

Publisher:

AEGEE-Europe
Juridical Commission
Rue du Noyer 55 / Notelaarsstraat 55
1000 Brussels / Belgium

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Cover Design and Visual Identity Support:

Public Relations Committee of AEGEE-Europe

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SHORT GUIDE

to the Working Formats Compilation

In the present compilation there are thirteen working formats: the Working Formats of the Mediation Commission and the Network Commission, as well as the Working Formats of Audit Commission and Juridical Commission. Beneath those you will find also the Working Formats of every Committee: Action Agenda Coordination Committee, the AEGEEan, Corporation and Institutional Relations Committee, Events Quality Assurance Committee, Human Resources Committee, Information Technology Committee, Public Relations Committee. There are also the working formats of the Working Groups: Civic Education WG, Equal Rights WG and Youth Development WG.

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

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

COMITÉ DIRECTEUR

1. WORKING FORMAT OF THE COMITÉ DIRECTEUR

October 2018

Article 1: Working Rules

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

Article 2: Task Division

- (1) The following task division is indicative and can change at any time.
- (2) Detailed task division of the Comité Directeur is published on the Members Portal of AEGEE, in the Activity Plan document.

I – President – Spyros Papadatos

- Coordination of the external representation of AEGEE-Europe;
 - Responsible for the European Commission, the European Parliament, the Council of Europe, the European Youth Forum and the European Movement International;
 - Coordination of the policy & advocacy work of AEGEE-Europe;
 - Strategic Plan fulfilment responsible;
 - Legal representative and coordination of Operational Grant and Institutional Fundraising;
 - Coordination of the policy & advocacy work of AEGEE-Europe;
 - PEGAP responsible;
 - Support and management of the work of the Comité Directeur of AEGEE-Europe;
- Thematic field: European Active Citizenship, Youth Participation, European Affairs*

II – Secretary General – Monika Mojak

- Organizational management and general administration of AEGEE-Europe;
 - External representation towards Informal Forum of International Student Organisations (IFISO), Civil Society Europe and European Civic Forum;
 - Statutory events responsible;
 - Organisation of statutory events;
 - Coordination of the implementation of the secretariat strategy of AEGEE-Europe;
 - DIVE responsible;
- Thematic field: Civic Education & Active Citizenship*

III – Financial Director – Matis Joab

- Administration of the finances of AEGEE-Europe;
- Management of the bookkeeping, financial reports, budgets of the association, control of the expenditures;
- Coordination and establishment of corporate partnerships;
- Overview of Summer Universities project;
- Coopstarters 2.0 responsible;

Thematic field: Employment & Future of Work

IV – Vice-President & External Relations Director – Marco Daniele

- Coordination of the external relations of AEGEE-Europe;
- Coordination of the external representation of AEGEE in the Life-long Learning Platform, Erasmus+ coalition and l'Association des amis de Franck Biancheri;
- Responsible for Erasmus+ Institutional Fundraising;
- Overview of Summer Universities project;
- Responsible for the Human Resources and Alumni system of AEGEE-Europe;
- Support the Quality Assurance of AEGEE-Europe;

Thematic field: Education, European affairs

V – Communications & Internal Education Director – Alejandra Piot Pérez-Abadín

- Coordination of the internal and external communication strategies of AEGEE-Europe;
- Creation and supervision of the content on AEGEE-Europe's communication Channels;
- Coordination of the Internal Education of AEGEE-Europe;
- Supporting the IT of AEGEE-Europe;
- Supporting the coordination and establishment of corporate partnerships;

Thematic field: Sustainability, Education

VI – Network Director – Evrim Emiroğlu

- Keeping an overview of the AEGEE-Network;
- Ensuring the development of the local branches in collaboration with Network Commission;
- Coordination of the sustainable enlargement of the AEGEE Network;
- Responsible for Board of European Students of Technology (BEST) and Eastern Partnership Civil Society Forum;
- Supporting the coordination of Internal Education of AEGEE-Europe;
- EMPACT responsible;

Thematic field: Social Inclusion, Diversity, Eastern Partnership

VII – Projects Director – Viola Bianchetti

- Coordination of the Civil Society relations of AEGEE-Europe;
- Responsible for European Solidarity Corps;
- Responsible for non-Erasmus+ Institutional Fundraising;
- Action Agenda fulfilment responsible;

- Responsible for YVote and Europe On Track;
- Supporting the implementation of the secretariat strategy of AEGEE-Europe;
- GENDERS and EYT/MEMS responsible;

Thematic field: Social Inclusion, European affairs

Article 3: Knowledge Transfer Period

(1) 1 The newly elected members of the Comité Directeur shall receive from their predecessors a full and complete knowledge transfer during the last two weeks of the term of the outgoing Comité Directeur. 2 The knowledge transfer take place in the headoffice of AEGEE- Europe, located at Rue du Noyer 55, 1000 Brussels.

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

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

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

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

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

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

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

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

(6) The outgoing Financial Director publishes online the internal financial report by 15th of August. 2 This has to be voted on at the Autumn Agora. in accordance with article 20

(4) of the Statutes of AEGEE-Europe.

(7) The moving out costs of the members of the outgoing Comité Directeur can only be reimbursed after the knowledge transfer period has taken place. 2 The reimbursement for the leaving members of the Comité Directeur is granted when the activity report on the knowledge transfer period is published according to article 20 (3) of the Statutes of AEGEE-Europe.

Article 4: Board meetings

(1) 1 Board meetings take place on Tuesday between 10:30 and 12:30. 2 In case not all the topics can be discussed on Tuesday, the shall be discussed during the extra board meeting, taking place on Thursday between 14:00 and 16:00.

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

- (3) 1 Deadline to submit the topics for the board meeting shall be 23:59 the day before the meeting. 2 Topics submitted after the deadline, shall be approved in the beginning of the board meeting, in order to be included in the agenda.
- (2) Members of the Comité Directeur can start discussion on the mailing list before the board meeting.
- (3) 1 If a topic has to be put under voting and prior preparation is required (i.e. reading a document, applications), information has to be sent two days before the board meeting. 2 In case a member of the Comité Directeur did not prepare for the voting, he/she loses voting rights.
- (4) 1 Decisions are made by simple majority. 2 The quorum is 50% of the membership.
- (5) It is possible for a member to be represented with a proxy vote by another member of the Comité Directeur.
- (6) Board meetings on Tuesdays start with so called "round of updates" attended by all the members of the headoffice, i.e.: CD members, CD assistants and employees.
- (7) 1 Board meetings are moderated by the members of Comité Directeur. 2 The moderator role rotates between: API, EEM, MDA, MJO, MMO, SPY, VBI.
- (8) The moderator decides about the order of the agenda topics.
- (9) In case there are no urgent topics, the moderator can decide to cancel the board meeting.
- (10) Taking the minutes rotates between: API, EEM, MDA, MJO, MMO, SPY, VBI.
- (11) Minutes shall be published on Podio by 09:00 of the next day.
- (12) Follow up of the board meeting:
- a). All CD members commit to their assigned tasks;
 - b). The President or the Secretary General send a follow-up email with all the decisions taken during the board meeting and the tasks to be fulfilled by the members of the Comité Directeur;
 - c) The President and the Secretary General ensure that all the members of the Comité Directeur are fulfilling their tasks;
- (13) 1 The board meeting shall finish according to the rules stated in sub (1). The board meeting can be extended, if an exception is granted by the majority of the members of the Comité Directeur, present during the meeting. Members of the Comité Directeur are free to leave the meeting, if the time is over and no extension was granted.

Article 5: Daily rounds

- (1) Daily rounds take place at 11:00 with members of the Comité Directeur, present in the office.
- (2) The purpose of daily rounds is to make the urgent decisions and/or the decisions, that do not have to be taken during the board meeting. The same quorum is required as in regular board meetings.
- (3) Daily rounds have to be requested by a CD member in any official communication channel of CD by 23:59 of the previous day.
- (4) 1 Daily rounds are facilitated by the person who proposed the daily rounds. 2 In case the moderator is not present in the office, another member of the Comité Directeur shall substitute him/her.

Article 6: Open space/brainstorm meeting

- (1) Open space/brainstorm meeting takes place on Friday after lunchtime.
- (2) The goal of the meeting is to stimulate innovation and creativity.
- (3) One or multiple topic(s) is discussed during the open space meeting.

Article 7: Other CD meetings

- (1) In case a topic requires a longer discussion than 15 minutes, or does not require the input of all the members of the Comité Directeur, a separate meeting shall be planned.
- (2) The initiator of the meeting is responsible for its preparation, sending the reminder, appointing minutes-taker, and to present the conclusions to the rest of the team during the next board meeting.

Article 8: Tasks management

- (1) Tasks of the members of the Comité Directeur are determined by their portfolio, the activity plan and additional ideas.
- (2) The president plans an evaluation meeting at least once every two months to discuss the progress.

Article 6: Office rules

- (1) Food: No warm and smelly food is allowed in the office.
- (2) Non-disturbance: CD members can choose to have a recognisable feature to show that they do not want to be disturbed.
- (3) Asking for advice: 1 All members of the Comité Directeur can ask the Advisory Board for advice without prior notification. 2 Members of the Comité Directeur are free to ask practical questions to experts, not being the part of the Advisory Board. 3 If a member of the Comité Directeur wishes to ask a person, not being a member of the Advisory Board for an advice other than stated in sub (2) he/she shall ask the rest of the Comité Directeur for their opinion first.
- (4) Calendar: each member of the Comité Directeur shall put their appointments in the CD calendar.
- (5) Skype calls in the office are allowed from 17:00 onwards. If necessary, an exception can be granted, if everyone present in the office gives their permission.

