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PREFACE

of the Juridical Commission

Dear Network,

We are proud to present you the new version of the CIA. It contains the following proposals approved at the Spring Agora Bergamo 2016:

- Appointing instead of electing the Secretary of the Agora
- Allowing Case Shadowers for the Mediation Commission
- Changing the participant type of Commission Assistants at Agorae
- Clarifying the procedure for withdrawing motions (and proposals) from the agenda of the Agora
- Giving the Juridical Commission the power to fix small mistakes
- Improving the agenda setting and keeping
- Making the life standards of members of the Comité Directeur and assistants a little bit better
- New DPPS Implementation Timeline
- New procedure for elections and polls, part I (public ballots)
- Number of Envoys for Statutory Events
- Sending former Comité Directeur members as envoys after the end of their term
- Simplify the CIA: AEGEE Locals, AEGEE Partner Associations, Case Study Trips, Events, Organs of AEGEE-Europe, Planning, Resources of the Association, SUCT, Working Format of the Agora

With the version 27 of the CIA we finish the initiative started at the Spring AgorAsturias 2015, “Simplify the CIA”. With it the following achievements were reached: (1) The common procedure for the election of the Speaker Team of the committees, (2), The division of the CIA in two documents: the General Rules and the Working Formats Compilation, (3) The revision of the CIA with the Network to find and delete mistakes, repetitions and overregulation.

The CIA should not hinder you from starting a new project, activity or event, but should only be the basis of your creativity. Only the most relevant aspects are (should be) regulated in it. Therefore, we assure you that you can work on any of your ideas with this document.

Just let your imagination go and keep on building Europe all together!

Legally yours,

Gloria Llopart
(Commissioner)

Claudio Gennaro
(President)

Salvatore Maraventano
(Commissioner)
AEGEE-EUROPE’S STRUCTURE

Bodies

Direction
Comité Directeur

Members
Locals
Partner Associations: AEGEE-Academy
Honorary Members

Statutory Events
Agora
European Planning Meeting

Content Bodies
Action Agenda Coordination Committee
Corporate & Institutional Relations Committee
Events Quality Assurance Committee
Interest Groups
Liaison Officers
Working Groups

Organizational Bodies
Audit Commission
Human Resources Committee
Information Technology Committee
Juridical Commission
Mediation Commission
Network Commission
Public Relations Committee

Advisory Body
Advisory Board

Organs
Action Agenda Coordination Committee
Agora
Audit Commission
Comité Directeur
Corporate & Institutional Relations Committee
European Planning Meeting
Events Quality Assurance Committee
Human Resources Committee
Information Technology Committee
Juridical Commission
Mediation Commission
Network Commission
Public Relations Committee
Working Groups
SHORT GUIDE

to the Corpus Iuridicum Aegeense

The Corpus Iuridicum Aegeense (in the following "CIA") is a collection of all the rules, which govern AEGEE-Europe. Every new version is published by the Juridical Commission after each Agora, whenever changes have been adopted. Due to its long history and dynamic development, the CIA has been modified many times and consists of many different parts.

As you might have noticed it is quite long, and we are often asked why it is so big and if it has to be so big. Maybe it will also give you some understanding if we explain you why. The CIA was created to simply have one place where to find all our rules for anyone. That does not mean that you need to know and keep all these rules, a lot of them do not even apply to you. It is just that whatever rules are relevant for you they are in here! The CIA is divided in two documents: the General Rules, which is this document, and the Working Format Compilation. Let’s look at the structure of the General Rules:

At the very beginning, you can find the Statement of Principles of AEGEE-Europe. After it, there are the Statutes, the legal ground of the Association that all members are obliged to follow. There is also a French translation that the association needs to register with the Belgian authorities. The Statutes only contain the most basic rules and need a higher majority than the other documents in order to be changed. Details belong to other CIA parts. Right after the Statutes come the Logo regulation.

Then, there are the rules of some bodies. You can read there some important parts, like the Convention d’Adhésion, the contract that connects the Locals to AEGEE-Europe; the Antennae Criteria, that govern the status of Locals and gives them more obligations; and the regulation of the statutory events: the working formats of the Agora and the EPM. The Working Format of the Agora is voted by the Agora itself, while the Working Format of the EPM is set by the Agora because the EPM does not have a decision making structure. Under the rules of the Agora there is a chapter called “Prytanium”. This is is not approved by anyone, it is just an unofficial explanation by us to clarify how a prytanium should be.

We continue with the Events, Projects, and Activities. Right after come the Financial Rules, which explains in seven subparts the finances of the association. Almost at the end, you can find the Policy on Banning People and the Data Privacy Policy Statement. Finally, the list of all changes made in the whole CIA is collected under the title Extra.

Now let’s look at how we organised this document of the CIA. It starts with the Statutes, as they are relevant to everyone. Then, the bodies are listed in the order they appear in the Statutes. After, you find the thematic rules, the Financial Rules, the Policy on Banning People, and the Data Privacy Policy Statement. If you are looking for something specific, we recommend you to start with the Statutes and then look for the body and the theme you are interested in.

But do not worry: if you are still not sure, just contact us. It is our job to help you with this.

Juridical Commission, December 2015.
PREAMBLE – STATEMENT OF PRINCIPLES

Agora Zaragoza, November 2013

We, the members of AEGEE,

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

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

We hereby declare these principles to be fundamental to us:

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

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

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

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

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

By honouring and promoting these principles we shape a better Europe.
I - FORM, AIM, NAME, OFFICE, DURATION

Article 1: Form
An association is formed between the undersigned and all natural and legal persons being party to the present Statutes and which fulfil the conditions hereinafter fixed.

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

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

Article 4: Name
1 The full name of the association is “AEGEE-Europe”, AEGEE stands for “Association des États Généraux des Étudiants de l’Europe”.
2 The English translation to be used is “European Students’ Forum”.

Article 5: Head Office
1 The association is registered at c/o Maison des Initiatives étudiantes, 50 rue de Tournelles, 75003 Paris (France).
2 The head office is located at Rue du Noyer/Notelaarsstraat 55, 1000 Bruxelles/Brussel.
3 These may be moved by a simple decision of the Comité Directeur.
4 Ratification of the decision must be proposed at the Agora following the decision.

Article 6: Duration
1 The duration of the association AEGEE-Europe is unlimited.
2 However, the Statutes of AEGEE-Europe may be transferred into Community law as soon as Community legislation permits.

II - MEMBERS OF THE ASSOCIATION

Article 7: Members
The association is composed of:
(1) **Ordinary Members:**

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

(2) **Supporting Members:**

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

(3) **Honorary Members:**

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

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

**Article 8: Membership Fee**

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

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

**Article 9: Financial Responsibility**

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

### III - LOCAL ASSOCIATIONS

**Article 10: Definition**

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

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

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

(5) 1. The Locals lose their member status by termination of the Convention d'Adhésion, as decided by the local Agora with a ⅔ majority. 2. The Convention d'Adhésion may also be terminated by the procedures mentioned in articles 11 and 29 of the present Statutes.
(6) Members of the Locals will be referred to as “AEGEE members” in the remainder of this text.

Article 11: Relationship between AEGEE-Europe and Locals
(1) 1AEGEE-Europe aims to unite the intentions and magnify the efforts made by Locals.
2The relationship between Locals and AEGEE-Europe is regulated by the Convention d’Adhésion and the Antennae Criteria. 3The Comité Directeur supervises the functioning of Locals.
(2) All lawsuits initiated by or against an AEGEE local are likely to harm AEGEE-Europe and all the members of the association, and as a consequence, AEGEE-Europe should be informed.
(3) 1The Comité Directeur retains the power of decision in all cases that might harm AEGEE-Europe, but not for the cases brought forward to the Mediation Commission by official and valid request according to article 30(8). 2In these cases the Comité Directeur is obliged to co-operate with the Mediation Commission by providing the necessary infrastructure and information available.
(4) 1The Comité Directeur may decide to terminate the Convention d’Adhésion with a local if this local did not pay membership fees for more than three successive Agorae. 2This decision is subject to ratification by the Agora.
(5) 1The Comité Directeur may decide to terminate the Convention d’Adhésion with a local that has the status of a Contact Antenna, if this Contact Antenna did not fulfil the criteria laid down in the Antennae Criteria. 2This decision is subject to ratification by the Agora.
(6) 1The Agora can set a policy to ban people from certain events and locations. 2A person banned from the Agora cannot be elected as a delegate or envoy by any body. 3The local should organise new elections if a delegate that was elected more than seven weeks before the Agora is banned.

IV – AEGEE PARTNER ASSOCIATIONS

Article 12: Definition
(1) AEGEE Partner Associations are non-profit subsidiary organisations established in accordance with the respective national legislation, which defines their nationality, status and respective law they are subject to.
(2) The AEGEE partner associations bear all the rights and responsibilities vested in the undersigned Convention d’Adhésion
(3) The AEGEE partner associations bear all the rights and responsibilities vested in the undersigned Convention d’Adhésion.
(4) The AEGEE partner associations are exempt from the annual membership fee.
(5) AEGEE partner associations are allowed to send delegates on their behalf in order to participate in the AEGEE statutory meetings and EPM.
(6) AEGEE partner associations shall respect all the rules established within AEGEE.

Article 13: Relationship between AEGEE-Europe and AEGEE Partner Associations
(1) ¹Each Partner Association elects its Board. ²The names of the elected persons must be communicated to the Comité Directeur as soon as possible
(2) ¹Any change to the Statutes of an AEGEE Partner Association must be communicated to and approved by the Juridical Commission and the Comité Directeur. ²They will be considered approved if no written objection is presented within the two months following this notification.
(3) All lawsuits initiated by or against an AEGEE Partner Association are likely to harm AEGEE-Europe and all the members of the association, and by consequence AEGEE-Europe should be informed.
(4) ¹The Comité Directeur retains the power of decision in all cases that might harm AEGEE-Europe, except for cases brought forward to the Mediation Commission by official and valid request according to article 29(8) of the Statutes of AEGEE-Europe. ²In these cases the Comité Directeur is obliged to co-operate with the Mediation Commission by providing the necessary infrastructure and information available.
(5) ¹The Comité Directeur may decide to terminate the Convention d'Adhésion with an AEGEE Partner Association if it did not fulfil the criteria laid down in the Statutes of AEGEE-Europe and the Convention d'Adhésion. ²This decision is subject to ratification by the Agora.

Article 14: AEGEE-Academy
(1) AEGEE-Academy bears the status of AEGEE Partner Association.
(2) AEGEE-Academy is the training association of the AEGEE-Europe ²AEGEE-Academy is formed by members of Locals interested in trainings and works according to its internal statutes.
(3) AEGEE-Academy is a support body of AEGEE-Europe.
(4) AEGEE-Academy cooperates with AEGEE-Europe, its bodies and its other members according to its internal statutes and the Convention d'Adhésion signed between the two organisations.

V - ORGANS OF AEGEE-EUROPE

Article 15: Organs of AEGEE-Europe
The organs of AEGEE-Europe are the Agora, the Comité Directeur, the European Planning Meeting, the Working Groups, the commissions and the committees.

Article 16: Ordinary Agora
(1) ¹The ordinary Agora is the General Assembly of AEGEE-Europe. ²Its composition and functioning is regulated by the Working Format of the Agora. ³The ordinary Agora meets twice a year.
(2) The required quorum for an election is 50% of the Ordinary Members of AEGEE-Europe.
(3) ¹Every local sends at least one and at most three delegates, elected in the local Agora. ²The number of votes per AEGEE Antenna depends directly on the membership fees paid to AEGEE-Europe. ³The number of votes is distributed in the following way:

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

(4) 1Every AEGEE partner association sends at least one and at most three delegates, elected by the general assembly of the respective AEGEE association. 2AEGEE partner association has three votes.

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

(6) The President convokes the Agora.

(7) The Chairperson presides over the Agora.

(8) 1Each Comité Directeur Member presents his/her own activity report. 2The Financial Director presents the financial report. 3The Agora votes upon these reports.

(9) The Audit Commission presents its report.

(10) 1The Agora votes on the outline of the projects for the coming period and the provisional budget, as proposed by the Comité Directeur. 2Each project has to be the object of a separate vote.

(11) 1Decisions are made by simple majority. 2The vote is public unless half of the delegates request a secret ballot.

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

**Article 17: Minutes**
The discussions during the Agora are recorded in the form of minutes in a special register and signed by the Chairperson and the Secretary of the Agora and communicated not later than two months after the meeting to the Network.

**Article 18: Extraordinary Agora**
(1) If necessary, or at the request of 20% of the registered members, the President will convene an extraordinary Agora in accordance with article 17.

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

**Article 19: Election of the Comité Directeur**
(1) 1The Comité Directeur is the European Board of Directors. 2It administers the association and is composed of a maximum of seven members from the Locals: the President, the Secretary General, the Treasurer, from now on called Financial Director
and four active members elected for a period of one year by the Agora.

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

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

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

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

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

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

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

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

(1) ¹The members of the Comité Directeur who were elected at the Spring Agora assume office, and shall act in the name of the association, as from the 1st of August following the Spring Agora. ²The newly elected members of the Comité Directeur shall receive from their predecessors a full and complete knowledge transfer during the last two weeks of the term of the outgoing Comité Directeur.

(2) ¹The power to act in the name of the association remains vested in the respective members of the Comité Directeur who are terminating their posts, and the members who remain in office after the Agora. ²Throughout this period, legal representation and capacity remain vested in the outgoing President.

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

(4) ¹The outgoing Financial Director publishes online the internal financial report over the period as specified in article 35 latest by the 15th of August. ²This has to be voted on at the Autumn Agora.

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

Article 21: Vote of Confidence
(1) During an Agora, ordinary or extraordinary, a group of at least ten Antennae or AEGEE partner association (with a majority of their delegates) or the ⅔ majority of the members of the Comité Directeur may ask for a vote of confidence in favour of one or more members of the Comité Directeur in charge.
(2) ¹If the Agora votes against the vote of confidence by a simple majority, the list of candidates for the respective position(s) is reopened. ²The members of the Comité Directeur for whom the vote of confidence was taken may present themselves for the elections of the Comité Directeur, if they want to hold their position. ³The person(s) elected in are voted upon to finish the regular mandate.
(3) Notwithstanding a negative vote of confidence, the outgoing members of the Comité Directeur are still obliged to provide a full and complete knowledge transfer as provided in article 20.

Article 22: Resignation of members of the Comité Directeur
(1) ¹A member of the Comité Directeur who resigns, loses the right of a reimbursed moving out travel and subsistence costs for the days from his/hers resignation to the day of departure from the head office. ²For the transition period when the resigning Comité Directeur member lives in the head office until the day s/he leaves, s/he should perform the ordinary administration of his/her task.
(2) ¹S/he can get reimbursements for performing the ordinary administration part of his/her task and to prepare a written, full and complete knowledge transfer. ²If the moving out takes place after at least four weeks and the successor has had at least one week of knowledge transfer period, the leaving Comité Directeur member can get his/her trip 50% reimbursed.
(3) In case of force majeure, exceptions can be made on the reduction of the reimbursement by decision of the Comité Directeur.

Article 23: Powers of the Comité Directeur
(1) ¹The Comité Directeur is vested with the widest possible powers to act in the name of the association and is authorised to take any action in conformity with the aims of the association. ²The members of the Comité Directeur have the following competences:
  • The President is responsible for carrying out the decisions of the Comité Directeur and for ensuring the proper functioning of the association, which s/he represents in all civil acts and in particular regarding the opening and operation of all bank accounts. ²S/he orders all expenditures. ³S/he shares this financial power with the Financial Director. ⁴When a vote taken by the Comité Directeur is evenly split, the President has the casting vote.
• The Vice-Presidents assist the President in his/her various tasks. They have no financial power. They are responsible for external relations and specific projects. If the President (or acting President) becomes incapacitated in any way, the Vice-President highest in rank becomes automatically empowered with all the powers and responsibilities of the President, for as long as the President (or acting President) is incapacitated. S/he is then considered to be the acting President.

• The Secretary General and his/her assistants must ensure a good communication within the association. They are responsible for maintaining the register as prescribed by the law of 01.07.1901. The Secretary General is responsible for the preparation of the statutory events. The Secretary General shall supervise and coordinate the work of the Secretariat and is responsible for the daily functioning of the Secretariat.

• The Financial Director maintains the accounts of the association. S/he makes all payments and receives all money on behalf of the association. S/he has the right to refuse to make payments that are not authorised by a vote of the Comité Directeur. S/he has to make an annual budget. S/he is assisted by the Assistant Financial Director.

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

Article 24: Meetings of the Comité Directeur
(1) The Comité Directeur meets at the request of the President or at the request of one quarter of its members as often as required in the interest of the association, at least once a month.
(2) Decisions are made by simple majority. The quorum is 50% of the membership. It is possible for a member to be represented with a proxy vote by another member of the Comité Directeur. If there is no majority, the President has the casting vote. Decisions are noted by minutes in a special register signed by the President and the secretary of the meeting.

Article 25: European Planning Meeting
The European Planning Meeting (in the following “EPM”) is the annual thematic conference of AEGEE-Europe, providing a space for the Network to exchange views and ideas on the Focus Areas of the Strategic Plan and any other topic considered relevant.

The EPM drafts the Action Agenda for the upcoming Planning Year.

Article 26: Working Groups
(1) A Working Group consists of AEGEE members working on fulfilling the thematic aims from the Strategic Plan of AEGEE-Europe in a certain Focus Area. Working groups are formed and operate according to the Working Group Rules.
(2) The activity plan and activity reports of the Working Groups are subject to approval by the Agora.
(3) Together with the Comité Directeur, the Working Groups are responsible to ensure the objectives of the Action Agenda are being fulfilled.
(4) ^1^The Agora may dismiss a Working Group by a simple vote of confidence. ^2^In case a Working Group gets dismissed, a new Working Group will be formed according to the Working Group Rules.

Article 27: Audit Commission

(1) ^1^The Audit Commission audits the finances of the association and advises the Financial Director and the Agora accordingly. ^2^It is composed of three financially competent AEGEE members, elected by the Agora, who are not members of the Comité Directeur. ^3^They must be from three different Locals and are elected for the period of one year at the Autumn Agora. ^4^They can be re-elected. ^5^The President of the Audit Commission will be the member elected with the most votes. ^6^A Financial Director cannot be elected as member of the Audit Commission until both the annual financial reports and the internal financial report covering the period s/he was in office have been approved by the Agora and until a final decision has been made about all the Projects ran by him/her. ^7^In order to prevent conflict of interest, the members of the Audit Commission cannot audit their own local, or AEGEE Partner Association and AEGEE-Europe events they are part of. ^8^In such a case the audit should be done by other members of the Audit Commission.

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

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

Article 28: Juridical Commission

(1) The Juridical Commission consists of:
   - Three AEGEE members with legal knowledge elected by the Spring Agora for one year;
   - One member appointed by the Comité Directeur from among its members who will act as an observer and advisor.

(2) ^1^At least two nationalities must be represented among the elected members of the Juridical Commission. ^2^The President of the Juridical Commission will be the member elected by the Agora with the largest number of votes. ^3^The three members elected by the Agora are in charge for the period of one year. ^4^They can be re-elected. ^5^The term of the Juridical Commission commences on the 1st of August and finishes on the 31st of July the following year.

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

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

Article 29: Mediation Commission

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

(2) The Mediation Commission will also act as the Ombudsman for cases concerning data privacy as regulated in the Data Privacy Statement and Annex 1 of the Corpus Iuridicum Aegeense.

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

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

• The President of the Juridical Commission;
• Up to four members elected by the Autumn Agora for the period of one year until the next Autumn Agora, with the possibility of re-election.

²In addition, the Comité Directeur appoints one of their members as observer. ³This person is not a member of the Juridical Commission and serves as an advisor without voting rights.

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

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

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

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

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

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

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

(9) The Ordinary Members or bodies of AEGEE-Europe calling for a decision of the Mediation Commission may appoint a plaintiff fulfilling the experience requirement of article 29(5), to present their request. The Mediation Commission may refuse the appointment of a plaintiff, if this is considered necessary for the settlement of a dispute.

(10) Decisions are made by a vote of ⅔ of the members of the Commission present, the quorum being fixed at 4/5 of the total membership. If a quorum is not present, the decision may only be postponed once.

(11) The decisions of the Mediation Commission have immediate effect. Sanctions have to be ratified by the following Agora. The parties involved may request to present their positions at the Agora before the vote. If the Agora does not ratify the decision of the sanction by the Mediation Commission, the sanction will be retroactively repealed. In this case, the Mediation Commission cannot judge the same member again for the same complaint.
(12) The exclusion of an ordinary member results in the termination of the Convention d'Adhésion with that member and in the dissolution of it.

(13) 1The elected members of the Mediation Commission do not receive reimbursements for the meetings during statutory meetings, according to article 19(12) of the Financial Rules. 2Exception is made only for up to one Mediation Commissioner in case he has to present the decision during the Agora following the activation.

(14) 1Travel costs are reimbursed to Mediation Commissioners only for those intermediate meetings taking place between the activation and the first day of the following Agora. 2These meetings are convoked by the President of the Mediation Commission in response to a concrete necessity of working in person on the case.

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

**Article 30: Network Commission**

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

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

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

(4) 1The members of the Network Commission who are elected at the Spring Agora commence their term on the 1st of June and finish on the 31st of May the following year; the members of the Network Commission who are elected at the Autumn Agora commence their term on the 1st of December and finish on the 30th of November the following year. 2All members of the Network Commission may be re-elected.

(5) 1The composition of the Network Commission must meet the following requirements:

- Each candidate must have been a member of AEGEE for more than one year;
- Each candidate should receive a number of votes corresponding at least to one third of the total number of votes;
- At least four nationalities must be presented;
- 1Not more than three members may share the same nationality. 2If more than three of the candidates elected share the same nationality, only the three with the most votes can join the Network Commission. 3The other places shall remain vacant. 4If the candidates elected are of fewer than four nationalities, one place in the Network Commission shall remain vacant for every nationality lacking. 5In this case, the candidates elected with the fewest votes will not join the Network Commission.

