



# WORKING FORMATS

AUTUMN AGORA 2020



CORPUS IURIDICUM AEGEENSE

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## SHORT GUIDE

### *to the Working Formats Compilation*

A Working Format contains and describes the internal regulations of a specific body: members, tasks, obligations, structure etc. A Working Format is set by the body itself. However, the Mediation Commission is a special case as its working format is drawn up by the Agora due to the sensitive nature of its function. Each body (and only that body) is bound to its Working Format.

This compilation is a separate document to the General Rules for two reasons. Firstly, because all Working Formats that you can find here have a high internal relevance within the respective body. Secondly, because this compilation can be updated at any time, namely when a body changes its working format. This allows the bodies to have an updated document where they can check their rules and therefore gives them more flexibility.

Enjoy reading!

# COMITÉ DIRECTEUR

## 1. WORKING FORMAT OF THE COMITÉ DIRECTEUR

*November 2020*

### **Article 1: General Provisions**

- (1) The Comité Directeur consists of seven elected members.
- (2) Members of the Comité Directeur are elected by the Spring Agora and they assume office on 1st August the same year, until 31st of July of the next year.
- (3) If needed, the Comité Directeur may appoint assistants.
- (4) Each assistant is supervised by one of the members of the Comité Directeur, depending on the nature of his/her tasks.
- (5) Every member of the Comité Directeur is required to be proactive, responsible and supportive towards the Network.

### **Article 2: Task Division**

- (1) The following task division is indicative and can change at any time.

#### **I- President - Diederik de Wit**

- Overall coordination of external representation towards the European Youth Forum (YFJ), Council of Europe (CoE) and Generation Climate Europe (GCE);
- CD appointed member and thus responsible for our collaboration with the Climate Emergency Working Group, Information Technology Committee, Safe Person Committee, MyAEGEE developers, LGBT+ Interest Group, and the COVID-19 task force;
- Coordination of the Operating grant application and reporting;
- Responsible for drafting and coordination of Statements and Position papers of AEGEE-Europe;
- Main contact person towards the Advisory Board;
- Overall management of the team, including team building and evaluations;
- In charge of the budget and expenditures of AEGEE-Europe.

#### **II - Secretary General - Veronika Chmelárová**

- External representation towards the European Movement International (EMI) and Association des Amis de Franck Biancheri (AAFB);
- CD appointed member and thus responsible for our collaboration with the Audit Commission, Data Privacy Commission, Juridical Commission, the Chair team, Human Rights and Migration Interest Group and the Liaison Officers;
- In charge of coordination of Statutory events including the hosting Local selection;
- Main responsible for coordination of the European Solidarity Corps;

- Responsible for the coordination of General Mailing;
- Main contact person towards the Les Anciens;
- In charge of legal compliance;
- Overall coordination and staff management including the development and implementation of the Secretariat Strategy;
- Day to day administration, including certificates, guest management, visa invitations and other documentation necessary;
- In charge of bookkeeping and accounting of AEGEE-Europe.

### **III - I. Vice-President, Network & Internal Affairs Director - Marija Valentina Žuvić**

- External representation towards the Inclusive Mobility Alliance (IMA);
- In charge of coordination of the ECMA project;
- CD appointed member and thus responsible for our collaboration with the Network Commission, AEGEE-Academy, Human Resources Committee, Events Quality Assurance Committee, Sustainability Committee and Helpdesk;
- Responsible of the knowledge management efforts and internal education of the association
- In charge of Human resources strategies of the organisation and development of the Network
- Overall coordination and management of European bodies
- In charge of collection of the membership fees

### **IV. - II. Vice-President, Strategy & Projects Director - Borja Torres Fuentes**

- Overall coordination of funded projects;
- Representative towards the EU Youth Dialogue of the European Youth Forum (YFJ), European Youth Foundation (EYF), Lifelong Learning Platform (LLL), Erasmus+ Coalition and Civil Society Organizations Network towards the Conference on the future of Europe;
- In charge of CESC, Coopstarters 2.0, MaxiPac, University on youth and development, PEGAP, Crossroads Europe and Europe on Track projects;
- CD appointed member and thus responsible for our cooperation with the Europe on Track project team, Policy Office and the Strategy Committee;
- Responsible for EPM content and Action Agenda Drafting;
- In charge of Institutional Fundraising and and the partnership within Eurail;
- Main responsible for Action Agenda and Strategic Plan fulfillment coordination.

### **V. - Thematic Content Director - Elena Efremova**

- External representation towards the Board of European Students of Technology (BEST) and Informal Forum of International Organisations (IFISO);
- Board member of Foundation AEGEE Trust Fund (FATF);
- In charge of coordination of the MINT, HermainY and You4Health! projects;
- CD appointed member and thus responsible for our collaboration with the Social Equity Working Group, Mental Health Working Group, AEGEE Election Observation, Summer University Coordination Team, Culture Interest Group,

Gender Equality Interest Group, Politics Interest Group, Health4Youth Interest Group and Fundraising Committee;

- Overall coordination and management of Interest Groups;
- In charge of Corporate Fundraising;
- In charge of AEGEE Wiki;
- In charge of Social Responsibility Fund;
- In charge of the development of Membership cards.

#### **VI. - Communications Director - Kutay Kaya**

- External representation towards European Civic Forum (ECF), Civil Society Europe (CSE), POLITICO EU Study Fair and Eastern Partnership Civil Society Forum (EAPCsF);
- In charge of InclusiON! Now Project;
- CD appointed member and thus responsible for our collaboration with the Political Activism Working Group, Education Interest Group, Language Interest Group, AEGEE Day, the Public Relations Committee, The AEGEEan and Mediation Commission;
- Responsible for management of all AEGEE-Europe external communication channels, in charge of the Facebook group, external and internal newsletters, the discussion forum and Key to Europe;
- In charge of merchandising.

#### **Article 3: Knowledge Transfer**

(1) 1 The 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 The knowledge transfer takes place in the head office of AEGEE- Europe, located at Rue du Noyer 55, 1000 Brussels, unless there is a serious reason for another location

(2) 1 Assumption of office of the newly elected Comité Directeur is rendered effective, from 1st of August. 2 Until 31st of July they are considered as 'members-elects'.

(3) 1 Within the two weeks of knowledge transfer period, The newly elected Comité Directeur shall receive full and complete individual and common knowledge transfer from the outgoing Comité Directeur.

2 The knowledge transfer period is coordinated by the outgoing members of the Comité Directeur.

3 The outgoing Comité Directeur will publish a report on the received knowledge transfer within two weeks after the knowledge transfer has been completed.

4 Through the period stated in sub (1), the The newly Comité Directeur shall have access to all data of the outgoing Comité Directeur.

(4) 1 The power to act in the name of the association remains vested in the respective members of the Comité Directeur who are terminating their posts, and the members who remain in office after the Agora.2 Throughout this period, legal representation and capacity remain vested in the outgoing President. Consultation with the newly elected Comité Directeur shall concern only the decisions affecting the upcoming term.

2 During the knowledge transfer period, the outgoing Comité Directeur and the newly elected Comité Directeur shall work together to ensure continuity of the work.

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

(6) The outgoing Financial Director publishes online the internal financial report by 15th of August. 2 This has to be voted on at the Autumn Agora. in accordance with article 18 (4) of the Statutes of AEGEE-Europe.

(7) The moving out costs of the members of the outgoing Comité Directeur can only be reimbursed after the knowledge transfer period has taken place. 2 The 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 18 (3) of the Statutes of AEGEE-Europe.

#### **Article 4: Board meetings**

(1) 1 Board meetings take place on Tuesday between 10:00 and 12:30. 2 In case not all the topics can be discussed on Tuesday, they shall be discussed during an extra board meeting called upon within the same week.

(2) Board meetings are prepared and coordinated by the Secretary General.

(3) 1 Deadline to submit the topics for the board meeting shall be 23:59 the day before the meeting. 2 Topics submitted after the deadline, shall be approved in the beginning of the board meeting, in order to be included in the agenda.

(2) Members of the Comité Directeur can start discussion on the mailing list or Slack before the board meeting.

(3) 1 If a topic has to be put under voting and prior preparation is required (i.e. reading a document, applications), information has to be sent latest at 17:00 Brussels time the day before the board meeting. 2 In case a member of the Comité Directeur did not prepare for the voting, he/she loses voting rights.

(4) If a CD member is not present at the board meeting, but has prepared and would like to cast their vote, they can delegate their specific vote to another CD member, who is present.

(5) Board meetings on Tuesdays start with a so-called "round of updates" attended by all the members of the head office, i.e.: CD members, CD assistants and employees.

(6)1 Board meetings are moderated by the members of Comité Directeur. 2 The moderator role rotates between: DCW, VCH, MVZ, BTF, EEF, KKA.

(7) The moderator decides about the order of the agenda topics.

(8) In case there are no urgent topics, the moderator can decide to cancel the board meeting.

(9) Taking the minutes rotates between all members of the Comité Directeur.

(10) Minutes shall be written in the Agenda document in a manner that will allow to recall the debate.

(11) Follow up of the board meeting:

a). All CD members commit to their assigned tasks;

b) If needed, the President or the Secretary General send a summary of the tasks to be fulfilled to all the members of the Comité Directeur;



c) The President and the Secretary General ensure that all the members of the Comité Directeur are fulfilling their tasks;

(12) 1 The board meeting shall finish according to the rules stated in sub (1). The board meeting can be extended, if an exception is granted by the majority of the members of the Comité Directeur, present during the meeting. Members of the Comité Directeur are free to leave the meeting, if the time is over and no extension was granted.

#### **Article 5: Other CD meetings**

(1) In case a topic requires a longer discussion than 20 minutes, or does not require the input of all the members of the Comité Directeur, a separate meeting shall be planned.

(2) The initiator of the meeting is responsible for its preparation, sending the reminder, appointing minutes-taker, and to present the conclusions to the rest of the team during the next board meeting.

#### **Article 6: CD decisions**

(1) CD decisions are a registry of all decisions made by the Comité Directeur and having a relevance to the Network.

(2) The Secretary General is responsible for compiling this register.

(3) The CD decisions are sent to the Network on the 1st day of each month following the meetings at which they were taken.

(4) The CD decisions shall be signed by the President and the Secretary General.

#### **Article 7: Tasks management**

(1) Tasks of the members of the Comité Directeur are determined by their portfolio, the activity plan and additional ideas.

(2) The president plans an evaluation meeting at least once every two months to discuss the progress.

#### **Article 8: Office rules**

(1) Food: No warm and smelly food is allowed in the office.

(2) Non-disturbance: CD members can choose to have a recognisable feature to show that they do not want to be disturbed.

(3) Asking for advice: 1 All members of the Comité Directeur can ask the Advisory Board for advice without prior notification. 2 Members of the Comité Directeur are free to ask practical questions to experts, not being part of the Advisory Board. 3 If a member of the Comité Directeur wishes to ask a person, not being a member of the Advisory Board for advice other than stated in sub (2) he/she shall ask the rest of the Comité Directeur for their opinion first.

(4) Calendar: each member of the Comité Directeur shall put their appointments in the CD calendar. The calendar shall always be up to date.

(5) (Video) Calls in the office are not allowed. If necessary, an exception can be granted, if everyone present in the office gives their permission.

**Article 9: Days off**

(1) 1 A member of the Comité Directeur works 5 days a week for at least 8 hours. 2 If they work during the weekends, these days can be taken off unofficially at a later moment.

(2) 1 A member of the Comité Directeur is entitled to 2 official days off per month.

(3) Official days off are included in the board meetings' minutes and published in the CD decisions.

**Article 10: Cleaning**

(1) Cleaning of the official working spaces shall count as working time;

(2) Each CD member, as well as the members of the household, commits to respect the cleaning schedule.

(3) The cleaning schedule is provided by MVZ.

**Article 11: Communication channels**

(1) cd@aegee.eu is considered as the official communication channel of the Comité Directeur.

(2) 1For quick discussion, the official slack of the CD can be used. 2This channel can also be used for online voting.

(3) Off-topic communication can take place through a 'Spam' telegram group, that is not mandatory to join.

**Article 12: Binding online polls**

(1)The Comité Directeur may initiate a formal online poll to collect the opinion of the network on a topic relevant to their work.

(2) The question(s) of the poll must be published at least 2 weeks in advance.

(3) The voting period shall take within at least 3 days.

(4) The Comité Directeur announces the voting method depending on the platform used for the voting. Vote distribution by order of preference shall be as follows: i) Agora delegate voting based on the vote distribution of the previous Agora, ii) one vote per delegate, iii) one vote per member organisation with voting rights, depending on the technical possibilities of the voting platform.

(5)The quorum is set at 30% of the total amount of votes available for the chosen method.

(6) The result is binding for the Comité Directeur and is announced at the latest 3 days after the completion of voting.

## 1. WORKING FORMAT OF THE MEDIATION COMMISSION

*Online Agora, October 2020*

### I - GENERAL RULES FOR THE MEDIATION COMMISSION

<sup>1</sup>The Mediation Commission is to be activated according to article 4 (7) of the Commission Rules in all cases that require sufficient and legitimate action to reach a clear and coherent situation for all Ordinary Members of AEGEE-Europe. <sup>2</sup>The Mediation Commission should pay attention to the following general rules:

- (1) The Mediation Commission is supposed to keep the lowest profile in order to minimise the harm to AEGEE-Europe caused by its findings.
- (2) The Mediation Commission is expected to strive for an amicable settlement among the parties involved before considering further actions, serving as mediator.
- (3) The Mediation Commissioners as well as the other bodies of AEGEE-Europe contacted by the Mediation Commission during its investigation are obliged to keep strict discretion about available information regarding the cases currently under consideration, but only if it is not part of the decision to be published according to no. II (5) of this working format. In case of amicable settlements, they have to keep discretion for one year on request of the parties involved.
- (4) The Mediation Commission is obliged to pay full and impartial attention to all issues, evidence and proves brought forward by the parties involved.
- (5) The Mediation Commission is expected to co-operate fully with the other bodies of AEGEE-Europe and to utilise their experience and knowledge.
- (6) The Mediation Commission is expected to document all cases and decisions under review and to use previous decisions as guidelines for future decisions.
- (7) These documents shall be stored in the head office of AEGEE-Europe and made accessible to the members of the Mediation Commission and Juridical Commission at any time requested.
- (8) <sup>1</sup>The Mediation Commission can be assisted by so-called Case Shadows. A Case Shadower is a member of a previous Mediation Commission, appointed by the Mediation Commission as their advisor for the sole purpose of continuity in a specific case. A Case Shadower must have been involved in the specific case during his/her term as Mediation Commissioner. <sup>2</sup>The appointment as Case Shadower will be terminated at latest within 2 weeks after the case is closed.
- (9) <sup>1</sup>During the appointed time, a Case Shadower will have access only to the data and information related to the specific case they are appointed to during their term as Case Shadower. This access can be limited by the Mediation Commission. A Case Shadower does not have access to internal documents of the Mediation Commission, except for the specific case they are appointed to.

They are not in the mailing list, do not attend internal meetings and have no decision power.

## II - PROCEDURAL RULES FOR THE MEDIATION COMMISSION

In case of request fulfilling the conditions of article 4 (7) of the Commission Rules, the Mediation Commission should pay attention to the following guidelines:

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

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

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

(4) <sup>1</sup>The Mediation Commission as well as any other organ of AEGEE-Europe or the Ordinary Members concerned in the case under investigation can have a clarifying meeting when this is needed. <sup>2</sup>They can request to meet on short notice (then applying article 20 (14) of the General Financial Rules). <sup>3</sup>On request of the member(s) concerned, the meeting has to be open to the public audience, but no other than one delegate per ordinary member, one envoy per Working Group/Supporting Committee and Project Team and members of AEGEE-Europe bodies, all without any speaking and voting rights, unless requested by the Mediation Commission. <sup>4</sup>In case of disturbance, interference or obstructive behavior of the audience, the Chair of the meeting may decide to exclude part or whole of the audience from the meeting. <sup>5</sup>The Mediation Commission discusses the content of the request and takes a decision on the case one day before the Agora (Agora following the receipt of the request) in a closed meeting.