Article 7: Days off

- (1) 1 A member of the Comité Directeur works 5 days a week for at least 8 hours. 2 If they work during the weekends, these days can be taken off unofficially at a later moment.
- (2) 1 A member of the Comité Directeur is entitled to 2 official days off per month. 2 Additional days off can be granted upon approval of the Comité Directeur.
- (3) Official days off are included in the board meetings' minutes.

Article 8: Cleaning

- (1) House cleaning shall count as working time.
- (2) Cleaning schedule is provided by the house responsible: VBI
- (3) Weekend cleaning can take place between Friday and Tuesday.

- (4) Person, responsible for cleaning according to the cleaning schedule, shall pay 5 euros fine, if he/she does not fulfill cleaning task.
- (5) The money is used for common house activities, such as team building, common dinner or maintenance of the house.
- (6) A 5 euro debt can be compensated by fixing broken things in the house or cooking dinner for everyone.

Article 9: Communication channels

- (1) CD-L is considered as the official communication channel of the Comité Directeur. 2 In order to ease the mail communication, the following tags are used:
 - a) INFO – For informational purposes only, with no response or action required;
 - b) ACTION NEEDED – Compulsory for the recipient to take an action;
 - c) QUESTION – A simple question;
 - d) SIGNATURE REQUESTED – Requires the signature of the recipient;
 - e) DECISION NEEDED – Requires a decision to be taken by the recipient;
 - f). REQUEST – Seeks permission or approval of the recipient;
- (2) Quick questions can be asked in the “Official” Telegram group of the Comité Directeur
- (3) Off-topic communication can take place through a ‘Spam’ telegram group, that is not mandatory to join.

Article 10: Binding online polls

- (1) The Comité Directeur may initiate a formal online poll to collect the opinion of the network on a topic relevant to their work.
- (2) The question(s) of the poll must be published at least 2 weeks in advance.
- (3) The voting period shall take within at least 3 days.
- (4) The Comité Directeur announces the voting method depending on the platform used for the voting. Vote distribution by order of preference shall be as follows: i) Agora delegate voting based on the vote distribution of the previous Agora, ii) one vote per delegate, iii) one vote per member organisation with voting rights, depending on the technical possibilities of the voting platform.
- (5) The quorum is set at 30% of the total amount of votes available for the chosen method.
- (6) The result is binding for the Comité Directeur and is announced at the latest 3 days after the completion of voting.

COMMISSIONS

1. WORKING FORMAT OF THE MEDIATION COMMISSION

Agora Enschede, May 2012

I - GENERAL RULES FOR THE MEDIATION COMMISSION

¹The Mediation Commission is to be activated according to article 29 (9) of the Statutes of AEGEE-Europe in all cases that require sufficient and legitimate action to reach a clear and coherent situation for all Ordinary Members of AEGEE-Europe. ²The Mediation Commission should pay attention to the following general rules:

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

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

(3) The Mediation Commissioners as well as the other bodies of AEGEE-Europe contacted by the Mediation Commission during its investigation are obliged to keep strict discretion about available information regarding the cases currently under consideration, but only if it is not part of the decision to be published according to n^o. II (5) of this working format. In case of amicable settlements they have to keep discretion for one year on request of the parties involved.

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

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

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

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

(8) ¹The Mediation Commission can be assisted by so-called Case Shadowers. A Case Shadower is a member of a previous Mediation Commission, appointed by the Mediation Commission as their advisor for the sole purpose of continuity in a specific case. A Case Shadower must have been involved in the specific case during his/her term as Mediation Commissioner. ²The appointment as Case Shadower will be terminated at latest within 2 weeks after the case is closed.

(9) ¹During the appointed time, a Case Shadower will have access only to the data and information related to the specific case she/he is appointed to during her/his term as Case Shadower. This access can be limited by the Mediation Commission. ²A Case Shadower does not have access to internal documents of the Mediation Commission, except for the specific case s/he is appointed to. S/he is not in the mailing list, does not attend internal meetings and has no decision power.

II - PROCEDURAL RULES FOR THE MEDIATION COMMISSION

In case of request fulfilling the conditions of article 29 (9) of the Statutes of AEGEE-Europe, the Mediation Commission should pay attention to the following guidelines:

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

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

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

(4) ¹The Mediation Commission as well as any other organ of AEGEE-Europe or the Ordinary Members concerned in the case under investigation can have a clarifying meeting when this is needed. ²They can request to meet on short notice (then applying article 18 (12) of the General Financial Rules). ³On request of the member(s) concerned, the meeting has to be open to the public audience, but no other than one delegate per ordinary member, one envoy per Working Group/Supporting Committee and Project Team and members of AEGEE-Europe bodies, all without any speaking and voting rights, unless requested by the Mediation Commission. ⁴In case of disturbance, interference or obstructive behavior of the audience, the Chair of the meeting may decide to exclude part or whole of the audience from the meeting. ⁵The Mediation Commission discusses the content of the request and takes a decision on the case one day before the Agora (Agora following the receipt of the request) in a closed meeting.

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

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

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

(8) ¹ The Mediation Commission can be assisted by so-called Case Shadowers. A Case Shadower is a member of a previous Mediation Commission, appointed by the Mediation Commission as their advisor for the sole purpose of continuity in a specific case. A Case Shadower must have been involved in the specific case during his/her term as Mediation Commissioner. ² The appointment as Case Shadower will be terminated at latest within 2 weeks after the case is closed.

(9)-¹ During the appointed time, a Case Shadower will have access only to the data and information related to the specific case she/he is appointed to during her/his term as Case Shadower. This access can be limited by the Mediation Commission.

²A Case Shadower does not have access to internal documents of the Mediation Commission, except for the specific case s/he is appointed to. S/he is not in the mailing list, does not attend internal meetings and has no decision power.

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

¹It is the first priority of the Mediation Commission to strive for an amicable settlement.

²However, if this is not possible the following advisory part should be considered for the decision of the Mediation Commission.

(i) Advisory:

Principles to be considered for decisions of the Mediation Commission:

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

(ii) Advisory:

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

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

2. WORKING FORMAT OF THE NETWORK COMMISSION

June 2018

I. IDENTITY OF THE NETWORK COMMISSION

1. The Network Commission is a body of AEGEE-Europe. Its primary tasks are:
 - a. to ensure the smooth functioning of the AEGEE locals that form the Network, and
 - b. to enhance the internal communication both within the Network itself, and between the Network and AEGEE-Europe. The Network Commission is only entitled to represent AEGEE-Europe when they have permission from the Comité Directeur and the locals they represent according to Article 30 of the Statute of AEGEE-Europe.
2. In order to be able to fulfill its tasks in the most effective manner, the Network Commission has defined three general guidelines in accordance to which every Network Commissioner is bound to act:
 - a. Neutrality: a Network Commissioner should always act in the interest of the Network as a whole, and not choose particular sides out of personal sympathy or solidarity;

- b. Reliability: a Network Commissioner should be a trusted source of information that is concise, complete, and correct;
- c. Pro-activeness: a Network Commissioner should be fast in communication, show a motivating attitude, and give the best example of an active AEGEE member.

II. STRUCTURE OF THE NETWORK COMMISSION

1. The Network Commission consists of up to eleven members elected by the Agora. Network Commissioners are elected for the duration of twelve months. This shall be referred to as their mandate. Network Distribution, Work plans and similar concepts that will be specified below are valid for the term, which is of six months, as specified in Article 30 of the Statute of AEGEE-Europe.
2. The Network Commission shall elect its Speaker Team (in the following: ST), consisting of one Speaker and up to two Vice-Speakers. The election of the ST shall be carried out up until 14 days before the start of term and announced the same day as the start of the term. In case there are less than 14 days between election and the start of the term an exception can be given. In this case the election of ST shall be carried out up until 14 days after the start of term and announced until 1 week after the election of the new ST. In this case the former ST is in charge of supporting the new Network Commissioners until the new ST is elected.
3. The Network Commission is assisted by the member of the Comité Directeur in charge of Network Development (in the following: CD responsible for the NetCom - CDR). This person shall have access to all data of the Network Commission and attend all internal meetings, but not have voting rights.
4. The Network Commission may be assisted by so-called Assistants of the Network Commission. These voluntary helpers shall be appointed by the Speaker, to represent the Network Commission with a number of locals or to assist the Network Commission with a specific task (which, for any reason, cannot in practice be covered by one of the elected Network Commissioners). This appointment is subject to ratification by the Network Commission, and can be terminated by the same, but the latest by the next end of the Term automatically. They have access to internal documents, are on the mailing list, and attend internal meetings. Assistants of the Network Commission work independently (from any specific Network Commissioner) and are accountable to the Speaker, to whom they are obliged to report their activities on a monthly basis. The responsibility for their task assignment lies with the entire Network Commission.
5. The Network Commissioners may be assisted by so-called Subcommissioners. A Network Commissioner can appoint these voluntary helpers individually for his or her personal assistance. They do not have access to internal documents of the Network Commission, they are not on the mailing list, and do not attend internal meetings. The responsibility for their task assignment lies exclusively with the Network Commissioner they were appointed by. This appointment is not subject to any ratification by whole Network Commission and can be terminated anytime. The Network Commissioner must ensure that the Subcommissioners sign a Non-Disclosure Agreement within 14 days after their appointment.