(6) 1The Network Commission, or the Comité Directeur can propose to dismiss a member when they consider s/he is not fulfilling the tasks specified in its working
format. The decision is made by a vote of ⅔ of the members of the Network Commission, the quorum being fixed at the full membership, with the exception of the member that is the subject of the vote. The decision will suspend the member voted upon temporarily. The decision has to be presented by the Commission and the dismissal has to be ratified by the following Agora, before it takes full effect. The member involved may request to present his/her position at the Agora before the vote. If the Agora does not ratify the decision, the dismissal will be retroactively appealed.

Art. 31: Vote of Confidence Network Commission

(1) During an Agora, ordinary or extraordinary, a group of at least ten Ordinary Members of AEGEE-Europe (with a majority of their delegates) or a ⅔ majority of the members of the Network Commission may ask for a vote of confidence in favour of one or more members of the current Network Commission.

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

Art. 32: Committees

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

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

(3) The Committee representatives should maintain permanent contact with the Comité Directeur, the body they are attached to and provide regular updates. In case their working format regulates that they are accountable towards the Agora, the

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(3) The Committee representatives should maintain permanent contact with the Comité Directeur, the body they are attached to and provide regular updates. In case their working format regulates that they are accountable towards the Agora, the
committees have to present an activity report to the Agora referring to the period from the previous Agora till the date of reporting.  
(4) The Agora and/or the Comité Directeur may, at an occasion of an Agora, delete a Committee in case it is not needed any more. This decision is subject to ratification by the Agora.  
(5) Committees can obtain financial support from AEGEE-Europe according to the Financial Rules.

VI - RESOURCES OF THE ASSOCIATION

Article 33: Annual Resources
The annual resources of the association comprise the following:
   a) Membership fees from the members;
   b) Income and assets that it possesses;
   c) Subventions, donations and gifts given to it;
   d) Reimbursement of expenses;
   e) Profits from events;
   f) Remuneration from research contracts or services carried out by the association;
   g) Awards received.

Article 34: Financial Year
(1) The financial year of AEGEE-Europe begins on January 1st and ends on December 31st.
(2) For internal purposes, the financial year is split up in two parts. The first part starts on the 1st of January and ends on the 30th of June. The second part starts on July the 1st and ends on the 31st of December.
(3) The second part of one financial year and the first half of the following financial year form together the internal budgeting and reporting year of AEGEE. This “internal financial year” thus begins on the 1st of July and ends on the 30th of June of the succeeding year and has been introduced to facilitate the work of the acting Comité Directeur.
(4) In order to close the internal financial year, the Financial Director can stay at the Head Office and get reimbursement for the period of maximum one week after the end of his/her term.

Article 35: Financial Report
(1) For each internal reporting year, the outgoing Financial Director must make a financial report, which is presented at the Autumn Agora. The Audit Commission checks the report before the date of the next Agora. The Financial Director presents the internal financial report at the Agora following the end of the internal reporting year.
(2) The Financial Director compiles an annual financial report using the previous approved internal financial year and the approved intermediate financial report of the
current internal year. This annual financial report per calendar year has to be submitted once a year to “Moniteur Belge”, after the Spring Agora.
(3) In case the Financial Director resigns before the end of the financial year, he must make a financial report for the period until his last day in the office, have it checked by the Audit Commission and present it at the next Agora.
(4) At each Agora, the Financial Director presents an intermediate financial report on the current financial situation of AEGEE-Europe covering the period between the end of the last closed internal financial year and a date no more than two months before the start of the Agora. This includes the financial results and the provisional budget until the next Agora.

Article 36: Budget
(1) The Comité Directeur proposes and presents the budget to the Agora prior to the start of the internal budgeting year. This budget shall be published at least two weeks before the Agora. Major changes to the budget has to be approved by the Agora
(2) At each Agora, the Financial Director presents an updated internal budget.
(3) At the Autumn Agora the definite internal budget is proposed.
(4) At each Agora, the internal budget has to be voted.
(5) For any major change of the budgets, the Comité Directeur has to present a budget amendment to the Agora.

Article 37: Reserves
A reserve fund may be established comprising the difference between income and expenditure for any year. This fund may be used by AEGEE-Europe for any purpose falling within the aims of the association.

VII - WORKING FORMATS

Article 38: Working Formats
(1) Every organ draws up its own working format. The Working Format of the European Planning Meeting is drawn up by the Agora.
(2) Working formats are intended to cover the various points not mentioned by the present Statutes, notably those, which refer to the internal organisation, management and administration of the organs of AEGEE-Europe.
(3) Every Organ has to submit to the Juridical Commission an updated version of its working format one month after every Agora.

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

Article 39: Modification
Modification of the Statutes or the Convention d’Adhésion is decided upon by the Agora with a ⅔ majority. The quorum is 50% of the Ordinary Members of AEGEE-Europe. A proposal for modification of the Statutes or the Convention d’Adhésion has
to be submitted to the Secretary General and the Juridical Commission at least one month before the Agora where it will be voted upon and must be included in the agenda.

IX - DISSOLUTION

**Article 40: Dissolution**

If the Comité Directeur votes unanimously in favour of liquidation and a majority of \( \frac{2}{3} \) of the members present at an Agora called for this purpose do likewise, one or several liquidators will be appointed by the Comité Directeur, and the assets will be disposed of in accordance with article 9 of the law of 01.07.1901 and the Order of Council of 16.08.1901.
STATUTS D’AEGEE-EUROPE

Agora Bergamo, Mai 2016


I - FORME, OBJET, DENOMINATION, SIEGE, DUREE

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

Article 2: Vision
(1) AEGEE est une association laïque, sans but lucratif et n’étant lié à aucun parti politique.
(2) AEGEE vise à la création d’une Europe démocratique, plurielle et sans frontière ; socialement, économiquement et politiquement intégrée et qui soutient la participation des jeunes dans sa construction et son développement.

Article 3: Mission
1 AEGEE incite et donne les moyens aux étudiants et aux jeunes en général de jouer un rôle actif dans la société. 2 Il crée un espace de dialogue et d’apprentissage, et représente les jeunes auprès des décideurs politiques. 3 De plus, AEGEE renforce la compréhension interculturelle et rapproche l’Europe des jeunes.

Article 4: Nom

Article 5: Siège social
1 L’association a été fondée au c/o Maison des Initiatives étudiantes, 50 rue de Tournelles, 75003 Paris. 2 Le siège social est maintenant situé Rue du Noyer/Notelaarsstraat 55, 1000 Bruxelles/Brussel. 3 Celui-ci peut changer par simple décision du Comité Directeur. 4 Une ratification de la décision doit être proposée à l’Agora suivant la décision.

Article 6: Durée
1 La durée de l’association AEGEE-Europe est illimitée. 2 Cependant, les statuts d’AEGEE-Europe pourront être transférés en droit communautaire dès que la législation communautaire le permettra.
Article 7: Membres
L'association se compose des :

(1) *Membres adhérents:*
- 1 Les associations (Sections locales) ayant signé la Convention d'Adhésion annexée aux présents statuts. 2 Ces membres s'engagent à respecter les statuts de l'association ainsi que ses règlements intérieurs;
- 1 Les associations partenaires d'AEGEE ayant signé la Convention d'Adhésion annexée aux présents statuts. 2 Ces membres s'engagent à respecter les statuts de l'association ainsi que ses règlements intérieurs. 3 Ils sont dispensés de la cotisation annuelle.

(2) *Membres bienfaiseurs:*
1 Les personnes ayant rendu des services financiers éminents à l'association reconnus comme tels par le Comité Directeur. 2 Des personnes morales peuvent être admises comme membres bienfaiseurs.

(3) *Membres d'honneur:*
1 Les personnes ayant rendu des services éminents à l'association et qui ont reçu ce titre du Comité Directeur. 2 Ces membres sont dispensés de la cotisation annuelle. 3 La liste des membres d'honneur fait l'objet d'un vote de ratification de la part de l'Agora.
(4) La liste des membres ordinaires doit être soumise une fois par an au Moniteur Belge, après l'Agora de printemps.

Article 8: Cotisation

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

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

Article 9: Responsabilité financière

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

III - ASSOCIATIONS LOCALES

Article 10: Définition

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

(2) 1 Ces associations ont pour dénomination “AEGEE-” suivi de l'appellation géographique la mieux adaptée à leur implantation. 2 Elles seront dénommées “Section locale d'AEGEE” ou “association locale” dans la suite de ce texte.

(3) 1 Pour devenir une Section locale, un groupement ou une association doit accomplir les critères réglés dans le “Antennae Criteria” et signer la Convention d’Adhésion. 2 Les
rapports avec tout groupement ou association désirant adhérer à AEGEE-Europe sont régis par une Convention d’Adhésion; l’utilisation du nom “AEGEE” étant permis après la signature de cette Convention d’Adhésion.
(4) 1Les Sections locales sont divisées en AEGEE antennes et AEGEE antennes-contacts. 2Leurs droits et obligations sont définis dans le “Antennae Criteria”.
(5) 1Les Sections locales d’AEGEE perdent leur qualité de membre par la terminaison de la Convention d’Adhésion décidée par l’Agora locale avec une majorité des ⅔. 2La Convention d’Adhésion peut également être terminée par les procédures décrites par les articles 11 ou 29 des ces statuts.
(6) Les membres des Sections locales d’AEGEE seront dénommés “membres d’AEGEE” dans la suite de ce texte.

Article 11: Rapport entre AEGEE-Europe et Sections locales d’AEGEE
(1) 1AEGEE-Europe essaie de coordonner les projets et d’amplifier les efforts déployés par les Sections locales d’AEGEE. 2Le rapport entre les Sections locales d’AEGEE et AEGEE-Europe est régi par la Convention d’Adhésion et le “Antennae Criteria”. 3Le Comité Directeur veille au bon fonctionnement des Sections locales d’AEGEE.
(2) Tout litige survenant par ou contre une Section locale d’AEGEE est susceptible de porter préjudice à AEGEE-Europe ainsi qu’à tous les membres de l’association et, par conséquent, AEGEE-Europe doit en être informée.
(3) 1Le Comité Directeur conserve le pouvoir de décision dans tous les cas qui pourraient nuire à AEGEE-Europe, sauf pour les cas qui sont soumis à la Commission de Médiation par requête officielle et valable conformément à l’article 29 (8). 2Dans ces cas le Comité Directeur doit coopérer avec la Commission de Médiation en fournissant l’infrastructure nécessaire et les informations disponibles.
(4) 1Le Comité Directeur peut achever la Convention d’Adhésion avec une Section locale, si cette Section locale d’AEGEE n’a pas payée la cotisation depuis plus de trois Agorae successives. 2Cette décision est soumise à ratification par l’Agora.
(5) 1Le Comité Directeur peut terminer la Convention d’Adhésion avec une antenne-contact, si cette antenne-contact AEGEE n’a pas rempli les critères énumérés dans le Antennae Criteria. 2Cette décision est soumise à ratification par l’Agora.
(6) L’Agora peut déterminer d’une politique de bannissement pour certains membres d’AEGEE de certains événements et lieux. 2Une personne bannie par l’Agora ne peut être sélectionné comme délégué.e ou comme envoyé.e par aucune des entités d’AEGEE-Europe. L’association locale d’AEGEE doit organiser des nouvelles élections si le membre bannie était élu délégué plus de semaines avant l’Agora.

IV – ASSOCIATIONS PARTENAIRES D’AEGEE

Article 12: Definition
(1) Les associations partenaires d’AEGEE sont des filiales sans but lucratif, établies en accord avec la législation nationale en vigueur, qui définissent leur nationalité, leur statut ainsi que la loi qui les gouverne.
(2) Les associations partenaires d’AEGEE sont liées à AEGEE-Europe au travers de la convention d’adhésion qui est signée et adoptée par l’Agora.
(3) Les associations partenaires d'AEGEE ont les droits et responsabilités mentionnées dans la convention d’adhésion mentionnée ci-dessus.
(4) Les associations partenaires d'AEGEE sont exemptes de payer la cotisation annuelle.
(5) Les associations partenaires d'AEGEE sont autorisées à envoyer des délégués les représentant lors des événements statutaires et EPM.
(6) Les associations partenaires d'AEGEE doivent respecter les règles établies au sein d’AEGEE.

**Article 13: Rapports entre AEGEE-Europe et les associations partenaires**

(1) 1) Chaque association partenaire élit son bureau. 2) Les noms des élus doivent être communiqués au Comité Directeur après chaque élection.

(2) 1) Les modifications des statuts des associations partenaires doivent être communiquées à la Commission Juridique et au Comité Directeur, qui devront approuver ces modifications. 2) Elles seront considérées comme approuvées si aucune objection écrite n'a été présentée dans les deux mois qui suivent cette notification.

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

(4) 1) Le Comité Directeur conserve le pouvoir de décision dans tous les cas qui pourraient nuire à AEGEE-Europe, mais pas pour les cas qui sont soumis à la Commission de Médiation par requête officielle et valable conformément l'article 29(8). 2) Dans ces cas le Comité Directeur est obligé de coopérer avec la Commission de Médiation en fournissant l'infrastructure nécessaire et les informations disponibles.

(5) 1) Le Comité Directeur peut décider de mettre fin à la Convention d'Adhésion d'une association partenaire s'il ne remplit pas les critères posés par les Statuts d'AEGEE-Europe et la Convention d'Adhésion. 2) Cette décision est soumise à ratification par l'Agora.

**Article 14: AEGEE-Academy**

(1) AEGEE-Academy a le statut d'associations partenaires d'AEGEE.
(2) AEGEE-Academy est le groupe responsable des formations d'AEGEE-Europe. AEGEE-Academy est composée de membres des antennes d'AEGEE intéressées par le domaine de la formation et fonctionne en accord avec son statut interne.
(3) AEGEE-Academy est un groupe de support d'AEGEE.
(4) AEGEE-Academy coopère avec AEGEE-Europe, ses organes et autres membres, en accord avec ses statuts internes ainsi que la Convention D’Adhésion signée entre les deux organisations.

V - ORGANES D’AEGEE-EUROPE

**Article 15: Organes d’AEGEE-Europe**
Les organes d’AEGEE-Europe sont l’Agora, le Comité Directeur, la Rencontre Européenne de Planification, les groupes de travail, les commissions et les comités.

**Article 16: Agora Ordinaire**
L’Agora ordinaire constitue l’Assemblée Générale de AEGEE-Europe. Sa composition et son fonctionnement sont régis par le règlement intérieur de l’Agora. L’Agora ordinaire se réunit deux fois par an.

Le quorum exigé pour une élection est 50% des membres adhérents de AEGEE-Europe.

Chaque Section locale d’AEGEE envoie au moins 1 et au maximum 3 délégués, élus à l’Agora locale. Le nombre de votes par AEGEE antenne dépend directement des cotisations versées à AEGEE-Europe. Le nombre de votes est déterminé comme suit:

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

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

Chaque association partenaire d’AEGEE envoie au moins 1 et au maximum 3 délégués, élus par l’assemblée générale de l’association partenaire. Les associations partenaires d’AEGEE ont trois votes.

L’Agora est convoquée par le Président ou la Présidente d’AEGEE-Europe.

Le ou la Secrétaire de la réunion est responsable des procès-verbaux de l’Agora.

Le Président ou la présidente (assisté.e des membres du Comité Directeur) expose la situation actuelle de l’association.

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

Le Trésorier ou la trésorière rend compte de sa gestion et soumet le bilan financier à l’approbation de l’Agora. Le représentant ou la représentante de la Commission d’Audit peut intervenir si l’Agora en fait la demande.

Le rapport de la Commission d’Audit doit être présenté.

L’Agora approuve la gestion du Comité Directeur pour la période écoulée.

Sur proposition du Comité Directeur, l’Agora vote sur les grandes lignes des projets concernant la période qui vient ainsi que le budget prévisionnel. Chaque projet fait l’objet d’un vote séparé.

Les décisions sont prises à la majorité simple des votes. Le vote est public, sauf si la moitié des membres de l’Agora demande que le scrutin soit secret.
Les membres et organes de AEGEE-Europe ont le droit de présenter des propositions à l’Agora.

**Article 17: Procès-verbaux**

Les délibérations de l’Agora sont constatées par des procès-verbaux établis sur un registre spécial, signés par le Président ou la Présidente de l’Agora et par le ou la Secrétaire de l’Agora émis communiqués au réseau, pas plus tard que deux mois après la réunion.

**Article 18: Agora Extraordinaire**

(1) Au besoin, ou sur demande de 20% des membres inscrits, le Président ou la Présidente d’AEGEE-Europe convoque une Agora extraordinaire suivant les modalités prévues par l’article 17.

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

**Article 19: Election du Comité Directeur**

(1) Le Comité Directeur constitue le Bureau Européen de Directeurs. Il administre l’association et est composé d’un maximum de sept membres provenant des Sections locales : le Président ou la Présidente, le Secrétaire Général ou la Secrétaire Générale, le Trésorier ou la Trésorière désormais appelé le Directeur Financier ou la Directrice Financière et quatre membres actifs, élu.e.s par l’Agora pour une période d’une année.

(2) ¹Tous les membres du Comité Directeur sont rééligibles. ²La composition du Comité Directeur est soumise à trois exigences:
   - Chaque candidat, Président ou Présidente, Secrétaire Général ou Secrétaire Générale et Directeur Financier ou Directrice financière exclu.e.s, doit obtenir un nombre de votes correspondant au moins au tiers du nombre total de votes;
   - Au moins quatre nationalités doivent être représentées;
   - Trois membres au maximum peuvent avoir la même nationalité.

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

(4) Le Président ou Présidente, le Secrétaire Général ou la Secrétaire Générale et le Directeur Financier ou la Directrice Financière sont élu.e.s par trois élections au scrutin majoritaire secret à deux tours.

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

(6) ¹Les 4 membres ordinaires sont élus individuellement selon le règlement intérieur de l’Agora. ²Le Comité Directeur élit au moins un vice-président ou une vice-présidente parmi ces membres élus. ³S’il y a plus d’un vice-président, le Comité Directeur détermine leur rang.
(7) Tous les membres du Comité Directeur doivent présenter un rapport moral en cas de démission.
(8) Tous les membres du Comité Directeur doivent présenter avec le bilan financier interne de l'association un rapport individuel des voyages effectués pendant leur mandat, précisant les coûts de ces voyages.

**Article 20: Prise de fonction des membres qui viennent d'être élus du Comité Directeur**

(1) Les membres du Comité Directeur qui sont élus à l'Agora du Printemps entrent en fonction et doivent agir au nom de l'association du 1er Aout suivant Agora du Printemps. Les membres du Comité Directeur, nouvellement élus, doivent recevoir de leur prédécesseur un transfert de connaissance complet durant les deux dernières semaines du terme du Comité Directeur sortant.

(2) Le droit d'agir au nom de l'association est conservé par les membres respectifs du Comité Directeur terminant leur fonction, et les membres qui restent en fonction après l'Agora. Lors de cette période, la représentation légale et la capacité d'agir sont conservées par le président sortant.

(3) Les membres du Comité Directeur terminant leur fonction doivent présenter un rapport d'activité, concernant la période entre l'Agora de Printemps et le 31 juillet. Le rapport doit être mis à disposition en ligne au plus tard le 15 août. Ceux-ci doivent être approuvés à l'Agora d'Automne.

(4) Le Directeur Financier ou la Directrice financière sortant.e publie, au plus tard le 15 août en ligne le bilan financier interne de la période spécifiée dans l'article 35. Lequel devra être voté à l'Agora d'Automne.

(5) En cas de démission d'un ou d'une membre du Comité Directeur, le Comité Directeur doit envoyer un appel à candidature pour un ou une membre du Comité Directeur intérimaire dans un délai d'une semaine. Ce membre intérimaire occupera la fonction dans les délais d'un mois après la démission. Le ou la membre intérimaire du Comité Directeur prend la responsabilité et les obligations du poste, reçoit les bénéfices financiers d'un membre élu du Comité Directeur mais n'a pas de droit de vote lors des réunions du Comité Directeur.

**Article 21: Vote de Confiance**

(1) Lors d'une Agora, ordinaire ou extraordinaire, un groupe d'au moins 10 antennes ou associations partenaires d'AEGEE (à la majorité de leurs délégués) ou une majorité des ⅔ des membres du Comité Directeur peut demander un vote de confiance pour un.e ou plus membres du Comité Directeur en place.

(2) Si l'Agora vote contre la confiance à la majorité simple, la liste des candidats pour les positions relatives seront ré-ouvertes. Les membres concernés peuvent se présenter à l'élection du Comité Directeur, afin de conserver leur fonction. Les personnes sont élues pour la durée du mandat restant.

(3) Nonobstant un vote négatif de confiance, les membres sortants du Comité Directeur sont encore obligés de prévoir un transfert de connaissances entier et complet, comme déterminé dans l'article 18.
Article 22: Démission d’un Membre du Comité Directeur
(1) 1 Un ou une membre du Comité Directeur qui démissionne perd le droit à un remboursement pour le voyage de déménagement et pour ses indemnités journalières pour les jours suivants sa démission jusqu'au jour de départ du siège social. 2 Pendant la période de transition, pendant laquelle le membre du Comité Directeur, ayant démissionné, habite au siège social jusqu'au jour où il/elle part, il/elle doit accomplir ses tâches administratives ordinaires.
(2) 1 Il/Elle peut recevoir un dédommagement pour l'accomplissement de sa tâche administrative ainsi que pour la préparation d'un transfert de connaissance écrit et complet. 2 Si le déménagement a lieu après 4 semaines et le successeur a eu, au moins, une semaine de transfert des connaissances, le ou la membre sortant du Comité Directeur peut recevoir un remboursement de 50% pour son voyage.
(3) En cas de force majeure, des exceptions peuvent être faites sur la réduction du remboursement par décision du Comité Directeur.

