partner organisation for every country where activities are scheduled, signed by a legal representative of that association, formally declaring that it will support the project, and explaining the nature of this support;

3Provide a short explanation of how the Project will contribute to the vision and mission of AEGEE-Europe or to the Strategic Plan. 2The Comité Directeur may grant financial support to Project Teams in order to enable them to fulfil these requirements.

(2) 1Upon receiving a request, the Comité Directeur responds within two weeks by either approving or rejecting the request. 2Approval gives the project the status of an AEGEE-Europe Project, and therewith all aforementioned rights and obligations as soon as the contract is signed by both parties. 3In case of rejection, the Comité Directeur presents a valid reasoning for the decision, and gives a recommendation to the Project Team with regard to a possible re-submission of the request.

(3) 1Any decision of the Comité Directeur to approve an AEGEE-Europe Project is subject to ratification by the Agora. 2In case of non-ratification, the Project loses the status of an AEGEE-Europe Project with immediate effect, and any contract signed on the basis of such a non-ratified decision of the Comité Directeur shall be declared invalid.

(4) 1AEGEE-Europe shall bear all financial risk of the project, except for cases in which the Project Team, after being given due warning by AEGEE-Europe, generates a financial loss by consciously ignoring or violating applicable regulations, for which clear sanctions shall be specified in the contract. 2The Comité Directeur reserves the right to refuse any financial contribution of AEGEE-Europe to the project or a particular activity within the project in case the financial risk seems unreasonable. 3Any positive financial results on the accounts of AEGEE-Europe shall be transferred to the Foundation AEGEE Trust Fund.

(5) Both parties reserve the right to terminate a contract in case the other party, after due warning, fails to comply with the terms laid down in the contract.

Article 4: Pilot Projects

(1) 1A pilot project is a project that can be initiated to test out new ideas before presenting a possible change in the CIA to the Agora. 2Pilot projects, which do not comply to the rules defined in Articles 1-3, can be proposed with the following modalities: 3Pilot projects have to be proposed by CD, or by at least a European Body together with at least 5 locals, or by at least 10 locals. 4Pilot projects have to be proposed to the Juridical Commission. 5Pilot projects can be proposed at any point of the year. 6After submission of a proposal for a pilot project, the Juridical Commission

needs to approve or reject the proposal within 30 days. ⁷If the proposal gets rejected, a motivation for the rejection needs to be enclosed. ⁸The proposer can improve the proposal and submit it again for the considerations of the Juridical Commission. ⁹If the proposal gets rejected for a second time, a new submission is not possible. ¹⁰The temporary exceptions to project rules introduced through a pilot project should not affect the coherence of the CIA and the spirit of the CIA. ¹¹The temporary exceptions to project rules introduced by pilot project can be proposed at the next Agora. ¹²If those changes get rejected, a similar pilot project cannot be launched in the following year. ¹³Exceptions to project rules introduced through a pilot project cannot affect any other rules than those of the projects they relate to.

3. SUMMER UNIVERSITY

Agora Bucuresti, May 2019

Article 1: Summer University Coordination Team

(1) The Summer University project is coordinated by the Summer University Coordination Team (SUCT).

(2) The SUCT 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 Summer Universities upon request of an organising local;
- Establish the procedure to participate in the project;
- Check the behavior 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 (articles 2, 4, 5⁷ and 6);
- Propose to the respective organs of AEGEE-Europe (as mentioned in article 30 29 (9) of the Statutes of AEGEE-Europe) to activate the Mediation Commission;
- Choose how to use its own budget (according to article 8) for the best development of the project prior approval of the Financial Director of AEGEE-Europe;
- Participate in any Summer University in quality of observer for up to two days. The participation fee will be covered by the SUCT members. The local SU organiser must be notified about the visit one week before. The SUCT has to explain the reason of the visit;
- Reserve up to four places, maximum two in the same SU, in the whole project, as a prize for AEGEE competitions. The prize must be assigned by a jury appointed in cooperation with the Comité Directeur. The fee for such participation must be covered by AEGEE-Europe, from the budget of the SUCT or other resources.

(4) ¹The SUCT consists of six members elected by the Autumn Agora and in charge till the Autumn Agora of the following year. ²In case the number of candidates is the same or less than the number of open positions, each candidate needs to have at least 50% of the possible votes to be elected. ³In case there are twice as many or more candidates than open positions, each candidate needs to have at least 25% of the possible votes to be elected. ⁴In all other cases, in order to be elected each candidate needs to have a percentage of possible votes equal to or greater than half of the number of open positions divided by the number of candidates. ⁵The candidates have to quote the tasks they would like to cover in the SUCT (article 1(8)). ⁶In case one or more places remain vacant, the SUCT can issue an Open Call for an interim position and an election for the vacant places must be held at the next Agora.

(5) ¹The SUCT can dismiss a member when they consider it necessary. ²The decision is made by a vote of $\frac{2}{3}$ of the members of the SUCT, the quorum being fixed at the full membership. ³The decision has immediate effect and will suspend the member voted upon. ⁴The dismissal has to be ratified by the following Agora. ⁵The member involved may request to present his/her position

at the Agora before the vote. 6If the Agora does not ratify the decision the dismissal will be retroactively appealed.

(6) 1The SUCT may appoint at any moment of the year assistants, who have to take care of specific tasks decided by the SUCT. 2The assistants do not form part of the SUCT itself and they can be dismissed at any moment by the SUCT, after internal vote. 3The SUCT must explain the reason of the dismissal to the persons concerned.

(7) 1The SUCT presents to the Autumn Agora a report of its last years' activities, a financial report with the explanations of their expenses and trips and 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. 2This 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. 3An interim report of the budget and update status of the SU project has to be presented for the ongoing term.4If the members of the SUCT are not attending the Spring Agora, the CD responsible member has to present their report.

(8) 1The following tasks have to be covered:

- Project Manager;
- Publications Responsible;
- Information Technology and Materials;
- Public Relations;
- Treasurer;
- Fundraiser;
- Content Manager;
- External Relations.

2More tasks can be covered. Each member of the SUCT can have one or more tasks. 3No task may be assumed by two or more members at the same time.

(9) 1The SUCT presents to the newly elected SUCT a knowledge transfer document within one month after the end of the Agora. 2The document contains a timeline for the project, extended task descriptions, useful tools, passwords and documents for the continuation of the project.

Article 2: General Rules

(1) 1Each Antenna and Contact Antenna can organise Summer Universities from the 1st of June till the 30th of September. 2The SUCT should publish PR material a year to be distributed before the Summer University application period in digital form.

(2) 1The presentation of the course should arrive on time at the Summer University Coordination Team. 2Each AEGEE Local should register a Summer University Outgoing Responsible, who collects all applications from its members.

(3) 1Each Summer University organising Local should decide how to be paid. 2The Summer University organising Local should send to the Summer University Coordination Team a financial report after the course and, if requested by the SUCT, further **proofs-evidence** of incomes and **outcomes expenses** declared in the report.