III. TASKS OF THE NETWORK COMMISSION

1. Members of the Network Commission shall:
 - a. elect the ST from amongst themselves;
 - b. conduct locals' distribution;
 - c. draft the general work plan of the Network Commission

- d. present a Work Plan and existing Subcommissioners to the Network, at the start of their term.
 - e. attend the live NetCom Meetings;
 - f. appoint and dismiss Subcommissioners as needed, but always try to have a team of Subcommissioners to assist in the communication with all locals;
 - g. support their locals upon request, either by answering the request themselves, or by forwarding it to the relevant instance, within 2 days, unless a previous notification has been sent that the NetCom is out of office;
 - h. support their locals with own initiatives and advice wherever this might help them;
 - i. provide their locals with any important information that might contribute to the locals' functioning, especially concerning AEGEE-Europe and developments in the AEGEE Network;
 - j. encourage and help their locals to organize and participate in European activities, in cooperation with Working Groups and Projects of AEGEE-Europe;
 - k. encourage and help their locals to organize and participate in internal education events, in cooperation with the AEGEE-Academy;
 - l. promote cooperation of any kind between all locals, especially in the field of public relations, human resources, and institutional fund raising;
 - m. develop the Network, especially by taking measures to help threatened locals and to found new locals;
 - n. promote the integration of the Network through common initiatives by the Network Commission as a whole (especially NetCom projects);
 - o. remind their locals of the Antennae Criteria, and help them fulfill them;
 - p. when possible, visit their locals in order to obtain detailed information about their situation, and to establish a trustful, personal relationship with local board members;
 - q. organize a Network Meeting at least once during each own term, according to General Rules, Events, Article 4 bis;
 - r. report urgent problems immediately to the CDR or the CD contact person;
 - s. communicate their achievements, plans and the developments in their locals to the Network Commission on a regular basis, and provide them with any information upon request;
 - t. present an activity report on a monthly basis;
 - u. present the LSOs every month.
2. The Speaker of the Network Commission (in the following: Speaker):
- a. presents the new ST and Network Commission and final local distribution to the Network, the same day as the start of their term; In case of election of ST is later (according to II.2) local distribution and Network Commission is announced by the former ST. The new ST shall be announced until one week after the election of the new ST
 - b. drafts the internal task division of the ST, together with the Vice-Speaker(s) and CDR, not later than the start of their term, and presents it to the Network Commission;
 - c. coordinates the drafting and presents the Work Plan of the Network Commission to the Network within one month after their term started. In case the NetCom meeting takes place more than a month after the start of the term, the Network Commission can present the Work Plan the day after the end of the NetCom meeting.
 - d. drafts the Network Meeting results booklet and ensures that it is available to the Network, 12 weeks after the end of term.

- e. ensures the smooth running of the Network Commission, actively coordinating the team work, reminding Network Commissioners of their duties, and facilitating internal communication;
 - f. administrates the activities of the Network Commission, keeping the reports of all Network Commissioners;
 - g. sets up, announces, prepares, and chairs both physical and virtual meetings of the Network Commission, with the assistance of the CDR;
 - h. appoints a minute taker for each meeting;
 - i. decides on travel reimbursement of Network Commissioners;
 - j. maintains active communication with the Comité Directeur and all other relevant organs and bodies of AEGEE-Europe;
 - k. supports the members of the Network Commission whenever necessary;
 - l. presents the activities of the Network Commission on a monthly basis;
 - m. keeps an overview of the individual monthly activity reports of Network Commissioners and reminds them to hand in the reports;
 - n. administrates the mailing lists of Network Commission
 - o. coordinates the cooperation of the Network Commission with other bodies of AEGEE-Europe;
 - p. assumes all tasks as a regular member of the Network Commission.
3. The Vice-Speaker(s) of the Network Commission:
- a. drafts the internal task division of the ST, together with the Speaker and CDR, before the start of their term;
 - b. keeps the NetCom-budget updated;
 - c. decide on all requests for reimbursements;
 - d. assume the responsibilities of the Speaker, according to the internal task division of the ST, in case the Speaker is not able to fulfill the tasks;
 - e. assume their tasks as regular members of the Network Commission.

IV- RELATION WITH CD

1. The CD responsible for the NetCom of AEGEE-Europe:
- a. supervises the election of the ST of the Network Commission;
 - b. coordinates and facilitates the locals' distribution;
 - c. updates the database of the Network and mailing lists of Network Commission on a regular basis;
 - d. regularly submits an update of the status of Antenna Criteria fulfillment to the Network Commission
 - e. aids the locals – only upon request, and in cooperation with the Network Commissioner in charge;
 - f. maintains constant communication with all Network Commissioners and with the ST in particular;
 - g. keeps an overview of developments in the Network, and provides the Network Commission with any information they might need;
 - h. decides on travel reimbursement of Network Commissioners, together with the ST of the Network Commission and the Financial Director of AEGEE-Europe;
 - i. helps the ST of the Network Commission to set up, announce, prepare and chair both physical and virtual meetings of the Network Commission.
 - j. Provide detailed information about European dimension and CD initiatives.
2. CD-NetCom couples:
- a. Each Network Commissioner is assigned to a member of the Comité Directeur (in the following: CD-NetCom couple)

- b. The CD-NetCom couple should serve to improve the communication between the Network Commission and the Comité Directeur and should serve as a means for updates, feedback and advice on individual issues.
 - c. CD-NetCom couples prepare and implement the NWM together and try to find the dates which fit best the AEGEE calendar and agenda of the responsible CD member. The responsible CD member should be the one attending the NWM. If this is not possible, it is his/her responsibility to inform the CD member attending about the situation, singularity and program of the NWM.
3. Communication between CD and NetCom
- a. Comité Directeur and the Network Commission share a common mailing list (NETCOM-CD-L)
 - b. The NetCom & CD Collaboration Policy should be followed on this regard.

V. LOCALS' DISTRIBUTION

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

VI. REPORTING

1. During every Agora, the Network Commission orally presents its activities and achievements, according to a procedure set by the Chairperson of the Agora.
2. Before every Agora, upon request by AEGEE-Europe, the Speaker hands in a general report to the Secretary General of AEGEE-Europe, describing the activities and achievements of the present term, and explaining to what extent the Network Commission managed to fulfill the work plan presented at the beginning of that term.
3. Every Network Commissioner presents a personal activity report on a monthly basis, detailing the work done with their respective locals and within the Network Commission, and the implementation progress of the respective work plans. The report shall be presented to the Network within the first 7 days of the consequent month.
4. Every Network Commissioner shall provide the CDR and Network Commission with a monthly Local Status Overview (in the following: LSO) for each of the assigned locals, within the first 6 days after end of month.

5. Within the first three weeks after each NetCom Trip, the Network Commissioner shall present a trip report to the Network Commission, detailing the dates, destination and objectives of the trip, the meetings that took place, the persons that were involved, the outcome and achievements of the trip and possible other happenings.
6. Within one month after the NWM, the Network Commissioner responsible shall report the outcomes and results to the Network Commission and the participants.
7. Activity Reports, LSO and NetCom Trip reports are obligatory and shall be presented in due time, using the report templates created by the ST. If these are late, without a written request for excusing them 2 days before the deadline, the CDR and ST can refuse possible reimbursements for trips made that month.

VII. INTERNAL MEETINGS

1. The Network Commission officially meets in person twice per term, on the following occasions:
 - a. at every Ordinary Agora (after the announcement of the election results);
 - b. at NetCom Meeting. The NetCom Meeting shall be held within the period between elections and two month after start of term. It shall have not less than 20 hours of meeting/training time.
2. Furthermore, the Network Commission officially meets virtually whenever the ST considers it necessary, but at least once per month.
3. Every Network Commissioner and Assistant of the Network Commission shall attend all official internal meetings. A written explanation of a valid excuse, shall be presented to the Network Commission before the start of the meeting, in the format decided by ST.

VIII. DECISION MAKING

1. The Network Commission works as a team and therefore needs to make common decisions. Decisions shall be taken during official internal meetings, or as a follow up of such.
2. Decisions taken during internal meetings need to be accurately documented stating voting matter, voters and their respective votes.
3. Decisions can also be taken by online voting. Online votes should be cast within 48hrs after the voting is announced by the ST. Votes which remain uncast shall be counted as abstention.
4. For those who are eligible to vote, it is obligatory to vote.
5. The following matters are subject to internal ratification, and have to be approved by a $\frac{2}{3}$ qualified majority:
 - a. the final version of the locals' distribution
 - b. the final version of the general work plan of the Network Commission
 - c. public statements on behalf of the Network Commission
 - d. proposals submitted on behalf of the Network Commission
 - e. the official activation of the Mediation Commission
6. Upon request of any member of the Network Commission, the ST may decide to request an internal decision on any other matter.
7. Upon request of any member of the Network Commission, the ST may decide to request a secret voting for an internal decision.
8. If not ruled otherwise in this Working Format, all internal decisions are taken by absolute majority.