Article 23: Pouvoirs du Comité Directeur
(1) 1 Le Comité Directeur est investi des pouvoirs les plus étendus pour agir au nom de l’association et autorisé à agir pour toute action en conformité avec l’objet de l’association. 2 Les membres du Comité Directeur sont investis des attributions suivantes:
   • 1 Le Président ou la Présidente est chargé.e d’exécuter les décisions du Comité Directeur et d’assurer le bon fonctionnement de l’association qu’il/elle représente dans tous les actes de la vie civile et notamment pour l’ouverture et le fonctionnement de tous les comptes en banque. 2 Il/elle ordonne toutes les dépenses. 3 Il/elle partage ce pouvoir financier avec le Directeur Financier ou de la Directrice Financière. 4 Lors d’un vote du Comité Directeur, le vote du Président ou de la Présidente est prépondérant en cas de partage.
   • 1 Les Vice-Présidents ou Vice-Présidentes assistent le Président ou la Présidente dans ses différentes tâches. 2 Ils/elles n’ont pas de pouvoir financier. 3 Ils/elles sont chargés des relations extérieures et de projets précis. 4 Si le Président ou la Présidente (ou le Président ou la Présidente en exercice) est incapable d’exercer ses fonctions, le Vice-Président ou la Vice-Présidente occupant le rang le plus haut est automatiquement revêtu de tous les pouvoirs et obligations du Président ou de la Présidente, pour toute la durée de son incapacité. 5 Il/elle sera, dans ce cas, considéré comme Président ou Présidente en exercice.
   • 1 Le Secrétaire Général ou la Secrétaire Générale et ses assistants doivent assurer une bonne communication au sein de l’association. 2 Ils/elles sont chargés de maintenir le registre conformément à la loi du 1er juillet 1901. Le Secrétaire Général ou la Secrétaire Générale est responsable de la préparation des événements statutaires. Le Secrétaire Général ou la Secrétaire Générale dirigera et coordonnera le travail du secrétariat et il/elle est responsable du fonctionnement quotidien du secrétariat sous les conseils et la délégation du Comité Directeur. 5 Les devoirs du Secrétaire Général ou de la Secrétaire Générale sont plus précisément définis dans le règlement intérieur du Secrétariat Général.
• 1 Le Directeur Financier ou la Directrice Financière maintient les comptes de l'association. 2 Il/elle effectue tous les paiements et reçoit toutes les sommes pour le compte de l'association. 3 Il/elle a le droit de refuser toute dépense non autorisée par un vote du Comité Directeur. 4 Il/elle doit préparer un budget annuel. 5 Il/elle est assisté.e du Directeur Financier adjoint ou de la Directrice Financière adjointe.

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

Article 24: Réunions du Comité Directeur
(1) Le Comité Directeur se réunit sur convocation du Président ou de la Présidente ou à la demande du quart de ses membres aussi souvent que l'intérêt de l'association l'exige, au moins une fois par mois.
(2) 1 Les décisions sont prises à la majorité simple des votes. 2 Le quorum est la moitié des membres. 3 Un membre peut se faire représenter en donnant procuration à un autre membre. 4 En cas de partage, la voix du Président ou de la Présidente est prépondérante. 5 Les décisions sont constatées par des procès-verbaux établis sur un registre spécial signé par le Président ou la Présidente et le ou la secrétaire de la réunion.

Article 25: Rencontre Européenne de Planification
1 La Rencontre Européenne de planification (ci-après EPM) est le sommet annuel d'AEGEE Europe, facilitant l'échange d'idées dans le cadre du réseau par rapport aux domaines prioritaires du plan stratégique et tous les autres thèmes pertinents. 2 Le EPM prépare le brouillon du plan d'action annuel.

Article 26: Groupe de travail
(1) Le groupe de travail est composé de membres d'AEGEE qui ont pour tâche de réaliser les objectifs thématiques des plans stratégiques d'AEGEE-Europe dans leurs domaines prioritaires respectifs aux domaines prioritaires. Les groupes de travail sont formés et opèrent selon les règles des groupes de travail.
(2) Les plans d'activité et les rapports d'activité des groupes de travail sont sujet à l'approbation de l'Agora.
(3) Avec le Comité Directeur, les groupes de travail sont responsables d'assurer que les objectifs du plan d'action annuel x sont réalisés.
(4) L'Agora peut renvoyer le groupe de travail par un vote de confiance à la majorité simple. Dans ce cas, le nouveau groupe de travail sera formé selon les règles de groupe de travail.

Article 27: Commission d'Audit
(1) 1 La Commission d'Audit audite les finances de l'association et conseille le Directeur Financier et l'Agora. 2 Elle est composée de trois membres d'AEGEE qui ne sont pas membres du Comité Directeur, élus par l'Agora pour leurs compétences financières. 3 Ils/elles doivent provenir de trois Sections locales d'AEGEE différentes et sont élus pour la période d'un an par l'Agora d'Automne jusqu'à la prochaine Agora. 4 Ils/elles
sont rééligibles.  

Le Président ou la Présidente de la Commission d’Audit sera le ou la membre élu.e ayant reçu le plus grand nombre de votes.  

Le Directeur Financier ou la Directrice Financière ne peut pas être élu.e comme un membre de la Commission d’Audit avant que son rapport financier annuel et son rapport financier interne concernant la période dont il/elle était en charge ait été approuvé par l’Agora et jusqu’à ce qu’il y ait décision finale par rapport à tous les projets dirigés par celui-ci.  

Dans le but de prévenir des conflits d’intérêts, les membres de la Commission d’Audit ne peuvent pas auditer leurs propres bureaux locaux, ou groupes de travail d’AEGEE et événements d’AEGEE-Europe, auxquels ils participent.  

Dans ce cas l’audit est exécuté par les autres membres de la Commission d’Audit.

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

- Vérifier la comptabilité de AEGEE-Europe;
- Vérifier que les fonds sont utilisés de manière raisonnable et dans le cadre prévu par le Corpus Iuridicum Aegeense;
- Ratifier les rapports financiers d’AEGEE-Europe, des Sections locales d’AEGEE, des associations partenaires d’AEGEE et des événements d’AEGEE-Europe;
- La Commission d’Audit peut aussi sur demande des organes d’AEGEE-Europe, vérifier la comptabilité et le rapport financier de sections locales, des groupes de travail d’AEGEE et les événements organisés d’après les règles générales, section événements.
- Présenter ses conclusions à chaque Agora.

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

**Article 28: Commission Juridique**

(1) La Commission Juridique est composée de:

- Trois membres d’AEGEE élu.e.s pour un an par l’Agora de printemps pour leurs compétences juridiques;
- Un ou une membre désigné.e par le Comité Directeur en son sein, qui sera là uniquement pour conseiller ou observer.

(2) Au moins deux nationalités doivent être représentées parmi les membres élus de la Commission Juridique.  

Le Président ou la Présidente de la Commission Juridique sera le membre élu ayant reçu le plus grand nombre de votes.  

Les trois membres élus par l'Agora sont en charge pour une période d'un an.  

Le mandat de la Commission Juridique commence le 1er août et s'achève le 31 Juillet de l'année suivante.

(3) La Commission Juridique doit:

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

(4) La Commission Juridique peut modifier le texte du Corpus Iuridicum en coopération avec le Comité Directeur si la modification n'altère pas la signification du texte.  

Les modifications ne sont seulement acceptées que si elles concernent des
erreurs de grammaire, des informations dépassées ou des erreurs de styles de paragraphe. 3Le Corpus luridicum ammendé et les modifications qui lui sont apportées doivent être annoncées au Réseau au moins un mois avant l'Agora. 4Le Corpus luridicum ammendé est soumis à la ratification par l'Agora. 5En cas d'objection le paragraphe disputé sera exclus de la ratification.

**Article 29: Commission de Médiation**

(1) 1La Commission de Médiation est responsable de prendre les décisions dans tous les cas, lorsque activée, dans lesquels un membre adhérent ne se conforme pas aux termes des statuts, de la Convention d'Adhésion, des règlements intérieurs ou d'autres règles obligatoires du Corpus luridicum et qui ainsi, pourraient impliquer des sanctions disciplinaires. 2Les sanctions nécessaires doivent être proportionnelles à la gravité de la violation. 3La Commission de Médiation essayera d'obtenir des règlements à l'amiable dans tous les cas avant de considérer d'autres sanctions disciplinaires.

(2) La Commission de Médiation agira aussi en tant que médiateur s'agissant des cas relatifs au traitement des données personnelles selon les règles prévues dans la déclaration de la confidentialité des données et l'Annex 1 du Corpus luridicum.

(3) 1La Commission de Médiation peut être adressée par chaque individu ou organisme d'AEGEE afin d'agir en tant qu'un intermédiaire. 2Si cette requête est acceptée par la Commission de Médiation, elle agit avec une fonction consultative, mais n'a aucun pouvoir de prendre des décisions. 3Aucune demande officielle est nécessaire dans ce cas.

(4) 1La Commission de Médiation est composée de 5 membres comme suit:

- le Président ou la Présidente de la Commission Juridique;
- jusqu'à 4 membres élus par l'Agora d'Automne pour une période d'un an jusqu'à la prochaine Agora d'Automne, avec la possibilité d'être réélu.e.

2De plus, le Comité Directeur, désigne un ou une de leurs membres comme observateur. 3Cette personne n'est pas membre de la Commission Juridique et fonctionne comme un ou une conseiller.e sans droit de vote.

(5) 1La composition des quatre membres élus est soumise aux exigences suivantes:

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

- 1Au moins trois nationalités doivent être représentées, pas plus que deux membres ayant la même nationalité. 2Ce critère ne s'applique pas pour un candidat possédant plusieurs nationalités, à moins que l'Agora ne le demande.

- Les membres de la Commission ne peuvent accepter ni maintenir toute autre position dans chacun des organes suivants pour la durée de leur mandat: Comité Directeur, Commission d'Audit, Commission Juridique, Chair Team, Commission du Réseau, Bureau d'un groupe de travail d'AEGEE, d' une Antenne ou d'une Antenne Contact.

2Dans le cas où le nombre de candidats est le même ou inférieur au nombre de positions vacantes, chaque candidat doit au moins avoir 50% des votes possibles pour
être élu.e. Dans le cas où il y a le double ou plus de candidats aux positions vacantes, chaque candidat doit au moins avoir 25% des votes possibles pour être élue. Dans tous les autres cas, afin d’être élu.e, chaque candidat doit avoir un pourcentage des votes possibles égal ou supérieur à la moitié du nombres de positions vacantes divisé par le nombre de candidats. Si plus de deux des candidats élus ont la même nationalité, seulement les deux ayant reçu le nombre le plus élevé de votes peuvent joindre la Commission de Médiation. Les autres postes resteront vacants. Si les candidats ou candidates élu.e.s représentent moins de trois nationalités, un poste dans la Commission de Médiation restera vacant pour chaque nationalité manquante. Dans ce cas, les candidats de la nationalité en question élus avec le plus petit nombre de vote ne rejoindront pas la Commission de Médiation.

(6) Le Président ou la Présidente de la Commission de Médiation sera le ou la membre élu.e par l'Agora ayant reçu.e le plus grand nombre de votes.

(7) Le Président ou la Présidente de la Commission de Médiation convoque les membres et préside les réunions. En cas de son incapacité de participer à la réunion, la Commission de Médiation élira un président ou une présidente pour cette réunion parmi ses membres par vote simple.

(8) La Commission de Médiation doit être mise en place par:

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

(9) Les membres adhérents ou les organismes de AEGEE-Europe qui saisissent la Commission de Médiation en vue d’une décision peuvent désigner un ou une requérant qui satisfait à l’exigence d’expérience dans l’article 26(8). La Commission de Médiation peut refuser la désignation d’un ou d’une requérante si ce refus est estimé nécessaire pour régler le différend.

(10) Les décisions sont prises par la Commission de Médiation à la majorité des ¾ des membres présents, le quorum étant fixé à 4/5 du nombre total de ses membres. Si le quorum n’est pas atteint, la décision ne peut être adjournée qu’une seule fois.

(11) Les décisions de la Commission de Médiation ont effet immédiat. Les sanctions doivent être ratifiées par l’Agora suivante. Les parties concernées peuvent demander de présenter leurs points de vue devant l’Agora avant le vote. Si le vote de l’Agora est négatif, la sanction sera abrogée avec effet rétroactif. Dans ce cas, la Commission de Médiation ne peut pas juger de nouveau le membre pour la même requête.

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

(13) Les membres élus de la Commission de Médiation ne reçoivent pas de remboursements pour leur participation aux événements statutaires, tel que défini à l’article 18(10) des Règles Financières Générales. Une exception est faite seulement pour un Membre de la Commission dans le cas où il aurait à présenter une décision durant l’Agora suivant l’activation de la Commission.
(14) La Commission de Médiation agira aussi en tant que médiateur s’agissant des cas relatifs au traitement des données personnelles selon les règles prévues dans les documents en vigueur relatifs aux données personnelles.

(15) Les frais de voyage sont remboursés aux Membres de la Commission seulement pour les réunions intermédiaires tenues entre le jour de l’activation et le premier jour de l’Agora suivante. Les réunions sont convoquées par le Président ou la Présidente de la Commission de Médiation quand la présence physique de certains membres est indispensable.

(16) Un règlement intérieur pour la Commission de Médiation est approuvé par l’Agora.

Article 30: Commission du Réseau

(1) La Commission du Réseau soutient les Sections locales d’AEGEE et le Comité Directeur dans leurs fonctions. Elle se compose d’au maximum onze membres d’AEGEE n’étant pas membres du Comité Directeur.

(2) Afin de prévenir l’évolution de nouvelles frontières en Europe, la distribution des antennes locales entre les membres de la commission du réseau doit être préliminaire et limitée au mandat de la commission du réseau.

(3) Les membres de la Commission du Réseau peuvent uniquement agir au nom de l’association lorsqu’ils représentent, une ou plus, des antennes qui lui ont été assigné.e, dans les pays où les antennes sont présentes, et toujours après avoir reçu.e l’accord préalable écrit de la part du Comité Directeur et des antennes. Ils/elles n’ont pas de pouvoir financier.

(4) Les membres de la Commission du Réseau qui sont élus par l’Agora de Printemps commencent leur mandat le 1er juin et terminent le 31 mai de l’année suivante ; les membres de la Commission du Réseau qui sont élus par l’Agora d’Automne commencent leur mandat le 1er décembre et terminent le 30 novembre de l’année suivante. Tous et toutes les membres de la Commission du Réseau sont rééligibles. (5) La composition de la Commission du Réseau est soumise à six exigences :

- Chaque candidat ou candidate doit avoir été membre d’AEGEE depuis un an ou plus;
- Chaque candidat doit obtenir un nombre de votes correspondant au moins au tiers du nombre total des votes;
- Au moins quatre nationalités doivent être représentées;
- Trois membres peuvent avoir la même nationalité au maximum. Si plus de trois des candidats ou candidates élu.e.s ont la même nationalité, seulement les trois ayant reçu la plupart des votes peuvent joindre la Commission du Réseau.
- Les autres postes resteront vacants. Si les candidats élus sont de moins de quatre nationalités, un poste dans la Commission du Réseau restera vacant pour chaque nationalité manquante. Dans ce cas, les candidats ou candidates élu.e.es avec le moins de votes ne rejoindront pas la Commission du Réseau.

(6) La Commission du Réseau, ou le Comité Directeur peut proposer le renvoi d’un membre lorsqu’ils considèrent qu’il ou elle n’a pas rempli les fonctions spécifiées dans son format de travail ou «working format». La décision est prise par un vote à la majorité des ¾, le quorum étant la totalité des membres de la Commission, à
l’exception de celui concerné par le vote.  

3. La décision entraîne la suspension temporaire de la personne sujette au vote.  

4. La décision sera présentée par la Commission et le renvoi doit être ratifié par la prochaine Agora avant qu’il prenne complètement effet.  

5. La personne concernée peut demander à présenter sa position à l’Agora avant le vote.  

6. Si l’Agora ne ratifie pas la décision, le renvoi ne prendra pas effet.

(7) 1. L’absence d’un ou d’une membre de la commission du réseau à deux réunions internes consécutives de toute sorte, ou ne présentant pas son rapport mensuel sur deux mois consécutifs sera considéré.e comme démissionnaire de son poste.  

2. Exception sera faite lorsque la Commission du Réseau considère que le ou la membre possède une raison valable.


(9) 1. À tout moment, incluant mais non limité au cas où un ou une membre de la Commission du Réseau est renvoyé.e ou démissionne, la Commission du Réseau peut nommer par appel à candidatures un assistant ou une assistante, afin de prendre en charge la tâche d’un ou d’une membre de la Commission du Réseau qui ne pourrait pas être correctement remplie d’une autre manière jusqu’à la prochaine Agora.  

2. L’assistant assume la responsabilité, les bénéfices et les obligations de son poste, mais ne possède pas le droit de vote.  


4. La Commission du Réseau peut renvoyer l’assistant ou l’assistante à tout moment.

**Article 31: Vote de Confiance Commission du Réseau**

(1) Lors d’une Agora, ordinaire ou extraordinaire, un groupe d’au moins dix antennes ou groupes de travail d’AEGEE (à la majorité de leurs délégué.e.s) ou une majorité des ⅔ des membres de la Commission du Réseau peut demander un vote de confiance pour un ou plus membres de la Commission du Réseau en place.

(2) 1. Si l’Agora vote contre la confiance à la majorité simple, les membres concernés, qui sont présents à l’Agora, peuvent se présenter à l’élection de la Commission du Réseau, afin de conserver leur fonction.  

2. Si l’Agora vote en faveur les membres de la Commission du Réseau concerné.e.s restent en fonction jusqu’à la fin de leur mandat.

**Article 32: Comités**

(1) Un Comité appuie le travail d’AEGEE-Europe dans un domaine organisationnel spécifique.

(2) 1. L’Agora et/ou le Comité Directeur peut décider à tout moment de créer un Comité.  

2. La décision de créer un Comité est soumise à ratification par l’Agora.  

3. L’Agora doit uniquement ratifier un Comité qui possède un règlement intérieur, détaillant l’objet, la structure, le ou les représentants, les tâches, le corps auquel ils sont attachés et les procédures de ce Comité.

(3) 1. Les représentants du Comité doivent maintenir un contact permanent avec le Comité Directeur, le corps auquel ils sont attachés et fournir des mises à jour
régulièrement. Dans le cas où leur Règlement Intérieur prévoit qu'ils sont responsables devant l'Agora, les Comités doivent présenter un Rapport d'Activité à l'Agora pour la période allant de l'Agora précédente jusqu'à la date du rapport.

(4) L'Agora et/ou le Comité Directeur peut, durant une Agora, supprimer un Comité dans le cas où il n'est plus nécessaire. Cette décision est soumise à ratification par l'Agora.

(5) Les Comités peuvent obtenir un support financier de la part d'AEGEE-Europe selon les Règles Financières Générales.

VI - RESSOURCES DE L'ASSOCIATION

**Article 33: Ressources Annuelles**

Les ressources annuelles de l'association comprennent:

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

**Article 34: Année Fiscale**

(1) L'année fiscale d'AEGEE-Europe commence le 1er janvier et s'achève le 31 décembre.

(2) A des fins internes, l'année fiscale est divisée en deux parties. La première partie commence le 1er Janvier et s'achève le 30 Juin. La seconde partie commence le 1er Juillet et s'achève le 31 Décembre.

(3) La seconde partie d'une année fiscale et la première partie de l'année fiscale suivante forment ensemble l'année budgétaire et de rapport interne d'AEGEE. Cette « Année fiscale interne » commence ainsi le 1er juillet et s'achève le 30 Juin de l'année suivante et a été introduite afin de faciliter le travail du Comité Directeur en exercice.

(4) Afin de terminer l'année financière interne, le directeur Financier ou la Directrice Financière peut rester au siège social et recevoir un remboursement pour une période ne pouvant excéder une semaine après la fin de son mandat.

**Article 35: Rapport Financier**

(1) Pour chaque rapport correspondant à une année interne, le Directeur Financier ou la Directrice Financière sortant doit préparer un rapport financier, qui est présenté à l'Agora d'Automne. La Commission d'Audit vérifie ce rapport avant la date de l'Agora suivante. Le Directeur Financier présente le rapport financier annuel à l'Agora qui suit la fin de l'année interne.

(2) Le Directeur Financier ou la Directrice Financière rédige un rapport fiscal annuel utilisant le rapport de l'année interne suivante déjà approuvé, ainsi que le rapport fiscal de l'année interne en court. Ce rapport fiscal annuel approuvé pour une année...
Article 36: Budget
(1) Pour chaque année budgétaire interne, une estimation de tous les revenus et toutes les dépenses d'AEGEE-Europe doit être faite au préalable et transcrite dans le budget interne. 2 Le budget est proposé par le Comité Directeur et présenté à l'Agora avant le départ de l'année budgétaire interne. 3 Le budget proposé par le Comité Directeur doit être publié au moins deux semaines avant l'Agora.
(2) À chaque Agora, le Directeur Financier ou la Directrice Financière présente un budget interne mis à jour.
(3) Le budget interne définitif est proposé à l'Agora d'Automne.
(4) Le budget interne est approuvé par l'Agora.
(5) Pour tout changement budgétaire majeur, le Comité Directeur doit présenter un amendement budgétaire à l'Agora.

Article 37: Fonds de Réserve
1 Il peut être constitué un fonds de réserve qui comprendra la différence entre les revenus annuels et les dépenses annuelles. 2 Ce fonds de réserve sera utilisé par AEGEE-Europe pour toute activité entrant dans le cadre de l'objet de l'association.