(5) <sup>1</sup>A decision of the Mediation Commission can be preliminary or final. <sup>2</sup>Preliminary decisions do not need to be published to the Network immediately.

(6) All decisions made in response to the request should be preliminarily announced to the parties involved and then to AEGEE-Europe and its Ordinary Members at the following Agora.

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

(8) <sup>1</sup> The Mediation Commission can be assisted by so-called Case Shadows. A Case Shadower is a member of a previous Mediation Commission, appointed by the Mediation Commission as their advisor for the sole purpose of continuity in a

specific case. A Case Shadower must have been involved in the specific case during his/her term as Mediation Commissioner. <sup>2</sup> The appointment as Case Shadower will be terminated at latest within 2 weeks after the case is closed.

▪ (9) <sup>1</sup> During the appointed time, a Case Shadower will have access only to the data and information related to the specific case they are appointed to during their term as Case Shadower. This access can be limited by the Mediation Commission. A Case Shadower does not have access to internal documents of the Mediation Commission, except for the specific case they are appointed to. They are not in the mailing list, do not attend internal meetings and have no decision power.

### **III - SENTENCES TO BE CONSIDERED FOR DECISIONS BY THE MEDIATION COMMISSION**

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

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

Principles to be considered for decisions of the Mediation Commission:

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

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

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

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

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## 2. WORKING FORMAT OF THE NETWORK COMMISSION

*November 2020*

### **I. IDENTITY OF THE NETWORK COMMISSION**

1. The Network Commission is a body of AEGEE-Europe. Its primary tasks are:
  - a. to ensure the smooth functioning of the AEGEE locals that form the Network; and
  - b. to enhance the internal communication both within the Network itself, and between the Network and AEGEE-Europe. The Network Commission is only entitled to represent AEGEE-Europe when they have permission from the Comité Directeur and the locals they represent according to Article 5 of the Commission Rules.
2. In order to be able to fulfill its tasks in the most effective manner, the Network Commission has defined three general guidelines in accordance to which every Network Commissioner is bound to act:
  - a. neutrality: a Network Commissioner should always act in the interest of the Network as a whole, and not choose particular sides out of personal sympathy or solidarity;
  - b. reliability: a Network Commissioner should be a trusted source of information that is concise, complete, and correct; and
  - c. proactiveness: a Network Commissioner should be fast in communication, show a motivated attitude and give the best example of an active AEGEE member.

### **II. STRUCTURE OF THE NETWORK COMMISSION**

1. The Network Commission consists of up to ten members elected by the Agora. Network Commissioners are elected for the duration of twelve months, as specified in Article 5 of the Commission Rules. This shall be referred to as their mandate.
2. The Network Commission shall elect its Speaker Team (in the following: ST), consisting of one Speaker and up to two Vice-Speakers. There will be two Speaker Teams in one term. The first election of the ST shall be carried out within 14 days before the start of term and announced to the network at the start of the term. In case there are less than 14 days between the election and the start of the term, an exception can be given. In this case the election of ST shall be carried out within 14 days after the start of term and announced to the network within 1 week after the election of the new ST. In this case the former ST is in charge of supporting the new Network Commissioners until the new ST is elected. The second ST term starts on December 15th. The same election procedures apply as the first ST election.
3. The Network Commission is assisted by the member of the Comité Directeur in charge of Network Development (in the following: CD responsible for the

- NetCom - CDR). This person shall have access to all data of the Network Commission and attend all internal meetings, but shall have no voting rights.
4. The Network Commission may be assisted by the so-called Assistants of the Network Commission. These voluntary helpers may be appointed by the Speaker, at any moment, including but not limited to the cases where a member of Network Commission is dismissed or has resigned, in order to take over tasks of a member of the Network Commission that cannot be sustainably fulfilled otherwise till the upcoming Agora. They have access to internal documents, are on the mailing list, and attend internal meetings. Assistants of the Network Commission work independently (from any specific Network Commissioner) and are accountable to the Speaker, to whom they are obliged to report their activities on a monthly basis. The responsibility for their task assignment lies with the entire Network Commission. The Network Commission can dismiss the assistant at any time.
  5. The Network Commissioners may be assisted by the so-called Subcommissioners. A Network Commissioner can appoint these voluntary helpers individually for their personal assistance. They do not have access to internal documents of the Network Commission, they are not on the mailing list, and do not attend internal meetings. The responsibility for their task assignment lies exclusively with the Network Commissioner who appointed them. This appointment is not subject to any ratification by the whole Network Commission and can be terminated anytime. The Network Commissioner must ensure that the Subcommissioners sign a Non-Disclosure Agreement (NDA) within 14 days after their appointment.

### **III. TASKS OF THE NETWORK COMMISSION**

1. Members of the Network Commission shall:
  - a. elect the ST from amongst themselves;
  - b. conduct locals' distribution;
  - c. draft the general Activity Plan of the Network Commission
  - d. present an Activity Plan and existing Subcommissioners to the Network within one month after the start of their term;
  - e. attend NetCom Live Meetings;
  - f. appoint and dismiss Subcommissioners as needed, but always try to have a team of Subcommissioners to assist in the communication with all locals;
  - g. support their locals upon request, either by answering the request themselves, or by forwarding it to the relevant instance;
  - h. support their locals with their own initiatives and give advice whenever this might help them;
  - i. provide their locals with any important information that might contribute to the locals' functioning, especially concerning AEGEE-Europe and developments in the AEGEE Network;
  - j. encourage and help their locals to organize and participate in European activities, in cooperation with Working Groups and Projects of AEGEE-Europe;

- k. encourage and help their locals to organize and participate in training events, in cooperation with the AEGEE-Academy;
  - l. promote cooperation of any kind between all locals, especially in the field of public relations, human resources, and institutional fund raising;
  - m. develop the Network, especially by taking measures to help threatened locals and to found new locals;
  - n. promote the integration of the Network through common initiatives by the Network Commission as a whole (especially NetCom projects);
  - o. remind their locals of the Antennae Criteria, and help them fulfill them;
  - p. if possible, visit their locals in order to obtain detailed information about their situation, and to establish a trusting and personal relationship with local board members;
  - q. organize a Network Meeting at least once during each own term, according to General Rules, Events, Article 8 bis;
  - r. report urgent problems immediately to the CDR or the CD contact person;
  - s. communicate the achievements, plans and the developments of their appointed locals to the Network Commission on a regular basis, and provide them with any information upon request;
  - t. present an activity report on a monthly basis; and
  - u. present the LSOs every month.
2. The Speaker of the Network Commission (in the following: Speaker):
- a. presents the new ST and Network Commission and final local distribution to the Network on the starting date of their ST term. In the case of the election of ST being later (according to II.2) , the local distribution and Network Commission is announced by the former ST. The new ST shall be announced until one week after the election of the new ST;
  - b. drafts the internal task division of the ST, together with the Vice-Speaker(s) and CDR, not later than the start of their ST term, and presents it to the Network Commission;
  - c. coordinates the drafting and presents the Activity Plan of the Network Commission to the Network within one month after the NetCom term started. In case the first NetCom Live Meeting takes place more than a month after the start of the NetCom term, the Network Commission can present the Activity Plan one week after the end of the NetCom Live Meeting;
  - d. drafts the Network Meeting and Regional Training Courses results booklet and ensures that it is available to the Network, 12 weeks after the end of the ST term;
  - e. ensures the smooth running of the Network Commission, actively coordinates the team work, reminds Network Commissioners of their duties, and facilitates internal communication;
  - f. administrates the activities of the Network Commission, keeping the reports of all Network Commissioners;



- g. sets up, announces, prepares, and chairs (or appoints a chair for) both physical and virtual meetings of the Network Commission, with the assistance of the CDR;
  - h. appoints a minute taker for each meeting;
  - i. decides on travel reimbursement of Network Commissioners;
  - j. maintains active communication and collaboration with the Comité Directeur and all other relevant organs and bodies of AEGEE-Europe;
  - k. supports the members of the Network Commission whenever necessary;
  - l. presents the activities of the Network Commission on a monthly basis;
  - m. keeps an overview of the individual monthly activity reports of Network Commissioners and reminds them to hand in the reports;
  - n. administrates the G Suite Groups of the Network Commission ([netcommies@aegee.eu](mailto:netcommies@aegee.eu)) and of the ST ([netcom@aegee.eu](mailto:netcom@aegee.eu));
  - o. coordinates the cooperation of the Network Commission with other bodies of AEGEE-Europe; and
  - p. assumes all tasks as a regular member of the Network Commission.
3. The Vice-Speaker(s) of the Network Commission:
- a. draft(s) the internal task division of the ST, together with the Speaker and CDR, before the start of their ST term;
  - b. keep(s) the NetCom budget updated;
  - c. decide(s) on all requests for reimbursements;
  - d. assume(s) the responsibilities of the Speaker, according to the internal task division of the ST, in case the Speaker is not able to fulfill the tasks; and
  - e. assume(s) all tasks as regular members of the Network Commission.

#### **IV- RELATION WITH COMITÉ DIRECTEUR**

1. The CD responsible for the Network Commission of AEGEE-Europe:
  - a. supervises the election of the ST of the Network Commission;
  - b. coordinates and facilitates the locals' distribution;
  - c. updates the database of the Network and mailing lists of Network Commission on a regular basis;
  - d. regularly submits an update of the status of Antenna Criteria fulfillment to the Network Commission;
  - e. aids the locals – only upon request, and in cooperation with the Network Commissioner in charge;
  - f. maintains constant communication with all Network Commissioners and with the ST in particular;
  - g. keeps an overview of developments in the Network, and provides the Network Commission with any information they might need;
  - h. decides on travel reimbursement of Network Commissioners, together with the ST of the Network Commission and the Financial Director of AEGEE-Europe;

- i. helps the ST of the Network Commission to set up, announce, prepare and chair both physical and virtual meetings of the Network Commission; and
  - j. provides detailed information about the European level and CD initiatives.
- 2. CD-NetCom couples:
  - a. Each Network Commissioner is assigned to a member of the Comité Directeur (in the following: CD-NetCom couple), except for the CD responsible for the Network Commission of AEGEE-Europe;
  - b. The CD-NetCom couple should serve to improve the communication between the Network Commission and the Comité Directeur and should serve as a means for updates, feedback and advice on individual issues; and
  - c. CD-NetCom couples prepare and implement the NWM together and try to find the dates which fit best to the AEGEE calendar and agenda of the responsible CD member. The responsible CD member should be the one attending the NWM. If this is not possible, it is their responsibility to inform the CD member attending about the situation, singularity and program of the NWM.
- 3. Communication between Comité Directeur and Network Commission
  - a. Comité Directeur and the Network Commission share a common mailing list (NETCOM-CD-L); and
  - b. The Network Commission and Comité Directeur Collaboration Policy should be followed in this regard.

## **V. LOCALS' DISTRIBUTION**

1. Before the start of each ST term, the Network Commission decides which Commissioner will be the direct contact person for each local.
2. Each Network Commissioner shall be assigned a reasonable amount of locals, balanced with one's available time, experience and additional responsibilities within the team. To ensure a fair distribution, the first draft and final distribution must be approved internally.
3. The ST and the CDR present the first draft of the distribution to the locals on their official board/local email addresses, not later than 7 days before the start of ST term, to get input from locals.
4. In case a local expresses preference to work with a different Network Commissioner than the one they were assigned to in the Network distribution draft, the Network Commission shall take their opinion into account, if their reasons for requesting change are valid. The opinion and preferences of the CDR are of importance and should be taken into consideration, but are not binding.
5. After each Network Commissioner has agreed upon their own locals, the Network Commission Speaker Team and the CDR publishes the final local distribution via ANNOUNCE-L, on the same day as the start of ST term.
6. The Speaker and the CDR update the local distribution on intranet within the first 3 days after the start of term.

7. Each Network Commissioner shall present themselves to all locals assigned to them within the first 7 days after the start of the ST term.

## **VI. REPORTING**

1. During every Agora, the Network Commission orally presents its activities and achievements, according to a procedure set by the Chairperson of the Agora.
2. Every Network Commissioner presents a personal activity report on a monthly basis, detailing the work done with their respective locals and within the Network Commission, and the implementation progress of the respective Activity Plan. The report shall be presented to the Network within the first 7 days of the consequent month.
3. Every Network Commissioner shall provide the CDR and Network Commission with a monthly Local Status Overview (in the following: LSO) for each of the assigned Locals.
4. Within the first three weeks after each NetCom Trip, the Network Commissioner shall present a trip report to the Network Commission, detailing the dates, destination and objectives of the trip, the meetings that took place, the persons that were involved, the outcome and achievements of the trip and possible other happenings.
5. Within one month after the NWM, the Network Commissioner responsible shall report the outcomes and results to the Network Commission and the participants.

## **VII. INTERNAL MEETINGS**

1. The Network Commission officially meets in person four times per NetCom term, on the following occasions:
  - a. at every Ordinary Agora;
  - b. at NetCom Live Meeting, which shall not have less than 20 hours of meeting/training time.
2. Furthermore, the Network Commission officially meets virtually at least once per week.
3. Every Network Commissioner, Interim Member and Assistant of the Network Commission shall attend all official internal meetings. A written explanation of a valid excuse, shall be presented to the Network Commission before the start of the meeting, in the format decided by ST.

## **VIII. DECISION MAKING**

1. The Network Commission works as a team and therefore needs to make common decisions. Decisions shall be taken during official internal meetings, or as a follow up of such.
2. Decisions taken during internal meetings need to be accurately documented stating voting matter, voters and their respective votes.
3. Decisions can also be taken by online voting. Online votes should be cast within 48 hours after the voting is announced by the ST. Votes which remain uncast shall be counted as abstention.

4. For those who are eligible to vote, it is obligatory to vote.
5. The following matters are subject to internal ratification, and have to be approved by a 2/3 qualified majority:
  - a. the final version of the locals' distribution;
  - b. the final version of the general Activity Plan of the Network Commission;
  - c. public statements on behalf of the Network Commission;
  - d. proposals submitted on behalf of the Network Commission;
  - e. the official activation of the Mediation Commission;
6. upon request of any member of the Network Commission, the ST may decide to request an internal decision on any other matter;
7. upon request of any member of the Network Commission, the ST may decide to request a secret voting for an internal decision; and
8. if not ruled otherwise in this Working Format, all internal decisions are taken by absolute majority.

## **IX. FINANCIAL COMPENSATION/REIMBURSEMENTS**

1. Budget of the Network Commission
  - a. In order to facilitate the work of the Network Commission, a budget is provided by the Financial Director on an annual basis. General rules regarding reimbursement can be found in the Financial Rules of the CIA. Additionally, the following rules have been adopted by the Network Commission:
  - b. When planning the upcoming financial year and budget, the CDR for the NetCom coordinates with the Comité Directeur the amount of money needed to ensure the smooth functioning of the Network Commission taking into consideration the budget of the previous year, total money spent and the necessity of trips in the upcoming year.
  - c. Based on the budget proposal by the Network Commission, the CDR negotiates the final budget with the Financial Director, and reports the respective decision of the Comité Directeur to the Network Commission.
  - d. At the beginning of each financial year, the ST, in cooperation with the CDR, proposes a budget division for internal use, specifying the amounts of money to be spent on internal meetings, NWMs and NetCom trips. This budget division is regarded as a guideline for the approval of reimbursement requests. It is subject to internal ratification.
2. Reimbursement Requests
  - a. A trip reimbursement request needs to be submitted not later than 1 week before the start of the trip, providing sufficient information about the aim and expected outcome, schedule, and detailed expected traveling costs for which reimbursement is requested. In the case of events where the date is set more than 2 months before the event starts (Statutory events, internal meetings of Network Commission,

Network Meetings), the reimbursement request needs to be submitted at least 4 weeks in advance.