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

(5) 1An introductory lesson on AEGEE's basics, history, structure, aims and opportunities must be held during each Summer University. 2The SUCT 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) 1Every 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 organisation of their Summer University, according to the SUCT instructions. 2In

case of a Traveling Summer University or other Summer University with two or more cooperating Locals, the tasks can either be split or taken over by one local.

(7) ¹The SUCT can set a maximum amount for optional fees and has the right to check whether the amount asked is reasonable or not. ²The SUCT can prohibit a Local from asking for an optional fee.

(8) ¹Every Summer University is required to have one or more themes. ²The SUCT can propose specific themes that will serve as an inspiration for the organisers, but the organisers are not obliged to follow them.

Article 3: SU Applications and Evaluations

(1) ¹Each member of any AEGEE Antenna, Contact Antenna and Contact can participate in a SU. ²In order to be selected by the organisers, the member has to write a motivation letter and send it to the organisers 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) ¹The issuing of open calls will be controlled by the SUCT. ²SUCT will manage the open calls system so Antennae that have still applicants on the waiting list will not be able to issue an open call. ³SUCT will ensure that all members can apply for an open call.

(4) ¹Each AEGEE Antenna, Contact Antenna and Contact has to pay to AEGEE-Europe a fee of 2.50 euro for each member that applies to participate ~~to~~ in a Summer University. ²Every year the SUCT set the deadlines for the payment of the SU fees before the starting of the application phase. ³The deadline can be postponed if the deadline of the application is postponed. ⁴If an AEGEE Antenna, 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. ⁵The SUCT can decide, after an official request of the AEGEE local, to accept postponed payment and not apply the previous rule.

(5) ¹Each participant shall have the possibility to evaluate her/his Summer University. ²The 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. ³Evaluations cannot be anonymous. ⁴The personal information has to be kept confidential by the SUCT, if the participants want to. ⁵Evaluations can contain a field for confidential information for the Summer University Coordination Team.

Article 4: Organizers

A Summer University can be organized either by:

- At least one AEGEE Antenna;
- At least one Contact Antenna together with at least one AEGEE Antenna;
- At least one AEGEE Contact, or other groups of students or associations, only in collaboration with an official AEGEE body (Locals, Comité Directeur, Working Groups, Supporting Committees, Summer University Coordination Team) that will be responsible for the course towards the association.

Article 5: Summer Course

- (1) Every Summer Course is characterised by:
- A duration of minimum 11 nights and maximum 28 nights;
 - At least 14 hours of tuition per week;
 - A minimum of 15 participants.

(2) ¹The course should be about main subject/roof topic. ²Classes about related topics are possible.

Article 6: Summer Course Plus

(1) ¹A Summer Course Plus is an intensive course of any subject. ²These courses are officially recognised and supported by the university or an educational institution, where they take place or the AEGEE-Academy and lessons are taught by professional teachers or trainers approved by AEGEE-Academy. ³A proof of the teachers' or trainers' qualification and experience is to be provided to the SUCT.

(2) Every Summer Course Plus is characterised by:

- A duration between 11 and 28 nights;
- At least 18 hours of tuition per week;
- A minimum of 15 participants

Article 7: Traveling Summer University

(1) A Traveling Summer University is a cultural travel through Europe.

(2) Every Traveling Summer University is characterised by:

- A duration between 14 and 28 nights;
- At least 10 hours of tuition per week on average;
- A minimum of 15 participants
- A minimum of 4 cities visited.

Article 8: Short Summer Course

(1) ¹Every Short Summer Course is defined by:

- A duration between 6 to 10 nights;
- A minimum average of 2 hours of tuition per day during the course of the SU;
- A minimum of 15 participants.

Article 9: Budget

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

(2) In any case the budget must be sufficient to provide PR materials that locals can use (e.g. posters, brochures, etc.) and financially support the process and for the travel reimbursements of the SUCT members to at least one internal meeting, which can be held during a statutory event.

(2bis) ¹SUCT draws up its budget with the recommendation of the Financial Director. ²This budget is subject to approval by the Financial Director.

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

(5) ¹Spending of the budget:

- Travel reimbursements to statutory meetings and internal meetings should be announced to the Financial Director according to the Financial Rules.

²The Financial Director or the Comité Directeur by majority can reject the request of the SUCT if motivated. ³Any expense not budgeted for must be previously approved by the Financial Director.

Article 10: Summer University Participation Fees

(1) ¹The Summer University participation fees set are a maximum fee per night, for which at least two meals per day (of which at least one is warm), all lodging, transportation, tuition and activities have to be provided.

(2) ¹ The Summer University participation fees are set by the SUCT. ²The decisions should be available before the open calls for Organisers of Summer Universities is issued.

(3) ¹The maximum height of the Summer University participation fees is set up to 14.00 Euros per person and per night. ²Fees set by the preceding SUCT can be increased by a maximum percentage based on Eurostat euro Area annual inflation statistics of the calendar year. ³Locals are encouraged to settle a fee as low as possible in order to encourage and foster traveling

according to the aim of the SU project. ⁴The height of the Summer University participation fees set by the preceding SUCT can be increased by a maximum percentage based on Eurostat euro Area annual inflation statistics of the calendar year.

(4) ¹The SUCT can grant exceptions to organisers for the participation fee. ²The organiser should provide decent arguments and a budget indicating the need for an increased participation fee.

³The SUCT is expected to decide on the request within a reasonable time taking into account that the fees stay as low as possible.

Article 11: Pilot Summer University

(1) ¹A pilot Summer University is a type of Summer University that can be initiated to test out new ideas before presenting a possible change in the CIA to the Agora. ²Pilot Summer Universities, which do not comply to the rules defined in Articles 1-9, can be proposed with the following modalities: ³Pilot Summer Universities have to be proposed by CD together with SUCT. ⁴Pilot Summer Universities have to be proposed to the Juridical Commission. ⁵Pilot Summer Universities can be proposed at any point of the year. ⁶After submission of a proposal for a pilot Summer University, the Juridical Commission needs to approve or reject the proposal within 30 days. ⁷If the proposal gets rejected, a motivation for the rejection needs to be enclosed. ⁸The proposer can improve the proposal and submit it again for the consideration of the Juridical Commission. ⁹If the proposal gets rejected for a second time, a new submission is not possible. ¹⁰The temporary exceptions to Summer University rules introduced through a pilot Summer University should not affect the coherence of the CIA and the spirit of the CIA. ¹¹The temporary exceptions to Summer University rules introduced by pilot Summer Universities can be proposed at the next Agora. If those changes get rejected, a similar pilot Summer University cannot be launched in the following year. ¹²Exceptions to Summer University rules introduced through a pilot Summer University cannot affect any other rules than those of the Summer Universities they relate to. ¹³Pilot Summer University cannot make up more than 20% of the total Summer Universities organised in a certain year.

4. ACTIVITIES

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Agora Asturias, April 2015

Article 1: Definition

(1) Coordinated short-term plans on a defined purpose that do not meet the criteria under I and II and have a low or no financial risk can be activities.

(2) AEGEE-Europe activities always involve AEGEE members from more than one country.