IX. FINANCIAL COMPENSATION/REIMBURSEMENTS

1. Budget of the Network Commission
 - a. In order to facilitate the work of the Network Commission, a budget is provided by the Financial Director on an annual basis. General rules regarding reimbursement can be found in the Financial Rules of the CIA. Additionally, the following rules have been adopted by the Network Commission:
 - b. When planning the upcoming financial year and budget, the CDR for the NetCom coordinates with the Comité Directeur the amount of money needed to ensure the smooth functioning of the Network Commission taking into consideration the budget of the previous year, total money spent and the necessity of trips in the upcoming year.
 - c. Based on the budget proposal by the Network Commission, the CDR negotiates the final budget with the Financial Director, and reports the respective decision of the Comité Directeur to the Network Commission.
 - d. At the beginning of each financial year, the ST, in cooperation with the CDR, proposes a budget division for internal use, specifying the amounts of money to be spent on internal meetings, NWMs and NetCom trips. This budget division is regarded as a guideline for the approval of reimbursement requests. It is subject to internal ratification.
2. Reimbursement Requests
 - a. A trip reimbursement request, needs to be submitted not later than 1 week before the start of the trip, providing sufficient information about the aim and expected outcome, schedule, and detailed expected traveling costs for which reimbursement is requested. In the case of events where the date is set more than 2 months before the event starts (Statutory events, internal meetings of Network Commission, Network Meetings), the reimbursement request needs to be submitted at least 4 weeks in advance.
 - b. Upon receiving a request for reimbursement, the ST, the CDR and the Financial Director are expected to state their decision within 3 days. Approval should be given with respect to the interests of the Network, and the budget division adopted by the Network Commission.
 - c. In order to be eligible for reimbursement, a trip needs to be duly reported as described in Article VI of this Working Format.
 - d. Upon the approval of the trip report by the ST and the CDR, the Financial Director decides upon the final reimbursement. The reimbursement of the trip can be up to 100% of request with 10% margin of the amount for unforeseen costs.
 - e. Reimbursement for expenses other than traveling costs may be granted by the Financial Director if they are directly relevant for the work of the Network Commission, or directly serve the needs of the Network.
 - f. The reimbursement of traveling costs to Agora or NetCom Meeting can be up to 60% of costs, with a maximum of 200 euro being reimbursed to each person. Each Network Commissioner can receive travel reimbursement for up to two meetings during the mandate, of which at least one has to be a NetCom Meeting. In case the budget allows, reimbursements can be more and higher. To the Speaker, travel costs can be reimbursed to all meetings of the Network Commission, as a whole.
 - g. For NWM, reimbursement can be up to 100% of traveling costs, if the budget allows, with a maximum of 200 euro being reimbursed to each person.
 - h. Assistants of the Network Commission are eligible to request reimbursement for a NetCom trip for up to 100% of the traveling costs, and one reimbursement of traveling costs to NetCom Meeting for up to 60% of costs, with a maximum of 200 euro being reimbursed.

- i. A Network Commissioner can appoint a Subcommissioner to make a NetCom trip on their behalf. The Subcommissioner in question is eligible to receive reimbursement for the NetCom trip, previously requested by the Network Commissioner, for up to 100% of the traveling costs.
- j. The ST and CDR have the right to reject or reduce reimbursements or reimbursement requests, if the requesting member has failed to comply with attendance, reporting or voting obligations specified in this Working Format, without a written valid excuse.

X. KNOWLEDGE TRANSFER

1. It is an obligatory task of every Network Commissioner to ensure a complete and timely knowledge transfer.
2. Knowledge Transfer shall happen for the whole period between elections and end of term. In case Knowledge Transfer period is less than one month an extension up to one month should be given. Access to the Internal documents of Network Commission shall be given as soon as possible
 - a. all the Network Commissioners shall conduct knowledge transfer to the newly elected members and help them in the drafting of their work plan.
 - b. every Network Commissioner, instructs the person(s) who might take over the responsibility of any of his/her locals, giving full knowledge transfer in regards
 - c. the outgoing ST, together with the CDR, instructs the newly elected ST and assists them with the locals' distribution, the budget division, and the drafting of the general work plan, from new ST elections until the end of their term. In case the Knowledge Transfer period is less than one month an extension up to one month should be given.

XI. END OF MANDATE

1. The mandate of a Network Commissioner will be terminated upon:
 - a. own request;
 - b. having failed to present two consecutive monthly reports or locals' status overview in time, without a prior written valid excuse;
 - c. not having attended two consecutive official internal meetings, without a prior written valid excuse;
 - d. ratification of dismissal of a member according to Article 30 of the Statute of AEGEE-Europe;
 - e. a vote of confidence as described in Article 31 of the Statute of AEGEE-Europe;
 - f. own death.

XII. VALIDITY AND REVISION OF THIS WF

1. Once adopted, this WF shall be considered valid and binding for all members of the Network Commission.
2. This WF is subject to revision by the Network Commission.
3. Amendments to this WF must be ratified by a $\frac{2}{3}$ qualified majority of elected Network Commissioners.
4. By submitting their candidature, candidates for the Network Commission acknowledge the validity of this WF, and accept it as binding in case they are elected.

3. WORKING FORMAT OF THE AUDIT COMMISSION

June 2017

I - GENERAL RULES FOR THE AUDIT COMMISSION

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

II. STRUCTURE OF THE AUDIT COMMISSION

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

Their responsibilities are the following:

MANDATORY:

- Auditing the Financial Reports;
- Asking for extra documents to the locals assigned;
- Basically answer and discuss with the Audit Commissioners about the Financial Reports and about the actions to take towards every local;

Communicating with their locals with any preferred channel of communication;
Building a database of contacts with her/his locals according to the available data;
Communicate with the elected AC(s) about their locals.

FACULTATIVE:

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

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

III. TASKS OF THE AUDIT COMMISSION.

1. Elected Members of Audit Commission shall:
 - a. draft the general working plan of the Audit Commission
 - b. present a Working Plan and existing Subcommissioners to the Network,
 - c. attend the live Meetings;
 - d. appoint and dismiss Subcommissioners as needed, but always try to have a team of Subcommissioners to assist in the communication with all locals;
 - e. Provide internal education to the Subcommissioners;
 - f. support and educate locals in finances and audit related topics.

2. President of Audit Commission shall:
 - a. publicly presents on the Members' Portal and other possible available communication channels, the new Team within six weeks after the start of their term to the Network
 - b. coordinate and drafts the internal task/locals division of the team, together with the team
 - c. coordinates the drafting and presents the Working Plan of the Audit Commission to the Network;
 - d. ensures the running of the Audit Commission, actively coordinating the team work, reminding Audit Commissioners and SubCommies of their duties, and facilitating internal communication;
 - e. sets up, announces, prepares, and chairs both physical and virtual meetings of the Audit Commission.
 - f. appoints a minutes taker for each meeting;
 - g. maintain or assign to the team, active communications with the Comité Directeur and all other relevant organs and bodies of AEGEE-Europe;
 - h. supports the members of the Audit Commission whenever necessary;
 - i. administrates the mailing lists, the communication channels and the databases of Audit Commission
 - j. coordinates the cooperation of the Audit Commission with other bodies of AEGEE-Europe;
 - k. assumes all tasks as a regular member of the Audit Commission.

IV. COMMUNICATION BETWEEN CD AND AUDIT COMMISSION

I. REPORTING

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

II. INTERNAL MEETINGS

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

III. DECISION MAKING

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

IV. FINANCIAL COMPENSATION/REIMBURSEMENTS

1. Budget of the Audit Commission
 - a. In order to facilitate the work of the Audit Commission, a budget is provided by the Financial Director on an annual basis and agreed with members of AC. General rules regarding reimbursement can be found in the Financial Rules of the CIA.
2. Reimbursement Requests
 - a. A trip reimbursement request, needs to be submitted not later than established internal deadline set by President of the Audit Commission with the Financial Director of AEGEE-Europe - before the start of the trip.
 - b. Upon receiving a request for reimbursement, the President and/or the Financial Director are expected to state their decision within 3 days.
 - c. Reimbursement for expenses other than traveling costs may be granted by the Financial Director if they are directly relevant for the work of the Audit Commission.
 - d. An Audit Commissioner can appoint, with the Financial Director's approval, a Subcommissioner to take over tasks and make trips trip on their behalf. The Subcommissioner in question is eligible to receive reimbursement for the this, previously requested by the Audit Commissioner, for up to 100% of the traveling costs.

- e. The financial Director (with the recommendation of the Audit Commission President) have the right to reject or reduce reimbursements or reimbursement requests, if the requesting member has failed to comply with attendance, reporting or voting obligations specified in this Working Format, without a written valid excuse.

V. KNOWLEDGE TRANSFER

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

VI. END OF MANDATE

1. The mandate of a Audit Commissioner will be terminated upon:
 - a. own request;
 - b. ratification of dismissal of a member according to Article 30 of the Statute of AEGEE-Europe;
 - c. a vote of confidence as described in Article 31 of the Statute of AEGEE Europe;
 - d. own death.

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

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

4. WORKING FORMAT OF THE JURIDICAL COMMISSION

June 2017

I. MISSION

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

II. DECISION MAKING

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

III. NEUTRALITY

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

IV. WORKING RULES

- (1) The Juridical Commission's works mainly through the mailing list and other means of distance communication.
- (2) The Juridical Commission meets online, when finds it necessary. The online meeting is convened by the President when he/she decided upon in, or by the request of at least one JC member or the CD observer.
- (3) The JC can appoint Subcommissioners to assist with its work.

COMMITTEES

1. WORKING FORMAT OF THE ACTION AGENDA COORDINATION COMMITTEE

July 2017

NAMES OF THE PARTS:

- I. Mission
- II. Members
- III. Structure and Tasks
- IV. Elections

I.

MISSION

1. The Action Agenda Coordination Committee (ACT) is a body of AEGEE-Europe which supports the Comité Directeur with:
 - monitoring the implementation of the Action Agenda (AA);
 - informing the Network about the Action Agenda and the Strategic Plan;
 - encouraging and supporting locals to contribute to the Action Agenda;

II.