- b. Upon receiving a request for reimbursement, the ST, the CDR and the Financial Director are expected to state their decision within 3 days. Approval should be given with respect to the interests of the Network, and the budget division adopted by the Network Commission.
- c. In order to be eligible for reimbursement, a trip needs to be duly reported as described in Article VI of this Working Format.
- d. Upon the approval of the trip report by the ST and the CDR, the Financial Director decides upon the final reimbursement. The reimbursement of the trip can be up to 100% of request with 10% margin of the amount for unforeseen costs.
- e. Reimbursement for expenses other than traveling costs may be granted by the Financial Director if they are directly relevant for the work of the Network Commission, or directly serve the needs of the Network.
- f. The reimbursement of traveling costs to Agora or NetCom Meeting can be up to 60% of costs, with a maximum of 200 euro being reimbursed to each person. Each Network Commissioner can receive travel reimbursement for up to two meetings during their NetCom term, of which at least one has to be a NetCom Meeting. In case the budget allows, reimbursements can be more and higher. To the Speaker, travel costs can be reimbursed to all meetings of the Network Commission, as a whole.
- g. For NWMs, reimbursement can be up to 100% of traveling costs, if the budget allows, with a maximum of 200 euro being reimbursed to each person.
- h. Assistants of the Network Commission are eligible to request reimbursement for a NetCom trip for up to 100% of the traveling costs, and one reimbursement of traveling costs to NetCom Meeting for up to 60% of costs, with a maximum of 200 euro being reimbursed.
- i. A Network Commissioner can appoint a Subcommissioner to make a NetCom trip on their behalf. The Subcommissioner in question is eligible to receive reimbursement for the NetCom trip, previously requested by the Network Commissioner, for up to 100% of the traveling costs.
- j. The ST and CDR have the right to reject or reduce reimbursements or reimbursement requests, if the requesting member has failed to comply with attendance, reporting or voting obligations specified in this Working Format, without a written valid excuse.

## **X. KNOWLEDGE TRANSFER**

1. It is an obligatory task of every Network Commissioner to ensure a complete and timely Knowledge Transfer.

2. Knowledge Transfer shall happen during the period between the elections and the start of the NetCom term. In case the Knowledge Transfer period is less than one month an extension to reach the full month should be given. Access to the Internal documents of the Network Commission shall be given at the signing of the NDA.
  - a. Every Network Commissioner, instructs the person(s) who takes over the responsibility of any of their locals, giving full knowledge transfer in this regard
  - b. The outgoing ST, together with the CDR, instructs the newly elected ST and assists them with the budget division.

## **XI. END OF MANDATE**

1. The mandate of a Network Commissioner will be terminated upon:
  - a. own request;
  - b. having failed to present two consecutive monthly reports or locals' status overview in time, without a prior written valid excuse;
  - c. not having attended two consecutive official internal meetings, without a prior written valid excuse;
  - d. ratification of dismissal of a member according to Article 5 of the Commission Rules;
  - e. a vote of confidence as described in Article 25 of the Statutes of AEGEE-Europe; or
  - f. own death.

## **XII. VALIDITY AND REVISION OF THIS WF**

1. Once adopted, this WF shall be considered valid and binding for all members of the Network Commission.
  2. This WF is subject to revision by the Network Commission.
  3. Amendments to this WF must be ratified by a 2/3 qualified majority of elected Network Commissioners.
  4. By submitting their candidature, candidates for the Network Commission acknowledge the validity of this WF, and accept it as binding in case they are elected.
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# 3. WORKING FORMAT OF THE AUDIT COMMISSION

*June 2017*

## **I - GENERAL RULES FOR THE AUDIT COMMISSION**

1. 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 (CIA); To approve the financial reports of AEGEE-Europe, Locals, The AEGEE-Academy, AEGEE-Europe events; Additionally, the Audit Commission can, upon request of the relevant AEGEE bodies, check the bookkeeping and the financial report of events organised according to the general rules for Events; To present their findings to each Agora. inform, and help locals members about Finances Handling, Budgeting and Bookkeeping. How to make a correct Financial Report How to make an Internal Audit
2. The Audit Commission of AEGEE-Europe follows the regulations included in the CIA.

## **II. STRUCTURE OF THE AUDIT COMMISSION**

1. The Audit Commission consists of up to three members elected by the Agora. Audit Commissioners are elected for the duration of twelve months, with the exception of the ones elected at the Spring Agora, which will have a mandate till the Autumn Agora.
2. In case not all position has been elected during Agora, so-called Assistants or Subcommissioners can be chosen by the president of Audit Commission to take over the missing positions. Assistants/Subcommissioners have than the same rights and assumes all tasks as a regular member of the Audit Commission. Their mandate ends at the next Agora and can be renewed.
3. An Audit Commissioner can appoint these voluntary helpers individually for his or her personal assistance. They do not have access to all internal documents of the Audit Commission, they are not on the mailing list, and do not attend internal meetings.

Their responsibilities are the following:

**MANDATORY:**

Auditing the Financial Reports;

Asking for extra documents to the locals assigned;

Basically answer and discuss with the Audit Commissioners about the Financial Reports and about the actions to take towards every local; Communicating with their locals with any preferred channel of communication; Building a database of

contacts with her/his locals according to the available data; Communicate with the elected AC(s) about their locals.

**FACULTATIVE:**

Upon an agreement between the Subcommissioner her/himself and the elected Commissioners.

This appointment is not subject to any ratification by whole Audit Commission and can be terminated anytime. The Audit Commissioner must ensure that the Subcommissioners sign a Non-Disclosure Agreement within 14 days after their appointment and ensures not to include these Assistants/Subcommissioners to any working place/Database BEFORE the receipt of those Non-Disclosure Agreements.

### **III. TASKS OF THE AUDIT COMMISSION**

1. Elected Members of Audit Commission shall:
  - a. draft the general working plan of the Audit Commission
  - b. present a Working Plan and existing Subcommissioners to the Network,
  - c. attend the live Meetings;
  - d. appoint and dismiss Subcommissioners as needed, but always try to have a team of Subcommissioners to assist in the communication with all locals;
  - e. Provide internal education to the Subcommissioners;
  - f. support and educate locals in finances and audit related topics.
  
2. President of Audit Commission shall:
  - a. publicly presents on the Members' Portal and other possible available communication channels, the new Team within six weeks after the start of their term to the Network
  - b. coordinate and drafts the internal task/locals division of the team, together with the team
  - c. coordinates the drafting and presents the Working Plan of the Audit Commission to the Network;
  - d. ensures the running of the Audit Commission, actively coordinating the team work, reminding Audit Commissioners and SubCommies of their duties, and facilitating internal communication;
  - e. sets up, announces, prepares, and chairs both physical and virtual meetings of the Audit Commission.
  - f. appoints a minutes taker for each meeting;
  - g. maintain or assign to the team, active communications with the Comité Directeur and all other relevant organs and bodies of AEGEE-Europe;
  - h. supports the members of the Audit Commission whenever necessary;
  - i. administrates the mailing lists, the communication channels and the databases of Audit Commission
  - j. coordinates the cooperation of the Audit Commission with other bodies of AEGEE- Europe;



- k. assumes all tasks as a regular member of the Audit Commission.

## **IV. COMMUNICATION BETWEEN CD AND AUDIT COMMISSION**

### **I. REPORTING**

1. During every Agora, the Audit Commission presents its activities and achievements, according to a procedure set by the Chairperson of the Agora.
2. Before every Agora, upon request by AEGEE-Europe, the President hands in a general report to the Secretary General of AEGEE-Europe, describing the activities and achievements of the present term, and explaining to what extent the Audit Commission managed to fulfill the work plan presented at the beginning of that term.

### **II. INTERNAL MEETINGS**

1. The Audit Commission must meet at least once between two Agorae.
2. Additionally the Audit Commissioner should meet at least once at following locations:
  - a. every Ordinary Agora (after the announcement of the election results);
  - b. during the Audit of AEGEE-Europe in Brussels for Audit of AEGEE Europe
  - c. In any other decided occasion
3. Furthermore, the Audit Commission officially meets virtually whenever the it is necessary, but at least once per month. SubCommies can be invited to this meetings by the President of Audit Commission / Audit Commissioners.
4. Every Audit Commissioner shall attend all official internal meetings. A written explanation of a valid excuse, shall be presented to the Team before the start of the meeting, in the format decided by the President.

### **III. DECISION MAKING**

1. If not ruled otherwise in this Working Format, all internal decisions are taken by absolute majority.

## **IV. FINANCIAL COMPENSATION/REIMBURSEMENTS**

1. Budget of the Audit Commission
  - a. In order to facilitate the work of the Audit Commission, a budget is provided by the Financial Director on an annual basis and agreed with members of AC. General rules regarding reimbursement can be found in the Financial Rules of the CIA.
2. Reimbursement Requests
  - a. A trip reimbursement request, needs to be submitted not later than established internal deadline set by President of the Audit Commission with the Financial

- Director of AEGEE-Europe - before the start of the trip.
- b. Upon receiving a request for reimbursement, the President and/or the Financial Director are expected to state their decision within 3 days.
  - c. Reimbursement for expenses other than traveling costs may be granted by the Financial Director if they are directly relevant for the work of the Audit Commission.
  - d. An Audit Commissioner can appoint, with the Financial Director's approval, a Subcommissioner to take over tasks and make trips on their behalf. The Subcommissioner in question is eligible to receive reimbursement for the this, previously requested by the Audit Commissioner, for up to 100% of the traveling costs. The financial Director (with the recommendation of the Audit Commission President) have the right to reject or reduce reimbursements or reimbursement requests, if the requesting member has failed to comply with attendance, reporting or voting obligations specified in this Working Format, without a written valid excuse.

## **V. KNOWLEDGE TRANSFER**

1. It is an obligatory task of every team of Audit Commissioners to ensure a complete and timely knowledge transfer, including all the needed tasks of the Audit Commission.
2. It is also obligatory task from the previous Audit Commissioners to provide a document to facilitate the work of the soon-to-entry newly elected Audit Commissioners, due to the great amount of different technical manuals to consider.
3. The Audit Commissioners have to train each single assistant/Subcommissioner in an individual way, to ensure that this Assistant/Subcommissioners, know what to do.

## **VI. END OF MANDATE**

1. The mandate of a Audit Commissioner will be terminated upon:
  - a. own request;
  - b. a vote of confidence as described in Article 25 of the Statute of AEGEE Europe;
  - c. own death.

## **VII. VALIDITY AND REVISION OF THIS WORKING FORMAT (WF)**

1. Once adopted, this WF shall be considered valid and binding for all members of the Audit Commission, assistants and Subcommissioners.
2. Amendments to this WF must be ratified by a 2/3 qualified majority of elected Audit Commissioners.
3. By submitting their candidature, candidates for the Audit Commission acknowledge the validity of this WF, and accept it as binding in case they are elected.

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## 4. WORKING FORMAT OF THE JURIDICAL COMMISSION

*July 2020*

### **I. MISSION**

The JC is an entity which seeks to regulate the internal functioning of the association, within the same framework as provided by the CIA.

### **II. DECISION MAKING**

- (1) Decisions are taken by consensus.
- (2) Only in case a consensus has proven impossible, decisions are taken by 2/3 majority. The CD Observer does not have voting rights.
- (4) In case of a tie, the President has the casting vote.
- (5) This Working Format can only be changed unanimously.

### **III. NEUTRALITY**

- (1) JC member is not involved with the counting of ballots for a position in an election for which they are a candidate.
- (2) When a proposal of the JC is discussed during a Prytanium, the JC member assigned to the Prytanium as JC will not present the proposal or advocate it in any way.
- (3) The JC member assigned to a Prytanium as JC does not give their opinion on the proposal during the Prytanium unless it leads to conflicting rules or is otherwise legally unsound. They can also explain the consequences of the changes if they are unclear.
- (4) If possible, a JC member abstains from decisions that involve a body that they are a member of.

### **IV. WORKING RULES**

- (1) The Juridical Commission's works mainly through the mail group (juridical@aegee.eu) and other means of distance communication.
- (2) The Juridical Commission meets online, when finds it necessary. The online meeting is convened by the President when the President decided upon in, or by the request of at least one JC member or the CD observer.
- (3) The Juridical Commission can appoint subcommissioners and assistants to assist with its work.

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## 5. WORKING FORMAT OF THE DATA PRIVACY COMMISSION

*November 2019*

The Data Privacy Commission (hereafter DPC) is an entity whose aim is to ensure and examine the level of data privacy within AEGEE-Europe and its Locals. Its tasks and obligations are as provided by the CIA.

### I. TASKS

The DPC is tasked with the following duties:

- A. It acts as an ombudsman for the privacy of the data of AEGEE-Europe and its members. This means the following:
  - (1) It categorises information of AEGEE-Europe within different 'access levels';
  - (2) It is responsible to track which member/body/person has access to which piece of data;
  - (3) It is responsible for the creation and collection of Data Access Form (DAF) for such data access;
  - (4) It is responsible for the creation and collection of non-disclosure agreements (NDAs) for protecting AEGEE-Europe in case sensitive data is shared;
  - (5) It is responsible to keep an overview of the data flow within AEGEE-Europe and, if the case, between AEGEE-Europe and its members;
  - (6) It is responsible to act in conjunction with Mediation Commission for any disciplinary action that should be taken against members or beneficiaries who do not respect the privacy rules.
  
- B. It has to make AEGEE-Europe respect privacy regulations, most notably the European General Data Protection Regulation (GDPR) [\[2016/679\]](#). This means the following:
  - (1) Keep the documents and registries required by the GDPR, such as the Data Breach Register, privacy policy, Breach Notification Forms, etc.;
  - (2) Keep an overview on the Data Processing Agreement between AEGEE-Europe and its members;
  - (3) Keep an overview on the Data Processing Agreement between AEGEE-Europe and third parties.
  
- C. It supports AEGEE-Europe members in implementing GDPR practices;

### II. DECISION MAKING

- (1) Decisions are taken by consensus.

- (2) Only in case a consensus has proven impossible, decisions are taken by majority. The CD Observer does not have voting rights.
- (3) In case of a tie, the President has the casting vote.
- (4) This Working Format can only be changed unanimously.

### **III. WORKING RULES**

- (1) The Data Privacy Commission works mainly via the internal mailing list.
- (2) The DPC meets online, when they find it necessary. The online meeting is convened by any of the members of the DPC
- (3) The DPC can appoint Subcommissioners to assist with its work.

## 1 . WORKING FORMAT OF THE AEGEEAN

*September 2017*

### 1 | VISION

(1.1) The AEGEEan is a supporting committee of AEGEE-Europe and was reintroduced as Committee by the Autumn Agora Catania 2017.

(1.2) The AEGEEan is AEGEE-Europe's official online magazine.

(1.3) In order to be able to fulfil its tasks in the most effective manner, The AEGEEan has defined three general guidelines that are kept in mind with the publishing of all articles:

- ~ The AEGEEan aims at informing for all that is newsworthy in and outside of our Network.
- ~ The AEGEEan aims at being critical without being harmful.
- ~ The AEGEEan aims at showing different perspectives while remaining impartial.

(1.4) The role of The AEGEEan is internal and does not entitle it to act independently towards the stakeholders of AEGEE without the approval of a member of the Comité Directeur.

### 2 | MEMBERS

#### (2.1) **Speaker Team**

The AEGEEan Speaker Team consists of two elected members and one appointed Comité Directeur member. The Comité Directeur member has no voting rights.

The Speaker Team positions are the following:

- Editor-in-Chief
- Vice-Editor-in-Chief

One appointed Comité Directeur member

The tasks of the Editor-in-Chief are:

- Publishing articles.
- Coordinating the team.
- Setting regular team meetings.
- Representing the magazine externally.
- Submitting articles that go into the AEGEE Newsletter.