(3) Activities can be carried out by Antennae and WG or individual members of these.

Article 2: AEGEE-Europe Activities

(1) ¹AEGEE-Europe Activities⁷ are activities based on the Focus Areas in the Strategic Plan⁷ and are approved at the end of the planning stage by the Comité Directeur. ²Together all AEGEE-Europe Activities are included in the Action Agenda (see Planning).

(2) ¹A complete application must be submitted to the Comité Directeur, the Comité Directeur may set a deadline for this. ²The following documents are required:

- a title and short description of the project, showing the project 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 draft budget;

- names and task descriptions of all Project Team Members, as well as a formal personal letter of intent from the team members.
- (3) ¹After approval by the Comité Directeur, a project contract should be signed by a legal representative of AEGEE-Europe and the Project Coordinator, formalising responsibilities in the project. ²The activity schedule and project description shall be included in the contract.
- (4) AEGEE-Europe Activities shall:
- have the right to use the name and logo of AEGEE-Europe;
 - receive visibility in the online and printed publicity of AEGEE-Europe;
 - take priority over other activities for calendar planning.
- (5) ¹An AEGEE-Europe Activity is coordinated by a Project Team, consisting of at least three AEGEE members from at least two different countries. ²Project Team members are committed to the project for its entire duration, including follow-up. ³An activity coordinator must be identified. ⁴The Project Coordinator shall be responsible to AEGEE-Europe for:
- The achievement of the objectives of the activity, or revising the objectives with the approval of the Comité Directeur, when these cannot be achieved;
 - Sending regular updates (at least once per month) to the Comité Directeur about the progress of the project according to its objectives and plan and development affecting the finances of the activity.
- (6) ¹The Comité Directeur reserves the right to replace the Project Coordinator, if they take any action not consistent with law or with the principles or best interests of AEGEE-Europe. ²The Project Coordinator has 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) ¹AEGEE-Europe shall not undertake any contractual responsibility to third parties for European activities, no grant applications in the name of AEGEE-EUROPE shall be made. ²Involved bodies of AEGEE are entitled to apply for grant applications on their own account for the activity.
- (8) In exceptional cases⁷, and if a contract is signed, Comité Directeur and Project Coordinator may decide to alter or waive one or more of the above-mentioned requirements.
- (9) At any time, an AEGEE-Europe activity can be converted into an AEGEE-Project given that it meets the criteria mentioned under II.3.

5. CASE STUDY TRIPS

Agora Bergamo, May 2016

Article 1: Definition

¹A Case Study Trip (hereafter CST) is a research trip with the aim to increase the knowledge on a specific topic in the interest of AEGEE-Europe and can be used to promote AEGEE-Europe too.

Article 2: Participants

¹A CST is organised by a team consisting of at least three Locals or at least another AEGEE body. ²The participants will be selected by the organising team on the basis of their motivation. ³At least $\frac{2}{3}$ of the participants shall be AEGEE members.

Article 3: General Rules

¹After approval of the CST by the Comité Directeur, the organising team decides on the topic, the time schedule and the locations covered. ²A report including the results and the financial

overview of the CST should be submitted to the Comité Directeur within one month after the concerned CST took place.

Article 4: Selection Procedure

1The selection will be done by the organisers.

Article 5: Contents

1The 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.
2Background information will be provided by lecturers, workshops and meetings with inhabitants.

Article 6: Results

1The results of a CST should be worked out in form of a written report within one month.
2Organisers are responsible for the quality of this report.

6. STRATEGIC PLAN AND ACTION AGENDA

Agora Salerno, October 2019

Article 1: Strategic Plan

(1) 1The Strategic Plan provides a directive for AEGEE-Europe to pursue specific aims over a period of three years.
(2) 1It establishes Focus Areas that describe the fields for AEGEE-Europe to concentrate its resources on.
(3) Each Focus Area includes at least one specific aim, that should be pursued in the course of the next three years.
(4) 1The Strategic Plan is drafted every three years at the Planning Meeting. 2After consultation with the Network, the Comité Directeur presents the final proposal for the Strategic Plan to the Autumn Agora. 3The Autumn Agora can amend this final proposal by a 2/3 majority. 4Absolute majority is needed for the final version of the Strategic Plan to be approved. 5The Strategic Plan can be amended by the Agora with a 2/3 majority.
(5) 1The Comité Directeur presents an interim evaluation of the Strategic Plan for approval to every Agora following its approval, until it expires. 2The Comité Directeur presents an evaluation of the Strategic Plan at every Agora following its expiration for approval. 3Any evaluation of the Strategic Plan shall be based on the evaluation of the Action Agendas and the activities undertaken that contribute to the organisational improvements. 4The Comité Directeur carries the final responsibility for the Strategic Plan.

Article 2: Strategic Planning Meeting:

(1) 1The Strategic Planning Meeting takes place at least six weeks before the Agora, during which a new Strategic Plan is to be approved. 2It is organised by the Comité Directeur in cooperation with the Planning Team and a hosting local. 3The Comité Directeur is formally responsible for the agenda of the Strategic Planning Meeting and shall seek the support of the Network for its preparation and delegate tasks to appointed members in any reasonable way. 4The Comité Directeur ensures that agenda is communicated to the network at least two weeks before the meeting
(2) The Planning Team is appointed by Comité Directeur.
(3) The Open Call for Strategic Planning Meeting hosting Local is announced together with the open call for Autumn Agora one year prior the meeting.

- (4) The Strategic Planning Meeting follows the guidelines on Article 3, paragraphs (2), (3) and (4) from the Working Format of European Planning Meeting.
- (5) The Local Organisation follows the rules on Article 7 from the Working Format of European Planning Meeting.

Article 3: Action Agenda

- (1) 1The Action Agenda outlines the means of implementation of the Strategic Plan. 2It consists of concrete and measurable objectives for each aim stated in the Focus Areas of the Strategic Plan.
- (2) 1The Action Agenda is drafted by the European Planning Meeting. 2The Comité Directeur coordinates the drafting process and presents a final proposal to the following Spring Agora. 3Simple majority is needed for the proposed Action to be approved. 4The Comité Directeur, supported by the Working Groups, carries the final responsibility for the fulfilment of the Action Agenda.
- (3) 1The Comité Directeur presents an interim evaluation of the Action Agenda to the European Planning Meeting and the Spring Agora. 2Following to this evaluation, the Comité Directeur may propose to add items to the Action Agenda. 3No items can be removed from the Action Agenda at any time. 4Simple majority is needed for the interim evaluation to be approved. 5The former Comité Directeur presents the final evaluation of the Action Agenda to the Autumn Agora as part of its activity report.

FORMAL ONLINE POLL

Agora Istanbul, October 2018

Article 1

- (1) 1The Comité Directeur may seek a representative opinion on a subject matter of its choosing from the network in between Agoras to guide its own work (as defined in article 23 of the statues) and to involve the network in short-term decision making. 2For this the Comité Directeur may initiate a formal online poll of public nature by publishing the question(s) at least 1 week (recommendation: 2 weeks) in advance of the start of the voting, followed by a voting period of 3 to 5 days. 3The Comité Directeur announces the required majority and the voting method: Either one vote per member organization with voting rights, or one vote per Agora delegate, or Agora delegate voting based on the vote distribution of the previous Agora. The quorum is set at 50% of the ordinary members of AEGEE-Europe. 4By initiating the formal poll the CD commits itself to conform to the outcome and to announce the result at the latest 3 days after the completion of the vote.