MEMBERS

1. The ACT consists of members that must carry a valid membership of an AEGEE Antenna or a Contact Antenna.
2. The ACT consists of a maximum of ~~11~~ 12 members plus the appointed CD member. The ACT is coordinated by the Speaker, up to two Vice-Speakers and the CD member responsible for the Action Agenda; this will be the Speaker team.
3. If the number of members of ACT is less than 11, an open call for new members can be issued by the Speaker team.
4. After the new ACT members are elected, they will receive Knowledge Transfer and start their term on August 1, which will last until July 31st of the next year. Membership can be terminated by the Speaker in case the member is acting against the principles of AEGEE or the ACT or if the member is not fulfilling his/her tasks.
5. The application for membership of the ACT can be submitted no later than one month after the Open Call is issued. Applications are sent to the whole ACT team for approval or rejection. The applicant has to receive a decision within two weeks, including the reasons in case of rejection.
6. All the ACT members should be subscribed to the ACT-L mailing list as the official communication channel.
7. The members of ACT can propose a vote of confidence against one of their members. To approve the motion, the support of 2/3 of the members is needed. Before the voting, the person who is subjected to the vote of confidence has the right to argument against the vote of confidence. In case the vote of confidence is approved, the person is dismissed and an open call can be issued. If the person was in the Speaker team, new elections have to be conducted.
8. Each member of ACT can propose changes to the Working Format; all the members of ACT have to ratify the changes. In case of objection(s), 2/3 of the members have to support the changes in order to be adopted.
9. The Monthly Report is a report submitted by each member of the ACT to their team. It includes relevant information connected to the part of the Network they are assigned to that is connected to the implementation of the Action Agenda and information about their own activities regarding the Action Agenda.
10. The Specific Report of the activities is a report filled in only if the member of the ACT submitted local activities in the Monthly Report that contribute to the Action Agenda. It is filled in by the member of the ACT responsible for the part of the Network in which the activity related to the Action Agenda took place.

III.

STRUCTURE AND TASKS

1. Tasks of the Speaker team

- 1) To coordinate the work of the ACT and to ensure the right allocation of human resources.
 - 2) The Speaker is responsible for the preparation and presentation of the Activity Reports of the ACT. Presentation can be delegated in case of absence.
 - 3) The Speaker team announces the dates of online meetings and presents the agenda.
 - 4) Decisions are taken by simple majority. The Speaker has a casting vote, in case of tie.
 - 5) The Agenda of the ACT meeting has to be published three days before the day of the meeting and members can include points in the agenda.
 - 6) The date of the meeting has to be announced by the Speaker Team three days before the day of the meeting.
 - 7) The CD-member inside ACT is responsible for the communication between the ACT and the Comité Directeur.
 - 8) The CD-member inside ACT maintains the overview of the actions of the ACT and recommends new fields of involvement on the European level.
 - 9) Minutes have to be taken during meetings and published within a week on ACT-L.
 - 10) The Vice-Speakers can take over the Speaker tasks whenever needed.
 - 11) The Speaker Team composes a short summary report for the CD-responsible using the monthly reports and the specific reports of the ACT members whenever requested.
2. Tasks of the ACT
- 1) The ACT assists the Network in ensuring the implementation of activities and actions related to the current Action Agenda.
 - 2) The ACT encourages European bodies to develop activities contributing to the Action Agenda.
 - 3) Each member of ACT is a contact person for a specific part of the network and provides those locals with advice and ideas how to implement the Action Agenda.
 - 4) If during the Open Call the team of 12 is assembled, person without the duty of being a contact person for a specific part of the network shall take a more active role in the work of the Committee (such as PR of the Committee and Action Agenda), in accordance with her/his teammates.
 - 5) Each Member of the ACT has to submit their Monthly before the deadlines agreed on by the Speaker Team.
 - 6) Each Member of the ACT who is a contact person for a specific part of the network has to submit their Specific report before the deadlines agreed on by the Speaker Team.
 - 6) If a member is inactive for a month or longer without prior notice given to the Speaker team, a vote of confidence will be issued.
 - 7) Each member of the ACT who is a contact person for a specific part of the network will send an introduction email to the locals in his/her network within two months after his/her term as member of the ACT has started. The introduction email has to contain an explanation of the basic tasks of the ACT, how the ACT can assist in organizing Action Agenda related activities and other matters that can reasonably be considered relevant for the working relation with the local.
 - 8) The role of the ACT is internal and does not entitle it to act independently towards the stakeholders of AEGEE.

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

2. WORKING FORMAT OF THE AEGEEAN

September 2017

1 | VISION

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

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

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

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

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

2 | MEMBERS

(2.1) **Speaker Team**

~ The AEGEEan Speaker Team consists of two elected members and one appointed Comité Directeur member.

The Comité Directeur member has no voting rights.

~ The Speaker Team positions are the following:

Editor-in-Chief

Vice-Editor-in-Chief

One appointed Comité Directeur member

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

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

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

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

~ The appointed Comité Directeur member is responsible for the communication between The AEGEEan and the Comité Directeur. S/he is Editor of the Comité Directeur section of The AEGEEan. S/he maintains the overview of the actions of The AEGEEan and recommends new fields of involvement on the European level.

~ The Speaker Team selects a Chief of proofreaders from among proofreaders.

(2.2) Editors

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

(2.3) Journalists

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

(2.4) Proofreaders

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

(2.5) IT responsible

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

(2.6) Team members

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

3 | STRUCTURE AND TASKS

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

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

~ The AEGEEan rewards the members of our Network by giving specific accreditation to members and locals that have remarkably contributed to the common goals.

~ The AEGEEan promotes the most impactful or big events, the work of European bodies (such as thematic and organisational supportive bodies) of AEGEE-Europe, the work of Comité Directeur and providing spotlight for candidates of different positions.

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

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

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

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

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

4 | POLICY ON REMOVING / RESIGNATION OF POSITIONS

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

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

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

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

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

5 | ELECTIONS

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

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

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

3. WORKING FORMAT OF THE CORPORATE & INSTITUTIONAL RELATIONS COMMITTEE

July 2017

I – MISSION

(1) the Corporate & Institutional Relations Committee (CIRC) is a supporting committee of AEGEE-Europe and was established by the agora in Enschede.

(2) the missions of the CIRC are:

- support the work of AEGEE-Europe and ensure its financial sustainability providing help in its institutional and corporate relations on the European level;
- analyse the needs of the network and European level;
- implement the fundraising strategy and increase the financial resources of AEGEE-Europe;
- work on institutional and corporate relations;

- support the network on fundraising issues.

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

2. in case of disagreement with the appointed Comité Directeur member, the speaker and the officers can request the rest of the Comité Directeur to evaluate the proposal.

II – MEMBERS

(1) 1. the CIRC consists of AEGEE members who have expertise or want to acquire some in different fields of external relations.
2. they are divided into different task forces in order to manage and develop the fundraising's structure of AEGEE-Europe.

(2) the members of the CIRC are subscribed to its mailing list (circ-l@lists.aegee.org).

(3) 1. the speaker team (ST) is responsible to send the open call to announce-I for new members upon internal needs and decides upon the selection of membership applications.

2. new members must be announced in CIRC-I within three days after their approval.

(4) 1. the members of the CIRC lose their membership status and accordingly their voting rights, if they do not exercise their voting rights at ST elections.

2. the ST has the right to make exceptions to this rule.

(5) 1. each member of CIRC can propose changes to this working format.

2. the members of the CIRC have to ratify the changes.

3. in case of objection(s), $\frac{2}{3}$ of the members of the CIRC has to support the changes in order to be adopted.

(6) the board of the CIRC consists of the ST and one appointed Comité Directeur member.

(7) the ST consists of the two elected members: the speaker and the vice-speaker.

(8) 1. the candidate who receives the biggest amount of votes is elected as speaker of the CIRC.

2. the candidate with the second biggest amount of votes is elected as vice-speaker.

(9) the appointed Comité Directeur member is in charge of external relations and has voting rights during the election process.

(10) 1. every task force is assigned an officer with a coordinating roles.

2. they act in the name of the speaker in cases of his/her absence.

(11) 1. a ST member can be dismissed with a $\frac{2}{3}$ majority by the members of the circ.
2. elections for the new speaker team have to take place within one month from the announcement of the dismissal.

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

(13) 1. the ST has to place an open call for reports from all the task forces.
2. the ST should include in the AR the names of the people that form the task forces.

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

(15) all members of CIRC are to sign the non-disclosure agreement, as to be provided by the ST, within 2 weeks of accepting CIRC membership. signing is mandatory and declining to sign results in automatic expulsion from circ.

III - STRUCTURE AND TASKS

(1) the speaker is the main responsible for the well functioning of circ.

(2) 1.CIRC is divided into the following three task forces:

(a) Corporate relations task force, which is responsible for:

- the constant development of AEGEE-Europe's fundraising strategy.
- researching and contacting different corporate entities to promote AEGEE and the possibilities it offers,
- researching and contacting different entities to create more opportunities for AEGEE members and foster their development.
- help with cFR for events organized by AEGEE-Europe, including statutory events

(b) Institutional task force is responsible for:

- supporting the Comité Directeur and European level bodies in writing applications for different institutional grants;
- supporting local level by advising and assisting in the process of writing institutional grants;
- researching new opportunities for AEGEE-Europe in the institutional fundraising.
- researching and contacting different foundations and charities to support the work of AEGEE-Europe;
- help with iFR for events organized by AEGEE-Europe, including statutory events

(c) Local FR task-force

- supporting local level on events FR (except statutory)
- supporting local level by promoting good practices sharing and knowledge transfer
- generate materials for FR at local level (guidelines, templates...) in collaboration with the network and the academy

2. the CIRC consists of these three task forces, but is not limited to them.