The tasks of the Vice-Editor-in-Chief are:

- Supporting the Editor-in-Chief in carrying out his/her tasks
- Substituting for the Editor-in-Chief whenever needed
- Replacing the Editor-in-Chief in case of resignation before the end of the term

The appointed Comité Directeur member is responsible for the communication

between The AEGEEan and the Comité Directeur. S/he is Editor of the Comité Directeur section of The AEGEEan. S/he maintains the overview of the actions of The AEGEEan and recommends new fields of involvement on the European level. The Speaker Team selects a Chief of proofreaders from among proofreaders.

#### (2.2) **Editors**

- Editors are appointed by the Speaker Team after they submit their application.
- The application consists of a motivation letter and examples of previous work.
- Editors are responsible to edit and approve articles submitted within 48 hours.

#### (2.3) **Journalists**

- Journalists are appointed by the Speaker Team after they submit their application.
- The application consists of a motivation letter, examples of previous work and a test article.
- Journalists are expected to write at least two articles a month.

#### (2.4) **Proofreaders**

- Proofreaders are appointed by the Speaker Team after they submit their application.
- The application consists of a motivation letter and a test article.
- Proofreaders are responsible for proofreading at least one article per week if present.

#### (2.5) **IT responsible**

- The IT-responsible is selected by the Speaker Team after submitting an application.
- The application consists of a motivation letter and examples of previous work.
- The IT-responsible is responsible for maintaining the wordpress page and dealing with IT-problems.

#### (2.6) **Team members**

- The Speaker Team has the ability to launch a call for general team members according to the needs of the magazine.
- They can be, for instance, Public Relations responsible, Fundraising responsible, Human Resources responsible.

### **3 | STRUCTURE AND TASKS**

(3.1) The AEGEEan's role has 3 different perspectives. The informative, the promotive and the rewarding role towards the AEGEE Network:

- The AEGEEan informs the members of our Network about successful events, thematic activities, different insights of statutory events, cooperations between locals, the external representation to stakeholders, and all that is

newsworthy in and outside of our Network.

- The AEGEEan rewards the members of our Network by giving specific accreditation to members and locals that have remarkably contributed to the common goals.
- The AEGEEan promotes the most impactful or big events, the work of European bodies (such as thematic and organisational supportive bodies) of AEGEE- Europe, the work of Comité Directeur and providing spotlight for candidates of different positions.

(3.2) Ideas for articles are proposed by Editors and/or journalists to the Editor-in-Chief. Members of the Network can directly propose an article but it has to be approved by the Editor-in-Chief before its publication.

(3.3) Each article has a deadline of seven days, unless an extension is requested.

(3.4) The writer of the article should always be mentioned with their full name and local at the bottom of the article, unless they have explicitly requested to remain anonymous. In that case it will say Anonymous.

(3.5) All rules for the articles and the procedures are defined in the internal knowledge transfer documents.

(3.6) No pictures with copyright will be used without a very clear reference to the source. In case this rule is not respected or the source doesn't provide authorized property, the journalist of the article and the Editor-in-Chief will share responsibilities.

#### **4 | POLICY ON REMOVING / RESIGNATION OF POSITIONS**

(4.1) If any team member is inactive for a period longer than two months without giving an explanation of his/her absence, the Editor-in-Chief has the right to remove him or her from the team.

(4.2) In case any team member is not behaving as stated in the articles above, the Editor-in-Chief sends a warning. If the team member did not change his behaviour after a month, the Editor-in-Chief has the right to remove him or her from the team.

(4.3) If the Speaker Team is not fulfilling its tasks as stated in the article (2.1) above, any team member can hold a vote of confidence against any of its members.

(4.4) If any team member wants to terminate his or her work, they have to announce this to the Editor-in-Chief and the rest of the team by email.

(4.5) After being removed or resigning, a team member is obligated to deliver knowledge transfer upon request.

#### **5 | ELECTIONS**

(5.1) The common procedure of the elections of the Speaker Team applies.

(5.2) The Speaker Team is elected for a year within one month after Spring Agora.

(5.3) Every member of The AEGEEan can run for the position of either Editor-in-Chief or Vice Editor-in-Chief.



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## 2. WORKING FORMAT OF THE EVENTS QUALITY ASSURANCE COMMITTEE

*July 2020*

### **I. MISSION**

1. The Events Quality Assurance Committee (EQAC) is a committee of AEGEE-Europe that is attached to the Comité Directeur. Its aim is to improve the quality and impact of all the events listed in the Calendar of Events of AEGEE-Europe.
2. That can be achieved by assisting, supporting, and training organisers of European Events, AEGEE Events and AEGEE-Europe Events and by leading the assessment and evaluation process before and after each event.

### **II. MEMBERS**

1. The EQAC consists of members with significant knowledge and experience in organising events.
2. Following an open call detailing the available positions, the Comité Directeur appoints the members of the EQAC, after receiving feedback on the applications by the members of the Committee.
3. The mandate of the members lasts for one year, starting no later than a month of the Autumn Agorae.
4. The EQAC is coordinated by the Speaker and assisted by a Vice Speaker. The Speaker and the Vice Speaker are selected by the newly appointed members. These two figures must be selected no later than a month after the beginning of their mandate.
5. Unanimous approval is required for any change in this working format. An appointed Comité Directeur member is also a member of the EQAC They are the observer and have no voting rights.
6. The EQAC meets online regularly. During the time between the meetings, the agreed-upon communication channels and the eqac-members@aegee.eu mailing list, are used for communication between the members of EQAC
7. Strong cooperation is established between the EQAC and the Network Commission.

### **III. STRUCTURE AND TASKS**

1. The tasks of the EQAC are to:
  - a) Evaluate the events drafts based on the approval criteria decided by the team, and approve events on MyAEGEE system;
  - b) Maintain active communication with the contact person of the AEGEE local that is planning to organise the event, by helping and giving feedback and support;

- c) Evaluate the events by following the procedure decided by the team;
- d) Conduct evaluation of the events based on the feedback received from participants and organisers;
- e) Give feedback to the organisers of the event and help them to develop themselves, if requested;
- f) Suggesting the appropriate measures, in case an event has failed to meet the standards of quality;
- g) Promote the AEGEE events on social media channels
- h) Report to the Agora the work progress of the EQAC

(2) The EQAC creates and updates whenever necessary:

- a) Quality indicators for the European Events, AEGEE Events and AEGEE-Europe Events;
- b) The Event Assessment Criteria for organisers of European Events, AEGEE Events and AEGEE-Europe Events;
- c) The Event Evaluation Criteria for organisers of European Events, AEGEE Events and AEGEE-Europe Events;
- d) Other relevant guidelines.

(3) The Speaker team of the EQAC has the following tasks:

- a) Coordinates the work of the EQAC and provides the appointed Comité Directeur member with information about the EQAC activities;
- b) Prepares and presents the activity report of the EQAC during Agorae. Should the Speaker for any reason be unable to attend the Agora, the members of the EQAC will agree between themselves on who will represent the Committee;
- c) Announces the dates of online meetings and presents the agenda.

(4) The EQAC has a Public Relations Responsible that:

- a) Is appointed not later than one month after the new team is selected;
- b) Updates and operates social media channels;
- c) Increases the awareness and the visibility of EQAC

#### **IV. ELECTIONS**

The common elections procedure for the Speaker Team applies.

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# 3. WORKING FORMAT OF THE FUNDRAISING COMMITTEE

*July 2020*

## **I - MISSION**

(1) The Fundraising Committee (FRC) is a supporting committee of AEGEE-Europe.

(2) The missions of the FRC are:

- support the financial sustainability of AEGEE-Europe by providing help in its institutional and corporate fundraising.
- work on institutional grants and corporate partnerships;
- support the network on fundraising issues.

(3) The FRC holds an internal and external role and is entitled to act towards the stakeholders of AEGEE-Europe with permission and supervision of the appointed Comité Directeur member.

## **II - MEMBERS**

(1) The FRC consists of AEGEE members who have expertise or want to acquire it in different fields of corporate and institutional fundraising.

(2) The members of the Fundraising Committee have an AEGEE Google Suite account and are included in the Committee Group.

(3) 1 The Speaker Team (ST) is responsible for sending the Open Calls for new members upon internal needs and decisions. 2 At least one Open Call is launched after Spring and before Autumn Agora.

(4) 1 The mandate of a member lasts for 1 year. 2 Any person can reapply through an Open Call again.

(5) 1. The members of the FRC lose their membership status if they do not exercise their voting rights at ST elections. 2. The ST has the right to make exceptions to this rule.

(6) The appointed Comité Directeur member has voting rights during the Speaker team election process.

(11) 1. A ST member can be dismissed with a decision taken by  $\frac{2}{3}$  majority of the members. 2. Elections for fulfilling the vacant position in the Speaker Team have to take place within one month from the announcement of the dismissal.

(12) 1. The ST takes decisions based on the principle of simple majority. 2. In case of a tie, the Speaker has the casting vote.

(14) Changes to this working format must be ratified by a  $\frac{2}{3}$  majority.

(15) All members of FRC are to sign the non-disclosure agreement, as to be provided by the ST, within 2 weeks after the decision on acceptance is communicated. Signing the non-disclosure agreement is a mandatory condition of being a member of the FRC.

## **III - STRUCTURE AND TASKS**

(1) The FRC is coordinated by the Speaker Team, consisting of a Speaker and up to two Vice-Speakers, and the appointed CD member. The term of the Speaker and Vice-Speaker is one year.

- (2) The Speaker team is responsible for the well functioning of FRC.
- (3) Any proposal to approach a corporate partner or an institutional project has to be approved by the CD appointed member.

#### **IV – ELECTIONS**

- (1) The common elections procedure for the Speaker Team applies.
- (2) 1. The ST is elected once per year one month before the spring agora. 2. The term of the ST lasts for one year.
- (3) The term of the elected ST starts right after the Election Committee has announced the results of the elections.

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## 4. WORKING FORMAT OF THE HUMAN RESOURCES COMMITTEE

*November 2020*

#### **I – MISSION**

1. The Human Resources Committee (HRC) is a supporting committee of AEGEE-Europe. It consists of HR-related projects supporting the members of AEGEE.
2. The missions of the HRC are:
  - a. Work on individual, local and European level;
  - b. Support with the recruitment and management of existing members of AEGEE;
  - c. Improve members by focusing on their abilities, motivation and opportunities,
3. The HRC holds an internal and external role and is entitled to act towards the stakeholders of AEGEE-Europe with permission and supervision of the appointed Comité Directeur member.

#### **II – MEMBERS**

1. The HRC consists of AEGEE members who have expertise or want to acquire it in different fields relating to human resources. All members must carry a valid membership of an AEGEE Antenna or a Contact Antenna.
2. The mandate of a member lasts for 1 year. Any person can reapply through any form of Open Call again, on which the ST decides on. This article does not apply for ST members.
3. The members of the Human Resources Committee have an AEGEE GSuite account and are included in the Committee Group. If a member does not have an AEGEE Google Suite account at the moment of being accepted to the committee, it is their responsibility to request one following the standard available procedure provided by ITC.
4. The members of the Human Resources Committee have to read and respect the KT document “KT HRC - Addition WF” on the internal shared drive.

5. The members of the HRC lose their membership status if they do not exercise their voting rights or do not act according to the Code of Conduct. Exceptions can be granted by the Speaker Team.
6. All members of HRC should sign a non-disclosure agreement from now on, established members latest with their next renewal of their membership. The agreement is to be provided by the ST, within 2 weeks after the decision on acceptance is communicated. Signing the non-disclosure agreement is a mandatory condition of being a member of the HRC.
7. The appointed Comité Directeur member has no voting rights for the Speaker Team election process or working format revisal.
8. A ST member can be dismissed with a decision taken by  $\frac{2}{3}$  majority of the members.
9. Elections to replace a dismissed or withdrawn Speaker Team member should take place within one month from the announcement of the dismissal or withdrawal. Interim ST members do not have official voting rights for decisions made within the Speaker Team.
10. The ST takes decisions unanimously. If no consensus is reached, the Speaker's vote weights more.
11. Changes to this Working Format must be ratified by a  $\frac{2}{3}$  majority.

### III - STRUCTURE AND TASKS

1. The HRC is coordinated by the Speaker Team, consisting of a Speaker and up to four Vice-Speakers, and the appointed Comité Directeur (CD) member. The Speaker team is responsible for the well functioning of HRC and its members. The term of the Speaker and Vice-Speakers is one year.
2. The Speaker Team (ST) is responsible for sending the Open Calls for new members upon internal needs and decisions.
3. At least one standard open call is launched after Spring and before Autumn Agora.
4. The open call runs for at least 15 days and the selection is communicated no later than 10 days after the Open Call ends.
5. The Knowledge Transfer is completed no longer than 30 days after their selection is communicated.
6. The Human Resources Committee consists of HR related projects supporting the members of AEGEE. The projects in HRC serve the Strategic Plan of AEGEE-Europe, either directly as a project itself, or indirectly as part of a project. Each project team consists of at least two and up to five members.

### IV – ELECTIONS

1. The common elections procedure for the Speaker Team applies.
2. 1. The ST is elected once per year between the Spring and Autumn Agora 2. The term of the ST lasts for one year.
3. The term of the elected ST starts right after the Election Committee has announced the results of the elections.

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# 5. WORKING FORMAT OF THE INFORMATION TECHNOLOGY COMMITTEE

*November 2020*

## I - MISSION

(1) The mission of the Information Technology Committee (ITC) is to support AEGEE Europe with anything related to IT.

(2) It consists of AEGEE members who have expertise or want to acquire some in different fields of Information Technology. 2 Divided into different teams, the ITC manages and develops the IT infrastructure of AEGEE-Europe.

## II - MEMBERS

(1) Members of ITC are the people subscribed to ITC's mailing list.

(2) The Speaker Team is responsible to approve membership applications to ITC and applications of ITC members to events.

(3) The Speaker Team may decide not to approve or to terminate the membership of a person in case it acts against the principles of AEGEE or ITC, or in case its presence is not constructive and is not expected to become such.

(4) 1 Members of ITC lose their membership status and accordingly their voting rights, if they do not exercise their voting rights at Speaker Team elections. 2 The Speaker Team has the right to make exceptions to this rule.

(5) Someone that has lost their membership status can reapply to become a member.

(6) 1 Each member of ITC can propose changes to the working format. The members of ITC have to ratify the changes. 2 In case of objection(s),  $\frac{2}{3}$  of the members have to support the changes in order to be adopted.

## III - STRUCTURE AND TASKS

(1) 1 The ITC is divided in several teams that act fairly independent. 2 The ITC Speaker Team is responsible for the coordination of the different teams. 3 The ITC consists of, but not limited to:

(a) IT-related tasks:

(i) ITC Speaker Team: coordinates ITC Teams, holds the communication flow with other AEGEE bodies and IT bodies of other associations.

(ii) ITC Mail Team: is responsible for the mail server(s) of AEGEE that serves the @aegee.org e-mail addresses and the mailing lists.

(iii) ITC G Suite Team: administers @aegee.eu email addresses, maintains the G Suite Groups, Shared Drives and common templates and provides support to its users.

(iv) ITC Head Office Team: administers Head Office servers, computers, infrastructure of the head office of AEGEE-Europe.  
(v) ITC Server Admins Team: administers the Servers of AEGEE-Europe. (vi) ITC Software Team: maintains and develops software systems used internally with MyAEGEE, including, but not limited to:

- 1) MyAEGEE itself
- 2) AEGEE wiki
- 3) AEGEE forum
- 4) JC Module of OMS
- 5) MyAEGEE authorization on other AEGEE websites

(viii) Other:

- 1) Supporting other AEGEE bodies, projects, events, or activities with IT services on a per-project basis
- 2) Assess and manage the IT budget of AEGEE
- 3) Write documentation for the IT systems

(b) Other non-IT-related tasks:

(i) Human Resources

- 1) New members
- 2) Current members
- 3) Training sessions

(ii) Public Relations

- 1) ITC pages on social media

(iii) Discussion forum

- 1) Internet Governance
- 2) Data privacy

(2) The Committee shall elect its Speaker Team, consisting of one Speaker, up to two Vice-Speakers and the appointed Comité Directeur member. The appointed Comité Directeur member has no voting rights.