FINANCIAL RULES

Agora București, May 2019

1. MEMBERSHIP FEES

Article 1: Local Membership Fee

Each AEGEE Antenna or Contact Antenna has to ask for a local membership fee of up to 70 euro per member per year or has to apply for exceptions according to the article 5 of the Financial Rules.

Article 2: AEGEE-Europe Membership Fee

1An annual membership fee towards AEGEE-Europe of 25% of the part of the local annual membership fee under 30 euro has to be paid for each current member, with a minimum of 4 euro per current member, plus 10% of the part of the local annual membership fee above 30 Euro. 2The fee has to be paid by every Antenna and Contact Antenna. 3In special cases Antennae and Contact Antennae can apply for an exception according to article 5 of the Financial Rules.

Article 3: Payments

1Every membership fee payment is valid for one Agora. 2In the event that a Local will not be able to arrange the next payment, it can pay for two Agorae, which concerns a period of one year.

Article 4: Exchange Rate

The exchange rate is set by the Financial Director twice a year according to the official exchange rate of the European Commission.

Article 5: Exceptions

- (1) Exceptions can be made by the Financial Director 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.
- (2) The Financial Director presents to every Agora a list of all Antennae or Contact Antennae with membership fee exceptions.

Article 6: Audit of the AEGEE local's bookkeeping

The Audit Commission has the right to check the 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 by them.

2. BUDGET OF AEGEE-EUROPE

Article 7: Project-related Expenses

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

3. BOOKKEEPING

Article 8: 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 9: Formal Acceptance of Bills

1The President decides on the acceptance of payment documents. 2S/he can delegate this task to the Financial Director, but retain ultimate responsibility.

Article 10: Payments

- (1) 1As soon as a payment document is formally accepted, the Financial Director effectuates the payment and files the payment document for her/his accounting. 2S/he notes the credit and debit accounts on the payment document.
- (2) For every payment there must be an accepted payment document by the President according to article 9 of the Financial Rules.

Article 11: Journal

- (1) 1The Financial Director has to list all financial transactions of AEGEE-Europe in the journal.

Article 12: Accounting

1The Financial Director or a third party does the accounting, using the established account system. 2In the event the accounting is outsourced, the third party should sign a data privacy contract before it starts any work. 3The Financial Director will provide all the documents needed and will check all the data done by the third party. 4The Financial Director or a third party prepares the profit and loss and the final balance of AEGEE-Europe for the last year. 5The profit and loss has to be detailed enough to allow evaluations of the different projects. 6For all assets listed in the final balance there has to be a written document. 7Every month s/he submits an updated budget to the Comité Directeur.

Article 13: Tasks of the Audit Commission

- (1) The Audit Commission checks whether:
 - The journal is complete;
 - There is a payment document for every payment;
 - 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;
- (2) Furthermore, the Audit Commission reports on any other findings that are of relevance to the financial situation of AEGEE-Europe.

Article 14: Financial Reports Criteria for Locals

- (1) All financial reports sent by the Locals in a due way and within set timelines must meet the following conditions:
 - The balance is in balance (Total Assets = Total Liabilities).
 - All the data required by the Audit Commission must be filled in.
 - The difference between the opening and the closing balance matches the profit/loss.

- The opening balance of the current financial report is equal to the closing balance of the previous one.
 - The declared fee payment is the result as checked upon with AEGEE-Europe records. Consequently, in case there is a debt or credit towards AEGEE-Europe, there must be consistency between declared expenses, credit or debit, and AEGEE-Europe records.
 - The Financial Report must not present any signs of inconsistency or fraud.
- (2) Each AEGEE Antenna has to keep all documents that contribute to the financial reports of the previous two financial years, and be ready to present them to the Audit Commission on request.
- (3) Each year the Audit Commission does a full audit of the financial reports and supporting documents of 20 random Antennae.

4. 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

Exceptions to these rules can be made by the Financial Director, the President or the whole Comité Directeur with a $\frac{2}{3}$ majority.

Article 17: Procedural Rules

- (1) ¹No reimbursement without the original receipt. ²Claims after submitting the report form and on official reimbursement forms only. ³Receipts have to be stuck to **A-4** paper **of A4 format**. ⁴Expenses are to be claimed in the original currency. ⁵Conversions will be made according to the AEGEE-Europe exchange rates, set by the Financial Director.
- (2) ¹A filled reimbursement form, together with the filled report form, have to be submitted **at to** the Financial Director's within **the following** 21 days after the event or travel took place
- (3) Any requests for reimbursements have to be handled within 21 days, and must be paid within seven days after a positive decision.
- (4) Reimbursements not claimed according to these rules can be refused by the Financial Director with an explanation.

Article 18: Travel Costs

- (1) ¹Travels and travel costs have to be announced for approval to the Financial Director before their booking. ²This rule does not apply to the trip reimbursement request of the Network Commission. ³If the Financial Director does not answer in two weeks, the request is approved. ⁴Travels of Comité Directeur members have to be announced in the Comité Directeur meeting beforehand.
- (2) ¹In every case the cheapest way of traveling has to be chosen, taking under consideration the circumstances of the trip and the conditions of public transportation. ²All travels are reimbursed up to the price of the second-class ticket of the above-mentioned way of traveling.
- (3) ¹The reimbursement for the use of a car is 0.15 euro per kilometer including rent and toll, up to the price of the second class bus or train ticket, depending on which one is the cheapest way of traveling in the country(s), where the trip is supposed to be made. ²If the car is shared by more than two persons having the right to be reimbursed, the reimbursement is 0.15 euro per kilometer **up**, including rent and tolls **up** to the price of the second class bus or train ticket,

depending which one is the cheapest way of traveling in the country(s), where the trip is supposed to be made.

(4) ¹The reimbursement for hitchhiking is a maximum of 40% of the price of a second-class train ticket for the same distance. ²Hitchhiking reimbursements have to be explicitly requested and approved before the start of the journey.

(5) Travel costs for Agorae and European Planning Meetings are reimbursed to all Comité Directeur members.

(6) ¹The moving out costs of the members of the outgoing Comité Directeur can only be reimbursed after the knowledge transfer period has taken place. ²The reimbursement for the leaving members of the Comité Directeur is granted when the activity report on the knowledge transfer period is published according to article 20 (3) of the Statutes of AEGEE-Europe. ³Moving out costs are only reimbursed up to the amount it would have cost to move out to his/her proven future place of residence if it's in Europe, or original place of residence in case it's not, and only for the cheapest way of traveling. ⁴The members-elect are reimbursed for their journey from their home to the head office if they arrive on time for the knowledge transfer period.