VII - REGLEMENTS INTERIEURS

Article 38: Règlements Intérieurs
(1) Chaque organe élabore son règlement intérieur. 2 Le règlement intérieur de la Rencontre Européenne de planification est élaboré par l'Agora.
(2) Les règlements intérieurs déterminent les détails non réglés par ces statuts, notamment ceux qui concernent l'organisation intérieure, la gestion et l'administration des organes.
(3) Un règlement intérieur financier de AEGEE-Europe est élaboré par l'Agora.
(4) Chaque Organe doit soumettre à la Commission Juridique une version mise à jour de son Règlement Intérieur avant chaque Agora.

VIII - MODIFICATION DES STATUTS ET DE LA CONVENTION D'ADHESION

Article 39: Modification
1 La modification des statuts ou de la Convention d'Adhésion est décidée par l'Agora à la majorité des \( \frac{2}{3} \). 2 Le quorum est 50% des membres ordinaires d'AEGEE-Europe. 3 Afin d'introduire une modification des statuts ou des Conventions d'adhésions, une proposition doit être soumise au Secrétaire Général ou à la Secrétaire Générale d'AEGEE-Europe ainsi qu'à la Commission Juridique, au moins un mois avant l'Agora au cours duquel elle sera votée, et elle doit être inclue dans le programme.

IX – DISSOLUTION

Article 40: Dissolution
En cas de dissolution votée à l'unanimité par le Comité Directeur et à la majorité des \( \frac{2}{3} \) des membres présents à une Agora convoquée pour cet objet, un ou plusieurs liquidateurs.

LOGO

Agora Asturias, April 2015

Considering that:

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

This logo has to show our way of acting and thinking, it has to be our corporate identity.

(In the local logo “Europe” is replaced by the name of the Antenna/Contact Antenna/AEGEE-Working Group).
Introduction

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

Article 1

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

Article 2

1. The Convention d'Adhésion is valid until one or the other party decides to give notice of termination. 2. Notice of termination by an AEGEE local can only take place when ⅔ of the present members at the local Agora vote for it. 3. 50% of the members of the AEGEE local must be present at the local Agora to pass the notice of termination. 4. Notice of termination from the Convention d'Adhésion by one or the other party will bring about the immediate termination of the membership of the AEGEE local in question. 5. Notice of termination by AEGEE-Europe is explicitly mentioned in its Statutes.

Article 3
1. In signing the Convention d’Adhésion, the AEGEE local must respect and adopt the kind of non-profit-making associative Statutes that have been drawn up by AEGEE-Europe. 2. Adopting these Statutes to conform to local law should involve the fewest possible changes to the original Statutes, and include the obligations as for an Antenna as set in the Antennae criteria of the Corpus Iuridicum AEGEEnse of AEGEE-Europe. 3. The Statutes must be accepted by AEGEE-Europe before this Convention d’Adhésion can be signed by the President of AEGEE-Europe.

**Article 4**
1. In signing the Convention d’Adhésion, the AEGEE local must agree to the payment of a percentage of the membership fee of each member to AEGEE-Europe. 2. The amount of the membership fee to each local and the part that is paid to AEGEE-Europe is regulated by the Financial Rules.

**Article 5**
1. There is only one membership card for all Locals. 2. It is sent or given to the Locals after the AEGEE local has paid the membership fee to AEGEE-Europe, sent in the membership list and the financial report. 3. The AEGEE local takes care for distribution of the membership cards to AEGEE members.

**Article 6**
1. To obtain the support of AEGEE-Europe for a project or event, the AEGEE local should submit the projects to the Comité Directeur, including an outline of the project and a financial analysis. 2. When an AEGEE local is involved in an AEGEE-Europe event, the Comité Directeur can examine the accounts of the AEGEE local or request the Audit Commission to examine and check the accounts.

**Article 7**
1. All Locals must inform AEGEE-Europe without delay of any information that could be of interest for the association. 2. AEGEE-Europe provides all the necessary information that an AEGEE local can ask for concerning the functioning of the Network or concerning the AEGEE local. 3. The AEGEE local should use the official logo of AEGEE provided by AEGEE-Europe.

**Article 8**
1. AEGEE-Europe reserves the right to deal with the European Union, the Council of Europe and with any other European or international organisation or institution. 2. Before negotiating with national authorities, an AEGEE local has to ask for permission of the Comité Directeur. 3. If the Comité Directeur has not replied within two weeks, permission has been granted. 4. AEGEE-Europe will assist with all requests from an AEGEE local when dealing with the above-mentioned institutions.

**Article 9**
AEGEE-Europe supports all Locals unless they do not respect the Statutes of AEGEE-Europe or this Convention. Failure to respect the Statutes may lead to notice of termination of the Convention d’Adhésion.

Article 10
1. If a board member of a body is elected as president, secretary general, financial director or member of the Comité Directeur, s/he has to resign from this position. 2. In case of lack of substitutes, new elections have to be held within three months.

ANTENNAE CRITERIA

Agora Bergamo, April 2016

Article 1: Contact – Becoming a Contact
(1) 1. A Contact is at least one person interested in the work of, and in working for AEGEE-Europe and willing to set up an Antenna. 2. In order to become a Contact, the individual or group must first submit the following documentation to the Comité Directeur:
   (a) A personal or group application, stating the intention of forming an AEGEE Antenna in their city;
   (b) A letter of intention from one institution of higher education in that city, positively indicating that it will support the future development of this Contact.
3. The Comité Directeur may contact the respective institution on this regard. 4. The Comité Directeur can make exceptions from this criterion, provided that substantial effort has been made to fulfil it.
(2) 1. After taking these documents into consideration, the Comité Directeur decides whether to accept the new Contact.
(3) 1. Once accepted, the Contact must communicate regularly with the people responsible for this task, according to the Statutes of AEGEE-Europe.
(4) A Contact is not allowed to call itself AEGEE-“city name”, nor to use the logo of AEGEE.

Article 2: Contact – Deletion of a Contact
If the Contact does not sign the Convention d’Adhésion at the third Agora following its creation, it should be deleted by a decision of the Comité Directeur.

Article 3: Contact Antenna – Becoming a Contact Antenna
(1) Criteria for becoming a Contact Antenna:
   1. Be a Contact of AEGEE-Europe;
   2. Create Statutes compatible with the Convention d’Adhésion and the Statutes of AEGEE-Europe and deliver a copy of them in both original language and English. This criterion is granted after the Statutes have been verified by the Juridical Commission;
3. Send a members list with at least ten members of which at least five are not a member of another local upon the Contact becoming a Contact Antenna. The members list has to be sent to the Comité Directeur for approval;
4. Before being able to establish the Contact Antenna at least one representative of the group has to attend a NWM or have confirmed to participate in a NWM within three months after the Agora mentioned in paragraph 2;
5. Present itself and a plan of their future activities to the Agora and the Agora will have to vote for approval for the upgrading to Contact Antenna;

(2) 1 As soon as these requirements have been fulfilled, the Convention d'Adhésion will be signed by the representative of the Contact and the President of AEGEE-Europe at the Agora. 2 In exceptional cases and upon written request by the contact, the Comité Directeur can decide to sign the Convention d'Adhésion at a different occasion without criterion 5 being fulfilled. 3 The Contact Antenna is still obliged to present their plan to the following Agora, and the decision to upgrade the Contact is still subject to approval by the Agora. 4 If the Agora does not approve this decision, the Comité Directeur terminates the Convention d'Adhésion.

(3) 1 After signing the Convention d'Adhésion, the Contact Antenna must officially found the association, have it registered within six months and provide the Juridical Commission and the Secretary General with a copy of the registration data. 2 Failure to comply with this criterion results in termination of the Convention d'Adhésion by AEGEE-Europe. 3 The Comité Directeur can make exceptions from this criterion, upon receiving written request and explanation by the Contact Antenna.

Article 4: Contact Antenna – Remaining a Contact Antenna

(1) After being officially registered or receiving an exception as mentioned in article 3(3), the Contact Antenna must fulfil the following criteria to remain a Contact Antenna:
1. Pay membership fees according to the regulations defined in the Financial Rules;
2. Have organised at least one event within the last year according to the Event Rules, as presented in the general rules for Events, of a thematic focus where members of other Antennae were invited to participate;
3. Maintain active communication with the Network Commission or the Comité Directeur;
4. Send envoys to at least one ordinary Agora or European Planning Meeting in a period of three consecutive statutory meetings;
5. Have a board consisting of at least President, Treasurer and Secretary and organise new board elections at least once a year;
6. Have at least ten members who are not a member of another Local. The members list has to be sent to the Comité Directeur for approval;
7. Have a bank account and provide the Financial Director with the account data;

(2) A Contact Antenna should be deleted no later than at the fourth Agora after acquiring this status.

(3) Based on a written explanation, the Comité Directeur can exceptionally waive one or more of these criteria.

Article 5: Antenna – Becoming an Antenna
A Contact Antenna must fulfil the criteria listed below in order to become an Antenna:

1. Have Statutes compatible with the Convention d'Adhésion and the Statutes of AEGEE-Europe, deliver a copy of them in both original language and English and send them to the Juridical Commission upon modification by the local or upon demand by the Juridical Commission;
2. Maintain active communication with the Network Commission or the Comité Directeur, responding to written or other forms of communication;
3. Have a board consisting of at least President, Treasurer and Secretary and organise new board elections at least once a year;
4. Have a bank account, and provide the Financial Director with the account data when requested;
5. Have paid membership fees;
6. Have sent a members list having at least ten members who are not a member of another Contact Antenna or Antenna;
7. Have sent a financial report, which has to be approved by Audit Commission;
8. Have sent envoys to at least one ordinary Agora or European Planning Meeting within the last three statutory meetings;
9. Have sent at least one of its members to a Network Meeting within the last year;
10. (i) Within the last year have contributed to the Action Agenda by either:
   a) ¹Organising a European event, AEGEE event or AEGEE-Europe event according to the Event Rules. ²The planning and organisation of the event needs to be announced beforehand and needs to be in co-operation with another Organ or Ordinary Member of AEGEE-Europe or outside of AEGEE which has to be approved by the Comité Directeur. ³This partner can give minimum requirements to fulfil in order to have the event counting towards this requirement;
   b) ¹Organising two local activities. ²In this case the organisation of local events is to be monitored and approved by the Network Commission, or another Organ or Ordinary Member of AEGEE-Europe approved by the Comité Directeur; other Locals are to be invited to participate, the mode of invitation is set forth in co-operation with the partner;
   (ii) The Contact Antenna must report to the Comité Directeur in written form after either event; the partners have to approve the report;
11. (i) Have organised a Local Training Course at least once within the last year.
   (ii) The organisation of the Local Training Course is monitored and approved by the Network Commission, or another organ or ordinary member of AEGEE-Europe approved by the Comité Directeur;
(2) The earliest an upgrade can take place is at the second Agora after the Agora during which the decision about the previous change of status has been approved.

Article 6: Antenna – Remaining an Antenna
(1) In order to remain an Antenna the following criteria must be fulfilled:
1. Have Statutes compatible with the Convention d'Adhésion and the Statutes of AEGEE-Europe in both the original language and English and send them to the Juridical Commission upon modification by the local or upon demand by the Juridical Commission;
2. Maintain active communication with the Network Commission and the Comité Directeur, responding to written or other forms of communication;
3. Have a board consisting of at least President, Treasurer and Secretary and organise new board elections at least once a year;
4. Have a bank account, and provide the Financial Director with the account data when requested;
5. Have paid membership fees;
6. Have sent delegates to two out of the last three Statutory Events, excluding Extraordinary Agorae.
7. Have sent at least one of its board members to a Network Meeting within the last year;
8. Submit a yearly financial report, subject to approval by the Audit Commission during the first quarter of the calendar year or on demand of the Comité Directeur;
9. Submit an activity plan no later than a month after the start of the board term for the duration of their term;
10. Submit an activity report no later than two weeks after the end of each board term. The Comité Directeur can demand a presentation of their projects;
11. Submit a list of current members before every Agora having at least ten members who are not a member of another Contact Antenna or Antenna;
12. Organise a European event at least once every two years. If this event does not contribute to the Strategic Plan the Antenna will have to contribute with at least two activities that contribute to the Strategic Plan;

(2) The deadline for the reception of payments will be set by the Financial Director and will be communicated to the Antennae at least two months before the Agora. Cash payments must be announced to the Financial Director before the deadline, otherwise they will not be accepted. Not being present at the Agora does not exempt the Antenna from paying.
(3) In special cases, when written explanations are presented, the Comité Directeur may decide that the fact of not having fulfilled one or more criteria might not lead to downgrading to the status of a Contact Antenna.

Article 7: Obligations for Representatives during Statutory Events

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

Article 8: Procedure on Downgrade and Deletion

(1) The decision to delete or to downgrade an Antenna or Contact Antenna has to be communicated by the Comité Directeur to the Antenna or Contact Antenna 20 days before the Agora starts. In this communication a reference to this article shall be quoted.
(2) The list of problematic cases has to be published by the Comité Directeur 20 days before the Agora starts. This document will include a short description of the
problems and actions taken to support each problematic Antenna or Contact Antenna in order to fulfil the Antenna Criteria.

(3) Antennae and Contact antennae at risk to be downgraded or deleted might produce a written justification in their defence, adding the motivations for not fulfilling certain criteria and also the actions done towards the fulfilment. This justification has to be sent to the Comité Directeur and the Network Commission within 7 days before the Agora.

(4) The Comité Directeur might change the proposal for the Network Status update, according to the justifications given by Antennae and Contact Antennae under evaluation.

(5) At the Agora, the Comité Directeur has to present a concise report for each case under evaluation, specifying the motivations upon the decision of downgrade or deletion and the actions taken to support these Antennae and Contact Antennae, followed by a hearing of a representative. In case there are no representatives of the Antenna or Contact Antenna at the Agora, the written justification shall be read by a person appointed by the Antenna or Contact Antenna. This person has to be appointed by the Antenna and communicated to the Juridical Commission at least seven days before the Agora.

(6) The presentation of downgrades and deletions has to be faced case by case during a progress meeting. Whenever an objection arises, the ratification of downgrade or deletion has to be approved with simple majority.

(7) This article does not concern the cases evaluated by the Mediation Commission.

2. AEGEE PARTNER ASSOCIATIONS

CONVENTION D’ADHÉSION FOR AEGEE-ACADEMY

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

Article 1
AEGEE-Academy is an independent organisation with the aim of providing trainings to individual members of Locals. It is non-partisan, non-governmental and non-profit.

Article 2
In signing the present Convention d’Adhésion, signatories act in the name of the association of which they are Presidents, thus obliging their associations to follow
completely this Convention d'Adhésion until one of the parties gives notice of termination. 2 Acceptance of this Convention d'Adhésion gives the right to the cosignatory association to adopt the name “AEGEE-Academy”. 3 Following this, the cosignatory association of this Convention d'Adhésion with AEGEE-Europe will be called AEGEE partner association. 4 The general assembly of an AEGEE-Academy will be called General Meeting.

Article 3
1 The Convention d'Adhésion is valid until one or the other party decides to give notice of termination. 2 Notice of termination by AEGEE-Academy can only take place when ⅔ of the present members at the General Meeting vote for it. 3 50% of the members of AEGEE-Academy must be present at the General Meeting to pass the notice of termination. 4 Notice of termination by AEGEE-Europe is envisaged in article 11 of the Statutes of AEGEE-Europe.

Article 4
1 In signing the Convention d'Adhésion, AEGEE-Academy must respect and adopt the kind of non-profit-making associative Statutes that have been drawn up by AEGEE-Europe. 2 Adopting these Statutes to conform to local law should involve the fewest possible changes to the original Statutes. 3 The Statutes must be accepted by AEGEE-Europe before this Convention d'Adhésion can be signed by the President of AEGEE-Europe.

Article 5
1 To obtain the support of AEGEE-Europe for a project or event, AEGEE-Academy shall submit a corresponding activity plan to the Comité Directeur, including an outline and financial analysis of the last. 2 When the AEGEE-Academy is involved in an AEGEE-Europe event, the Comité Directeur can examine the accounts of the AEGEE-Academy or request the Audit Commission to examine and check the accounts.

Article 6
1 AEGEE-Academy must inform AEGEE-Europe without delay of any information that could be of interest for the association. 2 AEGEE-Europe provides all the necessary information that AEGEE-Academy can ask for concerning the functioning of the Network or concerning the AEGEE-Academy.

Article 7
1 By signing the present Convention d'Adhésion, AEGEE-Academy obtains a right to use the official logo of AEGEE-Europe. 2 AEGEE-Academy is entitled to have its own, different from AEGEE-Europe logo. 3 All the rules and policy of usage of AEGEE-Europe official logo envisaged by the CIA and provided by the Comité Directeur shall not be violated.

Article 8
1 AEGEE-Europe reserves the right to deal with the European Union, the Council of Europe and with any other European and international organisation or institution.
Before negotiating with national authorities, AEGEE-Academy shall ask for permission of the Comité Directeur. If the Comité Directeur has not replied within two weeks, permission has been granted. AEGEE-Europe will assist with all requests of AEGEE-Academy when dealing with the above-mentioned institutions.

Article 9
AEGEE-Europe shall support AEGEE-Academy unless they do not respect the Statutes of AEGEE-Europe or this Convention. Failure to respect the Statutes may lead to notice of termination of the validity of the present Convention d’Adhésion.

Article 10
(1) AEGEE-Academy commits to:
   a) draw its Statutes compatible with the present Convention d'Adhésion and the Statutes of AEGEE-Europe;
   b) send envoys to at least one ordinary Agora per year
   c) submit an annual Activity Plan within one month after its internal elections to AEGEE-Europe. The Activity Plan shall include at least two different actions (e.g. AEGEE Fair, workshop, project).
   d) submit an annual budget within one month after its internal elections;
   e) submit an activity report between 15 days and one month and a half before every Agora, including all activities that have taken place;
   f) organise board elections between 45 days and 15 days before Autumn Agora, resulting in a board consisting of at least Speaker, Secretary and Treasurer.
   g) send the re-confirmed members lists to the Comité Directeur between one and two months before every Agora, having at least five members that represent at least three nationalities.
(2) Based on a written explanation, the Comité Directeur can exceptionally waive one or more of these criteria.
(3) The dissolution of the Convention d’Adhésion between AEGEE-Academy and AEGEE-Europe occurs when not all the criteria are fulfilled during the term of two autumn Agorae in a row. The Comité Directeur communicates and explains the decision to the Agora. A representative of the AEGEE-Academy has the right for defence before the Agora votes the ratification of the decision. The decision is accepted upon absolute majority.

Article 11
The Comité Directeur, appropriately and proportionally to the respective annual budget of AEGEE-Europe and the organised activities of AEGEE-Academy. 3 It shall be presented to the Agora for approval together with the annual budget.

b) support AEGEE-Academy’s work and provide it with all relevant information to fulfil their activities properly.

### 3. HONORARY MEMBERS

**CHARTER OF HONORARY MEMBERS**

*Agora Kyiv, October 2015*

**Article 1: Honorary Members**

1. Honorary Members are individuals, having performed outstanding service for the community of AEGEE-Europe, upon whom the Association desires to confer special distinction.
2. The Honorary Membership award of AEGEE-Europe is the highest recognition in the association. 2 Honorary Members will pass on through the history of AEGEE as extraordinary individuals who contributed to a great extent to AEGEE in all relevant AEGEE-Europe official materials.

**Article 2: Eligibility for Honorary Membership**

1. Persons who have distinguished themselves by meritorious service in the furtherance of the AEGEE-Europe ideals and those persons considered friends of the AEGEE-Europe for their permanent support of the AEGEE's cause may be elected to Honorary Membership. 2 Honorary Membership is given for life. 3 Honorary Members have the right to resign from their Honorary Membership.
2. Nominations have to be sent to the Comité Directeur two months before the Agora.
3. Bodies that have nomination right are: Ordinary Members and Organs of AEGEE-Europe.
4. The Honorary Membership Award shall be presented and handed out by the Comité Directeur.

**Article 3: Nomination form of Honorary Members**

1. The nomination of a person for Honorary Membership shall include contact information, details of his/her membership, his/her AEGEE and non-AEGEE achievements and the reasons for his/her nomination. 2 The minutes of the meeting of the relevant body where the decision to nominate was taken shall be attached.

**Article 4: Rights, Privileges and Obligations**
(1) Honorary Members are awarded the title: Honorary Member of AEGEE-Europe/European Students' Forum.
(2) Honorary Members shall be exempt from the payment of admission fees and dues, shall have no vote and shall not be eligible to hold any office in the Association. Such members shall not hold any responsibilities and shall be entitled to attend any AEGEE meeting, event or activity only up on officially made invitation to visit these kinds of events, meeting, activities.
(3) Honorary Members can attend Statutory Events of AEGEE-Europe either upon invitation of the Comité Directeur or upon acceptance of their application by the Chair Team. They will be assigned the status of visitor during the Agora and observer during the EPM.
(4) Honorary Members have the right to waive logistical services provided by the local organisers to ensure that no spots are taken from active members of AEGEE.
(5) Honorary Members shall receive a diploma signed by the Comité Directeur.
(6) Honorary Members provide authorisation and allow AEGEE-Europe to use their name and surname, as well as their picture, for promotion purposes, together with a short description of them, their AEGEE career and achievements.
(7) Honorary Members have the right to speak and address the Agora directly, after they have been ratified as Honorary Members.
(8) Honorary Members shall not damage, hurt or do anything against the image of AEGEE-Europe internally towards our Network and externally towards stakeholders.
(9) Honorary Members must, like any other member, respect all rules the Agora approved.
(10) Honorary Members shall ensure, when possible, that a proper historical knowledge of the Association is provided, and kept through the years, avoiding that historical milestones and facts are lost or changed.
(11) Honorary Members will be extremely careful when giving advice, not to exert an excessive influence on the younger generations with their own views. AEGEE, as a learning experience, should allow the current generation of members to put their own ideas into practice.
(12) In case an Honorary Member breaches or does not follow any of these principles, or damages AEGEE in any way, the Ordinary Members and Organs of AEGEE-Europe have the right to ask the Agora to strip the title of Honorary Member of AEGEE-Europe from this individual.