(3) Rules for the Speaker Team:

(a) The Speaker Team is elected once per year, right after the Autumn Agora. Its term lasts for one year.

(b) The Speaker Team is responsible for the well-functioning of the Committee. (c) The Speaker Team is responsible for the communication with IT entities of other organisations.

(d) The Vice-Speaker(s) act in the name of the Speaker, in case of absence of them.

(e) Members of the Speaker Team can be dismissed with a  $\frac{2}{3}$  majority following a voting performed from the members of the Speaker Team.

(f) Dismissed members of the Speaker Team have to be replaced within one month following the announcement of the dismissal.

- (g) The Speaker Team takes decisions based on the principle of simple majority. In the case of a tie, the Speaker has the casting vote.
- (h) <sup>1</sup>The Speaker Team is responsible for managing the information needed to run the committee. <sup>2</sup>It is responsible for keeping this information safe to the ones that only need it. <sup>3</sup>Speaker Team passwords should be changed at least once per term.
- (i) The Speaker Team holds the responsibility of compiling the activity report of the Committee before every Agora.

#### IV - ELECTIONS

The common procedure of the elections of the Speaker Team applies.

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## 6. WORKING FORMAT OF THE PUBLIC RELATIONS COMMITTEE

*July 2020*

### 1 | MISSION

- (1) The Public Relations Committee (PRC) is a supporting committee of AEGEE-Europe and was installed by the Agora Istanbul 2010.
- (2) <sup>1</sup> mission is to support the AEGEE Network in the fields of public relations, internal and external communication and general promotion. <sup>2</sup> It creates, keeps and develops communication strategy of AEGEE-Europe, and within AEGEE Network monitors the fulfilment of set internal rules regarding public relations. <sup>3</sup> It also serves as a knowledge and resources provider in its respective fields.
- (3) The role of the PRC is internal and does not entitle it to act independently towards the stakeholders of AEGEE.

### 2 | STRUCTURE

#### 2.1 Speaker Team

Their main responsibilities are maintaining the structures of PRC and the proper functioning and operation of the Committee. They represent PRC towards AEGEE.

#### 2.2. Tasks and Decisions

- Coordination of the work of the PRC and ensuring the right allocation of human resources.



- The Speaker Team is responsible for the preparation and presentation of the Activity Report of the PRC. The presentation can be delegated or shared within the Committee if needed.
- The Speaker announces the dates of online meetings and presents the agenda.
- Decisions are taken by simple majority.
- The Speaker has a casting vote, in case of equal voting.
- The Vice-Speaker is responsible for the human resources management within the PRC.
- The Agenda of the Speaker team meeting has to be published 3 days before the day of the meeting and members can give feedback on it.
- The Speaker team should take these comments into consideration before taking decisions during the meeting.
- The appointed Comité Directeur member is responsible for the communication between the PRC and the Comité Directeur.
- The appointed Comité Directeur member maintains the overview of the actions of the PRC and recommends new fields of involvement on the European level.
- A member of the Speaker Team takes minutes during meetings and publishes them within a week the PRC G-Suite Group. This task can be delegated to any other member present during the meeting.
- The Vice-Speaker can take over the Speaker's tasks whenever a significant need appears.
- The Speaker team is responsible for contacting members and updating the members list within one month before the elections.
- The Speaker Team has to send their Activity Plan to PRC G-Suite Group within one month after the announcement of election results.
- Members are allowed to give feedback. The Speaker Team has to take received feedback into consideration before finalising the activity plan.
- In the beginning of its term, the Speaker Team decides which task force teams are needed in order to fulfil the activity plan or to ensure that the PRC mission is accomplished.
- The Speaker Team issues an open call and chooses the coordinators and members of specific task force teams among the PRC members within one month after the announcement of election results.
- At least one task force should be formed per term.
- A knowledge transfer period of one month will be induced directly after the elections in which the outgoing and the newly elected Speaker Teams will be working together.

## **2.2 Moderators**

Each task force should have a coordinator, who coordinates the work of the task force and helps the ST.

### **2.2.1 Tasks**

- The task force moderator should update the ST with work developments on a weekly/monthly basis.
- Coordinate the work and members of its team.

- Encourage their members and create a team building and healthy environment among the members of the team.
- Consulting locals / European Bodies on how to create PR materials. Criteria
- Every member of the PRC can run as moderator during the Open Call issued by Speaker Team.
- Candidates for moderator need to be part of the task force they are applying for.
- Candidates have to apply with a motivation letter and with plans for their term as moderator.
- The selection of moderators is done by Speaker Team based on the applications of the candidates. If the moderator resigns, Speaker Team will send another Open Call looking for a new moderator of its team.

### **2.3 Advisory Members**

- (1) The Advisory Members consist of previously experienced member of PRC
- (2) The role of Advisory Members is to consult the Speaker Team on general questions related to work of the committee and individual cases, that are difficult to solve within the members of the current team.

### **2.4 Members**

- (1) The PRC consists of members that must carry a valid membership of an AEGEE Antenna or Contact-Antenna.
- (2) It is being coordinated by the Speaker Team that consists of one Speaker, one Vice-Speaker and an appointed Comité Directeur member.
- (3) The PRC consists of specific task-force teams. Each member has to be in at least one specific task-force team.
- (4) <sup>1</sup> The application for membership of the PRC can be submitted at any time to the Speaker Team, which is responsible to approve or reject applications. <sup>2</sup> The applicant has to receive a decision within 1 week. <sup>3</sup> An application may be rejected in case the applicant does not possess a basic experience in the field of PR or is anticipated not to have enough time or commitment to actively contribute to involvement in PRC activities. At least one Open Call per term should be issued for new members.
- (5) The subscribers of the PRC G Suite Group are members of the PRC.
- (6) <sup>1</sup> The membership lasts for one Speaker Team term, although a membership can be terminated by the Speaker Team in case the member does not take up any task during six months of membership or is acting against the principles of AEGEE. <sup>2</sup> The membership can be renewed after confirmed interest by the member.
- (7) Members that have lost their membership or cancelled it can reapply for it.
- (8) <sup>1</sup> The members can propose a vote of confidence against individual members of the Speaker Team. <sup>2</sup> To start the motion, the support of 1/3 of the members is needed. <sup>3</sup> This should be expressed on the PRC G Suite Group with a formal email. <sup>4</sup> If the respective member of the

Speaker Team does not receive more than 50% of votes in favour, they will be automatically dismissed and new elections for the vacant position will be conducted.

- (9) <sup>1</sup> Each member of the PRC can propose changes to the Working Format; at least 2/3rd of the members of PRC have to ratify the changes. 2. In case of objection(s), 2/3 of the members have to support the changes in order to be adopted.
- (10) If a member of the Speaker Team will show no communication for a period of at least three weeks, they will be considered to have resigned and new elections for the vacant position will be conducted. This paragraph does not apply in case the respective member of the Speaker Team has given notice prior to their absence.

## **2.5 Task Forces**

PRC is divided into different teams, all of them are focused on an important PR topic. The aim is to distribute the work and to use all the potential of PRC's members in an area. In that way, being a member of PRC is not only being on the GSuite Group but actively contributing to the work of PRC.

### **2.5.1 Visual Identity Team**

#### Tasks & Duties

- Actively participate in the working process
- Accept, reject and help with the logos for the locals and European Bodies.
- Develop materials in VI for the locals and European Bodies on their request. Communicate with locals and European Bodies according to the Network distribution of locals between members of the team
- Solve doubts / helping the network regarding the usage of Visual Identity.
- Giving feedback to other teams if their materials are according to VI if needed
- Check if locals are following the Visual Identity on regular basis
- Sharing good examples and tips of using VI (in collaboration with Social Media Team);
- Make VI-check before spring Agora and give feedback to locals afterwards.

#### Criteria

- Participation in the regular meetings of Visual Identity Team (attend at least ¾ meetings a year).
- In one month give feedback to all the proposed logos of locals and European Bodies
- Share ideas and templates of different materials with the network via PR resources on the Members Portal

- Make Introduction in Facebook groups of the Network. Keep updated the list of PR-Responsible of locals and European Bodies and make them follow the Instagram and FB pages of PRC
- Give recommendations on requests from locals and European Bodies
- Give opinion to locals if their material follows VI and give recommendations for future materials.
- Provide Social Media team with a list of possible posts about tips and examples of good VI usage
- Provide ST with VI Check results to be presented during Spring Agora
- Give feedback to locals two months after VI Check results are announced.

### **2.5.2 Social Media Team**

#### Tasks & Duties

- Actively participate in the working process
- Create a media plan for PRC social medias (Facebook, Instagram, PRC page on Members portal).
- Update Members Portal and Facebook page and Instagram of PRC according the media plan for PRC social medias
- Find, create and post PR related information (ranging from tutorials to news).
- Take care of the New Members Campaign of PRC.
- Communicate with locals and European Bodies according the Network distribution of locals between the members of the team
- Consult locals / European Bodies on how to manage PR campaigns / how to use social networks / increase their visibility
- Develop & updating the Social Media Guidelines

#### Criteria

- Participation in the regular meetings of the team (attend at least ⅔ meetings a year). Working in a task at least once a week. Working in a task at least once a week.
- Preliminary media plan for next month should be created 1 week after meeting of the team. Define categories of posts (ex.: VI examples, SMM tips, Members introduction, Q&A), create templates and hashtags for categories. Appoint responsible person from Social Media Team members for each post;
- Make at least 3 posts a week (Asking for feedback from the other teams before posting original content)
- Make at least one PR related repost/survey/article from external pages per three weeks
- Make at least one post per month announcing the open-call. Making as clear as possible that the application is open for the whole year

- Share tips with board members from the locals responsible for PR.
- Give recommendations for future materials Q&A Facebook chat with locals.
- Before the end of the team propose possible changes in Social Media Guidelines

### **2.5.3 Design Team**

#### Tasks & Duties

- Design / consult for locals creating their logos with customised area.
- Design / consult for European Bodies in need of a new logo or design elements.
- Design / consult for locals / European Bodies in need of a logo for a project.
- Design resources and materials adapted to the VI to be offered to the Network at the PR Resources page of Members Portal.
- Consult locals / European Bodies on how to create PR materials.

#### Criteria

- Participation in the regular meetings of Design team
- Taking at least one design job every 2 months, or on request of Speaker Team
- Asking feedback from VI team before finalising logo/materials requests

### **2.5.4 AEGEE Fair Team**

This team/responsible will be selected by the Speaker Team. Before every statutory event, ST will launch an Open Call to decide who is going to take care of this task. In case of no applications, it can be sent it to Announce-L.

#### Tasks & Duties

- Active communication with Local Organisers and Speaker Team
- Open Call and selection of European Bodies' stands (taking into consideration space for sponsors and partners)
- Collection of materials requests from European Bodies and transferring them to Local Organisers
- Coordination of the Fair on the spot during the Fair

## **3 | ELECTIONS**

(1) The mandate of the Speaker and Vice Speaker lasts until one month after the second Agora from their election.

(2) Open call for a new Speaker Team should be issued three weeks before the end of the term of the previous Speaker Team.

(3) Every member of the PRC can run for the position of either the Speaker or the Vice-Speaker.

(4) The elected members take their place in the Speaker Team immediately after the

announcement of the voting results. A knowledge transfer period of one month is induced directly after the elections in which the outgoing and the newly elected Speaker Teams work together.

(5) In case one of the two positions remains vacant, any member of PRC can propose Speaker Team to reopen elections for another round. This can only be done in case one of the two positions is vacant, or if a member of the Speaker Team resigns.

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## 7. WORKING FORMAT OF THE SAFE PERSON COMMITTEE

*June 2020*

### **I. Mission**

1. The Safe Person Committee (SPC) is a committee of AEGEE-Europe that is attached to the Comité Directeur (CD) and the Mediation Commission (MedCom).
2. It aims to let AEGEE be a safe space for all its members and tackle sexual harassment in any form.
3. Their main task is to maintain and develop the Safe Person platform in AEGEE to prevent, detect and react to sexual harassment in the association.

### **II. Members**

1. The SPC consists of members who have expertise in the topic of tackling sexual harassment and/or victim response through either;
  - a. Having attended an official AEGEE Safe Person Training.
  - b. Proven their experience in the relevant field in or outside of AEGEE.
2. The SPC consists of up to 5 members plus an appointed CD member and an appointed MedCom member. The regular members are appointed for a term of one year and can be reappointed.
3. The SPC is coordinated by the Speaker, the Vice-Speaker and the appointed CD member (The Speaker Team). The Speaker and the Vice-Speaker are elected for a year.
4. If the number of members of SPC is less than 5, an open call for new members can be issued at any time by the Speaker team.
5. Applications are evaluated by the speaker team for approval or rejection. The decision of the Speaker Team shall be presented to the Comité Directeur for approval.
6. All the SPC members shall be added to [safe.person@aegee.eu](mailto:safe.person@aegee.eu) and use this group as the official communication channel.
7. Any member of the SPC can propose a vote of no confidence against one of their members. At least  $\frac{2}{3}$  of the members need to vote in favour of the dismissal for it to be approved. Before the voting, the person who is subjected to the vote of no confidence has the right to argue against the vote of no confidence. If the vote of no

confidence is approved, that person is dismissed, and an open call can be issued. If the person was in the Speaker team, new elections have to be conducted as soon as possible.

8. Each member of SPC can propose changes to the Working Format during a meeting; all the members of SPC have to ratify the changes. In case of objection(s), 2/3 of the members have to support the changes in order to be adopted.

### **III. Structure and Tasks**

#### 1. Tasks Speaker team:

- a. To coordinate the work of the SPC and to ensure the right allocation of human resources.
- b. To announce the dates of online meetings and present the agenda.
- c. To ensure and coordinate the creation of the committee's activity plan and report.

#### 2. Structure of the Speaker Team:

- a. Decisions are taken by simple majority. The CD responsible member also has voting rights. The Speaker has a casting vote, in case of a tie.
- b. The CD member inside SPC is responsible for the communication between the SPC and the Comité Directeur.

#### 3. Tasks of the SPC

- a. Manage the safe.person@aegee.eu email account and respond to possible cases or complaints coming in there.
- b. Send Safe Persons (SPs) to events whenever possible and desirable.
- c. Provide locals and event organisers with knowledge on how to prevent sexual harassment.
- d. Provide assistance to Safe Persons in AEGEE to deal with cases and direct complaints to the relevant bodies if necessary.
- e. Manage the Pool of Safe Persons, including the training and recruitment of new SPs.
- f. Other activities relevant to tackling sexual harassment in AEGEE.

#### 4. Structure of the SPC

- a. Decisions in the team are taken with a simple majority. The CD and MedCom appointed members have voting rights for decisions and elections.
- b. The SPC meets at least once per month and as many times more as is deemed necessary by the Speaker Team.

### **IV. The Pool of Safe Persons (PoSP)**

1. The Pool of Safe Persons is the group of trained volunteers that are available to act as Safe Persons during events in AEGEE.

2. The SPC manages the Pool of Safe Persons and therefore:

- a. Presides over the recruitment and admission.
- b. Has the power to expel people from the PoSP.
- c. Is allowed to set the structure and internal rules.

- d. Notifies the Safe Persons of opportunities to join events as an SP.
- e. Decides which SPs from the pool are chosen for a specific event.

## **V. Elections**

The common procedure of the elections of the Speaker Team applies.



# 8. WORKING FORMAT OF THE SUSTAINABILITY COMMITTEE

*November 2020*

## I - MISSION

(1) <sup>1</sup>The Sustainability Committee (SC) is a supporting committee of AEGEE- Europe.  
<sup>2</sup>The mission of the SC is to support and to help the development of more sustainable practices and strategies in AEGEE.

(2) The role of the SC is internal and does not entitle it to act independently towards the stakeholders of AEGEE, unless it is granted with the permission of the Comité Directeur.