(7) ¹Travel costs for the Autumn Agora are reimbursed to all members of the previous Comité Directeur, on the basis of 100% for President and Financial Director and 70% for rest of the Comité Directeur members provided **that** case they present their activity report to the Agora. ²The reimbursed amount shall be the percentage corresponding to the cheapest ticket bought **latest** one month before the event **at the latest**.

(8) ¹Travel costs for AEGEE meetings are reimbursed to up to two Comité Directeur members. ²Travel costs for congresses are reimbursed to up to one Comité Directeur member.

(9) ¹Travel costs for Agorae are reimbursed to the members of the Chair Team. ²The Secretary of the Agora will not be reimbursed for travel costs for Agorae if the minutes are not submitted to the Comité Directeur in the timeframes established in article 12 (4) of the Working Format of the Agora. ³Members of the Chair Team are entitled to be reimbursed for travel costs in case all obligations of the Chair Team members mentioned in articles 7, 10 and 11 of the Working Format of the Agora were fulfilled on time and in a proper way.

(10) ¹Travel costs for EPM are reimbursed to The Secretary of the EPM. ²The Secretary of the EPM will not be reimbursed for travel costs for EPM if the minutes are not submitted to the Comité Directeur in the timeframes established in article 6(3) of the Working Format of the EPM.

(11) ¹Travel costs to meetings of the Audit Commission are reimbursed to all Commission members for up to one meeting between two Agorae. ²For travels to Agorae up to one Audit Commission member will be reimbursed.

(12) ¹Travel costs to Agorae are reimbursed to all members of the Juridical Commission. ²For other meetings of the Juridical Commission, article 16 may apply.

(13) ¹Travel costs to the Agorae are reimbursed to one member of the Data Privacy Commission by which the activity report of the Commission will be delivered. ²For other meetings of the Data Privacy Commission Article 16 may apply.

(14) ¹Travel costs to convoked meetings of the Mediation Commission are reimbursed to all Commission members. ²Travel costs to Agorae are reimbursed to one member of the Mediation Commission. ³For meetings of the Mediation Commission other than Agorae and convoked meetings, article 16 may apply.

(15) ¹Travel costs to meetings of the Network Commission are reimbursed to all Commission members for up to two meetings during their mandate, of which at least one has to be an intermediate meeting between the Agorae. ²To the Speaker of the Network Commission travel costs will be reimbursed to all meetings of the Network Commission as a whole. ³Travel costs for network trips in each region are reimbursed to all Commission members after approval of the Financial Director and the Network Director.

(16) ¹Travel costs **of members** of the Liaison Officers are reimbursed for up to two travels per year to the institution/organisation they are appointed for. ²All travels are approved in advance

by the Comité Directeur. 3For other travel costs article 16 may be applied. 4This reimbursement can only be paid after fulfillment of the duties as stated in the rules of the Liaison Office.

(17) 1Honorary Members are entitled to travel reimbursement for the Agora where their nomination was ratified.

(18) 1Travel costs for obligatory Working Group meetings will be partially reimbursed on the basis of at least 50%. 2Travel costs to the Agora where the Activity Plan is approved are reimbursed to one representative per Working Group, up to a maximum as set by the Financial Director.

(19) 1Travel costs for meetings of committees that were approved by the Comité Directeur are reimbursed. 2The Financial Director decides on the percentage to be reimbursed.

(20) 1Travel costs have to be proved by the train tickets, couchette tickets, intercity supplement tickets, flight tickets, car rental contracts, fuel receipts and toll receipts. 2If a private car has been used, the number of kilometers has to be provided.

(21) 1All travels have to be listed in detail with date and place of departure, destination, reason and costs. 2If a car has been shared **be-by** two or more persons, all have to be listed.

(22) 1When sharing a car with non-reimbursable persons the total amount has to be equally divided among all passengers. 2Only the part of the reimbursable persons will be covered by AEGEE-Europe.

Article 19: Telephone, Mailing, Copy and Office Supplies Costs

(1) 1Telephone costs necessarily made for AEGEE-Europe are reimbursed to all Comité Directeur members, Commission members and to Liaison Officers. 2The phone calls have to be as short as possible and to be replaced by e-mail, letters or faxes whenever practicable 3Each Comité Directeur member can make phone calls up to 50 euro per month. 4Each Commission member and Liaison Officers can make phone calls up to 5 euro per month. 5Telephone calls have to be listed individually: date, purpose, duration and price, receiver.

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

(3) 1Copy costs necessarily made for AEGEE-Europe are reimbursed to all Comité Directeur, Commission members and to the Liaison Officers. 2Copy costs have to be proved by a detailed list of date, number, reason and cost of all copies.

(4) 1The cost of non-durable, **necessary** office supplies ~~necessary~~ bought for AEGEE-Europe is reimbursed to all Comité Directeur and Commission members. 2Letterhead paper will be provided centrally, other letterhead paper will not be reimbursed. 3Office 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 20: Subsistence Costs

(1) 1Subsistence costs of members of the Comité Directeur are reimbursed up to a maximum amount of 20 euro per member per day. 2Days off officially approved by the Comité Directeur are ~~deduced~~ **deducted** from this amount.

(2) 1The Comité Directeur may decide on reimbursement for subsistence costs for Comité Directeur assistants for a period up to twelve months, in case other fundraising efforts fail. 2The amount per assistant per month shall not exceed the maximum of the subsistence costs of a member of the Comité Directeur.

(3) Subsistence costs have to be proved with bills.

(4) The overall budget for subsistence cost reimbursement cannot exceed 20% of the general budget of AEGEE-Europe.

Article 21: Payments

(1) Comité Directeur and Commission members, as well as Liaison Officers 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 reimbursement application. 2The President checks the reimbursement form of the Financial Director and signs for approval.

(2) Payments will be made in euro.

Article 22: Network Commission

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

Article 23: Further support for Working Groups and Committees

Apart from the travel costs mentioned in article 17, the Comité Directeur can decide to partially support other activities of committees and Working Groups on their request financially.

5. SUPPORT FOR STATUTORY MEETINGS AND TRAININGS

Article 24: Support for Training Courses

(1) Each organising AEGEE Local of a Regional Training Course can apply for support after an open call is issued.

(2) 1Financial support is only provided to Regional Training Courses organised in accordance with the rules for Events. 2The Comité Directeur decides about financial contribution to Regional Training Courses.

6. FEES FOR ACTIVITIES

Article 25: General Rule

(1) Fees for European events and AEGEE events 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 26: Fee System

(1) Fees have to be set in euro.

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

(3) 1Depending on the definite list of participants, adjustments to the fees can be necessary after the deadline for application. 2Such adjustments can only be made after approval by the Financial Director and must be communicated to the participants as soon as possible.

7. AEGEE SOCIAL RESPONSIBILITY FUND

Article 27: Purpose

1The purpose of the AEGEE Social Responsibility Fund (ASRF) is to provide financial support to AEGEE members and members of Contacts that cannot attend events due to their weak financial

situation. ²The money reserved for the ASRF will not be used for other parts of the budget of AEGEE-Europe and is presented in the Budget of AEGEE-Europe in each Agora as well as in the Financial Report of AEGEE-Europe.