4. AGORA

WORKING FORMAT OF THE AGORA

Agora Bergamo, Mai 2016

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

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

(3) The Agora approves the annual and internal financial report. This financial report should, in its definite version, be made publicly available to all members at least one week before the start of the Agora at which it is presented.

(4) At the Autumn Agora, the Agora approves the activity report of the members of the preceding Comité Directeur and Working Groups whose mandates terminated on the previous July 31st. Question time is allocated when members of the preceding Comité Directeur are voluntarily present at the Agora.

(5) The Agora votes upon the future development of the association and on the general lines of AEGEE-Europe's policies, projects and programmes (in particular AEGEE-Europe's Identity, the Strategic Plan, Action Agenda, the topic(s) of the European Planning Meeting) as proposed by the Comité Directeur, Locals, AEGEE Partner Associations and Working Groups.

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

(7) The Agora ratifies the decisions of the Comité Directeur subject to ratification according to the Statutes, especially those mentioned in articles 5, 7 and 11 of the Statutes.

(8) The Agora elects the Comité Directeur.

(9) The Agora elects AEGEE members to the commissions and Working Group Coordinator positions:
   - Three AEGEE members to the Audit Commission;
   - Three AEGEE members to the Juridical Commission;
   - Four AEGEE members to the Mediation Commission;
   - The Coordinators for each of the Working Groups for the upcoming Planning Year;
   - Up to eleven AEGEE members to the Network Commission.
   - Four AEGEE members to the SUCT

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

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

**Article 2: Meeting and Convocation**

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

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

(3) The President of AEGEE-Europe convokes the Agora. The date and the place of the Agora have to be communicated to the Locals and the AEGEE Partner Associations at
least two months before the meeting. \(^2\) The Chairperson together with the Comité Directeur sets the agenda of the Agora. \(^3\) In case of a conflict the final decision lies with the Chairperson. \(^5\) The proposed agenda shall be published at least two weeks before the start of the Agora. \(^6\) Any body of AEGEE-Europe may request additional subjects to the agenda, up to one week before the start of the Agora. \(^7\) In case this deadline has been met, the Chairperson is obliged to present additional subjects to the proposed agenda at the beginning of the Agora. \(^8\) The Agora may decide whether or not to include these additional subjects to the proposed agenda. \(^9\) The proposed agenda is subject to ratification at the beginning of the meeting, however, no new subjects may be added by the Agora to this proposed agenda, unless the requirement by the Chairperson in sub 6 was not met. \(^10\) The Agora may remove subjects from the proposed agenda with an absolute majority at any time during the meeting. \(^11\) The Agora may propose to the Chairperson to add an additional subject to the agenda with an absolute majority at any time during the meeting. \(^12\) The Chairperson will decide whether or not to include the proposed change, based on the available facilities and remaining time. \(^13\) The Agora may incorporate additional subjects that could not have been known one week before the Agora. \(^14\) The Chairperson may modify the order of the topics listed in the at any time during the meeting.

(4) The Juridical Commission has to announce to the Network at least two months before the meeting if and how many members of the Comité Directeur, the commissions, the Summer University Co-ordination Team, the Working Group Coordinators and the Chair Team are to be elected during the Agora to come.

(5) Proposals concerning projects and modifications of the Corpus Iuridicum Aegeense as well as the list of candidates for the Comité Directeur, the commissions, the Chair Team and the Summer University Co-ordination Team must be presented to the Secretary General and the Juridical Commission at least one month before the Agora. \(^2\) After this point and until the official completion of the deadline for submitting candidatures during the Agora as announced by the Chairperson, candidatures will only be accepted for the vacant places.

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

**Article 3: Members**

(1) The members of the Agora are:

(a) Delegates:

- up to three members of the AEGEE Antennae;
- up to three members of the AEGEE Partner Associations.

(b) Envoys:

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

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

(3) ¹The Comité Directeur must receive the names at least two weeks before the Agora. ²This measure shall be enforced by the Comité Directeur.

(4) ¹Envoys and delegates can only use the facilities mentioned in article 16 if they apply as envoy/delegate before the deadline for application or if they have already been accepted as visitor. ²This deadline cannot be set more than two months before the start of the Agora. ³The Comité Directeur can make exceptions.

(5) No member of the Agora can represent more than one body.

(6) All members of the Agora have speaking right and the right to present proposals to the Agora on behalf of their body.

**Article 4: Observers**

(1) Contacts of AEGEE have the right to send two observers to the Agora.
(2) Observers have neither speaking nor voting right.

**Article 5: Visitors**

(1) ¹Any member of an AEGEE body has the right to act as a visitor to the Agora. ²Other visitors may attend with the agreement of the Comité Directeur and the Chairperson.
(2) ¹Visitors have neither speaking nor voting right. ²Visitors who are candidates for a position for which elections will be held at the statutory meeting, have the right to present their candidature and answer questions about it.
(3) The number of visitors per body depends on the capacity of the organising AEGEE local.
(4) The selection of the visitors shall be made by the Chairperson taking into account the ranking and comment provided by the board of the respective AEGEE local.

**Article 6: Debate**

(1) ¹The members of the Agora asking to speak are registered in a list in the order of their application. ²The member proposing the motion has the right to speak in the first
and in the last place. ³Requests for an increased number of speakers or for extended speaking time must be directed to the Chairperson who will decide on the merits of each case.

(2) Motions on procedural matters (showing of both arms) have to be treated immediately at any moment of the debate.

(3) ¹When motions are voted upon by means of indicative voting or roll call, the Chairperson should suspend the plenary session for a minimum of 3 minutes in order to provide the members of the Agora with some time for deliberation. ²When the Chairperson decides to postpone the voting to a moment after the plenary session in which the discussion was ended, this condition should be considered as fulfilled.

Article 7: Decisions and Amendments

(1) ¹The decisions of the Agora are taken as determined by the Statutes of AEGEE-Europe:
   - Simple proposals or motions: simple majority;
   - Simple amendments to proposals: simple majority;
   - Amendments to proposals concerning modifications of Statutes of AEGEE-Europe or working formats: absolute majority.

²Procedural matters are decided upon by simple majority. ³Public ballots, where a single winner or sorted list of winners has to be chosen from more than two options, are conducted using the Schulze method.

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

(3) ¹The delegates of AEGEE Antennae who are not able to attend the voting of the Agora may pass their vote to another delegate of their Antenna by means of a written authorisation. ²The delegates of AEGEE Partner Associations who are not able to attend the voting of the Agora may pass their vote to another delegate of their Partner Association by means of a written authorisation.

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

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

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

Article 8: Elections of the Candidates
(1) The election procedure will be supervised by the Juridical Commission.
(2) ¹The list of all candidates will be closed during the Agora where all candidates have the right to briefly introduce themselves orally. ²Candidates not present at the Agora may do so with the help of a representative or a self-running presentation.
(3) ¹For each election the Ordinary Members of AEGEE-Europe will receive as many ballot papers as they have votes in the Agora according to article 17 of the Statutes of AEGEE-Europe. ²A candidate cannot receive more than one vote on the same ballot paper.

**Article 9: Chair Team**

(1) The Chair Team consists of:
- the Chairperson
- the Vice-Chairperson;
- the Secretary of the Agora
- the IT Responsible

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

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

**Article 10: Chairpersons**

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

(2) ¹The Chairperson will be the member elected by the Agora with the largest number of votes. ²The Vice-Chairperson is the member with the second highest amount of votes.

(3) ¹The Chairperson, assisted by the Vice-Chairperson and the Juridical Commission, presides over the Agora in accordance with the Statutes of AEGEE-Europe and this working format. ²S/he opens, suspends and adjourns the meeting. ³S/he does not participate in the discussions, apart from procedural motions.

(4) The Chairperson and the Vice-Chairperson are not members of the Agora and are not members of the Comité Directeur.

(5) The Chairperson with the assistance of the Vice-Chairperson presides over the EPM.
(6) The Chairperson is responsible for the creation and execution of the agenda.
(7) ¹The Chairperson ensures that time limits on motions and speakers are observed in order to guarantee a fair hearing to every motion and every speaker. ²S/he is responsible for ensuring parity of speaking for those both in favour and against the motions.
The Chairpersons can nominate assistants to the Chair Team to help them with their tasks during Agorae and European Planning Meeting sessions. The Chairperson shall inform the Secretary of the Agora in advance about the agenda of the meeting.

The Juridical Commission is responsible for counting the votes and for election procedures, which also includes presenting final voting results.

The Chairperson is responsible for publishing voting and election results to the Network within one week after the Agora took place.

**Article 11: IT Responsible of the Chair Team**

1. The IT Responsible of the Chair Team is an AEGEE member selected by the elected members of the Chair Team.
2. S/he is a member of the Chair Team.
3. S/he must have knowledge of Information Technology.
4. S/he is not a member of the Agora and is not member of the Comité Directeur.

5. S/he assists the Chair Team members during the Agorae and the European Planning Meeting and is responsible for the technical administration and IT related issues.

**Article 12: Secretary of the Agora**

1. The Secretary of the Agora is an AEGEE member selected by the elected members of the Chair Team.
2. Candidates must have proven experience as a member of the Comité Directeur, a Commission of AEGEE-Europe, the board of an ordinary member or as a delegate to a former Agora.
3. Additionally, s/he must have experience in taking minutes.
4. The Secretary of the Agora is not a member of the Agora and is not member of the Comité Directeur.

5. The Secretary of the Agora is responsible for the minutes, which shall be sent to the Comité Directeur not later than two months after the Agora.
6. If the minutes are not ratified, the Secretary of the Agora remains responsible for the necessary changes.

**Article 13: Comité Directeur**

1. The Comité Directeur is composed of a maximum of seven members from the Locals: the President, the Secretary General, the Financial Director and four active members elected by secret vote for a period of one year by the Spring Agora.
2. They can be re-elected.

3. If there is more than one candidate, the President is elected with an absolute majority of votes.
4. If no candidate reaches an absolute majority, the two candidates with the most votes participate in a second ballot, where the candidate receiving a simple majority of votes is elected.
5. The Secretary General and the Financial Director are elected according to the same rules as the President.

6. The other members of the Comité Directeur are elected in one common ballot after the election of the President, Secretary General and Financial Director.
7. The number of candidates who can be marked on each ballot paper cannot exceed the number of vacant places in the Comité Directeur.
8. A candidate cannot receive more than one vote on the same ballot paper.
Article 14: Commissions
(1) The three members of the Audit Commission elected by the Autumn Agora are in charge for the period until the next Autumn Agora. They can be re-elected. The President of the Audit Commission will be the member elected with the most votes. A Financial Director cannot be elected as member of the Audit Commission until both the annual financial reports and the internal financial report covering the period s/he was in office have been approved by the Agora.
(2) The three members of the Juridical Commission elected by the Spring Agora are in charge for the period of one year. They can be re-elected. The President of the Juridical Commission will be the member elected by the Agora having the majority of the votes.
(3) The four members of the Mediation Commission elected by the Autumn Agora are in charge for the period until the next Autumn Agora. They can be re-elected. Each candidate should receive a number of votes corresponding at least to the following number: the number of open positions divided by the number of candidates divided by two. The percentage of votes needed to be elected should be maximum 50% and minimum 25%. If more than two of the candidates elected share the same nationality, only the two with the most votes can join the Mediation Commission. The other places shall remain vacant. If the candidates elected are of fewer than three nationalities, one place in the Mediation Commission shall remain vacant for every nationality lacking. In this case, the candidates elected with the fewest votes will not join the Mediation Commission. The President of the Mediation Commission will be the member elected by the Agora having the majority of the votes.
(4) The members of the Network Commission are elected by the Agora for one year. They can be re-elected. Each candidate should receive a number of marks corresponding at least to one third of the total number of votes. If more than three of the candidates elected share the same nationality, only the three with the most votes can join the Network Commission. The other places shall remain vacant. If the candidates elected are of fewer than four nationalities, one place in the Network Commission shall remain vacant for every nationality lacking. In this case, the candidates elected with the fewest votes will not join the Network Commission.

Article 15: SUCT
The members of the Summer University Co-ordination Team are elected by the Autumn Agora until the next Autumn Agora. They can be re-elected.

Article 16: Practical Organisation
(1) The organising AEGEE local is the sole responsible for the practical organisation of the Agora. The budget for the Agora is set by the organising Antenna after approval by AEGEE-Europe. AEGEE-Europe gives a deficit guarantee as specified in article 30 of the Financial Rules.
(2) All members of the Agora as well as the Chairperson, Vice-Chairperson and the Secretary of the Agora participate for free. Services minimally required for participation are:
- Use of the meeting rooms;
• Lodging for the duration of the meeting
• Breakfasts and lunches for each day of the Agora

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

3 Exceptions to sub-article 2 are only possible after approval by the Financial Director. 2 The organising AEGEE local must show the Financial Director that it will not rely on the deficit guarantee when balancing their budget in order to guarantee the financial viability of the event, but must prove adequate sources of external funding to cover all costs incurred in the budget. 3 If according to the Financial Director the condition above is met, a fee can be set in consultation with the Financial Director. 4 This fee is required to be set according to the procedure described in article 32 of the Financial Rules.

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

Article 17: Coming into Force
(1) 1 Every decision of the Agora comes into force the day after the closing of the Agora unless explicitly stated otherwise in the applicable rules or the decision voted upon.
(2) This does not apply to procedural questions concerning the Agora in progress.

Article 18: Exceptions
1 The Agora may decide exceptions to this working format with a ⅔ majority. 2 These exceptions cannot withdraw the rules of the Statutes of AEGEE-Europe.

PAPER VOTING BALLOTS

Agora Skopje, October 2011

Article 1: Majorities
(1) Simple majority:
   a) Simple majority means that a decision is approved if there are more votes in favour than against.
   b) Example: 120 delegates, 100 valid votes (34 in favour, 33 against, 33 abstentions). More in favour than against: the proposal is accepted.
(2) Absolute majority:
   a) A decision, that requires an absolute majority, passes if there are more than 50% in favour of all the votes cast (in favour, against and abstention). Against and abstention lead to the same result: a negative vote.
   b) Example 1: 120 delegates; 100 valid votes (51 in favour, 29 against, 20 abstentions). 100 votes = 100%, 100-29-20 = 51%. The proposal is accepted.
   c) Example: 120 delegates; 100 valid votes (34 in favour, 33 against, 33 abstentions). 100 votes = 100%, 100-33-33 = 33%. The proposal is not accepted.
(3) Two third majority: a $\frac{2}{3}$ majority means that a decision is approved if there are 66.6% + 1 vote (%). This is also called a qualified majority.

a) Example 1: 120 delegates; 100 valid votes (68 in favour, 19 against, 13 abstentions).
   100 votes = 100%,
   100-19-13=68% the proposal is accepted.

b) Example 2: 120 delegates; 100 valid votes (66 in favour, 20 against, 14 abstentions).
   100 votes = 100%,
   100-20-14= 66% the proposal is not accepted.

Article 2: Voting Ballots

(1) All ballot papers must have a sign of approval by the Juridical Commission.

(2) To make any voting ballot valid, the following must also be printed on it:
   • the name of the event on which the voting takes place;
   • a short explanation on how to fulfil correctly the ballot;
   • what you are voting for, which proposal or election;
   • more than one option must be available to choose;
   • an option to vote abstention.

(3) Election ballots must contain the following printed information:
   • the amount of people that can be elected for this function;
   • the names of the candidates in case the candidates list has been closed at the time of printing;
   • the order of names must be the same on all ballots;
   • the amount of votes that may be cast.

(4) In the case that the candidates list has not been closed before the time of printing, it may be necessary for the voter to write down the names of the candidates themselves. If this is the case, votes will also be considered invalid when the following is not written correctly:
   • what you are voting for;
   • the amount of members to elect;
   • the amount of votes you may cast;
   • all the names of the candidates like they are showed on the screen by the Juridical Commission;
   • the order of names.

(5) After voting, the votes on proposals will be considered invalid when:
   • the ballot has not been signed by a delegate of the local that the vote is cast for;
   • the name of the local is not written in a clear and correct way and in the right place;
   • the amount of votes cast exceeds the amount of votes that are distributed to the local according to article 17 of the Statutes of AEGEE-Europe and printed on the ballot;
   • the vote is not cast within the time given to vote on the proposal;
   • the box is not clearly filled/ crossed/ ticked;
• the ballot contains any kind of manuscript sign that is not supposed to be there (annotations, drawings, arrows, etc.).

(6) After voting, the election votes will be considered invalid when:
• more votes are cast then the amount of members that can be chosen;
• the ballot contains any kind of manuscript sign other than the right number of crosses or numbers in the boxes (signature, name, annotation, drawing, etc.).

(7) A visual document concerning the previous rules can be draft and distributed during counting sessions, but has to be approved before by the Juridical Commission.

**Article 3: Counting Votes**

(1) Valid votes in favour of a proposal or candidate need to be added up, they form the percentage of the quorum that is in favour of the proposal or candidate.

(2) In case a simple majority is needed the votes against a proposal or candidate need to be added up, they form the percentage of the quorum that is against the proposal or candidate.

(3) In case an absolute or \( \frac{2}{3} \) majority is needed the votes against a proposal and abstentions need to be added up, they form the percentage of the quorum in not favour of the proposal or candidate.

(4) Invalid votes are not counted either in favour or against; they form no percentage of the outcome.

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**PRYTANIUM**

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*Juridical Commission, November 2015*

Prytanium (in plural prytania) means in Greek ‘sub-council’, and was used in the Agora in the ancient Greece. The idea to organize prytania at our Agora comes from the attempt to make it more efficient. A prytanium is a small session where proposals made from AEGEE members are discussed. Delegates shall attend prytania and have voting rights. The rest of the Agora participants can attend, but do not have voting rights.

At a prytanium, the proposal is presented, discussed, and voted upon. Before the voting, it can be also amended. An impartial reporter appointed by the Chair leads the discussion. The reporter cannot be one of the persons presenting the proposal or a member of the Comité Directeur. At the end of the prytanium, the delegates vote upon the proposal including all amendments, if there are.

Back at the plenary session, the proposal is briefly explained. By presenting both the pro and contra arguments, and the result of the voting. Questions and remarks can only be made by those antennae that could not attend the prytanium because they had less delegates than prytania. The floor will then be open shortly to see whether any new arguments, which were not discussed in the Prytanium, are brought forward.
Since the aim of the prytanium is to decrease discussion time in the plenary, anything that was already discussed in the prytanium cannot be repeated at the plenary session. Finally, the delegates should discuss the final proposal with each other in order to be able to vote in an informed way.

5. EUROPEAN PLANNING MEETING

WORKING FORMAT OF THE EUROPEAN PLANNING MEETING

Agora Patra, May 2014

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

Article 2: Agenda
(1) The agenda of the EPM is composed of the following items: Plenary, Action Meetings, Workshops, and any other format that enhances thematic debate in AEGEE.
(2) 1The Plenary serves to open and close the EPM, to present and approve the results of the Action Meetings, and potentially other purposes such as debates. 2It is moderated by the Chairperson of the Agora and attended by all participants of the EPM.
(3) 1Action Meetings serve to develop the Action Agenda for the upcoming Planning Year by drafting objectives and corresponding activities. 2Action Meetings have a flexible structure, allowing participants to arrange ad hoc meetings at any time for the development of activities. 3Action Meetings are moderated by facilitators and coaches selected and prepared in advance of the EPM.
(4) 1Workshops serve to address any topic of interest to the EPM. 2They may be moderated by participants of the EPM as well as external speakers.
(5) 1Participants are free to attend Action Meetings and Workshops according to their own interests. 2Each participant of the EPM attends at least one Action Meeting. 3The Comité Directeur may determine which Action Meeting is to be attended.
(6) 1The agenda shall not include any items related to the organisational development of AEGEE-Europe.
(7) Internal meetings of any group, formal or informal, shall not be included in the agenda, yet may be mentioned in the official documents, and may be held at any time outside the official meeting times.

**Article 3: Guidelines**

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

(2) The open call for participants of the EPM shall be made not later than two months in advance of the EPM.

(3) Any member of an AEGEE local or Contact can apply for the EPM according to the procedure specified in the respective open call. Participants are selected by a panel consisting of the Chair Team, the Comité Directeur and possible additional members appointed by the Comité Directeur.

(4) All participants have the status of envoys and therefore have speaking rights.

(5) For a workshop to be accepted as part of the EPM agenda, the workshop leader must hand in a short proposal with an outline of the workshop and the working methods used as well as a personal record showing the level of experience in giving workshops.

**Article 4: Proceedings**

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

**Article 5: Chair Team**

1. The Chair Team consists of the Chairperson of the Agora, the Vice-Chairperson, the Secretary of the Agora and the IT responsible. The Chair Team, in co-operation with the Comité Directeur, is responsible for the preparation of the EPM.

2. The Chairperson, assisted by the Vice-Chairperson, is responsible for the execution of the agenda. S/he opens, suspends and adjourns the European Planning Meeting.

3. S/he moderates the plenary sessions. S/he does not participate in the discussions.

4. The Secretary of the Agora supervises the documentation of all Action Meetings, and ensures the complete collection of all documentation before the end of the EPM.
Article 6: Local Organisation

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

(2) Participants of the EPM participate for free. The services minimally required for the meeting are:
   - Use of the meeting rooms;
   - Sufficient technical equipment for the production of the workshop conclusions;
   - Lodging for the days the meetings take place;
   - Breakfast and lunch.

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

(3) Exceptions to sub-article 2 are only possible after approval by the Financial Director. The organising AEGEE local must show the Financial Director that it will not rely on the deficit guarantee when balancing their budget in order to guarantee the financial viability of the event, but must prove adequate sources of external funding to cover all costs incurred in the budget.