3. new task forces may appear upon needed and a $\frac{2}{3}$ majority among the CIRC members is needed.

- (3) 1. the ST is responsible for the coordination of the task-forces.
2. each officer is responsible of one task force and reports their work to the speaker.
3. the ST itself can also be officers of a task force.
4. 4. members of the CIRC can only belong to one task-force at a time, except agreed on differently by the st. minor involvement in other task-forces is allowed, yet the main work should be done for the assigned task-force.

IV – ELECTIONS

- (1) the common elections procedure for the speaker team applies.
- (2) 1. the ST is elected once per year one month before the spring agora.
2. the term of the ST lasts for one year.
- (3) the term of the elected ST starts right after the election committee has announced the results of the elections.
- (4) the task force officers are appointed by the ST and elected by simple majority. the task officers shall have a term of one year.
- (5) 1. members of a task force can decide to dismiss an officer by simple majority. in case of draft, the speaker (or vice-speaker) has the casting vote. the ST should be informed in time before the draft in order to inform AIRC properly.
2. in this case, an interim officer will be appointed by the ST.
3. in case there are no objections from the members of the task force, the interim officer will fulfill his/her task until the end of the term. any objections are to be discussed by ST with the respective task force.

4. WORKING FORMAT OF THE DATA PRIVACY COMMITTEE

April 2018

I. Mission

- (1) The Data Privacy Committee (DPC) is a committee of AEGEE-Europe created to support the association's path to compliance with the General Data Protection Regulation (GDPR).
(2) Their main task is to research solutions in order to advice bodies that should implement changes to comply with the GDPR

II. Members

1. The DPC consists of current or former AEGEE members who have expertise or want to acquire some in the field of data privacy, privacy law or IT systems.

2. The DPC consists of 5 to 10 members plus the appointed CD member. The DPC is coordinated by the Speaker and the Vice-Speakers and the CD member responsible for Data Privacy.
3. If the number of members of DPC is less than 5 an open call for new members can be issued by the Speaker team.
5. The application for membership of the DPC can be submitted no later than two weeks after the Open Call is issued. Applications are sent to the Comité Directeur, and are evaluated by the speaker team for approval or rejection. The Comité Directeur has to review and approve the decision of the speaker team. The applicant has to be informed of the decision within two weeks, including the reasons in case of rejection.
6. All the DPC members shall be subscribed to the GDPR-L mailing list as the official communication channel.
7. The members of DPC can propose a vote of confidence against one of their members. To approve the motion, the support of 2/3 of the members is needed. Before the voting, the person who is subjected to the vote of confidence has the right to argument against the vote of confidence. In case the vote of confidence is approved, the person is dismissed and an open call can be issued. If the person was in the Speaker team, new elections have to be conducted
8. Each member of DPC can propose changes to the Working Format; all the members of DPC have to ratify the changes. In case of objection(s), 2/3 of the members have to support the changes in order to be adopted.

III. Structure and Tasks

1. Tasks of the Speaker team:

- 1) To coordinate the work of the DPC and to ensure the right allocation of human resources.
- 2) The Speaker team announces the dates of online meetings and presents the agenda.
- 3) Decisions are taken by simple majority. The CD responsible member has also a voting right. The Speaker has a casting vote, in case of tie
- 4) The CD-member inside DPC is responsible for the communication between the DPC and the Comité Directeur.
- 5) The CD-member inside DPC maintains the overview of the actions of the DPC and connects the outcomes of the research to the bodies in charge of the implementation.
- 6) Minutes have to be taken during meetings and published within a week on GDPR-L.
- 7) The Vice-Speaker can take over the Speaker tasks whenever needed.

2. Tasks of the DPC:

- 1) Create an overview of data flows
- 2) Establish a register of processing operations
- 3) Develop a data breach protocol including a register of data breaches
- 4) Develop processing agreements contracts for third parties
- 5) Explore the possibilities of how to obtain the necessary consent of members of AEGEE antennae to gather and process their data by AEGEE-Europe.
- 6) Other questions relevant for the implementation of the GDPR

IV. Elections

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

4. WORKING FORMAT OF THE EVENTS QUALITY ASSURANCE COMMITTEE

November 2016

I. MISSION

(1) The Events Quality Assurance Committee (E.Q.A.C.) is a committee of AEGEE-Europe

that is attached to the Comité Directeur. Its aim is to improve the quality and impact of all the events listed in the Calendar of Events of AEGEE-Europe.

(2) That can be achieved by assisting, supporting, and training event organisers of local or European events of AEGEE-Europe and by leading the assessment and evaluation process before and after each European or AEGEE Event.

II. MEMBERS

(1) The E.Q.A.C. consists of members with significant knowledge and experience in organising events.

(2) Following an open call detailing the available positions, the Comité Directeur appoints the members of the E.Q.A.C., after receiving feedback on the applications by the members of the Committee.

(3) The mandate of the members lasts for one year, starting no later than a month of the Autumn Agorae

(4) The EQAC is coordinated by the Speaker and assisted by an Advisor. The SPEAKER is selected by the new appointed members, Advisor is nominated by CD appointed members under the proposal of former members of the committee. These two figures must be selected no longer than a month after the beginning of their mandate.

(5) Unanimous approval is required for any change in this working format.

(6) 1 An appointed Comité Directeur member is also member of the E.Q.A.C. 2 She/he is an observer and has no voting rights

(7)

1 The E.Q.A.C. meets online once every two weeks.

2 During the time between the meetings, the EVCOM-L is used for communication between the members of the E.Q.A.C. .

(8)

1 Members of the E.Q.A.C. are introduced to the members of the Network Commission.

2 A strong cooperation is established between each member of the E.Q.A.C. and the respective Network Commissioner.

III. STRUCTURE AND TASKS

(1) The tasks of the E.Q.A.C. are to:

a) Evaluate the Event Assessment Forms and make sure it is filled in and sent by the AEGEE local two months prior to the event it is planning to organise.

- b) Maintain active communication with the contact person of the AEGEE local that is planning to organise the event by giving him/her feedback, helping and supporting him/her
- c) Evaluate the events by making sure the Event Evaluation Form is filled in and sent in by the AEGEE local not later than one week after the event finished, and share this document with the E.Q.A.C. and appointed Comité Directeur member.
- d) Conduct evaluation of the events based on the feedback received from participants and organisers.
- e) Give feedback to the organizers of the event and help them to develop themselves, if requested.
- f) Suggesting the appropriate measures, in case an event has failed to meet the standards of quality.
- g) Moderate the AEGEE-EVENT-L mailing list;
- h) Hosts a website, which includes the calendar of events, downloadable info materials for event organisers, and other relevant information;
- i) Publish the AEGEE events newsletter on its website.
- j) Provide the Members Portal page of the E.Q.A.C. with regular updates.
- k) Report to the Agora the work progress and findings of the E.Q.A.C.

(2) The E.Q.A.C. creates and updates whenever necessary:

- a) Quality indicators for the European and AEGEE events.
- b) The “Event Assessment Form” for organisers of European and AEGEE Events.
- c) The “Event Evaluation Form” for organisers of European and AEGEE Events.
- d) Other relevant guidelines.

(3) The Speaker of the E.Q.A.C. has the following tasks:

- a) Coordinate the work of the E.Q.A.C. and provide the appointed Comité Directeur member with information about the E.Q.A.C. activities, except the notice of an event approval, postponement or rejection.
- b) Prepare and present the activity report of the E.Q.A.C. Should the Speaker for any reason be unable to attend the Agora, the members of the E.Q.A.C. will agree between themselves on who will represent the Committee;
- c) Announce the dates of online meetings and present the agenda.

(4) The E.Q.A.C. has a Public Relations Responsible that:

- a) Is appointed not later than one month after the new team is selected.
- b) Updates and operates the website and other profiles of E.Q.A.C. in other websites.
- c) Increases the awareness and the visibility of E.Q.A.C.

(5) The Advisor of the E.Q.A.C. has the following tasks:

- a) Help the work of the E.Q.A.C. and provide the advices connecting to the working process in the Committee, such a communication with locals, event approval and evaluation, any PR and content management issues.
- b) The Advisor have the same right as a member of the committee except the votings and assessing the events.

IV. ELECTIONS

The common elections procedure for the Speaker Team applies.

5. WORKING FORMAT OF THE HUMAN RESOURCES COMMITTEE

November 2018

I- CODE OF CONDUCT

(1) 1 The Code of Conduct is a set of work rules agreed upon members of the Human Resources Committee. 2 The Speaker Team ensures the awareness of the Code of Conduct of all members by discussing it at the beginning of each term in the first general meeting. 3 The Code of Conduct can be changed at the beginning of the term by consensus among the members. 4 The Code of Conduct shall be part of the Knowledge Transfer for new members.

1. Be dependable, recognizing the commitment and responsibility to your volunteer assignment(s).
2. Accept assignment(s) consistent with your interest, motivation, abilities, and available time. In case of changes, the member should communicate shortcomings or need for help as soon as possible to other members and the Speaker Team.
3. Accept assignment(s) with the willingness to improve them and learn by proactively seeking training and materials.
4. Accept constructive feedback from Speaker Team, project leaders and co-members in order to do the best job possible. Provide constructive feedback in respect of common feedback rules and the intention to empower others.
5. Respect all confidential information.
6. Attend the monthly HRC meetings. If attendance is not possible, an explanation has to be provided to the Speaker Team and minutes must be read. If the member fails to attend more than 2 times in a row, the Speaker Team can decide after individual assessment on the membership status.
7. Communication with other AEGEE bodies requires the awareness of the Speaker Team by putting hrc@aegee.org in CC and the use of a common HRC signature.
8. Representation of HRC at events must not be taken for granted and requires the awareness of the Speaker Team. It demands preparation by the highest standards of quality. Workshops or training sessions have to be prepared at least one week before the actual event and have to have received feedback by other committee members.