## II - VISION

(1) <sup>1</sup>The SC strives for a systematic cultural change within AEGEE which fosters a sustainable mindset and mainstreams a sustainable behavior in all of AEGEE's facets.  
<sup>2</sup>In order to reach these goals we measure AEGEE's impact on the environment and other relevant aspects of the Sustainable Development Goals, improve the sustainability standards of AEGEE as well as educate and motivate the network to act in accordance with these standards.

(2) <sup>1</sup>The main aims of the SC are as follow:

1. MEASUREMENT - Knowing where the Network stands in terms of environmental, social and economical sustainability is crucial for the improvement of those aspects within AEGEE. The SC will establish and maintain a clear database of the progress made and the steps required

2. IMPLEMENTATION - Improving the sustainability standards of AEGEE by implementing changes in the internal structure and event organisation

3. EDUCATION - Raising awareness among the members of AEGEE, educating and motivating the network to act in accordance with the sustainability standards of AEGEE.



### III - MEMBERS

(1) <sup>1</sup>The SC consists of AEGEE members, who want to use, acquire, or share expertise in different fields of sustainability and environmental topics. <sup>2</sup>The Committee is divided into different Project Teams created, activated and supervised by the Speaker Team.

(2) <sup>1</sup>Members of the SC

- a. are actively part of the communication channels, have access to the shared platforms, and communicate clearly about their availability
- b. are active in at least one project team
- c. are expected to transmit the knowledge they gained towards the (new) members of their team in the form of Documentation and a Knowledge transfer meeting
- d. can apply as SC envoy during the Agora

(3) <sup>1</sup>The Speaker Team is responsible to send an open call for new members upon internal need. <sup>2</sup>Moreover, applications for membership of the SC can be submitted at any time to the Speaker Team. <sup>3</sup>The applicant has to receive a reply to their application within two weeks.

(4) <sup>1</sup>The Speaker Team decides upon the selection of membership applications, after consulting the rest of the members of the SC. <sup>2</sup>An application may be rejected in case the applicant does not possess a basic experience in the fields of sustainability and environmental topics, or is anticipated to not have enough time or commitment to actively participate in SC activities, or is anticipated to not fit in well with the rest of the members of the SC.

(5) <sup>1</sup>New members have 2 stages of membership inside of the SC:

- Greenling
  - a. New applicant for the SC;
  - b. Has had an introductory meeting with one full member of the SC and receives guidance before conducting tasks in one Project Team; has attended at least one general members meeting
  - c. Needs to become familiar with the SC, its working format, and general practices
  - d. Does not have voting rights, cannot run for Speaker Team;
  - e. Will lose their membership status if they do not become a full member within six months.
- Full member
  - a. Belongs to at least one Project Team or is part of the Speaker Team;
  - b. Is fully aware of the working format and general practices of the SC
  - c. Has attended at least 3 general members meetings
  - d. Can run for Speaker Team;

- e. Has voting rights;
- f. Can lead a Project Team.

<sup>2</sup>The Speaker Team can make an exception from this structure of membership in case they consider one applicant as sufficiently skilled and experienced to deliver tasks inside of SC.

(6) <sup>1</sup>The Speaker Team may decide to terminate the membership of a person in case this person acts against the principles of AEGEE or the SC, or in case their presence is not constructive and is not expected to become such.

(7) <sup>1</sup>Members of the SC can lose their membership status and accordingly their voting rights, if they are not active in joining meetings, working on projects, or replying to messages. <sup>2</sup>The necessary level of activity to maintain membership requires the members to not miss more than 2 unexcused consecutive general members meetings. <sup>3</sup>Members at risk of being expelled, need to be contacted by the Speaker Team at least three weeks before the exclusion becomes effective. <sup>4</sup>The Speaker Team can grant an exception from this rule. <sup>5</sup>The Speaker Team will compile a list of all active members a month before the speaker elections.

(8) <sup>1</sup>Members that lost or cancelled their membership status can reapply to become members.

(9) <sup>1</sup>Each member of the SC can propose changes to the working format. <sup>2</sup>The members of the SC have to ratify the changes. <sup>3</sup>In case of objection(s), at least 2/3 of the members have to support the changes in order for them to be adopted. <sup>4</sup>The Speaker Team informs the Juridical Commission of AEGEE-Europe with the updated Working Format. <sup>5</sup>The Working Format shall be part of the Knowledge Transfer for new members.

#### IV – STRUCTURE AND TASKS

(1) <sup>1</sup>The structure of the SC consists of a Speaker Team (ST) and Project Teams. <sup>2</sup>The Project Teams work on Projects, which follow the SC's main goals - MEASUREMENT, IMPLEMENTATION and EDUCATION.

(2) <sup>1</sup>The SC Speaker Team consists of two elected members - Speakers <sup>2</sup>The Speakers are equal and divide the tasks of the ST between them. <sup>3</sup>The ST takes decisions based on the principle of consensus. <sup>4</sup>The Speakers are the main responsables for the well-functioning of the Committee.

(3) <sup>1</sup>The ST has the following responsibilities to carry out:

- Draft an Activity Plan for its term within a month after being elected;
- Overall management of the Committee;
- Ensure communication with the Network and other European bodies;
- Store knowledge and conduct Knowledge Transfer to following Speaker Teams;
- Supervision of Project Teams and their activities;

- Compile activity reports before every other Agora;
- Ensure the alignment of the SC goals with those of the Strategic plan and the Organisational Improvements (OI);
- Communicate and report to the Comité Directeur appointed member.

(6) <sup>1</sup>After forming a new Speaker Team, the ST shall revise the working format. <sup>2</sup>The members of the SC have to ratify the changes. <sup>3</sup>In case of objection(s), a simple majority of the members have to support the new working format in order to be adopted. <sup>4</sup>The term of a Speaker Term is in general 1 year. <sup>5</sup>A former ST member can be re-elected.

(7) <sup>1</sup>Speaker Team members can be dismissed on the basis of a 2/3 majority decision by the SC full members. <sup>2</sup>Dismissed Speaker Team members have to be replaced within one month following the announcement of the dismissal.

(8) <sup>1</sup>Project Teams are an integral part of the SC. <sup>2</sup>Members of the SC are part of Project Teams. <sup>3</sup>Members can choose the projects they want to work on based on their interest.

(9) <sup>1</sup>Each Project Team is led by at least one member of the SC who is named Project Manager and is responsible for the performance of the Project Team. <sup>2</sup>The project manager is elected by consensus vote of the members of the Project Team and the Speaker Team. <sup>3</sup>Supervision is conducted by the Speaker Team of the SC. The tasks of the project manager include:

- organising meetings with the Project Team
- updating the Speaker Team
- keeping track of the goals, to-do's, and results of the Project Team

(10) <sup>1</sup>Project Teams are obliged to create an internal activity plan and submit it to the rest of the SC for feedback. <sup>2</sup>They develop status updates biweekly that are shared with the rest of the team. <sup>3</sup>General member meetings will be held every couple of weeks depending on the necessity and availability of the SC and will be organized by the Speaker Team. <sup>4</sup>The purpose of the general members' meeting is to get a status update of each project and member, talk about the overall strategy and coordinate tasks outside the projects.

#### IV - ELECTIONS

The common procedure of the elections of the Speaker Team applies.

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# 9. WORKING FORMAT OF THE STRATEGY COMMITTEE

*November 2020*

## **Mission**

The Strategy Committee is a body of AEGEE-Europe which supports the Comité Directeur with the strategic processes of the organisation.

Specifically, the Strategy Committee supports:

- Monitoring the drafting and implementation of the Strategic Plan and the Action Agenda;
- Coordinating the internal dissemination of the Strategic Plan and Action Agenda;
- Measuring and reporting the fulfilment of the Strategic Plan and Action Agenda.

## **Members**

1. The Strategy Committee consists of members that must carry a valid membership of an AEGEE Antenna or a Contact Antenna.
2. The Strategy Committee is coordinated by the Speaker Team. The Speaker Team is composed of a minimum of two and up to three members of the Strategy Committee. The member who receives the most votes in the elections is the Speaker.
3. The Strategy Committee consists of a maximum of 15 people. If the number of members is less than 5, an open call for new members has to be issued by the Speaker Team.
4. The Planning Team of the Strategic Planning Meeting is automatically part of the Strategy Committee and their additional members do not count for the minimum and maximum of the committee.
5. At least one standard open call is launched after Spring and before Autumn Agora. The open call runs for at least 15 days and the selection lasts a maximum of 15 days.
6. Extraordinary open calls can be issued with shorter or longer durations depending on the needs of the committee.
7. The mandate of a member starts 7 days after their selection is communicated.
8. The Knowledge Transfer is completed no longer than 30 days after their selection is communicated.
9. The mandate of a member finishes the last day of the second Agora following the selection. The member can request to renew their mandate via email to the Speaker Team until 15 days before their mandate finishes. The speaker team has to accept or reject, and communicate the continuation of the member in a maximum of 15 days. In case the request is accepted, the mandate is extended until the end of the next Agora. The amount of mandate renewals is not limited.

10. The mandate of a member can be terminated earlier in two situations:
  - a. Through a vote of confidence.
    - i. The vote of confidence can be submitted to the Speaker by any member at any moment during the mandate.
    - ii. The Speaker should first communicate with the member being voted and open the voting maximum 10 days after the vote of confidence is submitted.
    - iii. The Speaker is responsible for establishing the deadlines and system for the voting, being the latter always anonymous or, if technically not possible, visible only by the Speaker.
    - iv. The Speaker should present the outcomes to the CD appointed member and disclose any proof requested by them.
    - v. If the vote of confidence refers to or involves the Speaker, the CD appointed member takes the role of the Speaker in this procedure.
    - vi. The vote of confidence fails, and the mandate is terminated, with the negative vote of 2/3 of members.
  - b. Through a decision of the Speaker Team in case of unapproved inactivity, misbehaviour or acting against the values and interests of AEGEE-Europe.
    - i. The member has to be communicated of the decision via email.
    - ii. The member has 10 days to react to the decision before it becomes effective and can request a vote of confidence if they disagree with the decision of the Speaker Team.
    - iii. The procedure of the vote of confidence remains intact.
11. The tasks and communication frequency required from any member are to be agreed upon by the team and be always written down in the form of minutes or emails. The violation of this agreement is considered as inactivity and can lead to an early termination of the mandate.

## Tasks

1. Tasks of the Speaker Team
  - a. Coordination of the work of the Strategy Committee by ensuring the right allocation of resources.
  - b. Preparation and submission of the reports required either to the Agora or the Comité Directeur. The presentation can be delegated or shared within the Strategy Committee.
  - c. Handling the recruitment, selection, integration and dismissal of members following the rules explained in the Members section of this Working Format.
2. Tasks of the Strategy Committee
  - a. The Strategy Committee supports the drafting of the Strategic Plan. The Planning Team is appointed by the Comité Directeur with the advice of

the Speaker Team. The whole Strategy Committee assists the Comité Directeur and Planning Team in their tasks related to the Strategic Planning Meeting.

- b. The Strategy Committee supports the implementation of the Strategic Plan and Action Agenda, by guiding and advising all relevant European Bodies, meaning Main Actors and Working Groups, in the drafting of their yearly activity plans.
- c. The Strategy Committee is responsible for coordinating the dissemination process of the Strategic Plan and the Action Agenda.
- d. The Strategy Committee supports the drafting of the Action Agenda. The Strategy Committee assists the Comité Directeur in their tasks related to the European Planning Meeting.
- e. The Strategy Committee supports the measurement of the Action Agenda. The Strategy Committee can build a shared team with the Working Groups and/or Network Commission to ease the tracking. The specific methodology used every year is to be communicated by the Strategy Committee via email to the organisation before the start of the Action Agenda.
- f. The Strategy Committee supports the reporting of the Strategic Planning and Action Agenda fulfilment, following the deadlines and procedures established in the CIA.

## **Working Methods**

1. Decisions are taken by a simple majority. The Speaker has a casting vote in case of a tie.
2. All members of the Strategy Committee have an AEGEE Google Suite account and are included in the committee group. If a member does not have an AEGEE Google Suite account at the moment of being accepted to the committee, it is their responsibility to request one following the standard available procedure provided by ITC.
3. The communication practices can be distributed between emails, online meetings and any other online tools, to be agreed by the team and communicated by email every time a new member joins.
4. The election of the Speaker Team complies to the articles 1 to 5<sub>3</sub> of the common procedure of the elections of the Speaker Team.

Additionally, the following apply to it:

- a. Members have as many votes as there are openings in the Speaker Team
- b. Each member can give up to one vote to each candidate
- c. The elections are valid if  $\frac{1}{3}$  of the members have cast their vote.
- d. The Elections Committee may decide to prolong the deadline for voting only in case the quorum has not been reached.
- e. The Elections Committee should announce the results within three days after the voting period has ended.
- f. To get elected, a candidate should collect at least  $\frac{1}{3}$  of the total amount of votes they could collect.

- g. In case a tie occurs, making the selection of the 3 candidates with the most votes not possible, there shall be additional voting rounds between the tied candidates.
- h. The selection of the Speaker happens after the completion of the Speaker Team members' selection.
- i. In case of a tie for the Speaker selection, additional voting rounds happen between the involved candidates until one of them reaches simple majority.

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## 10. COMMON PROCEDURE OF THE ELECTIONS OF THE SPEAKER TEAM

*May 2015*

(1) <sup>1</sup>The Elections Committee is responsible for the elections procedure. <sup>2</sup>This Elections Committee is formed by one former member of the Speaker Team or one current member that is not running or the appointed Comité Directeur member and the Juridical Commission.

(2) <sup>1</sup>The whole elections procedure should be carried out through the official mailing list of the committee. <sup>2</sup>During the duration of the elections it is not possible for new members to join this mailing list.

(3) <sup>1</sup>The Elections Committee should send an open call for candidates that should include:

- a) Timeline of the elections.
- b) Board positions according to the current working format.
- c) Duration of the term according to the current working format.
- d) Information stating what the candidature should include.
- e) List of members of the committee that have a right to run for the positions.

<sup>2</sup>The call for candidates lasts one week. <sup>3</sup>The Election Committee should send a reminder four days after the first call.

(4) <sup>1</sup>The Elections Committee should send an open call for questions to the candidates one week after the open call for candidates. <sup>2</sup>When sent, it means that all candidatures have been approved, unless stated otherwise and that the period for candidatures is closed. <sup>3</sup>The call for questions lasts three days in which all members, including the candidates and the Speaker Team, are allowed to send questions. <sup>4</sup>The candidates are entitled to answer only within the four days after the end of the call for questions.

(5) <sup>1</sup>The Elections Committee should send an open call for votes. <sup>2</sup>The voting session

lasts one week. <sup>3</sup>The Elections Committee should provide the instructions to vote.

<sup>4</sup>Members have as many votes as there are positions in the Speaker Team. <sup>5</sup>Each member can give up to one vote to each candidate. <sup>6</sup>The elections are valid if  $\frac{1}{3}$  of

the members have cast their vote. <sup>7</sup>The Elections Committee may decide to prolong the deadline for voting only in case the quorum has not been reached.

(6) <sup>1</sup>The Elections Committee should announce the results within three days after the voting period has ended. <sup>2</sup>In order to get elected, a candidate should get more than  $\frac{1}{3}$  from the total amount of valid votes.

## WORKING GROUPS

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### 1. WORKING FORMAT OF THE CLIMATE EMERGENCY WORKING GROUP

*November 2020*

#### **GENERAL RULES**

- (1) The term of the Working Group starts on the 1st of August and lasts until the 31st of July of the next year.
- (2) The aim of the Working Group is to work on fulfilling the thematic aims of the Strategic Plan for the Climate Emergency Focus Area.
- (3) Together with the Comité Directeur, the Working Group is responsible to ensure that the objectives, set for the Climate Emergency Focus Area in the Action Agenda, are being fulfilled.