(4) If according to the Financial Director the above-mentioned condition is met, a fee can be set in consultation with the Financial Director. This fee is regulated according to the procedure described in article 32 of the Financial Rules.

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

Article 7: Modifications

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

6. WORKING GROUPS

WORKING GROUP RULES

Agora Kyiv, October 2015

(1) For every Focus Area of the Strategic Plan, there is a Working Group. The mandate of a Working Group starts on the 1st of August and lasts until the 31st of July the following year.

(2) A Working Group has internal and external tasks related to its Focus Area of the Strategic Plan of AEGEE-Europe. Internally it creates and implements activities directly contributing to the Strategic Plan and Action Agenda. Externally it performs tasks for AEGEE-Europe related to official positions of the organisation, research and external representation. Activities of a Working Group are supervised and approved by the Comité Directeur.
A Working Group contributes to all the objectives in the Action Agenda of their Focus Area. A Working Group contributes to as many local activities related to the Action Agenda during the term as needed for the fulfillment of the objectives of its Focus Area.

A Working Group is led by a Coordinator who is elected by the Spring Agora. In case no one has applied the Comité Directeur can appoint a Working Group Coordinator. A Working Group consists of the Coordinator, a Policy Officer and a maximum of 6 other members. Members of a Working Group must represent at least 4 different Locals. An AEGEE member can only be a member of one Working Group.

The Coordinator is responsible for the recruitment of the Policy Officer and the other Working Group Members. Appointment of the Policy Officer and Working Group members is subject to approval by the Comité Directeur. The appointment should be approved latest one month before the Action Agenda comes into force. In case of resignation of a Working Group Member, sentence 2 and 3 of present paragraph apply. In case of resignation or dismissal of the Coordinator, the Comité Directeur sends out a new open-call for that role of Coordinator.

A Working Group submits its Activity Plan before the Autumn Agora for approval. At the following Spring Agora, a Working Group presents its interim activity report for approval. Disapproval of the interim evaluation leads to the dismissal of the Working Group Coordinator. A final activity report is presented and approved at the Autumn Agora following the end of the term of the Working Group.

A Working Group meets at the beginning of its term to draft Activity Plan. Internal decisions of a Working Group require simple majority where each member has one vote. In case of an even number of votes, the Coordinator has the decisive vote. Activities of a Working Group are supervised by the appointed Comité Directeur member responsible for the Focus Area from the Strategic Plan. A Working Group cooperates with the Comité Directeur or another body approved by the Comité Directeur, by giving them clear overview on the fulfilment of objectives in the Action Agenda of the respective Focus Area.

The term of a Policy Officer coincides with the term of a Working Group that (s)he is a member of. A Policy Officer is responsible for the coordination of externally oriented activities of a Working Group. A Policy Officer is responsible for monitoring the topic of his/her Focus Area, gathering an opinion of the Network and developing papers in accordance with the Guidelines for Policy Officers. A Policy Officer is to inform the Comité Directeur and the Network on a regular basis. The Working Group supports the Policy Officer in this task.

7. LIASON OFFICERS

Agora Asturias, April 2015

Article 1: Liaison Officers
Liaison Officers (LOs) are appointed to maintain a link with external entities in order to support the Comité Directeur.

Article 2: Appointment, Replacement and Dismissal of Liaison Officers
1 LOs are appointed for a period of 1 year by a formal decision of the Comité Directeur, after an open call, and receipt of applications. 2 The mandate of the LO starts on the 1st of October each year and has to be ratified by the following Agora.

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

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

**Article 3: Requirements for Liaison Officers**

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

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

**Article 4: Tasks and Obligations**

1 A LO represents the association towards one or more specific entities, informs the Network or any specific part of it about possibilities of application for grants and promotes, co-ordinates and supports AEGEE’s actions, projects and applications towards this entity. 2 S/he has to inform the Comité Directeur and the Network on a regular basis about the policies, programmes and the activities of the entity (especially those relevant for the activities of the AEGEE Network).

2 For each of the entities to which LOs are appointed also an individual Comité Directeur member will be responsible. 2 The Comité Directeur member and the LO responsible for the same entity need to ensure a good co-operation. 3 The final responsibility rests with the Comité Directeur.

3 At least every two months every LO needs to present a written report about their activity, to the Comité Directeur and to the Network. 2 At each Agora, every LO has to present the report of their activities in front of the Agora.

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**8. INTEREST GROUP RULES**

_Agora Asturias, April 2015_

1 An Interest Group is a group of AEGEE members who share a common interest. 2 An Interest Group creates discussions inside AEGEE and may initiate, carry out and support events, projects, positions or other activities.

2 An Interest Group is initiated upon request of an AEGEE member willing to moderate the group. 2 Initiation of the group is a subject to approval by the Comité Directeur.

3 The Comité Directeur appoints up to two moderators for each Interest Group. 2 Membership of an Interest Group is open to any AEGEE member.

4 Interest groups receive support from the Comité Directeur and supporting committees to facilitate their internal discussions. 2 If needed the Comité Directeur may
appoint a member of the Interest group to represent AEGEE externally in the field. 

3 The Comité Directeur ensures visibility of Interest Groups within the Network.

(5) 1 Moderators present a brief report on discussion outcomes and initiatives every two months to the Comité Directeur. 2 The responsible member of the Comité Directeur presents an overview of Interest groups during every Ordinary Agora.

(6) In case of inactivity or lack of a moderator, the Comité Directeur may decide to dissolve an Interest Group.

9. ADVISORY BOARD

WORKING FORMAT OF THE ADVISORY BOARD

Agora Rhein-Neckar, April 2013

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

Article 2: Appointment and Composition
(1) 1 Members of the advisory board are appointed for one year by the Comité Directeur at the beginning of the term of the Comité Directeur. 2 The appointment of the advisory board is subject to ratification by the Agora following their appointment.

(2) The advisory board members do not have any responsibility towards the Agora, except when they deviate from the provisions stated in article 3.

(3) The advisory board consists of:
• At least three former members of the Comité Directeur, from at least two different terms. These members need to have served a full term as Comité Directeur.
• Other members of AEGEE-Europe bodies and persons that are not a member of any AEGEE body.

(4) At least 50% of the advisory board has to consist of former members of the Comité Directeur.

(5) All members of the advisory board should have experience relevant for AEGEE-Europe.

(6) Changes have to be officially decided by the Comité Directeur and then ratified by the following Agora.

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

Article 3: Responsibilities
(1) 1 The Comité Directeur will invite the advisory board for a meeting at least twice a year, at least one week before the deadline for sending relevant documents to the
Network prior to the start of the Agora. More meetings can be held if deemed necessary.
(2) Upon request of at least ⅓ of the members of the advisory board, with a minimum of 2 members from the advisory board, a meeting with the Comité Directeur has to be held.
(3) Members of the advisory board are expected to keep themselves informed of developments within AEGEE-Europe.
(4) 1Everything shared between the Comité Directeur and the advisory board is confidential. Members of the advisory board therefore have to sign a non-disclosure agreement.

EVENTS, PROJECTS AND ACTIVITIES

1. EVENTS

Agora Bergamo, Mai 2016

Article 1: Definition
(1) 1An event is an activity with a defined group of participants taking place in one or more locations for a defined period of time. 2An event is organised by one local, or by multiple Locals in cooperation. 3Other bodies of AEGEE-Europe and other organisations can also be involved as partners.
(2) 1The Comité Directeur reserves the right to bar all AEGEE bodies from any cooperation with specific organisations, if this harmful for AEGEE.

Article 2: Local Event
(1) 1A Local Event is organised by an AEGEE local. 2It does not need any recognition or involvement of AEGEE-Europe as long as it is not against the principles of AEGEE-Europe. 3The event can be held in any language most suited to the target audience. 4The event is not announced in the Calendar of Events.
(2) The organising local may take fees for accommodation, food and participation.

Article 2 bis: Local Training Course
(1) 1A Local Training Course belongs to the category of the Local Events or it can be a series of local events, but it is essential for maintaining knowledge in AEGEE and therefore has limited involvement of AEGEE-Europe. 2There are two levels of Local Training Courses, the LTC 1 and the LTC 2. 3They differ in purpose and content.
(2) 1LTC 1 aims at involving AEGEE members into the work of AEGEE. 2Compulsory parts are introductions to AEGEE identity, AEGEE history, the structure of AEGEE and an introduction into the AEGEE local and its activities together with a session about event management skills.
(3) 1LTC 2 aims at training AEGEE members with knowledge and skills to get them involved in the work of AEGEE. 2Compulsory parts are sessions about communication
channels in AEGEE, training opportunities in AEGEE, thematic projects of AEGEE and project management and communication skills in a team.

(4) The Comité Directeur ensures that the Locals are provided with the materials required for delivering the compulsory parts of the Training Courses. The Network Commission, or another AEGEE body approved by the Comité Directeur, confirms the content of the Training Courses.

**Article 3: European Event**

(1) A European event is an event as defined in articles 1 and 2, including the additional provisions set out in this article. The topic is selected by the organisers of the event. The event should include at least two hours of tuition per day excluding arrival and departure days in case the event is taking place for more than one night. The event shall be organised in accordance with the principles of AEGEE-Europe. Although the conditions outlined in article 3 (2) do not apply to exchanges among Locals, they are also considered to be European Events and must be announced to the E.Q.A.C. and undergo an evaluation if they are to count towards fulfilling the Antenna Criteria. All European events have to be announced to the E.Q.A.C. at least two months before they take place.

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

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

**Article 3 bis: Regional Training Course**

(1) A Regional Training Course (RTC) belongs to the category of the European Events and all requirements for European Events apply.

(2) An RTC aims at preparing AEGEE members to take responsibilities in board positions. Compulsory parts are sessions about how to run an AEGEE local and leadership skills or strategic planning.

(3) The Comité Directeur ensures that the organisers of the RTC are provided with the materials required for delivering the compulsory parts of the Training Course. The Network Commission, or another body of AEGEE-Europe approved by the Comité Directeur, confirms the content of the Training Course.

(4) Financial support for the organisation of RTCs can be provided in accordance with chapter 5 of the Financial Rules.

**Article 4: AEGEE Event**

(1) An AEGEE Event is an event as defined in articles 1 to 3, including the additional provisions set out in this article. It is organised by one or more Locals in cooperation with at least one Working Group, Interest Group, Committee, Commission or as part of a European or AEGEE-Europe project. The topic is selected by the organisers of the
event in full collaboration with the Comité Directeur, the involved Interest Group, Committee, Commission or Project Team, fitting to the actions mentioned in the Action Agenda for any of these bodies. \(^4\) The content and the dates of the event have to be approved by the E.Q.A.C. and confirmed by the Comité Directeur.

(2) \(^1\) The list of participants should be announced at least one month before the event is taking place. \(^3\) After confirmation, the event is published in the calendar of events as an AEGEE Event.

(3) Whenever it is possible, the event should be open for all AEGEE members, and also to non-AEGEE members.

**Article 4 bis: Network Meeting**

(1) \(^1\) Network Meeting belongs to the category of the AEGEE Events, but it is an internal meeting and therefore open only to AEGEE members. \(^2\) Exceptions to this rule can be made by the member or assistant of the Network Commission responsible for the Network Meeting in case of particular needs or upon request of the Comité Directeur.

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

(3) \(^1\) This meeting has an administrative impact and it is focused on sharing best practices, keeping the Locals closer to each other, connecting them with the European level, updating them about last progresses and launching initiatives. \(^2\) Network Meetings should improve the functioning of the Locals, increase cooperation between them, to inspire and renew the motivation of active members.

(4) \(^1\) The content of each Network Meeting has to be prepared by the member or assistant of the Network Commission and approved by the person in charge of the Network in the Comité Directeur. \(^2\) The Network Commissioner is responsible for the organisation of the Network Meeting, its topic, content and sessions. \(^3\) Other AEGEE bodies should also be involved in the organisation when holding specific sessions or workshops during the Network Meeting or because of other valid reasons. \(^4\) The host local is responsible for the logistics and finances of the event. \(^5\) The participation fee of the Network Commissioner and the representative of the Comité Directeur should be covered by the budget of the Network Meeting. \(^6\) The number of participants of the Network Meeting is decided by the Network Commissioner. \(^7\) The Network Commissioner has to take into account the number of Locals they are responsible for, the needs of the hosting local and widespread practices.

(5) \(^1\) A Network Meeting is not a training course. \(^2\) Specific trainings about specific needs of the Locals may be added in co-operation with The Academy according to the member or the assistant of the Network Commission responsible for the Network Meeting and the person in charge of the Network in the Comité Directeur. \(^3\) The training sessions should not exceed 20% of total time of the tuition. \(^4\) Exceptions to this rule can be approved by the Network Commission with simple majority.

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

(7) 1The Network Commissioner announces an open call for the host local. 2It is recommended to include his/her Subcommissioners in the process of choosing the host local. 3This decision should be made in the interest of all Locals that the Network Commissioner is in charge of and no later than 3 months before the date of the Network Meeting. 4Network Meeting cannot take place within two weeks before or after Statutory Events. 5No more than two Network Meetings should take place in the same week. 6An exception to the rule mentioned at (7) 5th sentence can be granted by the Speaker Team of the Network Commission.

Article 5: AEGEE-Europe Event

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

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

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

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

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

Article 6: Event Coordination

(1) European Events, AEGEE Events and AEGEE-Europe Events shall not be planned to coincide with an AEGEE-Europe event already listed in the calendar of events, except where the Comité Directeur specifically decides that this will not have a negative impact.

(2) 1The Comité Directeur, upon receiving request to reserve a date, is to send a confirmation and has two weeks to make a decision. 2When a decision has not been
made within two weeks, the organisers can proceed as intended. This affects only European Events and their dates.
(3) Dates shall be considered “booked” for AEGEE-Europe Events only after the event is published in the calendar.

2. PROJECTS

Agora Asturias, April 2015

Article 1: Projects
(1) Within AEGEE, a project is defined as an initiative consisting of one or more planned activities with a common purpose, carried out by a defined group of members forming the Project Team, and coordinated by a Project Manager. Activities contributing to the purpose of the project may include, but are not restricted to events organised according to the general rules for Events.
(2) Every AEGEE member has the freedom to organise activities on a transnational level without prior approval of AEGEE-Europe. Such an initiative does not have the permission to use the name, logo and resources of AEGEE-Europe.
(3) Any initiative that intends to use the name, logo and resources of AEGEE-Europe must first obtain the status of an AEGEE-Europe Project.

Article 2: AEGEE-Europe Projects
(1) An AEGEE-Europe Project is a project with certain rights and obligations towards AEGEE-Europe, which are laid down in a contract signed by both parties. On behalf of the Project Team, this contract shall be signed by three representatives in the function of Project Manager, Financial Manager and Content Manager, whose exact responsibilities are defined in the contract.
(2) An AEGEE-Europe Project has at least the right to make independent use of the name, logo and resources of AEGEE-Europe. The Project Manager of an AEGEE-Europe Project may contact external entities for the purpose of the project without prior authorisation by the Comité Directeur. The Comité Directeur may reserve the exclusive right to contact specific external entities wherever this is necessary.
(3) An AEGEE-Europe Project has at least the obligation to report through the Project Manager the development of the project's activities, financial management, interaction with external partners and achievement of aims to the Comité Directeur on a regular basis. Concluding the project, the Project Manager shall present a final report to the Agora.
(4) Further specifications of these rights and obligations as well as possible additional rights and obligations are subject to mutual agreement and to be included in the contract. The contract shall be valid for a defined period of time.

Article 3: Requirements and Procedures
In order to obtain the status of an AEGEE-Europe Project, the Project Team submits a formal request to the Comité Directeur, explaining the motivation behind their request, and fulfilling the following requirements:

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

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

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

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

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

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

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

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

3. SUMMER UNIVERSITY

Agora Bergamo, Mai 2016

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

(2) The SUCT is responsible for the good functioning and for the development of the project.

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

- Grant exceptions to Summer Universities upon request of an organising local;
- Establish the procedure to participate in the project;
- Check the behaviour of the Locals involved in the project;
- Exclude Locals from the project if they do not fulfil the criteria stated in the General Rules for Summer Universities (articles 2, 4, 5, and 6);
- Propose to the respective organs of AEGEE-Europe (as mentioned in article 30(8) of the Statutes of AEGEE-Europe) to activate the Mediation Commission;
- Choose how to use its own budget (according to article 7) for the best development of the project prior approval of the Financial Director;
- Participate in any Summer University in quality of observer for up to two days. The participation fee will be covered by the SUCT members. The local SU organiser must be notified about the visit one week before. The SUCT has to explain the reason of the visit;
- Reserve up to four places, maximum two in the same SU, in the whole project, as a prize for AEGEE competitions. The prize must be assigned by a jury appointed in co-operation with the Comité Directeur. The fee for such participation must be covered by AEGEE-Europe, from the budget of the SUCT or other resources.

(4) 1 The SUCT consists of four members elected by the Autumn Agora and in charge till the Autumn Agora of the following year. 2 The candidates have to quote the tasks they would like to cover in the SUCT (article 1(8)). 3 In case one or more places remain vacant, the SUCT can issue an Open Call for an interim position and an election for the vacant places must be held at the next Agora.

(5) 1 The SUCT can dismiss a member when they consider it necessary. 2 The decision is made by a vote of ⅔ of the members of the SUCT, the quorum being fixed at the full membership. 3 The decision has immediate effect and will suspend the member voted upon. 4 The dismissal has to be ratified by the following Agora. 5 The member involved may request to present his/her position at the Agora before the vote. 6 If the Agora does not ratify the decision the dismissal will be retroactively appealed.

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

(7) 1 The SUCT presents to the Autumn Agora a report of its last years' activities, a financial report with the explanations of their expenses and trips and a description of the project situation and projections for the future as well as statistical data for use of the SU project and the operation of AEGEE in general. 2 This report must, in its definitive version, be made publicly available to all members at least two weeks before the start of the Agora at which it is presented and be included in the Agora booklet. 3 An
interim report of the budget and update status of the SU project has to be presented for the ongoing term. If the members of the SUCT are not attending the Spring Agora, the CD responsible member has to present their report.

(8) The following tasks have to be covered:
- Project Manager;
- Publications Responsible;
- Information Technology and Materials;
- Public Relations;
- Treasurer;
- fundraiser;

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

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

Article 2: General Rules

(1) Each Antenna and Contact Antenna can organise Summer Universities from the 1st of June till the 30th of September. In articles 2 and 3, “Summer University” has to be read as Summer Course, Summer Course plus and Travelling Summer University, during the whole year. The SUCT should publish PR material a year to be distributed before the Summer University application period in digital form.

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

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

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

(5) An introductory lesson on AEGEE's basics, history, structure, aims and opportunities must be held during each Summer University. The SUCT is responsible for providing standard material for this introduction at least in English; it may ask for the support of other AEGEE bodies for its creation.

(6) Every organising AEGEE local must appoint and register one Coordinator, one Financial Director and one Incoming Responsible who will be responsible towards the SUCT for the well-running of the organisation of their Summer University, according to the SUCT instructions. In case of a Travelling Summer University or other Summer University with two or more co-operating Locals, the tasks can either be split or taken over by one local.
Article 3: SU Applications and Evaluations
(1) Each member of any AEGEE Antenna, Contact Antenna and Contact can participate in a SU. In order to be selected by the organisers, the member has to write a motivation letter and send it to the organisers following the application procedure decided by the SUCT.

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

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

(4) Each participant shall have the possibility to evaluate her/his Summer University. The evaluations made from participants have to be made available/readable to all AEGEE members immediately together with the number of submitted evaluations for a specific Summer University. Evaluations cannot be anonymous. The personal information has to be kept confidential by the SUCT, if the participants want to. Evaluations can contain a field for confidential information for the Summer University Co-ordination Team.

(5) The issuing of open calls will be controlled by the SUCT. SUCT will manage the open calls system, so Antennae that have still applicants on the waiting list will not be able to issue an open call. SUCT will ensure that only the members that have not been accepted or have voluntarily cancelled in a Summer University can apply for an open call, except in the case of Locals who had fewer applications after the open call than the number of places offered.

Article 4: Organizers
A Summer University can be organized either by:
- At least one AEGEE Antenna
- At least one Contact Antenna together with at least one AEGEE Antenna
- At least one AEGEE Contact, or other groups of students or associations, only in collaboration with an official AEGEE body (Locals, Comité Directeur, Working Groups, Supporting Committees, Summer University Co-ordination Team) that will be responsible for the course towards the association.
Article 5: Summer Course
(1) Every Summer Course is characterised by:
   • A duration of minimum 11 nights and maximum 28 nights; exceptions for a
duration of minimum 8 nights can be made by the SUCT for organising Locals
who have not been granted this exception the previous year;
   • At least 14 hours of tuition per week;
   • A minimum of 15 participants.
(2) ¹The course should be about main subject/roof topic. ²Classes about related topics
are possible.

Article 6: Summer Course Plus
(1) ¹A Summer Course Plus is an intensive course of any subject. ²These courses are
officially recognised and supported by the university or an educational institution
where they take place or the AEGEE-Academy and lessons are taught by professional
teachers or trainers approved by AEGEE-Academy. ³A proof of the teachers' or trainers'
qualification and experience is to be provided to the SUCT.
(2) Every Summer Course Plus is characterised by:
   • A duration between 11 and 28 nights;
   • At least 20 hours of tuition per week on average;
   • A minimum of 15 participants;
   • A minimum of 4 cities visited.

Article 7: Travelling Summer University
(1) A Travelling Summer University is a cultural travel through Europe.
(2) Every Travelling Summer University is characterised by:
   • A duration between 14 and 28 nights;
   • At least 20 hours of tuition per week on average;
   • A minimum of 15 participants.