Article 28: Applicants

¹Every member of an Antenna or Contact Antenna as well as members of Contacts traveling to the Agora, where they will sign the Convention d'Adhésion can apply. ²The person that applies is referred hereafter to as "*the applicant*". ³Applications should be submitted by the applicant him- or herself.

Article 29: Eligible costs for reimbursement

¹The following costs of the applicant are eligible for reimbursement:

- a) The costs for visa necessary to travel from the current place of residency of the applicant to the location of the event. This includes transit visa, if necessary;
- b) The participation fee of the event, excluding all possible optional charges. Organizers can be contacted and asked to consider providing participation free of charge for the applicant. The participation fee must never be higher than for the other participants;
- c) A percentage of the travel costs according to the reimbursement criteria specified in CIA. It can reach 100% when deemed necessary.

²No other costs will be taken into account for reimbursement.

Article 30: Requirements and specifications for the application

¹The application should be submitted by the applicant through an online form provided by the Financial Director with the specifications set by the Comité Directeur. ²The application should include the following specifications:

- a) Name, email, phone number and local of the applicant;
- b) Email or phone number of the Antenna, Contact Antenna or Contact of the applicant;
- c) Visa costs, participation fee and travel costs (either the expected or the real costs as proven by original receipt);
- d) Financial support received from the ASRF in the past specifying the amount of money received, the name of the event for which the financial support was received and the date of the event.

Article 31: Deadline to apply

¹Specific calls for the financial support will be issued for statutory events with specific deadlines. ²For other events, the applications can be submitted at any time up to eight weeks before the beginning of the event. ³Exceptions to the deadline can be issued in justified cases. ⁴The Financial Director decides about these exceptions.

Article 32: Not eligible applications

The following applications are not eligible:

- a) Travels that can be covered through another line of AEGEE-Europe's budget;
- b) Applications from the members of the Comité Directeur and the Network Commission.

Article 33: Evaluation of the application

¹The evaluation of the application will be done by the Comité Directeur and the Network Commission through its Speaker Team. ²The financial aspects of the application will be evaluated by the Financial Director. ³The evaluation of each applicant will be made based on the content of the application, taking into consideration the financial circumstances of the applicant, their motivation and importance of the event to be attended. ⁴Results of AEGEE Social Responsibility

Fund will be presented by Financial Director at every Agora, without specifying the data of applicants.

Article 34: Allocation of the money

The allocated Budget for the ASRF should increase at least %10 depending on the donations in the beginning of the financial year.

Article 35: Communication of the final decision to the applicant

¹A decision about the application has to be communicated to the applicant within ten days from the reception of the application. ²In case of applications for statutory events, this will apply to one week after the closing of the specific deadline of the call.

Article 36: Approval of the grant

¹In case the grant has been approved, the accepted applicant will be required to send a confirmation of his/her participation in the event issued by the organizers. ²The confirmation should be presented within two weeks after the applicant has returned from the event. ⁴Failure to provide it within this deadline will result in rejection of the reimbursement.

Article 37: Bookkeeping of the AEGEE-Europe Social Responsibility Fund

¹The bookkeeping will go together with common AEGEE-Europe bookkeeping.

1. POLICY ON BANNING PEOPLE

Agora Salerno, October 2019

I - EXPULSION

Article 1: Expulsion

- (1) The responsible local organiser(s) can, during an event, after careful consideration, expel a participant from the event, for any of the reasons listed in article 7.
- (2) An expulsion is the ban of a participant from an event, during the event, for the duration of the event.
- (3) Every instance of an official expulsion from any of the events listed in article 4.3 should be brought to the attention of the Mediation Commission by the responsible local organiser(s) within one week of the expulsion.

Article 2: Review

¹The local organiser or the expelled individual can ask the Mediation Commission to review the expulsion. ²During their review the expulsion will stay in effect. ³The Mediation Commission will issue an opinion on the merits of the expulsion. ⁴The Mediation Commission will aim at reconciliation if possible and will issue recommendations to that effect. ⁵The opinion of the Mediation Commission is not binding.

Article 3: Expulsion of delegates from the Agora

- (1) The Chairperson is responsible for the keeping of the order during the plenaries and prytania and can to that effect exclude any participant from the deliberations for any of the reasons listed in article 7.
- (2) ¹A delegate or envoy being excluded from a plenary or prytanium can ask the Agora to confirm or reverse the order. ²(S)he can shortly argue his/her case if (s)he does so in an orderly manner as is decided by the Chair.
- (3) Outside of the plenaries and prytania the local organisers have the right to expel participants in accordance to Articles 1 and 2.
- (4) Delegates and envoys expelled by local organisers are still allowed to attend the plenaries and prytania unless the Chairperson follows the procedure in paragraphs (1) and (2).
- (5) Delegates excluded from plenaries and prytania can choose to redistribute their votes to the other delegates of their body.

ii - BANNING

Article 4: Banning

- (1) The Comité Directeur can, after gathering all the facts and careful consideration, impose a ban on an individual for any of the reasons listed in article 7.
- (2) The offence must be committed during or related to an event or place listed in article 4(3), on any of the digital platforms that AEGEE-Europe provides, be related to AEGEE membership or involve the sharing of internal confidential data as defined in Data Privacy Policy Statement.
- (3) People can be banned from attending a selection or all of the following events: European Events, AEGEE Events, Network Meetings, AEGEE-Europe Events, the Summer University Project and visiting the Head Office.

- (4) People can be banned from using or participating in specific or all the online platforms that AEGEE-Europe provides.
- (5) ¹If the committed offences are directly related to the functioning of an Agora-elected position, and only through a unanimous vote, a person can be banned from running for that Agora-elected position in AEGEE-Europe.
²Members of the Comité Directeur with a direct conflict of interest are not allowed to vote in these instances.
- (6) Once imposed, a ban takes immediate effect and can therefore result in the expulsion from an event, or platform.
- (7) The Comité Directeur and Mediation Commission keeps a confidential list of people who received a ban.
- (8) ¹The Comité Directeur will offer the person it intends to ban a chance to give his/her account of events. ²The Mediation Commission will be offered a chance to aim for an amicable settlement before the ban is imposed. ³In case of urgency, a temporary ban can be imposed while awaiting this person's response or the Mediation Commission's attempts of settlement.
- (9) A first ban is always of limited duration, a ban for unlimited duration can only be given after a second offense.
- (10) The Comité Directeur can ask the Juridical Commission for advice whether or not the accused actions violate the law or CIA, without providing information that can identify individuals.

Article 5: Review

- (1) Mediation Commission reviews on the legality and proportionality of the ban.
- (2) The purpose of the review is to verify if the accusations meet the requirements of the reasons listed in article 7, to check if the procedures were followed correctly, to see if there was a conflict of interest and to judge if the sanctions are proportional to the accusations.
- (3) During their review the ban will stay in effect, unless the Mediation Commission decides otherwise
- (4) The decision of the Mediation Commission is binding and shall be motivated.