#### **MEMBERS**

- (1) The Working Group consists of one Coordinator, and up to a maximum of six members. Upon request of the Working Group Coordinator, the Comité Directeur can grant an exception to this rule and allow more than 6 members to be recruited. The Working Group Coordinator needs to explain the reason for their demand in a



written request for exception addressed to the Comité Directeur, who will evaluate if those arguments are reasonable.

(2) The Coordinator of the Working Group is elected by the Spring Agora taking place before the new term starts. In case there is no one elected for this position, the Comité Directeur appoints an eligible member.

(3) The other members of the Working Group, are chosen by the Coordinator and approved by the Comité Directeur. The final selection has to be made and approved latest one month before the term of the Working Group starts.

(4) The members of the Working Group must represent at least four different AEGEE locals. (5) An AEGEE member can only be a member of one Working Group.

### **Working Group assistants and task forces**

(1) The Working Group coordinator can appoint an assistant to assist the Working Group in order to promote the focus area and to measure the action agenda fulfilment. The assistant does not have decision-making powers within the Working Group. (2) The Working Group coordinator can appoint a taskforce to assist the Working Group in a specific area of its work. Taskforce members do not have decision-making powers within the Working Group.

### **PROGRESS**

(1) The Working Group has to submit its Activity Plan before the Autumn Agora for approval. At the following Spring Agora, the interim Activity Report is presented for approval. A final Activity Report is submitted for approval at the Autumn Agora following the end of the term of the Working Group.

(2) All members of the Working Group have to contribute to the creation and presentation of the Activity Plan, interim Activity Report and final Activity Report.

### **TASKS**

(1) The Coordinator leads and supervises the work of the Working Group.

Coordinator tasks are the following:

- (a) Coordinating the work of the Working Group members
- (b) Supporting the Policy Officer with their external representation tasks
- (c) Preparing and presenting the Activity Plan, interim Activity Report and final Activity Report towards the Agora. In case the coordinator cannot be present during the Agora, the coordinator will appoint someone to do the presentation.
- (d) Setting the dates and agendas for online and live meetings
- (e) Facilitating internal communication among the Working Group members
- (f) Keeping track of the progress and tasks of the Working Group members, and sending deadlines if necessary
- (g) Maintaining active communication with the Comité Directeur and other relevant bodies of AEGEE-Europe

(2) The regular Working Group members have the following tasks:

- (a) Regular communication with the Coordinator and the Working Group members

- (b) Supporting the implementation of the Working Group Activity Plan
- (c) Supporting the implementation of the Action Agenda objectives One or several of the following specific tasks:

- (i) Promotion of the Working Group and Focus Area
- (ii) Creation of materials related to the Focus Area for locals and European bodies
- (iii) Developing and delivering trainings on the Focus Area in cooperation with the AEGEE Academy

### **DECISIONS**

- (1) Decisions about the functioning of the Working Group are taken by simple majority, with at least  $\frac{2}{3}$  of the Working Group members casting their vote. In case of a tie, the Coordinator has the casting vote.
- (2) Changes to this Working Format have to be ratified. In case of objection(s),  $\frac{2}{3}$  of the members of the Working Group have to support the new Working Format in order for it to be adopted.

### **RESIGNATION OR DISMISSAL**

- (1) A Working Group member can resign by submitting an official resignation towards the Working Group Coordinator and the Working Group members, including the reason/motivation behind the decision.
  - (2) The Coordinator can resign by submitting an official resignation towards the Comité Directeur, including the reason/motivation behind the decision. Before doing so, the Coordinator has to inform their Working Group members.
  - (3) A Working Group member, excluding the Coordinator, can be nominated for dismissal by any other member, for which a reason has to be provided. The nominated Working Group member has a week to argue against the nomination, after which anonymous voting is held among the Working Group members. The voting is supervised by the Comité Directeur responsible or, if the Comité Directeur responsible is unavailable, a member of the Juridical Commission. A  $\frac{2}{3}$  majority is needed for the member to be dismissed.
  - (4) In case a Working Group member does not respond to any request for contact for a period of 1 week without having notified the Coordinator in advance, the member is automatically nominated for dismissal and given one week to explain the reason(s) for the lack of contact. The same voting procedure as for a regular dismissal applies.
  - (5) If the interim Activity Report of the Working Group is not approved by the Agora, the complete Working Group is automatically dismissed.
  - (6) In case of resignation or dismissal of the Coordinator, the Comité Directeur will send out a new Open Call for the role of Coordinator. In case of resignation or dismissal of a Working Group member, the Coordinator can send out an Open Call for a new member.
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## 2. WORKING FORMAT OF THE MENTAL HEALTH WORKING GROUP

*November 2020*

### **GENERAL RULES**

- (1) The term of the Working Group starts on the 1st of August and lasts until the 31st of July of the next year.
- (2) The aim of the Working Group is to work on fulfilling the thematic aims of the Strategic Plan for the Mental Health Focus Area.
- (3) Together with the Comité Directeur, the Working Group is responsible to ensure the objectives set for the Mental Health Focus Area in the Action Agenda are being fulfilled.

### **MEMBERS**

- (1) The Working Group consists of one Coordinator, and up to a maximum of six members. Upon request of the Working Group Coordinator, the Comité Directeur can grant an exception to this rule and allow more than 6 members to be recruited. The Working Group Coordinator needs to explain the reason for their demand in a written request for exception addressed to the Comité Directeur, who will evaluate if those arguments are reasonable.
- (2) The Coordinator of the Working Group is elected by the Spring Agora taking place before the new term starts. In case there is no one elected for this position, the Comité Directeur appoints an eligible member.
- (3) The other members of the Working Group are chosen by the Coordinator and approved by the Comité Directeur. The final selection has to be made and approved latest one month before the term of the Working Group starts.
- (4) The members of the Working Group must represent at least four different AEGEE locals.
- (5) An AEGEE member can only be a member of one Working Group.

### **Working Group assistants and task forces**

- (1) The Working Group coordinator can appoint an assistant to assist the Working Group in order to promote the focus area and to measure the action agenda fulfilment. The assistant does not have decision-making powers within the Working Group.
- (2) The Working Group coordinator can appoint a task force to assist the Working Group in a specific area of its work. Taskforce members do not have decision-making powers within the Working Group.

### **PROGRESS**

- (1) The Working Group has to submit its Activity Plan before the Autumn Agora for approval. At the following Spring Agora, the interim Activity Report is presented for approval. A final Activity Report is submitted for approval at the Autumn Agora following the end of the term of the Working Group.
- (2) All members of the Working Group have to contribute to the creation and presentation of the Activity Plan, interim Activity Report and final Activity Report.

## **TASKS**

(1) The Coordinator leads and supervises the work of the Working Group. Coordinator tasks are the following:

- (a) Coordinating the work of the Working Group members
- (b) Supporting the Policy Officer with their external representation tasks
- (c) Preparing and presenting the Activity Plan, interim Activity Report and final Activity Report towards the Agora. In case the coordinator cannot be present during the Agora, the coordinator will appoint someone to do the presentation.
- (d) Setting the dates and agendas for online and live meetings.
- (e) Facilitating internal communication among the Working Group members.
- (f) Keeping track of the progress and tasks of the Working Group members, and sending deadlines if necessary.
- (g) Maintaining active communication with the Comité Directeur and other relevant bodies of AEGEE-Europe.

(2) The regular Working Group members have the following tasks:

- (a) Regular communication with the Coordinator and the Working Group members
- (b) Supporting the implementation of the Working Group Activity Plan.
- (c) Supporting the implementation of the Action Agenda objectives One or several of the following specific tasks:
  - (i) Promotion of the Working Group and Focus Area.
  - (ii) Creation of materials related to the Focus Area for locals and European bodies.
  - (iii) Developing and delivering training on the Focus Area.

## **DECISIONS**

(1) Decisions about the functioning of the Working Group are taken by simple majority after discussion, with at least  $\frac{2}{3}$  of the Working Group members casting their vote. In case of a tie, the Coordinator has the casting vote.

(2) Changes to this Working Format have to be ratified. In case of objection(s),  $\frac{2}{3}$  of the members of the Working Group have to support the new Working Format in order for it to be adopted.

## **RESIGNATION OR DISMISSAL**

(1) A Working Group member can resign by submitting an official resignation towards the Working Group Coordinator and the Working Group members, including the reason/motivation behind the decision.

(2) The Coordinator can resign by submitting an official resignation towards the Comité Directeur, including the reason/motivation behind the decision. Before doing so, the Coordinator has to inform their Working Group members.

(3) A Working Group member, excluding the Coordinator, can be nominated for dismissal by any other member, for which a reason has to be provided to the Coordinator. The nominated Working Group member has two weeks to argue against the nomination, after which anonymous voting is held among the Working Group members. The voting is supervised by the Comité Directeur responsible or, if the

Comité Directeur responsible is unavailable, a member of the Juridical Commission. A 2/3 majority is needed for the member to be dismissed.

(4) In case a Working Group member does not respond to any request for contact for a period of 1 week without having notified the Coordinator in advance, the member is automatically nominated for dismissal and given two weeks to explain the reason(s) for the lack of contact. The same voting procedure as for a regular dismissal applies.

(5) If the interim Activity Report of the Working Group is not approved by the Agora, the complete Working Group is automatically proposed to a Vote of Confidence.

(6) In case of resignation or dismissal of the Coordinator, the Comité Directeur can appoint a current member of the Working Group as interim Coordinator or send out a new Open Call for the role of Coordinator. In case of resignation or dismissal of a Working Group member, the Coordinator can send out an Open Call for a new member.

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### 3. WORKING FORMAT OF THE POLITICAL ACTIVISM WORKING GROUP

*November 2020*

#### **I - GENERAL RULES**

(1) The term of the Working Group starts on the 1st of August and lasts until the 31st of July of the next year.

(2) The aim of the Working Group is to work on fulfilling the thematic aims of the Strategic Plan for the Political Activism Focus Area.

(3) Together with the Network and the Comité Directeur, the Working Group is responsible to ensure the objectives set for the Political Activism Focus Area in the Action Agenda are being fulfilled.

#### **II - MEMBERS**

(1) The Working Group consists of one Coordinator and up to six members. (a) an additional seventh member can be requested by the coordinator (2) The Coordinator of the Working Group is elected by the Spring Agora taking place before the new term starts. In case there is no one elected for this position, the Comité Directeur appoints an eligible member.

(3) Among the members of the Working Group, a Vice Coordinator is chosen by a 2/3 majority of the Working Group. In case the Coordinator cannot fulfill their tasks, the Vice Coordinator takes over.

(4) The other members of the Working Group are chosen by the Coordinator and approved by the Comité Directeur.

(5) The members of the Working Group must represent at least four different AEGEE locals.

(6) An AEGEE member can only be a member of one Working Group. (7) The Working Group coordinator can appoint one or more assistants to assist the Working Group in

a specific area of its work. The assistants do not have decision-making powers within the Working Group.

### **III - PROGRESS**

(1) The Working Group has to submit their Activity Plan before the Autumn Agora for the approval. At the following Spring Agora, the interim Activity Report is presented for the approval. The final Activity Report is submitted for the approval at the Autumn Agora following the end of the term of the Working Group.

(2) All members of the Working Group have to contribute to the creation and presentation of the Activity Plan, interim Activity Report and final Activity Report.

### **VI - TASKS**

(1) The Coordinator leads and supervises the work of the Working Group.

Coordinator tasks are the following:

- (a) Coordinating the work of the Working Group members
- (c) Preparing and presenting the Activity Plan, interim Activity Report and final Activity Report towards the Agora. In case the coordinator cannot be present during the Agora, the coordinator will appoint someone to do the presentation.
- (d) Setting the dates and agendas for online and live meetings
- (e) Facilitating internal communication among the Working Group members
- (f) Keeping track of the progress and tasks of the Working Group members, and sending deadlines if necessary
- (g) Maintaining active communication with the Comité Directeur and other relevant bodies of AEGEE-Europe

(2) The regular Working Group members have the following tasks:

- (a) Regular communication with the Coordinator and the Working Group members
- (b) Supporting the implementation of the Working Group Activity Plan
- (c) Supporting the implementation of the Action Agenda objectives One or several of the following specific tasks:
  - (i) Promotion of the Working Group and Focus Area
  - (ii) Creation of materials related to the Focus Area for locals and European bodies
  - (iii) Developing and delivering trainings on the Focus Area in cooperation with the AEGEE Academy

### **V - DECISIONS**

(1) Decisions about the functioning of the Working Group are taken by simple majority, with at least 2/3 of the Working Group members casting their vote. In case of a tie, the Coordinator has the casting vote.

(2) Changes to this Working Format have to be ratified. In case of objection(s), 2/3 of the members of the Working Group have to support the new Working Format in order for it to be adopted.

## **VI - RESIGNATION OR DISMISSAL**

(1) A Working Group member can resign by submitting an official resignation towards the Working Group Coordinator and the Working Group members, including the reason/motivation behind the decision.

(2) The Coordinator can resign by submitting an official resignation towards the Comité Directeur, including the reason/motivation behind the decision. Before doing so, the Coordinator has to inform their Working Group members.

(3) A Working Group member, excluding the Coordinator, can be nominated for dismissal by any other member, for which a reason has to be provided. The nominated Working Group member has a week to argue against the nomination, after which anonymous voting is held among the Working Group members. The voting is supervised by the Comité Directeur responsible or, if the Comité Directeur responsible is unavailable, a member of the Juridical Commission. A 2/3 majority is needed for the member to be dismissed.

(4) In case a Working Group member does not respond to any request for contact for a period of 2 weeks without having notified the Coordinator in advance, the member is automatically nominated for dismissal and given one week to explain the reason(s) for the lack of contact. The same voting procedure as for a regular dismissal applies.

(5) A Group of three Working Group members can nominate the Coordinator for dismissal, a reason has to be provided. The Coordinator has until the next meeting, be it online or physical to argue against the claim, after which nonymous voting is held among the Working Group members, excluding the Coordinator. The voting is supervised by the Comité Directeur responsible or, if the Comité Directeur responsible is unavailable, a member of the Juridical Commission. A 2/3 majority is needed to force the Coordinator to hand in their resignation to the Comité Directeur within a week following the vote.

(6) If the interim Activity Report of the Working Group is not approved by the Agora, the complete Working Group is automatically dismissed.

(7) In case of resignation or dismissal of the Coordinator, the Comité Directeur will send out a new Open Call for the role of Coordinator. In case of resignation or dismissal of a Working Group member, the Coordinator can send out an Open Call for a new member.

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# 4. WORKING FORMAT OF THE SOCIAL EQUITY WORKING GROUP

*November 2020*

## **I. GENERAL RULES**

- (1) The term of the Working Group starts on the 1st of August and lasts until the 31st of July of the next year.
- (2) The aim of the Working Group is to work on fulfilling the thematic aims of the Strategic Plan for the Social Equity Focus Area.
- (3) Together with the Comité Directeur, the Working Group is responsible to ensure the objectives set for the Social Equity Focus Area in the Action Agenda are being fulfilled.

## **II. MEMBERS**

- (1) The Working Group consists of one Coordinator and up to maximum six members. Upon request of the Working Group Coordinator, the Comité Directeur can grant an exception to this rule and allow more than 6 members to be recruited. The Working Group Coordinator needs to explain the reason for their demand in a written request for exception addressed to the Comité Directeur, who will evaluate if those arguments are reasonable.
- (2) The Coordinator of the Working Group is elected by the Spring Agora taking place before the new term starts. In case there is no one elected for this position, the Comité Directeur appoints an eligible member.
- (3) The other members of the Working Group are chosen by the Coordinator and approved by the Comité Directeur.
- (4) The members of the Working Group must represent at least four different AEGEE locals.
- (5) An AEGEE member can only be a member of one Working Group.
- (6) The Working Group coordinator can appoint one or more assistants to assist the Working Group in a specific area of its work. The assistants do not have decision-making powers within the Working Group.