II- MISSION

(1) 1 The Human Resources Committee (HRC) is a supporting committee of AEGEE-Europe. 2 It was created by the decision of Autumn Agora 2011. 3 The mission of the HRC is to support and educate the Network of AEGEE in the field of Human Resources Management (HRM/HR). HRC coordinates the implementation of a tailored HR cycle according to the needs of AEGEE and assists any antennae and European Bodies in need of guidance. Through Internal Education, HRC ensures that individual new

members who enter AEGEE receive all necessary skills and knowledge to rise inside the Network in any positions they wish to. Finally, HRC brings value to the AEGEE Network by providing mentoring and guidance to the locals and European Bodies, and supporting them in creating a sustainable and effective working atmosphere inside their teams.

(2) 1 It consists of AEGEE members, who have expertise or want to acquire some in different fields of Human Resources. 2 The Committee works on different projects, activated and supervised by the Speaker Team and the appointed Comité Directeur (CD) member.

(3) The role of the HRC is internal and does not entitle it to act independently towards the stakeholders of AEGEE, unless it is granted with that permission.

III - MEMBERS

(1) Members of HRC are subscribed to HRC-L mailing list (hrc-l@lists.aegee.org);

(2) 1 The board is responsible to send the open call to ANNOUNCE-L for new supporters or members upon internal need.

2 The board decides upon the selection of membership applications. 3 There are three different types of members connected to the committee.

- Observers
 - Observe in chosen communication channels decided by the Speaker Team
 - Do not have voting rights, cannot run for Speaker Team
- Supporters
 - Fulfill supporting tasks for the projects according to their interests and capabilities
 - Job-shadow HRC members to learn about responsibilities inside the committee
 - Potential members of HRC; can be promoted to a member upon Speaker Team's approval
 - Do not have voting rights, cannot run for Speaker Team
 - Need training and guidance before conducting tasks
 - The Vice-Speaker is responsible for communicating with them
- Members
 - Work in one or multiple projects as a member or leader
 - Can run for Speaker Team
 - Have voting rights
 - Are put on official communication channels

4 Speaker Team can make an exception from this structure of membership. 5 New full members of the Committee must be announced in HRC-L within the 3 days after their approval.

(3) The board may decide to terminate the membership of a person in case this person acts against the principles of AEGEE or the HRC, or in case his/her presence is not constructive and is not expected to become such.

(4) 1 Members of HRC lose their membership status and accordingly their voting rights, if they do not exercise their voting rights at board elections. 2 If the member does not act according to the Code of Conduct, Speaker Team can decide upon individual assessment to expel the member from the committee. (5) 1 Members that lost their membership status can re-apply to become members. 2 In case of reapplying, a former member of the Committee can become a supporter, not a member immediately.

(6) 1 Each member of HRC can propose changes to the Working Format. 2 The members of HRC have to ratify the changes. 3 In case of objection(s), 2/3 of the members have to support the changes in order to be adopted.

IV – STRUCTURE AND TASKS

(1) The structure of the HRC consists of a Board and members.

(2) 1 The HRC Board consists of up to three elected members and one appointed CD member. 2 The CD member has no voting rights. 3 The board takes decisions based on the principle of consensus.

(3) The Board positions are the following:

- Speaker
- Up to two Vice-Speaker
- One appointed CD member

(4) The Board has following responsibilities to carry out:

- Draft and evaluate an Activity Plan
- Overall management of the Committee;
- Ensure communication with the Network and other bodies;
- Store knowledge and conduct Knowledge Transfer to other board;
- Supervision of members and their activities;
- Compile Activity Reports before every Agora.

(5) 1 The Speaker is the main responsible for the well-functioning of the Committee. 2 The Vice-Speakers act in the name of the Speaker, in cases of absence of the Speaker.

(6) After forming a new board, the board should update the Working Format. (7) 1 Board members can be dismissed on the basis of a 2/3 majority decision by HRC members. 2 Dismissed board members have to be replaced within one month following the announcement of the dismissal.

(8) 1 The Speaker Team together with the members drafts, at the beginning of their term, an Activity Plan for the upcoming year. 2 The Activity Plan will be carried out in projects.

(9) 1 Each project is led by one member of HRC who is responsible for the performance and the fulfilment of the project. 2 Supervision is conducted by Speaker team of HRC.

(10) Before summer holidays, each Project leader is responsible for creating a follow-up report and submit it to the Speaker team of HRC.

V - ELECTIONS

The common procedure of the elections applies.

6. WORKING FORMAT OF THE INFORMATION TECHNOLOGY COMMITTEE

May 2015

I - MISSION

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

(2) ¹It consists of AEGEE members who have expertise or want to acquire some in different fields of Information Technology. ²Divided into different task-forces, we manage and develop the IT infrastructure of AEGEE-Europe.

II - MEMBERS

- (1) Members of ITC are the people subscribed to ITC-L.
- (2) The Board is responsible to approve membership applications.
- (3) The Board may decide not to approve or to terminate the membership of a person in case it acts against the principles of AEGEE or ITC, or in case its presence is not constructive and is not expected to become such.
- (4) ¹Members of ITC lose their membership status and accordingly their voting rights, if they do not exercise their voting rights at Board elections. ²The Board has the right make exceptions to this rule.
- (5) Persons that lost their membership status can reapply to become members.
- (6) ¹Each member of ITC can propose changes to the working format. The members of ITC have to ratify the changes. ²In case of objection(s), $\frac{2}{3}$ of the members have to support the changes in order to be adopted.

III - STRUCTURE AND TASKS

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

(a) IT-related tasks:

- (i) ITC Board: coordinates ITC Teams, holds the communication flow with other AEGEE bodies and IT bodies of other associations.
- (ii) ITC Mail Team: it is responsible for the mail server(s) of AEGEE that serves the @aegee.org e-mail addresses and the mailing lists.
- (iii) ITC Head Office Team: administers Head Office servers, computers, infrastructure of the head office of AEGEE-Europe.
- (iv) ITC Server Admins Team: administers the Servers of AEGEE-Europe.
- (v) ITC myAEGEE Team: administers myAEGEE intranet and provides support to its users.
- (vi) ITC Online Membership System Team: developing and supporting the future IT system.
- (vii) Other:
 - 1) Supporting other AEGEE bodies, projects, events, or activities with IT services on a per-project basis
 - 2) Assess and manage the IT budget of AEGEE
 - 3) Write Documentation for the IT systems

(b) Other non-IT-related tasks:

- (i) Human Resources
 - 4) New members
 - 5) Current members

- 6) Online Trainings
- 7) Information Technology European School
- (ii) Public Relations
 - 1) European Level Newsletter
 - 2) ITC website
- (iii) Discussion forum
 - 1) Internet Governance
 - 2) Data privacy

(2) The Speaker Team consists of three elected members: one Speaker and two Vice-Speakers.

(3) The ITC Board consists of the Speaker Team and one appointed Comité Directeur member. The appointed Comité Directeur member has no voting rights.

(4) Rules for the Board:

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

(b) The Speaker is responsible for the well-functioning of the Committee.

(c) The Speaker, together with the appointed Comité Directeur member are responsible for the communication with IT entities of other organisations.

(d) Task Division is performed among the Board after the elections.

(e) ¹After performing the task division, the Board should update the working format. ²The members of ITC have to ratify the changes. ³In case of objection(s), $\frac{2}{3}$ of the members have to support the new working format in order to be adopted.

(f) The Vice-Speakers act in the name of the Speaker, in cases of absence of the Speaker.

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

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

(i) The Board takes decisions based on the principle of simple majority. In the case of a tie, the Speaker has the casting vote.

(j) ¹The Board is responsible for managing the information needed to run the committee. ²It is responsible for keeping this information safe to the ones that only need it. ³Board passwords should be changed at least once per term.

(k) The Board holds the responsibility of compiling the activity report of the Committee before every Agora.

(i) The Board has to place an open call for reports from all the Teams of the Committee.

(ii) Each Team should individually report to the Board.

(iii) The Board should include in the activity report the names of the people that form the Teams of the Committee, including the ones that are administrating servers or have access to private data.

IV - ELECTIONS

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

7. WORKING FORMAT OF THE PUBLIC RELATIONS COMMITTEE

June 2018

1 | MISSION

(1) The Public Relations Committee (PRC) is a supporting committee of AEGEE-Europe and was installed by the Agora Istanbul.

(2) 1. Its mission is to support the AEGEE Network in the fields of public relations, internal and external communication and general promotion. 2. It creates, keeps and develops communication strategy of AEGEE-Europe, and within AEGEE Network monitors the fulfillment of set internal rules regarding public relations. 3. It also serves as a knowledge and resources provider in its respective fields.

(3) It consists of motivated and potential members with some knowledge and experience in the related fields ready to develop further.

(4) The role of the PRC is internal and does not entitle it to act independently towards the stakeholders of AEGEE.

2 | STRUCTURE

2.1 Speaker Team

Main responsibilities of the structures of PRC and a proper functioning and operation of the Committee. They represent PRC towards AEGEE.