Article 6: Banning and Statutory Events

- (1) A person banned from attending a Statutory Event cannot be elected as a delegate or envoy, or be admitted as envoy or visitor for the body (s)he belongs to.
- (2) If a delegate was elected more than 7 weeks before the Agora, the AEGEE Local should organise new elections.
- (3) A person in a function accountable to the Agora cannot be prevented from giving its moral report to the Agora.
- (4) At the motivated request of an AEGEE Local or body, the Comité Directeur can exceptionally waive the ban for one Statutory Event or a part of it.

iii - COMMON PROVISIONS

Article 7: Reasons for sanctions and severity

- (1) The following reasons can, but don't have to, result in a sanction:
 - ¹The violation of another person's person or property, during or related to an event or place listed in article 4(1), or related to AEGEE membership. ²This may include, but is not limited to (sexual) assault or harassment, violence, emotional or psychological harassment, racism, discrimination, stealing or damaging property.
 - The continued disturbance of the order of any event or place listed in article 4(1).
 - The justifiable fear for the health and wellbeing of organisers or participants.
 - The consciously and knowingly sharing of internal confidential data to unauthorised persons without consent of the DPC.

- Repeating expulsions by local organisers as specified in article 1 or the Chair as specified in article 3.
- (2) The scope and length of a sanction should be proportional and relational to the accusation.
- (3) Repeated offenses can be a reason to increase the severity of the sanctions.
- (4) Expressed sincere remorse can be a reason to decrease the severity of the sanctions.

Article 8: Privacy and disclosure

- (1) The list mentioned in article 4(1) can only be used to enforce the ban and not for any other purposes.
- (2) ¹In case a banned person runs for a position elected by the Agora, the person in question automatically waives the right to keep details of their banning confidential. ²The Comité Directeur informs the Agora of the ban.
- (3) ~~On~~In other cases, the Comité Directeur and the Mediation Commission can only discuss a case in front of the Agora, if the banned person gives a written waiver to disclose the information.
- (4) People will be removed from the list 5 years after the end of their ban, or in case of a permanent ban, 5 years after the end of their AEGEE membership.
- (5) The name of an expelled or banned person will be kept out of the minutes of the Agora unless the Agora decides otherwise.
- (6) The name of an expelled or banned person will be kept out of the public minutes of any other event.
- (7) The person banned will receive notice of the ban within two weeks including the reasons for the decision, his/her right to appeal and the location of these rules.
- (8) ¹The AEGEE local(s) the person belongs to will also be informed, but not about the reasons. ²If there is a justifiable fear the banned person might form a risk within their local, the reasons can be shared after the local board(s) signed a Non-Disclosure Agreement.

2. DATA PRIVACY POLICY STATEMENT

Agora București, May 2019

I - GENERAL PROVISIONS

Article 1: Object and Purpose

The purpose of this statement is to secure right to privacy of AEGEE members and other individuals, with regard to:

- a) the gathering and automatic processing of personal data relating to them;
- b) the relationship between AEGEE-Europe, its Ordinary Members and third parties;
- c) information and all relevant data about the Association, its work and its members.

Article 2: Definitions

(1) For the purposes of this statement the following expressions shall have the meaning hereunder assign to them:

- a) data subject is any natural person, including the members of AEGEE locals or contacts
- b) "personal data" is ~~meant~~ any information relating to an identified or identifiable data subject; thus any information that could directly or indirectly lead to the identification of a natural person (e.g. Name, date of birth, ID/passport number, online identifier...). Personal data includes sensitive data, such as those consisting of racial or ethnic origin, political opinions,

religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health, diet or data concerning a natural person's sex life or sexual orientation

c) "processing" means any set of operations which is performed upon personal data, whether or not by automatic means such as collection, recording, organisation, storage, adaptation or alteration, retrieval, consultation, usage, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction;

d) "consent" means any freely given specific and informed indication of the wishes by which the data subject signifies his agreement to personal data relating to him being processed;

e) "controller" means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and person who, under the direct authority of the controller or processor, are authorised to process personal data;

f) "recipient" means; a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. Public authorities which may receive personal data in the framework of a particular inquiry in accordance with European Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing;

g) "suspension" means blocking accessing to services provided by AEGEE-Europe, not including those services provided by the AEGEE Local the data subject is a member of.

h) "anonymous statistical data" is information collected on a categorical basis (by survey from data subjects, or from AEGEE data bases) in terms of the design of survey in such a way that the further reconstruction of the information about the data subject is not possible;

i) "external data" is information which emphasises the aim, purposes of the Association and its work, available and open for all interested parties;

j) "internal data" is information about the Association and its work which can be accessed only by AEGEE members;

k) "internal confidential data" is information about the Association and its work which can be accessed only by certain number of AEGEE members, due to a position in the Association they hold;

Article 3: Scope

AEGEE-Europe undertakes necessary actions to ensure the correct application of this statement to the personal data files and the automatic processing of personal data of all data subjects and all AEGEE-Europe's actions, events and activities.

II - BASIC PRINCIPLES FOR DATA PROTECTION

Article 4: Levels of protection of the data

(1) Having in mind best practices and aiming to guarantee due usage and corresponding levels of secrecy, all the information of the Association shall be divided into:

- a) external data or data accessible for all;
- b) internal data or data accessible only for AEGEE members and subject to exceptions granted by the Data Privacy Commission (DPC);
- c) Internal confidential data or data accessible only for certain AEGEE members holding official position in the Association and responsible for information which they deal with and/or have access to for as long their term lasts.

(2) ¹The DPC shall publish a list of the data according to the division stated in paragraph (1) of the present Article. ²This list shall be updated at least once a year and ratified by the Autumn Agora.

(3) Changes to the list as defined in paragraph (1) of the present article can be proposed to the DPC.

Article 5: Data communication tools and data storage tools

(1) All the data about the Association and its work shall be only stored and presented through certain tools meant for storing and spreading information accordingly.

(2) ¹The DPC shall comprise a list of these communication tools and a list of data storage tools according to the levels of protection the data communicated or stored on the respective medium requires. ²Possible use of encryption or safety requirements shall be indicated in the list. ³These lists shall be updated at least once a year and ratified by the Autumn Agora.

(3) To obtain a status of a communication and/or storage tool of the Association, a formal request shall be sent to the DPC. The DPC shall decide on the matter and send its reply within 2 weeks after the request **will-beis** received.

(4) Storing information on any other devices or locations that are not included in the list require an exception granted by the DPC.

(5) At the end of the term of elected and appointed AEGEE-Europe officials all confidential data that was stored on their personal storage devices should be removed. A copy may be kept on storage devices of AEGEE-Europe that is only accessible to those as defined in the data storage tools list.

(6) At any time, any AEGEE member can request AEGEE-Europe to provide information about the storage and use of his/her personal data. Within the confidentiality limits set out in article 4, AEGEE-Europe shall provide the fullest possible account of this data within 30 days.