## **III. PROGRESS**

- (1) The Working Group has to submit their Activity Plan before the Autumn Agora for approval. At the following Spring Agora, the interim Activity Report is presented for approval. A final Activity Report is submitted for approval at the Autumn Agora following the end of the term of the Working Group.
- (2) All members of the Working Group have to contribute to the creation and presentation of the Activity Plan, interim Activity Report and final Activity Report.



#### **IV. TASKS**

(1) The Coordinator leads and supervises the work of the Working Group. They have the following tasks:

- (a) Coordinating the work of the Working Group members
- (b) Preparing and presenting the Activity Plan, interim Activity Report and final Activity Report towards the Agora. In case the coordinator cannot be present during the Agora, they will appoint someone to do the presentation.
- (c) Setting the dates and agendas for online and live meetings
- (d) Facilitating internal communication among the Working Group members
- (e) Keeping track of the progress and tasks of the Working Group members, and sending deadlines if necessary
- (f) Maintaining active communication with the Comité Directeur and other relevant bodies of AEGEE-Europe

(2) The appointed Comité Directeur responsible maintains the overview of the actions of the Working Group

(3) The regular Working Group members have the following tasks:

- (a) Regular communication with the Coordinator
- (b) Supporting the implementation of the Working Group Activity Plan
- (c) Supporting the implementation of the Action Agenda
- (d) Promotion of the Working Group and Focus Area in the Network.

#### **V. DECISIONS**

(1) Decisions about the functioning of the Working Group are taken by simple majority, with at least 2/3 of the Working Group members casting their vote. In case of a tie, the Coordinator has the casting vote.

(2) Changes to this Working Format have to be ratified. In case of objection(s), 2/3 of the members of the Working Group have to support the new Working Format in order for it to be adopted.

#### **VI. RESIGNATION OR DISMISSAL**

(1) A Working Group member can resign by submitting an official resignation towards the Working Group Coordinator, including the reason/motivation behind the decision.

(2) The Coordinator can resign by submitting an official resignation towards the Comité Directeur, including the reason/motivation behind the decision. Before doing so, the Coordinator has to inform their Working Group members.

(3) A Working Group member, excluding the Coordinator, can be nominated for dismissal by any other member, for which a reason has to be provided. The nominated Working Group member has a week to argue against the nomination, after which an anonymous voting is held among the Working Group members. The voting is supervised by the Comité Directeur responsible or, if the Comité Directeur responsible is unavailable, a member of the Juridical Commission. A 2/3 majority is needed for the member to be dismissed.

(4) In case a Working Group member does not respond to any request for contact for a period of two weeks without having notified the Coordinator that they will be absent and not able to respond, they are automatically nominated for dismissal and

given one week to explain the reason(s) for the lack of contact. The same voting procedure as for a regular dismissal applies.

(5) If the interim Activity Report of the Working Group is not approved by the Agora, the complete Working Group is automatically dismissed.

(6) In case of resignation or dismissal of the Coordinator, the Comité Directeur will send out a new Open Call for the role of Coordinator.

(7) In case of resignation or dismissal of a Working Group member, the Coordinator can send out an Open Call for a new member.

# PARTNER ASSOCIATIONS

## 1. WORKING FORMAT OF AEGEE-ACADEMY

*November 2020*

### I. IDENTITY OF AEGEE-ACADEMY

- (1) The AEGEE-Academy is a group of young, motivated trainers from all over Europe. It is the official pool of trainers of AEGEE-Europe aiming to provide high quality non-formal education trainings that facilitate the self-development of our trainees. It is specialised in many topics, varying from soft skill workshops to practical trainings, all focused at the world of non-profit organizations.
- (2) AEGEE-Academy's aim is to cover the internal education needs of the individual members of AEGEE Locals, administrative and thematic bodies of AEGEE-Europe, as well as those of AEGEE-Europe's partners according to their mutual agreements.
- (3) AEGEE-Academy's objective is to support the effectivity and productivity of student activities within NGOs by contributing to the personal and professional development of European students.

### II. STRUCTURE OF AEGEE-ACADEMY

- (1) AEGEE-Academy has 3 general board members, speaker, secretary and treasurer. Other board members can be elected. Their tasks are being agreed upon during the first board meeting.
- (2) There are 3 types of membership: junior trainer, trainer and alumni. For either of these membership positions, the applicant is required to be an AEGEE member, have experience as a trainer, share the values of AEGEE-Academy and develop themselves further in the field of non-formal education.
- (3) The relevant experience required for the position of junior trainer is:
  - (i) a minimum of 10 hours of experience in delivering educational activities (inside or outside of AEGEE) if you have attended a TNT by the Academy (or equivalent training course for trainers by another organization) or
  - (ii) a minimum of 20 hours of experience in delivering educational activities if you have not attended a training course for trainers for the position as junior trainer.
- (4) The relevant experience required for the position of trainer is:
  - (i) a minimum of 60 hours of experience in delivering educational activities (inside or outside of AEGEE) if you have attended a TNT by the Academy (or equivalent training course for trainers by another organization) or
  - (ii) a minimum of 70 hours of experience in delivering educational

activities if you have not attended a training course for trainers for the position as junior trainer.

- (5) For the position of alumni the member is required to be a retired trainer (no longer active in trainings within AEGEE, for a year or more, but still willing to contribute) and have experience of being a training manager in an ES, TNT or a similar training event outside AEGEE at least once. Alumni members have no voting rights.
- (6) As an addition to these membership types, AEGEE-Academy recognizes observers - Candidate trainers. Candidate trainers are AEGEE members interested to join AEGEE-Academy, who don't fulfil the requirements stated in paragraph (3) in order to become junior trainers, thus are not members of AEGEE-Academy. Candidate trainers don't have voting rights, but they can actively participate in the internal work of AEGEE-Academy, like being part of an executive team, attend live or virtual meetings and share their opinion.

### III. TASKS OF AEGEE-ACADEMY

- (1) AEGEE-Academy:
  - (i) organises relevant training events that answer the needs of the network
  - (ii) provides AEGEE Locals with trainers upon request;
  - (iii) provides opportunities to AEGEE members motivated to become trainers;
  - (iv) supports its trainers to improve their training competences.
- (2) Members of AEGEE-Academy:
  - (i) elect the Board from amongst the members of AEGEE-Academy according to the procedure set in AEGEE-Academy's House Rules;
  - (ii) Approve the Activity Plan of AEGEE-Academy which is drafted by the board;
  - (iii) attend meetings of AEGEE-Academy;
  - (iv) hold training sessions in the AEGEE Network;
  - (v) contribute to the AEGEE-Academy Database;
  - (vi) are in the list of Academy Trainers (in case they hold the status of junior trainer, trainer or alumni);
  - (vii) can be a mentor of a candidate or junior trainer (in case they hold the status of trainer or alumni).
- (3) The board of AEGEE-Academy:
  - (i) drafts the internal task division of the board preferably but not necessary, together with the CD appointed member before the start of their term;
  - (ii) Drafts and shares their activity plan which needs to be approved;

- (iii) keeps the budget updated;
- (iv) decides on all the requests for reimbursement;
- (v) represents AEGEE-Academy to external organisations;
- (vi) secures that the regulations set by Data Privacy Policy Statement of AEGEE-Europe and General Data Protection Regulation of European Union law are handled.

(4) The following list of tasks and functions describes the responsibilities of the board. The following division is indicative and can change at any time.

#### I - Speaker

- coordinating the AEGEE-Academy board;
- representing AEGEE-Academy towards partners in and outside the network, communication with externals;
- responsible for internal communication and related tasks;
- creates agendas for board meetings and the GMM.
- main contact person for contact with CD (through the CD appointed person).

#### II - Secretary

- announces General Members Meetings on mailing list;
- takes minutes during meetings and disseminates them to boardies and/or members (when relevant);
- main responsible for communication with the AEGEE-Academy members;

#### III - Treasurer

- creating and keeping the annual budget;
- responsible for bank transfers;
- main contact person towards the CD concerning all financial matters;
- internal financial advice;
- advising hosting locals on financial matters when needed (during event organization);
- responsible for the financial report.

#### IV - Human Resources Coordinator

- responsible for contact with trainers;
- executes HR strategy;
- keeps overview of the status of members;
- reviews applications for new trainers and ensures they find their place within AEGEE-Academy.

#### V Event Coordinator

- Issues open calls for events and the trainer(s)/ training managers, takes care of the promotion and chooses and supervises the training manager including the evaluation
- Takes care of quality assurance of trainings
- Updates the training calendar
- Strives to organize at least 3 training events per term

#### VI Public Relations Coordinator

- Responsible for taking care of all the AEGEE-Academy's promotion channels

- Creates the AEGEE-Academy's newsflash 2 times per month
- Executes PR strategy
- Coordinating AEGEE-Academy for Agora and EPM Fairs
- Responsible for promoting all the events that AEGEE-Academy organises

#### VII Fundraising Coordinator

- Responsible for managing AEGEE-Academy's fundraising efforts
- Oversees the implementation of grants according to grant agreement
- Reports on grants
- Responsible for identifying potential grants and applying for them

#### **IV. RELATION WITH COMITÉ DIRECTEUR**

- (1) An appointed member of the Comité Directeur acts as observer and supporter to the board and is included in all their discussions.
- (2) The CD appointed member:
  - (i) maintains constant communication with the board of AEGEE-Academy by attending at least once per month their board meetings;
  - (ii) provides detailed information about external and CD initiatives that concern the interest of AEGEE-Academy and its members.
  - (iii) replies within 2 working days to emails and official requests
  - (iv) Has access to the board shared drive of AEGEE-Academy

#### **V. TRAINING EVENTS**

- (1) European Schools: A European School is a week-long training event aiming at the development of competences in a specific field of interest, relevant to the needs of the network of AEGEE, following the non-formal education methodology. It is organised and coordinated by AEGEE-Academy, in collaboration with a hosting local. The topics of European Schools organised in the past have been: antenna management, European project management, Public Relations, Fund Raising, Self Development, Leadership, Human Resources and Mental Health, but there can be many other topics depending on the needs of the Network. The names of the European Schools can be changed based on the needs of the Network. The content is fully developed by AEGEE-Academy, through a team of trainers selected by its board. Depending on the type of the European School, there may be a collaboration with a European body of AEGEE or trainers from the training departments of other youth organisations that collaborate with AEGEE and/or AEGEE-Academy.
- (2) Mini-European Schools: A Mini-European School has the same aims as a European School, but has a shorter duration in order to achieve a wider access to the perspective participants, having an accordingly limited range and depth of competence development. The different types of European Schools apply to the mini-European Schools as well.

- (3) Training New Trainers: A Training New Trainers (TNT) is a week-long training event, aiming directly at the development of competences related to applying the non-formal education framework in the field of training in youth work related environments, such as the network of AEGEE. It also aims indirectly at expanding and maintaining AEGEE-Academy itself, as the official pool of trainers of AEGEE. Like the European Schools, it is organised and coordinated by AEGEE-Academy, in collaboration with a hosting local. The content is fully developed by AEGEE-Academy, through a team of trainers selected by its board, possibly also involving trainers from the training departments of other youth organisations in partnership with AEGEE.
- (4) European Training Course: European Training Course (ETC) is organised by the Comité Directeur in collaboration with AEGEE-Academy. It is a training, among others, on advocacy and leadership related to the European bodies of AEGEE. 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 and b) leadership, as in the skills, knowledge and attitudes related to taking an active role in the European dimension of AEGEE. 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.

## **VI. INTERNAL MEETINGS**

- (1) AEGEE-Academy members officially meet in person twice per year during the General Members Meeting (GMM).
- (2) All AEGEE-Academy members are invited to the Monthly Open Meeting. Attendance is not obligatory, but is recommended since some decisions might be taken during those meetings. The agenda of those meetings will be published one week ahead.
- (3) The AEGEE-Academy board meets virtually every week.

## **VII. DECISION MAKING**

- (1) AEGEE-Academy is a partner organisation of AEGEE-Europe and therefore needs to make common decisions among its members. Decisions can be taken during Monthly Open Meetings (minor) or during the General Members Meeting (major).
- (2) Each member of AEGEE-Academy has one vote. The vote can be delegated to another member of AEGEE-Academy via written permission sent to the board. Each member can hold maximum of three proxy votes.
- (3) The following matters are subject to internal ratification, and have to be approved by a  $\frac{2}{3}$  majority:
  - (i) Activity Plan
  - (ii) Activity Report
  - (iii) Discharging of board members
  - (iv) Financial Report
  - (v) Working Format
  - (vi) proposals submitted on behalf of AEGEE-Academy

- (4) If not ruled otherwise in this Working Format, all internal decisions are taken by absolute majority.

### **VIII. FINANCIAL COMPENSATION/REIMBURSEMENTS**

#### (1) Financial Contribution from AEGEE-Europe

- (i) In order to facilitate the work of AEGEE-Academy, a budget is provided by the Financial Director on an annual basis. General rules regarding reimbursement can be found in the Financial Rules of the CIA.
- (ii) When planning the upcoming financial year and budget, the CD appointed member coordinates with the Comité Directeur the amount of money needed to ensure the smooth functioning of AEGEE-Academy taking into consideration the budget of the previous year, total money spent and the necessity of trips in the upcoming year.
- (iii) Based on the budget proposal by AEGEE-Academy, the CD appointed member negotiates the final budget with the Financial Director, and reports the respective decision of the Comité Directeur to AEGEE-Academy.
- (iv) One month after their election, the board, in cooperation with the CD appointed member, proposes a budget division for internal use, specifying the amounts of money to be spent on training events and internal meetings. This budget division is regarded as a guideline for the approval of reimbursement requests.

#### (2) Reimbursement Requests

- (i) Before a training event takes place the trainer or the trainers team should submit the travel costs of the trainer(s) to the board of AEGEE-Academy, not later than 4 weeks before the event takes place. The cheapest possible option should be chosen; if possible taking into account environmental sustainability. The trainer(s) are obliged to follow the Financial Rules of AEGEE-Europe stated in CIA.
- (ii) Upon receiving a request for reimbursement, the board is expected to state their decision to the applicant within 1 week.
- (iii) In order to be eligible for reimbursement, the trainer or the trainers team needs to submit a training report, which includes a summary of the content, schedule, evaluation and outcomes of the training event. Also, the handouts of the sessions need to be shared with the participants and the board.
- (iv) Upon approval of the training report by the board the amount of the final reimbursement is decided. A maximum of 200 euro can be reimbursed to each person. In cases of training events with more than one trainer, the amount allocated for the event will be equally distributed to the trainers team.
- (v) The board has the right to reject or reduce reimbursements or reimbursement requests if the requesting member has failed to



comply with reporting or other obligations set for the event they attended.

#### **IX. KNOWLEDGE TRANSFER**

- (1) The Knowledge Transfer shall happen for the whole period between elections and the end of the term of the previous board. In case the Knowledge Transfer period is less than one month, an extension up to one month should be given. Access to the internal documents of the board shall be given as soon as possible.

#### **X. END OF MANDATE**

- (1) The board term starts on 1.6. and ends on 31.5.
- (2) In case of resignation, virtual elections for the vacant position will be conducted. The elected person will remain as interim until the GMM ratifies the election.
- (3) In case all board members become absent or do not fulfil their tasks without any explanation before a new board is elected, a new interim board from among the members of AEGEE-Academy shall be appointed by the Comité Directeur. Any involved party may request this action. The interim board will be obliged to organise, in the shortest time possible, a General Members Meeting, where the new board will be elected. Until the new board is in office, the interim board is responsible for the administration of AEGEE-Academy.

#### **XI. VALIDITY AND REVISION OF THIS WORKING FORMAT (WF)**

- (1) Once adopted by AEGEE-Academy members, this WF shall be considered valid and binding for all members of AEGEE-Academy.
- (2) This WF is subject to revision by AEGEE-Academy members.
- (3) Amendments to this WF must be ratified by a  $\frac{2}{3}$  majority of the members of AEGEE-Academy.
- (4) By submitting their application, applicants of AEGEE-Academy acknowledge the validity of this WF, and accept it as binding in case they are approved as members.