Article 8: Budget
(1) ¹The budget of the SUCT consists of a minimum set to the 70% of the total amount
of last years' Summer University fees paid by the Locals to AEGEE-Europe. ²To this
budget can be added money fundraised by the SUCT or the Comité Directeur.
(2) In any case the budget must be sufficient for the printing and distribution of the PR
materials (posters, brochures) and for the travel reimbursements of the SUCT
members to at least one internal meeting, which can be held during a statutory event.
(2bis) ¹SUCT draws up its budget with the recommendation of the Financial Director.
²This budget is subject to approval by the Financial Director.
(3) Every decision concerning major expenses must be taken internally by the SUCT
with absolute majority.
(5) ¹Spending of the budget:
   • Travel reimbursements to statutory meetings and internal meetings should be
announced to the Financial Director according to the Financial Rules.
2 The Financial Director or the Comité Directeur by majority can reject the request of the SUCT if motivated. 3 Any expense not budgeted for must be previously approved by the Financial Director.

Article 9: Summer University Participation Fees
(1) 1 The Summer University participation fees set are a maximum fee per night for which at least two meals per day (of which at least one is warm), all lodging, transportation, tuition and activities have to be provided.
(2) 1 The Summer University participation fees are set by the SUCT. 2 The decisions should be available before the open calls for Organisers of Summer Universities is issued.
(3) 1 The maximum height of the Summer University participation fees is set up to 14.00 Euros per person and per night. 2 Fees set by the preceding SUCT can be increased by a maximum percentage based on Eurostat Euro Area annual inflation statistics of the calendar year. 3 Locals are encouraged to settle a fee as low as possible in order to encourage and foster travelling according to the aim of the SU project. 4 The height of the Summer University participation fees set by the preceding SUCT can be increased by a maximum percentage based on Eurostat Euro Area annual inflation statistics of the calendar year.
(4) 1 The SUCT can grant exceptions to organisers for the participation fee. 2 The organiser should provide decent arguments and a budget indicating the need for an increased participation fee. 3 The SUCT is expected to decide on the request within a reasonable time taking into account that the fees stay as low as possible.

4. ACTIVITIES

Agora Asturias, April 2015

Article 1: Definition
(1) Coordinated short-term plans on a defined purpose that do not meet the criteria under I and II and have a low or no financial risk can be activities.
(2) AEGEE-Europe activities always involve AEGEE members from more than one country.
(3) Activities can be carried out by Antennae and WG or individual members of these.

Article 2: AEGEE-Europe Activities
(1) 1 AEGEE-Europe Activities, are activities based on the Focus Areas in the Strategic Plan, and are approved at the end of the planning stage by the Comité Directeur. 2 Together all AEGEE-Europe Activities are included in the Action Agenda (see Planning).
(2) 1 A complete application must be submitted to the Comité Directeur, the Comité Directeur may set a deadline for this. 2 The following documents are required:
   • a title and short description of the project, showing the project contribution to the Focus Areas in the Strategic Plan, and its expected impact;
• an activity schedule for the project, including preparation, publicity, fundraising and follow-up activities;
• a draft budget;
• names and task descriptions of all Project Team Members, as well as a formal personal letter of intent from the team members.

(3) After approval by the Comité Directeur, a project contract should be signed by a legal representative of AEGEE-Europe and the Project Coordinator, formalising responsibilities in the project. The activity schedule and project description shall be included in the contract.

(4) AEGEE-Europe Activities shall:
• have the right to use the name and logo of AEGEE-Europe;
• receive visibility in the online and printed publicity of AEGEE-Europe;
• take priority over other activities for calendar planning.

(5) An AEGEE-Europe Activity is coordinated by a Project Team, consisting of at least three AEGEE members from at least two different countries. Project Team members are committed to the project for its entire duration, including follow-up. An activity coordinator must be identified. The Project Coordinator shall be responsible to AEGEE-Europe for:
• The achievement of the objectives of the activity, or revising the objectives with the approval of the Comité Directeur when these cannot be achieved:
• Sending regular updates (at least once per month) to the Comité Directeur about the progress of the project according to its objectives and plan and development affecting the finances of the activity.

(6) The Comité Directeur reserves the right to replace the Project Coordinator, if they take any action not consistent with law or with the principles or best interests of AEGEE-Europe. The Project Coordinator has the authority and obligation to cancel any event within the project on pre-agreed dates, especially in order to avoid any significant financial loss.

(7) AEGEE-Europe shall not undertake any contractual responsibility to third parties for European activities, no grant applications in the name of AEGEE-EUROPE shall be made. Involved bodies of AEGEE are entitled to apply for grant applications on their own account for the activity.

(8) In exceptional cases, and if a contract is signed, Comité Directeur and Project Coordinator may decide to alter or wave one or more of the above mentioned requirements.

(9) At any time an AEGEE-Europe activity can be converted into an AEGEE-Project given that it meets the criteria mentioned under II.3.

5. CASE STUDY TRIPS

Agora Bergamo, Mai 2016

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

Article 2: Participants
1 A CST is organised by a team consisting of at least three Locals or at least another AEGEE body. 2 The participants will be selected by the organising team on the basis of their motivation. 3 At least ⅔ of the participants shall be AEGEE members.

Article 3: General Rules
1 After approval of the CST by the Comité Directeur, the organising team decides on the topic, the time schedule and the locations covered. 2 A report including the results and the financial overview of the CST should be submitted to the Comité Directeur within one month after the concerned CST took place.

Article 4: Selection Procedure
1 The selection will be done by the organisers.

Article 5: Contents
1 The following research methods should be used at different places within the two or three weeks' duration of the CST: street inquiries, questionnaires, interviews, collecting newspaper articles. 2 Background information will be provided by lecturers, workshops and meetings with inhabitants.

Article 6: Results
1 The results of a CST should be worked out in form of a written report within one month. 2 Organisers are responsible for the quality of this report.

6. STRATEGIC PLAN AND ACTION AGENDA

Agora Bergamo, Mai 2016

Article 1: Strategic Plan
(1) 1 The Strategic Plan provides a directive for AEGEE-Europe to pursue specific aims over a period of three years.
(2) 1 It establishes Focus Areas that describe the fields for AEGEE-Europe to concentrate its resources on.
(3) Each Focus Area includes at least one specific aim that should be pursued in the course of the next three years.
(4) 1 The Strategic Plan is drafted every three years at the Planning Meeting. 2 After consultation with the Network, the Comité Directeur presents the final proposal for the Strategic Plan to the Autumn Agora. 3 The Autumn Agora can amend this final proposal by a ¾ majority. 4 Absolute majority is needed for the final version of the Strategic Plan to be approved. The Strategic Plan can be amended by the Agora with a ⅔ majority.
The Comité Directeur presents an interim evaluation of the Strategic Plan to the second and third Autumn Agora following its approval. The Comité Directeur presents a final evaluation of the Strategic Plan to the Autumn Agora following its expiration. Any evaluation of the Strategic Plan shall be based on the evaluation of the Action Agenda(e). The Comité Directeur carries the final responsibility for the Strategic Plan.

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

FINANCIAL RULES

Agora Bergamo, Mai 2016

1. MEMBERSHIP FEES

Article 1: Local Membership Fee
Each AEGEE Antenna or Contact Antenna has to ask for a local membership fee of up to 50 euro per member per year or has to apply for exceptions according to the article 5 of the Financial Rules.

Article 2: AEGEE-Europe Membership Fee
An annual membership fee towards AEGEE-Europe of 25% of the part of the local annual membership fee under 30 euro has to be paid for each current member, with a minimum of 4 euro per current member plus 10% of the part of the local annual membership fee above 30 Euro. The fee has to be paid by every Antenna and Contact Antenna. In special cases Antennae and Contact Antennae can apply for an exception according to article 5 of the Financial Rules.
Article 3: Payments
Every membership fee payment is valid for one Agora. In the event that a local will not be able to arrange the next payment, it can pay for two Agorae, which concerns a period of one year.

Article 4: Exchange Rate
The exchange rate is set by the Financial Director twice a year according to the official exchange rate of the European Commission.

Article 5: Exceptions
(1) Exceptions can be made by the Financial Director on two criteria:
   • A recent financial balance and a profit-and-loss statement have to be delivered;
   • A written motivation of the request for an exception has to be delivered. This request has to be confirmed by the Antenna and the Financial Director every year.
(2) The Financial Director presents to every Agora a list of all Antennae or Contact Antennae with membership fee exceptions.

Article 6: Audit of the AEGEE local’s bookkeeping
The Audit Commission has the right to check the Locals’ bookkeeping and, independently or on request of any subject having an objective interest, to investigate on the financial management of events and projects organised by them.

2. BUDGET OF AEGEE-EUROPE

Article 7: Project-related Expenses
The Comité Directeur decides on project-related expenses, taking the budget as a guideline.

3. BOOKKEEPING

Article 8: Documentation
(1) For any agreement that involves money, the responsible AEGEE-Europe representative should make a document where the agreement is described, and he should send this document to the Financial Director immediately.
(2) The counterpart should get a copy of this signed document for his own record.

Article 9: Formal Acceptance of Bills
The President decides on the acceptance of payment documents. He can delegate this task to the Financial Director, but retains ultimate responsibility.

Article 10: Payments
As soon as a payment document is formally accepted, the Financial Director effectuates the payment and files the payment document for her/his accounting. S/he notes the credit and debit accounts on the payment document.

(2) For every payment there must be an accepted payment document by the President according to article 9 of the Financial Rules.

Article 11: Journal
(1) The Financial Director has to list all financial transactions of AEGEE-Europe in the journal.

Article 12: Accounting
The Financial Director or a third party does the accounting, using the established account system. In the event the accounting is outsourced, the third party should sign a data privacy contract before it starts any work. The Financial Director will provide all the documents needed and will check all the data done by the third party. The Financial Director or a third party prepares the profit and loss and the final balance of AEGEE-Europe for the last year. The profit and loss has to be detailed enough to allow evaluations of the different projects. For all assets listed in the final balance there has to be a written document. Every month s/he submits an updated budget to the Comité Directeur.

Article 13: Tasks of the Audit Commission
(1) The Audit Commission checks whether:
- The journal is complete;
- There is a payment document for every payment;
- The accounting, the profit and loss and the final balance are correct;
- There is a written document for all assets listed in the final balance;
- The reimbursement criteria were applied correctly;
And reports to the Agora.
(2) Furthermore, the Audit Commission reports on any other findings that are of relevance to the financial situation of AEGEE-Europe.

Article 14: Financial Reports Criteria for Locals
(1) All financial reports sent by the Locals in a due way and within set time lines must meet the following conditions:
- The balance is in balance (Total Assets = Total Liabilities).
- All the data required by the Audit Commission must be filled in.
- The difference between the opening and the closing balance matches the profit/loss.
- The opening balance of the current financial report is equal to the closing balance of the previous one.
- The declared fee payment is the result as checked upon with AEGEE-Europe records. Consequently, in case there is a debt or credit towards AEGEE-Europe, there must be consistency between declared expenses, credit or debit, and AEGEE-Europe records.
- The Financial Report must not present any signs of inconsistency or fraud.
(2) Each AEGEE Antenna has to keep all documents that contribute to the financial reports of the previous two financial years, and be ready to present them to the Audit Commission on request.
(3) Each year the Audit Commission does a full audit of the financial reports and supporting documents of 20 random Antennae.

4. REIMBURSEMENT CRITERIA

Article 15: General Rule
All reimbursement to the Comité Directeur and Commission members will be made according to the following rules.

Article 16: Exceptions
(1) Exceptions to these rules can be made by the Financial Director, the President or the whole Comité Directeur with a ⅔ majority.

Article 17: Procedural Rules
(1) ¹No reimbursement without the original receipt. ²Claims on official reimbursement forms only. ³Receipts have to be stuck to A 4 paper. ⁴Expenses are to be claimed in the original currency. ⁵Conversions will be made according to the AEGEE-Europe exchange rates, set by the Financial Director.
(2) ¹A filled reimbursement form has to be submitted at the Financial Director's within the following 21 days after the event or travel took place
(3) Any requests for reimbursements have to be handled within 21 days, and must be paid within seven days after a positive decision.
(4) Reimbursements not claimed according to these rules can be refused by the Financial Director with an explanation.

Article 18: Travel Costs
(1) ¹Travels and travel costs have to be announced for approval to the Financial Director before their booking. ²This rule does not apply to the trip reimbursement request of the Network Commission. ³If the Financial Director does not answer in two weeks, the request is approved. ⁴Travels of Comité Directeur members have to be announced in the Comité Directeur meeting beforehand.
(2) ¹In every case the cheapest way of travelling has to be chosen, taking under consideration the circumstances of the trip and the conditions of public transportation. ²All travels are reimbursed up to the price of the second-class ticket of the above-mentioned way of travelling.
(3) ¹The reimbursement for the use of a car is 0.09 euro per kilometre including rent and toll. ²If the car is shared by more than two persons having the right to be reimbursed, the reimbursement is 0.15 euro per kilometre up including rent and toll to the price of the second class bus or train ticket depending which one is the cheapest way of travelling in the country(s) where the trip is supposed to be made.
(4) The reimbursement for hitchhiking is a maximum of 40% of the price of a second-class train ticket for the same distance. Hitchhiking reimbursements have to be explicitly requested and approved before the start of the journey.

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

(6) The return trip home of the members of the outgoing Comité Directeur can only be reimbursed after the knowledge transfer period has taken place. The reimbursement for the leaving members of the Comité Directeur is granted when the activity report on the knowledge transfer period is published according to article 21 (3) of the Statutes of AEGEE-Europe. The members-elect are reimbursed for their journey from their home to the head office if they arrive on time for the knowledge transfer period.

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

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

(9) Travel costs for Agorae and the European Planning Meeting are reimbursed to the members of the Chair Team. The Secretary of the Agora will not be reimbursed for travel costs for Agorae if the minutes are not submitted to the Comité Directeur in the timeframes established in article 12 (5) of the Working Format of the Agora. Members of the Chair Team are entitled to be reimbursed for travel costs in case all obligations of the Chair Team members mentioned in articles 7, 10 and 11 of the Working Format of the Agora were fulfilled on time and in a proper way.

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

(11) Travel costs to Agorae are reimbursed to all members of the Juridical Commission. For other meetings of the Juridical Commission, article 17 may apply.

(12) Travel costs to convoked meetings of the Mediation Commission are reimbursed to all Commission members.

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

(14) Travel costs of members of the Liaison Officers are reimbursed for up to two travels per year to the institution/organisation they are appointed for. All travels are approved in advance by the Comité Directeur. For other travel costs article 17 may be applied. This reimbursement can only be paid after fulfilment of the duties as stated in the rules of the Liaison Office.
(15) Honorary Members are entitled to travel reimbursement for the Agora where their nomination was ratified.

(16) 1Travel costs for obligatory Working Group meetings will be partially reimbursed on the basis of at least 50%. 2Travel costs to the Agora where the Activity Plan is approved are reimbursed to one representative per Working Group, up to a maximum as set by the Financial Director.

(17) 1Travel costs for meetings of committees that were approved by the Comité Directeur are reimbursed. 2The Financial Director decides on the percentage to be reimbursed.

(18) 1Travel costs have to be proved by the train tickets, couchette tickets, intercity supplement tickets, flight tickets, car rental contracts, fuel receipts and toll receipts. 2If a private car has been used, the number of kilometres has to be provided.

(19) 1All travels have to be listed in detail with date and place of departure, destination, reason and costs. 2If a car has been shared be two or more persons, all have to be listed.

(20) 1When sharing a car with non-reimbursable persons the total amount has to be equally divided among all passengers. 2Only the part of the reimbursable persons will be covered by AEGEE-Europe.

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

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

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

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

(4) 1The cost of non-durable office supplies necessary bought for AEGEE-Europe is reimbursed to all Comité Directeur and Commission members. 2Letterhead paper will be provided centrally, other letterhead paper will not be reimbursed. 3Office supplies costs have to be proved by a detailed list of date, kind of equipment that has been bought, reason and cost of each single purchase.

Article 20: Subsistence Costs

(1) 1Subsistence costs of members of the Comité Directeur are reimbursed to a minimum amount of 3,50 euro up to a maximum amount of 300 euro per month per person. 2Days off officially approved by the Comité Directeur are deduced from this amount.

(2) 1The Comité Directeur may decide on reimbursement for subsistence costs for Comité Directeur assistants for a period up to twelve months, in case other fundraising
efforts fail. The amount per assistant per month shall not exceed the maximum of the subsistence costs of a member of the Comité Directeur. (3) Subsistence costs have to be proved with bills. (4) The overall budget for subsistence cost reimbursement cannot exceed 20% of the general budget of AEGEE-Europe.

**Article 21: Payments**
(1) Comité Directeur and Commission members, as well as Liaison Officers will get payments as reimbursements only after all receipts or copies of receipts have been sent in and the Financial Director has checked and approved the whole reimbursement application. The President checks the reimbursement form of the Financial Director and signs for approval. (2) Payments will be made in euro.

**Article 22: Network Commission**
Administrative costs are reimbursed to all members of the Network Commission up to a maximum of 150 euro per mandate/year. The cost reports of the Network Commission have to be accepted by the Speaker of the Network Commission and the Financial Director.

**Article 23: Further support for Working Groups and Committees**
Apart from the travel costs mentioned in article 19, the Comité Directeur can decide to partially support other activities of committees and Working Groups on their request financially.

**5. SUPPORT FOR STATUTORY MEETINGS AND TRAININGS**

**Article 24: Support for Training Courses**
(1) Each organising AEGEE local of a Regional Training Course can apply for support after an open call is issued. (2) Financial support is only provided to Regional Training Courses organised in accordance with the rules for Events. The Comité Directeur decides about financial contribution to Regional Training Courses.

**6. FEES FOR ACTIVITIES**

**Article 25: General Rule**
(1) Fees for European events and AEGEE events should be set as low as possible, without endangering the financial position of the organising AEGEE local. (2) For different categories of activities specific rules for fees can be set.

**Article 26: Fee System**
(1) Fees have to be set in euro.
(2) The organising AEGEE local may specify separate fees for participants from different countries, taking into account the purchasing power of the participants’ currencies. Before the deadline for application the participants must be informed of what their individual fee will be.

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

7. AEGEE SOCIAL RESPONSIBILITY FUND

Article 27: Purpose
The purpose of the AEGEE Social Responsibility Fund (ASRF) is to provide financial support to AEGEE members and members of Contacts that cannot attend events due to their weak financial situation. The money reserved for the ASRF will not be used for other parts of the budget of AEGEE-Europe and is presented in the Budget of AEGEE-Europe in each Agora as well as in the Financial Report of AEGEE-Europe.

Article 28: Applicants
Every member of an Antenna or Contact Antenna as well as members of Contacts travelling to the Agora where they will sign the Convention d'Adhésion can apply. The person that applies is referred hereafter to as «the applicant». Applications should be submitted by the applicant him- or herself.

Article 29: Eligible costs for reimbursement
The following costs of the applicant are eligible for reimbursement:

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

No other costs will be taken into account for reimbursement.

Article 30: Requirements and specifications for the application
The application should be submitted by the applicant through an online form provided by the Financial Director. The application should include the following specifications:

a) Name, email, phone number and local of the applicant.
b) Email and phone number of the Antenna, Contact Antenna or Contact of the applicant.
c) Visa costs, participation fee and travel costs (either the expected or the real costs as proven by original receipts). If the real costs exceed the expected costs by more than
15% the remainder will not be reimbursed. All costs should be specified in the original currency and in Euro.

d) AEGEE experience of the applicant and current involvement in the local or European level as well as other relevant settings.

e) A report of the Antenna, Contact Antenna or Contact specifying where and how the applicant was involved.

f) Monthly income of the applicant including scholarships and grants.

g) Monthly costs of the applicant.

h) Income and costs of the household of the applicant and number of people living in the household (household as economic unit).

i) Official average monthly income of a student in the country where the applicant is living when the application is submitted and source used for that.

j) Proofs of private fundraising effort made by the applicant.

k) Proofs of local fundraising efforts made by the Antenna, Contact Antenna or Contact.

l) Financial support received from the ASRF in the past specifying the amount of money received, the name of the event for which the financial support was received and the date of the event.

m) A letter signed by the President of the Antenna, Contact Antenna or Contact of the applicant that endorses the application.

The financial situation of the Antenna, Contact Antenna or Contact of the applicant will be taken into account by the Financial Director.

Article 31: Deadline to apply

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

Article 32: Not eligible applications

The following applications are not eligible:

a) Travels that can be covered through another line of AEGEE-Europe’s budget.

b) Delegates of antennae to statutory events, unless proven that the antenna cannot cover their trip.

c) Applications from the members of the Comité Directeur, the Network Commission and the Foundation AEGEE Trust Fund (FATF).

Article 33: Evaluation of the application

1 The evaluation of the application will be done by the Comité Directeur; the Network Commission through its Speaker Team and the Network Commissioner of the antenna, contact antenna or contact where the applicant is member of; and by the FATF, which will be the responsible for the final decision and will be accountable for the management of the budget. 2 The financial aspects of the application will be evaluated by the Financial Director, who is also a board member of the FATF.

Article 34: Parameters of the evaluation
The application will be evaluated based on the criteria evaluation and the point system specified in the article 40 of this document. The evaluation result is the number of points the application has. Only those applicants who reach a threshold of twelve points will be eligible for support.

**Article 35: Allocation of the money**
Among all the eligible applicants, the Financial Director will allocate money among the applicants according to the availability of funds and the evaluation result.

**Article 36: Communication of the final decision to the applicant**
A decision about the application has to be communicated to the applicant within ten days from the reception of the application. In case of applications for statutory events, this will apply to one week after the closing of the specific deadline of the call.

**Article 37: Approval of the grant**
In case the grant has been approved, the accepted applicant will be required to send a confirmation of his/her participation in the event issued by the organizers and a report about the event. Guidelines for the submission of the report will be provided to the applicant before the event. The confirmation and the report should be presented within two weeks after the applicant has returned from the event and in any case no more than one month after the end of the event. Failure to provide at least one of both documents within this deadline will result in rejection of the reimbursement.