Article 6: Principles relating to processing of personal data

Personal data undergoing automatic processing shall be:

- 1) obtained and processed fairly and lawfully;
- 2) stored for specified and legitimate purposes and not used in a way incompatible with those purposes;
- 3) adequate, relevant and not excessive in relation to the purposes for which they are stored;
- 4) accurate and, where necessary, kept up to date; keeping in mind the obligation of individual members to update their data to the current situation as defined in article 6(3);
- 5) preserved in a form which permits identification of the data subjects for no longer than is required for the purpose for which those data are stored.

Article 7: Data Security

(1) AEGEE-Europe is responsible for the application of adequate technical and organisational security measures related to the processing of personal data.

(2) AEGEE-Europe uses personal data of each data subject only for those purposes defined in the present statement.

(3) In cases the DPC deems it necessary, the processing responsible persons have to sign a contract of confidentiality with the Comité Directeur before they are granted access to the databases.

III - RULES FOR HANDLING AND STORING OF PERSONAL DATA

Article 8: Rights and Obligations of Data Subjects

(1) A data subject has the right to request all its personal data that is stored.

(2) Data subjects should obligatorily define the next kind of personal data:

- a) real name/surname;
 - b) email;
 - c) AEGEE local/contact;
 - d) Year and date of birth;
 - e) nationality;
 - f) field of studies;
 - g) gender.
- (3) ¹The Comité Directeur may request extra personal data like home address or social network/messenger identifiers. ²Those extra data will always be provided on an optional basis.
- (4) ¹A data subject has the right to withdraw the permission to store their personal data. ²This will result in suspension. ³For the coherence of the anonymous statistical data, the following non-identifiable data cannot be withdrawn: AEGEE local/contact, year of birth, nationality, field of studies, gender.
- (5) Data subjects are obliged to keep their data up to date and make the needed changes when necessary.
- (6) ¹In any case when a data subject or a group of data subjects holds probable that their data is not stored or processed in accordance to the provisions of the present statement, they may request an enquiry by the DPC. ²The DPC will give a binding verdict within two weeks after the initial request was made and after contacting both parties. ³The verdict of the DPC is final. ⁴In case the DPC holds probable that an ordinary member of AEGEE-Europe does not comply with the provisions of the present statement and/or applicable law, the DPC shall issue specific recommendations to the ordinary member to ensure their compliance. ⁵If the DPC holds probable that the implementation of the recommendations is insufficient, the Mediation Commission shall be activated to take disciplinary actions against an ordinary member in accordance with the Statutes of AEGEE-Europe as a possible outcome.

Article 9: General Rules of Data Processing

- (1) Data is collected for specified, explicit and legitimate purposes and is not further processed without the prior data subject's consent.
- (2) Certain personal data may be published online in a system open to AEGEE members only in case the data subject gives its specific consent.
- (3) The Comité Directeur:
- a) composes an internally available list of appointed or elected officials who have access to internal confidential data;
 - b) defines the optional scope of data which AEGEE would like to gather from data subjects by subscription or other means;
 - c) has the opportunity to delegate the rights defined in subparagraph a) and b) paragraph 4 of the present article to any other AEGEE body.
- (5) Regarding activities and events organised by AEGEE-Europe and its ordinary members:
- a) the information concerning the data subject mentioned in paragraph 2 of article 8 is also used in order to confirm their AEGEE membership, for participation in any kind of AEGEE-activities;
 - b) with the purpose of the organisation of different kinds of AEGEE-activities, any other subsidiary or extra data can be requested by the Organiser of current activity;
 - c) this information given by the data subject with specific consent, is used only according to the purposes and aims of the current activity and is valid only usage within such activity.
 - d) Personal data disclosed to ordinary members by AEGEE-Europe, for events or other purposes, shall be processed according to the GDPR. If an ordinary member becomes

aware of a data breach of personal data obtained from AEGEE-Europe or through AEGEE-Europe's systems, it will notify AEGEE-Europe of the incident promptly and take reasonable steps to minimize harm and secure personal data. The form of the notification is to be as prescribed in Art. 11 of the present statement.

- (6) Regarding activities in cooperation with AEGEE:
- a) in order to apply and take participation in joint activities with third parties not bound by the Convention d'Adhesion, the data subject shall give its consent for the usage of the required data according to the provisions of the present article;
 - b) the personal data shall be used only within the current external activity;
 - c) in case of a joint activity with a third party not bound by the Convention d'Adhesion, it should be announced beforehand which data party's privacy policy applies.

Article 10: Commercial Usage of Data

- (1) AEGEE-Europe will not give personal data to third parties, unless the involved data subjects give their specific and one-time consent.
- (2) ¹The Comité Directeur may disclose anonymous statistical data about the data subjects to third parties in order to gain profit from this. ²The DPC should give permission to do so. ³If the DPC will not respond to the permission request within two weeks from the initial request, it will be considered as rejected.
- (3) The Comité Directeur may send advertisements by third parties to specific to data subjects (e.g. Law or Engineering students) of AEGEE.
- (4) ¹To minimise inconvenience, data subjects can only receive up to ten commercial messages a year. ²The DPC shall be notified in advance.
- (5) ¹Each data subject has right to refuse to get any kind of such advertisements.

IV - FINAL CLAUSES

Article 11: Liabilities

- (1) ¹Access to the data can be forced by court decision. ²AEGEE-Europe will fully cooperate with the legal authorities in order to fulfil the decision of the court.
- (2) AEGEE-Europe shall do its utmost best to protect subject's data.
- (3) AEGEE-Europe shall not be responsible for unauthorized access outside its control, including, but not limited to, hacking, theft of hardware and eavesdropping.
- (4) In the case of a personal data breach where AEGEE-Europe is the controller of the breached personal data, AEGEE-Europe shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the supervisory authority, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons. In cases, where AEGEE-Europe operates as the processor of the personal data, the controllers (e.g. Locals, partners, other parties) of this should be immediately notified. Where the notification to the supervisory authority is not made within 72 hours, it shall be accompanied by reasons for the delay.
- (5) ¹The notification shall at least:
 - a) Describe the nature of the data breach (what, how and how much data);
 - b) Communicate the name and contact information of the organ where more information can be obtained;
 - c) Describe the likely consequences of the data breach;
 - d) Describe the measures taken to minimize the consequences of the breach as well as to prevent another such situation in the future.

Article 12: Applicable Law

- (1) Any action taken by AEGEE-Europe is governed by the law of the Member State in which the Data controller is founded, namely Belgium.
- (2) Any actions of the Ordinary members, located within the European Economic Area or countries recognised by the European commissions as countries ensuring an adequate level of data protection, is governed by the law of the respective national government.
- (3) Any ordinary member located outside the European Economic Area, in a country not recognised by the European Commission as ensuring an adequate level of protection, shall be subject to separate binding rules approved by the supervisory authority, before any personal data is disclosed.

Article 13: Amendments and Special Procedures

- (1) Amendments to this document can be made by the Agora only with a qualified majority of votes.
- (2) For cases not regulated, the Comité Directeur may act outside its competence provided it gets a permission from the DPC to do so. If the DPC will not respond to the permission request within two weeks from the request, it will be considered as rejected.