**Article 38: Communication costs**
The communication costs will be covered by the general budget of AEGEE-Europe, as it would be complicated to separate them from the current administration costs of AEGEE head office.

**Article 39: Bookkeeping of the AEGEE-Europe Social Responsibility Fun**
The bookkeeping will go together with common AEGEE-Europe bookkeeping. In the future, if online donations become frequent, a separate bank account and independent bookkeeping would be implemented.

**Article 40: Criteria Evaluation and Point System**
(1) The threshold is set up at 12 points.
(2) Years of membership:
   - Less than six months: 1 point.
   - Between six months and 4 years: 3 points.
   - 4 or more years: 0 points.
(3) Number of international events attended (same type of which you apply: Agora, EPM, conference, etc.):
   - 0 international events attended: 5 points.
   - Between 1 and 3 international events attended: 3 points.
   - 4 or more international events attended: 0 points.
(4) Gross income of the applicants's household (result of dividing the income of the household by the number of people living in the household):
   - Less than the gross minimum wage (based on OECD/ILO/Eurostat statistics): 4 points.
• Between the gross minimum wage and the gross average income (based on OECD/ILO/Eurostat statistics): 2 points.
• Higher than the gross average income in the country (based on OECD/ILO/Eurostat statistics): 0 points.

(5) Gross monthly income of the applicant:
• No incomes: 6 points.
• Less than the gross minimum wage of the applicant's country (based on OECD/ILO/Eurostat statistics): 3 points.
• Between the gross minimum wage and the gross average income of the applicant's country (based on OECD/ILO/Eurostat statistics): 1 point.
• Higher than the gross average income of the applicant’s country (based on OECD/ILO/Eurostat statistics): 0 points.

(6) Relevance of the event for the applicant's future AEGEE career and relevance to AEGEE-Europe's aims:
• The event has substantial relevance: x1 factor.
• The event has no substantial relevance, but it contributes to both the applicant's development in AEGEE and AEGEE-Europe's aims: x0,6 factor.
• The event has no relevance: x0 factor - non eligible.

(7) The motivation of the applicant will be rated from 0 to 7.

POLICIES AND AGREEMENTS

POLICY ON BANNING PEOPLE

Agora Cagliari, November 2014

I - EXPULSION

Article 1: Expulsion
(a) The responsible local organiser(s) can, during an event, after careful consideration, expel a participant from the event, for any of the reasons listed in article 7.
(b) An expulsion is the ban of a participant from an event, during the event, for the duration of the event.

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

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

II - BANNING

Article 4: Banning
(a) The Comité Directeur keeps a confidential list of people banned from any or all of the following: participating in European Events, AEGEE Events, Network Meetings, AEGEE-Europe Events, the Summer University Project and visiting the Head Office.
(b) The Comité Directeur can, after gathering all the facts and careful consideration, add a person to this list by Decision for any of the reasons listed in article 7.
(c) The Comité Directeur will offer the person it intends to ban a chance to give his/her account of events. In case of urgency, a temporary ban can be imposed while awaiting this person's response.
(d) A first ban is always of limited duration, a ban for unlimited duration can only be given after a second offense.

Article 5: Review
(a) The banned individual can ask the Mediation Commission to review the legality and proportionality of the ban.
(b) The ban is suspended pending the review unless the Mediation Commission decides otherwise.
(c) The Mediation Commission will hear the banned individual.
(d) The decision of the Mediation Commission is binding and shall be motivated. The Mediation Commission will aim at reconciliation if possible.

Article 6: Banning and Statutory Events
(a) A person banned from attending a Statutory Event cannot be elected as a delegate or envoy, or be admitted as envoy or visitor for the body (s)he belongs to.
(b) If a delegate was elected more than 7 weeks before the Agora, the AEGEE local should organise new elections.
(c) A person in a function accountable to the Agora cannot be prevented from giving its moral report to the Agora.
(d) At the motivated request of an AEGEE local or body, the Comité Directeur can exceptionally waive the ban for one Statutory Event or a part of it.

III - COMMON PROVISIONS

Article 7: Reasons for sanctions and severity
(a) The following reasons can, but don’t have to, result in a sanction:
- The violation of another person's person or property, during or related to an event or place listed in article 4(a), or related to AEGEE membership.
- The continued disturbance of the order of any event or place listed in article 4(a).
- The justifiable fear for the health and wellbeing of organisers or participants.
(b) Repeated offenses can be a reason to increase the severity of the sanctions.
(c) Expressed sincere remorse can be a reason to decrease the severity of the sanctions.

Article 8: Privacy and disclosure
(a) The list mentioned in article 4(a) can only be used to enforce the ban and not for any other purposes.
(b) In case a banned person runs for a position elected by the Agora, the person in question waives the right to keep details of their banning confidential. The Comité Directeur informs the Agora of the ban.
(c) The Comité Directeur and the Mediation Commission can only discuss a case in front of the Agora, if the banned person gives a written waiver to disclose the information.
(d) People will be removed from the list 5 years after the end of their ban, or in case of a permanent ban, 5 years after the end of their AEGEE membership.
(e) The name of an expelled or banned person will be kept out of the minutes of the Agora unless the Agora decides otherwise.
(f) The name of an expelled or banned person will be kept out of the public minutes of any other event.
(g) The person banned will receive notice of the ban within two weeks including the reasons for the decision, his/her right to appeal and the location of these rules. The AEGEE local(s) the person belongs to will also be informed, but not about the reasons.

DATA PRIVACY POLICY STATEMENT

Agora Bergamo, Mai 2016

I - GENERAL PROVISIONS

Article 1: Object and Purpose
The purpose of this statement is to secure right to privacy of AEGEE members, with regard to:
   a) the gathering and automatic processing of personal data relating to them;
b) information and all relevant data about the Association, its work and its members.

Article 2: Definitions
(1) For the purposes of this statement the following expressions shall have the meaning hereunder assign to them:

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

b) "automatic processing" includes the following operations if carried out in whole or in part by automated means: storage of data, carrying out of logical and/or arithmetical operations on those data, their alteration, erasure, retrieval or dissemination;

c) “blocking” means the marking of stored personal data with the aim of limiting their processing in future;

d) “data subject” is the member of an AEGEE local or contact of AEGEE to which the information applies;

e) “external data subject” is a person or organisation not a member of AEGEE to which the information applies;

f) “data subject’s consent” means any freely given specific and informed indication of the wishes by which the data subject signifies his agreement to personal data relating to him being processed;

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

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

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

j) “internal AEGEE body data” is information belonging to a specific body and is for internal use of that body and can be accessed by those people as is defined in the internal rules of the body;

k) “Ombudsman of AEGEE” is body charged with representing the interests of the data subjects by investigating and addressing complaints reported by the members of AEGEE;

l) "personal data" is meant any information relating to an identified or identifiable data subject;

m) “personal data filing system” means any structured set of personal data which are accessible according to the specific criteria, whether centralised, decentralised or dispersed on a functional or other kind of basis;

n) “processing of personal data” means any set of operations which is performed upon personal data, whether or not by automatic means such as collection, recording, organisation, storage, adaptation or alteration, retrieval, consultation, usage,
disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction;
o) "processing responsible" means a person who is in charge of the safe personal data processing and storage of the data on behalf of AEGEE. A processing responsible shall sign the Contract of Confidentiality, after being appointed by the competent body;
p) “processor” means a body of AEGEE who has the right to use and apply the data which is handed and trusted by the data subjects (the Comité Directeur, organisers, Locals etc.);
q) “recipient” means any person, body, institution or organisation to which data is disclosed;
r) “suspension” refers to accessing services provided by all the bodies of AEGEE-Europe, except for those provided by the AEGEE local the data subject is a member of.

Article 3: Scope
AEGEE-Europe undertakes necessary actions to certify the correct application of this statement to the personal data files and the automatic processing of personal data of all data subjects and all AEGEE-Europe’s actions, events and activities.

II - BASIC PRINCIPLES FOR DATA PROTECTION

Article 4: Levels of protection of the data
(1) Having in mind best practices and aiming to guarantee due usage and corresponding levels of secrecy, all the information of the Association shall be divided into:
a) external data or data accessible for all;
b) internal data or data accessible only for AEGEE members and subject to exceptions granted by the Ombudsman;
c) Internal confidential data or data accessible only for certain AEGEE members holding official position in the Association and responsible for information which they deal with and/or have access to for as long their term lasts.
(2) The Ombudsman shall publish a list of the data according to the division stated in paragraph (1) of the present Article. This list shall be ratified by the Agora.
(3) Changes to the list as defined in paragraph (1) of the present article can be proposed to the Ombudsman.

Article 5: Data communication tools and data storage tools
(1) All the data about the Association and its work shall be stored and presented through certain official tools meant for storing and spreading information accordingly.
(2) The Ombudsman shall comprise a list of data communication tools and a separate list of data storage tools according to the levels of protection the data communicated or stored through on the respective medium requires. Possible use of encryption or safety requirements may be indicated in the list.
(3) The Ombudsman shall publish a list of data communication tools and a separate list of storage tools and send an update before each Agora. These lists shall be ratified by the Agora.

(4) Only those data communication and storage tools included in the list shall be used to store, present and spread information about the Association and its work.

(5) To obtain a status of data communication tool of the Association, a formal request shall be sent to the Ombudsman. The Ombudsman shall decide on the matter and send its reply within 2 weeks after the request will be received.

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

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

(8) At any time, any AEGEE member can request the Ombudsman to provide information about the storage and use of his/her personal data. Within the confidentiality limits set out in article 4, the Ombudsman shall provide the fullest possible account of this data within 2 weeks.

**Article 6: Quality of Data**

Personal data undergoing automatic processing shall be:

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

**Article 7: Data Security**

(1) AEGEE-Europe stores and is responsible for the application of adequate security measures relating to the process of storage and automatic data processing.

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

(3) Processing responsible persons have to sign a contract of confidentiality with the Comité Directeur before they are granted access to the databases.

(4) For the purposes of this statement the functions of the Ombudsman of AEGEE are entrusted to the Mediation Commission.

**III - RULES FOR HANDLING AND STORING OF PERSONAL DATA**

**Article 8: Rights and Obligations of Data Subjects**
(1) A data subject has the right to request all its personal data that is stored; for that purpose, the data subject must contact the processor.

(2) Data subjects should obligatorily define the next kind of personal data:
   a) real name/surname;
   b) email;
   c) AEGEE local/contact;
   d) date of birth;
   e) nationality;
   f) field of studies;
   g) gender.

(3) ¹The Comité Directeur may require extra personal data like home address or social network/messenger identifiers. ²Those extra data will always be provided on an optional basis.

(4) ¹A data subject has the right to withdraw the permission to store its personal data. ²This will result in suspension. ³For the coherence of the personal data filling systems and the anonymous statistical data, the following data cannot be withdrawn: AEGEE local/contact, year of birth, nationality, field of studies, gender. ⁴This kind of data can be stored for five years after the suspension and must be deleted afterwards.

(5) Data subjects are obliged to keep their data up to date and make the needed changes when necessary.

(6) ¹In any case when a data subject or a group of data subjects holds probable that their data is not stored or processed in accordance to the provisions of the present statement, they may request an enquiry by the Mediation Commission. ²The Commission will give a binding verdict within two weeks after the initial request was made and after contacting both parties. ³Until there is a verdict, the data may not be processed.

Article 9: General Rules of Data Processing

(1) Data is collected for specified, explicit and legitimate purposes and is not further processed without the prior data subject's consent or in a way incompatible with AEGEE purposes.

(2) Certain personal data may be published online in a system open to AEGEE members only in case the data subject gives its consent.

(3) The processing responsible has the necessary access and power in order to ensure proper functioning of the personal data filling system and validity of the data.

(4) The Comité Directeur:
   a) composes and publishes a list of data processing responsibles. ²Changes in this list have to be announced to the Network in a sufficient way;
   b) defines the optional scope of data which AEGEE would like to gather from data subjects by subscription or other means;
   c) has the opportunity to delegate the rights defined in sub paragraph a) and b) paragraph 4 of the present article to any other AEGEE body.

(5) Activities organised by AEGEE:
a) the information concerning the data subject mentioned in sub-paragraph of the present article is also used in order to confirm your participation in any kind of AEGEE-activities as a member of the AEGEE;
b) with the purpose of the organisation of different kinds of AEGEE-activities, except the obligatory data any other subsidiary or extra data can be required by the Organiser of current activity;
c) the whole scope of the information mentioned in sub-paragraph b) paragraph 4 of the present article, given by the data subject by its consent, is used only according to the purposes and aims of the current activity and is valid only for one time usage within such activity.

(6) Activities in co-operation with AEGEE:
   a) in order to apply and take participation in such joint activities the data subject shall give its consent for the usage of the required data according to the provisions of the present article in any such case;
   b) the data usage shall be used only within the current external activity;
   c) in case you apply for an event of a partner of AEGEE the data privacy of that partner is in apply;
   d) in case of a joint activity, it should be announced beforehand which data privacy statement is in apply.

(7) The provisions of this article shall be used while organising any AEGEE-activity.

Article 10: Commercial Usage of Data
(1) AEGEE-Europe will not give non-anonymised personal data to third parties, unless the involved data subjects give their consent.
(2) The Comité Directeur may give anonymous statistical data about the data subjects to third parties in order to gain profit from this. The Mediation Commission should give permission to do so. If the Mediation Commission will not respond to the permission request within two weeks from the request application date it will be considered as rejected.
(3) The Comité Directeur may send advertisements by third parties to specific to data subjects (e.g. Law or Engineering students) of AEGEE.
(4) To minimise inconvenience, data subjects can only receive up to ten commercial messages a year. The Mediation Commission should be notified in advance.
(5) Each data subject has right to refuse to get any kind of such advertisements. The refusal note shall be first made while signing the data protection statement personally by each data subject. The information about the refusal will be automatically reserved in the data base.

Article 11: Transition period
(1) All existing systems should comply with the rules within the timeframe described in the DPPS Implementation Timeline. The Agora may grant an exception for a specific system if it appears to be impossible to fix the problems in time and set a new deadline.
(2) The DPPS Implementation Timeline is described as follow.
Before Spring Agora 2016:
- Data in possession of the Mediation Commission
- Data in possession of the Comité Directeur
- CIA
- Banning Status

Before Autumn Agora 2016:
- Personal Data collected concerning members
- Locals' contact information and board members
- All data in possession of all commissions
- Minutes of Statutory Events

Before Spring Agora 2017:
- Data collected concerning the Locals.
- Data generated concerning Statutory Events.
- All data in possession of all committees.
- Candidatures to positions opened at Agorae.

Before Autumn Agora 2017:
- Data generated concerning events other than Statutory Events.
- All data in possession of European Bodies other than commissions and committees.

IV - FINAL CLAUSES

Article 12: Applicable Law
(1) ¹Access to the data can be forced by court decision. ²AEGEE-Europe will fully cooperate with the legal authorities in order to fulfil the decision of the court.
(2) AEGEE-Europe shall do its utmost best to protect subject's data.
(3) AEGEE-Europe shall not be responsible for unauthorized access outside its control, including, but not limited to, hacking, theft of hardware and eavesdropping.

Article 13: Amendments and Special Procedures
(1) Amendments to this document can be made by the Agora only with a qualified majority of votes.
(2) ¹For cases not regulated, the Comité Directeur may act outside its competence provided it gets a permission from the Mediation Commission to do so. ²If the Mediation Commission will not respond to the permission request within two weeks from the request application date it will be considered as rejected.
(3) Other processing responsibilities need to phrase a request for actions outside their competence to the Mediation Commission via the Comité Directeur.
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27 Agora Bergamo May 2016

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Changes to the Antennae Criteria (art. 3.2, art. 4.1, art. 4.2, art. 5.2, art 6.1, 6.3, art. 8.4, 8.5, 8.6)
Changes to Events (art. 1, art. 2, art. 3, art. 3-bis, art. 4, art. 5, art. 6)
Changes to Planning (art. 1, art. 2, art. 3)
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| v.24.1 | Zaragoza | November 2013 | *Preamble – Statement of principles*<br><br>*Changes to the Statutes (Art. 2, 3, 29, 34, 36)*<br>*Changes to the Working Format of the Agora (Art. 5)*<br>*Changes to the General Rules (II Projects art. 3, IV Planning art. 1, 2, 3)*<br>*Changes to the Working Format of Human Recourses Committee*<br><br>v.24 Agora Rhein-Neckar, April 2013 | *Changes to the Statutes (art. 4, 6, 12, 13, 15, 16, 17, 27)*<br>*Changes to the Working Format of the Agora (art. 1, 3)*<br>*Changes to the Working Format of the European Boards’ Meeting (art. 1, 2, 3, 6)*<br>*Changes to the General Financial rules (art. 19)*<br>*Changes to the Summer Universities (art. 3, 4, 5, 6, 8)*<br>*Changes to Working Format of the Advisory Board*<br><br>v.23.1 Agora Budapest, November 2012 | *Changes to the Statutes (art. 18, 26, 31)*<br>*Changes to the Working Format of the Agora (art. 10, 12)*<br>*Changes to the Antennae Criteria (art. 2, 3, 4, 5)*<br>*Changes to the Working Groups Criteria (art. 2)*<br>*Changes to the General Financial rules (art. 15)*<br>*Changes to Summer University (art. 1, 2)*<br><br>v.23 Agora Enschede, May 2012 | *Changes to the Statutes (art. 12, 24, 25, 26, 27)*<br>*Changes to the Working Format of the Agora (art. 1, 7, 9, 10, 11, 12)*<br>*Changes to the Antennae Criteria (art. 7)*<br>*Changes to the Working Format of the European Boards’ Meeting (art. 2, 3, 4, 5, 6)*<br>*Changes to the General Financial rules (art. 18)*<br>*Changes in the Working Format of the Members Commission (Mediation Commission)*<br>*Changes to Summer University (art. 1, 2, 4, 5, 6, 7)*<br><br>v.22.1 Agora Skopje, October 2011 | *Changes to the Statutes (Art. 23, 24, 26)*<br>*Deletion of the Rules of Statutory Meetings*<br>*Changes to the Working Format of the Agora*<br>*Changes to the Working Format of the European Boards’ Meeting*<br>*Changes to the General Financial Rules (Art. 18)*<br>*Changes to Antenna Criteria (Art. 4, 5, 6)*<br>*Changes to Working Groups Criteria (Art. 1, 2, 3, 4)*<br>*Changes to General Rules (II. Planning)*<br>*Changes to Voting (Renamed to Paper voting ballots)*<br>*Changes to the Working Format of the Comité Directeur*<br>*Changes to the Working Format of the Network Commission*<br><br>v.22 Agora Alicante, April 2011 | *Changes to the Statutes (Art. 25, 26, 27, 29)*<br>*Introduction of the Rules of Statutory Meetings*<br>*Changes to the Working Format of the Agora*<br>*Changes to the Working Format of the European Boards’ Meeting*<br>*Changes to the General Financial Rules (Art. 18)*<br>*Changes to Antenna Criteria (Art. 3, 6)*<br>*Changes to General Rules (Events art 3, 4 bis, Planning)*<br>*Changes to Summer University (Art. 4, 7)*<br>*Deletion of the Liaison Agency*<br>*Introduction of the Data Privacy Statement*<br>*Exclusion of the “Loi du 1er Juillet 1901” as annex*<br>*Inclusion of the WF of the Network Commission and the WF of the Events Committee as annexes*<br>*Corrections and harmonisation of the lay-out of the CIA*<br>*Changes to the Statutes (Art. 17, 18, 24, 27, 29, 31, 32, 33, 35)*<br>*Changes to the Working Format of the Agora (Art. 1, 11)*<br>*Changes to the Working Format of the Comité Directeur (Art. 2)*<br>*Changes to the General Financial Rules (Art. 7, 18)*<br>*Changes to Antenna Criteria (Art. 3, 4, 5)*<br><br>v.21.1 Agora Istanbul, October 2010 | *Changes to the Statutes (Art. 17, 18, 24, 27, 29, 31, 32, 33, 35)*<br>*Changes to the Working Format of the Agora (Art. 1, 11)*<br>*Changes to the Working Format of the Comité Directeur (Art. 2)*<br>*Changes to the General Financial Rules (Art. 7, 18)*<br>*Changes to Antenna Criteria (Art. 3, 4, 5)*
| v.17 Agora Warszawa, May 2006 | Changes to Article 24 of the Statutes Changes to the Working Format of the Agora (Art.13 (3)) Changes to the Working Format of the European Boards’ Meeting (Art.8 (3)) Changes to the Working Format of the Members Commission (Part I (3); II (4)) Changes to the Financial Working Format (Art.18 (10); Art.27) Changes to the Working Format Working Groups Criteria (Art.1 (2)) Reform to the Summer University |
| v.16 Agora Enschede, May 2005 | Changes to Statutes (Art. 21) Changes to the Working Format of the Agora (Art. 2) Changes to the European Boards’ Meeting Changes to the Working Format Antennae Criteria Changes to the Events Working Format Inclusion of the “Loi du 1er Juillet 1901” (with the English version) as attachment Corrections and harmonisation of the lay-out of the Corpus Iuridicum Aegaeense Linguistic corrections of the English version of the Preamble and the Statutes |
| v.15 Agora Torino, November 2004 | Changes to Statutes (Art. 14, 17, 19, 32, deletion of art 19a) Changes to the Financial Working Format (art 18-22, 24, deletion art.25) Changes to the Working Format of the Agora (art. 1, 3, 19, 10a) Changes to the Secretariat General Working Format (art. 1, 2) |
| v.14.1 Agora Skopje, April 2004 | Changes to Statutes (Art. 4, 14, 17, 21, 32) Changes to the Working Format of the Agora Changes to the Financial Working Format Abolition of the Planning Meeting and Introduction of the European Boards’ Meeting |
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