2.1.1 Tasks

- To coordinate the work of the PRC and to ensure the right allocation of human resources.
- The Speaker is responsible for the preparation and presentation of the Activity Report of the PRC.
- The Speaker announces the dates of online meetings and presents the agenda.
 - Decisions are taken by simple majority.
 - The Speaker has a casting vote, in case of equal voting.
- The Vice-Speaker is responsible for the human resources management within the PRC.
 - The Agenda of the Speaker team meeting has to be published 3 days before the day of the meeting and members can give feedback on it.
 - The Speaker team should take these comments into consideration before taking decisions during the meeting.
- The appointed Comité Directeur member is responsible for the communication between the PRC and the Comité Directeur.
- The appointed Comité Directeur member maintains the overview of the actions of the PRC and recommends new fields of involvement on the European level.

- A member of the Speaker Team takes minutes during meetings and publishes them within a week on PRC-L.
- This task can be delegated to any other member present during the meeting.
- The Vice-Speaker can take over the Speaker's tasks whenever a significant need will appear.
- The Speaker team is responsible for contacting members and updating the members list within one month before the elections.
 - Speaker Team has to send their Activity Plan to PRC-L within one month after the announcement of election results.
 - Members are allowed to give feedback. The Speaker Team has to take received feedback into consideration before finalising the activity plan.
- In the beginning of its term, the Speaker team decides which task force teams are needed in order to fulfill the activity plan or to ensure that the PRC mission is accomplished.
 - The Speaker Team issues an open call and chooses the coordinators and members of specific task force teams among the PRC members within one month after the announcement of election results.
 - At least one task force should be formed per term.
- A knowledge transfer period of one month will be induced directly after the elections in which the outgoing and the newly elected Speaker Teams will be working together.

2.2 Moderators

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

2.2.1 Tasks

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

2.3 Advisory Members

- (1) The Advisory Members consist of previously experienced member of PRC
- (2) The role of Advisory Members is to consult the Speaker Team on general questions related to work of the committee and individual cases, that are difficult to solve within the members of the current team.
- (3) The Advisory Members will arrange feedback sessions to the Speaker Team about the work of the Committee at least once in two months.

2.4 Members

- (1) The PRC consists of members that must carry a valid membership of an AEGEE Antenna or Contact-Antenna.
- (2) It is being coordinated by the Speaker Team that consists of one Speaker, one Vice-Speaker and an appointed Comité Directeur member.
- (3) The PRC consists of specific task-force teams. Each member have to be in at least one specific task-force team.
- (4) 1. The application for membership of the PRC can be submitted at any time to the Speaker Team, which is responsible to approve or reject applications. 2. The applicant has to receive a decision within 2 weeks. 3. At least one of the members of the Speaker Team, or in default, 4. An application may be rejected in case the applicant does not possess a basic experience in the field of PR or is anticipated not to have enough time or commitment to actively involve into PRC activities.
- (5) The subscribers of the PRC-I mailing list are members of the PRC.
- (6) 1. The membership lasts for one Speaker Team term, although a membership can be terminated by the Speaker Team in case the member does not take up any task during six months of membership or is acting against the principles of AEGEE. 2. The membership can be renewed after confirmed interest by the member.
- (7) Members that have lost their membership or cancelled it can reapply for it.
- (8) 1. The members can start a vote of confidence against individual members of the Speaker Team. 2. To start the motion, the support of 1/3 of the members is needed. 3. This should be expressed on the PRC-L mailing list with a formal email. 4. If the respective member of the Speaker Team will not receive more than 50% of votes in favour, he/she will be automatically dismissed and new elections for the vacant position will be conducted.
- (9) 1. Each member of PRC can propose changes to the Working Format; the members of PRC have to ratify the changes. 2. In case of objection(s), 2/3 of the members have to support the changes in order to be adopted.
- (10) If a member of the Speaker Team will show no communication for a period of at least three weeks, he/she will be considered to have resigned and new elections for the vacant position will be conducted. This paragraph does not apply in case the respective member of the Speaker Team has given notice prior to his/her absence.

2.5 Task Forces

PRC is divided in different teams which all of them are focused in an important PR topic. The aim is to distribute the work and use all the potential of our members in an area. In that way being a member of PRC is not only being on the mailing-list, but actively contributing to the work of PRC. Each member of PRC must be at least in one team.

2.5.1 Visual Identity Team

Tasks & Duties

- Actively participate in the working process
- Accept, reject and help with the logos for the locals and European Bodies.

- Developing materials in VI for the locals and European Bodies on their request.
- Communicate with locals and european Bodies according network distribution of locals between members of the team.
- Solving doubts / helping the network regarding the Visual identity usage.
- Giving feedback to other teams if their materials are according to VI if needed
- Check if locals are following the Visual Identity on regular basis
- Check if locals are following the Visual Identity on regular basis
- Sharing good examples and tips of using VI (in collaboration with Social Media Team);
- Make VI-check before spring Agora and give feedback to locals afterwards.
- Accepting, rejecting and helping with the logos for the locals and European Bodies (see paragraph 1).

Criteria

- Participation in the regular meetings of Visual Identity Team (attend at least $\frac{2}{3}$ meetings a year).
- In one month give feedback least to $\frac{2}{3}$ of proposed logos of locals and European Bodies
- Share ideas and templates of different materials with the network via PR resources on the Members Portal
- Making Introduction in fb groups of networks. Keep updated the list of PR-responsible of locals and European bodies and make them follow Instagram and FB page of PRC
- Giving recommendations on requests from locals and European Bodies
- Giving opinion to locals if their material follows VI and give recommendations for future materials (at least 5 locals per month)
- Providing Social Media team with a list of possible posts about tips and examples of good VI usage
- Providing ST with VICheck results to be presented during Spring Agora
- Giving feedback to locals two months after VICheck results are announced

2.5.2 Social Media Team

Tasks & Duties

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

Criteria

- Participation in the regular meetings of the team (attend at least $\frac{2}{3}$ meetings a year). Working in a task at least once a week. Working in a task at least once a week.
- Preliminary media plan for next month should be created 1 week after meeting of the team. Define categories of posts (ex.: VI examples, SMM tips, Members introduction, Q&A), create templates and hashtags for categories. Appoint responsible person from Social Media Team members for each post;
- Make at least 3 posts a week (Asking for feedback from the other teams before posting original content)
- Make at least one PR related repost/survey/article from external pages per three weeks
- Making at least one post per month announcing the open-call. Making as clear as possible that the application is open for the whole year
- Sharing tips with board members from the locals responsible for PR.
- Giving recommendations for future materials Q&A Facebook chat with locals.
- Before the end of the team propose possible changes in Social Media Guidelines

2.5.3 Design Team

Tasks & Duties

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

Criteria

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

2.5.4 AEGEE Fair Team

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

Tasks & Duties

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

2.5.5 Team 5

Team 5 is taking care of the general overview of the AEGEE-Europe channels of Communications. Recommending changes for increasing the image of the tools the members of the association are using. Provide support to AEGEE-Europe bodies that are dealing with the official publications.

Tasks & Duties

- Websites update (in collaboration with CD)
- Create a strategy of general PR of the network for externals, new members, current members
- Communication and support with Key to Europe, The AEGEEAN and other AEGEE-Europe bodies that are dealing with the official publications.

Criteria

- Finding and editing or contacting with responsible bodies.
- Guidelines for PR of Locals, Events, Projects
- Giving recommendations for future materials, Q&A

3 | ELECTIONS

- (1) The common procedure of the elections of the Speaker Team applies.
- (2) The Speaker and Vice-Speaker are being elected once a year within one month before Autumn Agora.
- (3) Every member of the PRC can run for the position of either the Speaker or the Vice-Speaker.
- (4) The elected members take their place in the Speaker Team immediately after the announcement of the voting results.

8. COMMON PROCEDURE OF THE ELECTIONS OF THE SPEAKER TEAM

May 2015

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

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

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

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

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

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

(5) ¹The Elections Committee should send an open call for votes. ²The voting session lasts one week. ³The Elections Committee should provide the instructions to vote. ⁴Members have as many votes as there are positions in the Speaker Team. ⁵Each member can give up to one vote to each candidate. ⁶The elections are valid if $\frac{1}{3}$ of the members have cast their vote. ⁷The Elections Committee may decide to prolong the deadline for voting only in case the quorum has not been reached.

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

WORKING GROUPS

1. WORKING FORMAT OF THE CIVIC EDUCATION WORKING GROUP

November 2018

GENERAL RULES

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

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

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

MEMBERS

(1) The Working Group consists of one Coordinator, one Policy Officer and up to maximum six members.

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

(3) Among the members of the Working Group, a Vice Coordinator is chosen by a $\frac{2}{3}$ majority of the Working Group. In case the Coordinator can not fulfill their tasks, the Vice Coordinator takes over.

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

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

- (6) An AEGEE member can only be a member of one Working Group.
- (7) The Working Group coordinator can appoint one or more assistants to assist the Working Group in a specific area of its work. The assistants do not have decision-making powers within the Working Group.

PROGRESS

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

TASKS

- (1) The Coordinator leads and supervises the work of the Working Group. S/he has the following tasks:
 - (a) Coordinating the work of the Working Group members
 - (b) Supporting the Policy Officer with his/her external representation tasks
 - (c) Preparing and presenting the Activity Plan, interim Activity Report and final Activity Report towards the Agora
 - (d) Setting the dates and agendas for online and live meetings
 - (e) Facilitating internal communication among the Working Group members
 - (f) Keeping track of the progress and tasks of the Working Group members, and sending deadlines if necessary
 - (g) Maintaining active communication with the Comité Directeur and other relevant bodies of AEGEE-Europe
- (2) The appointed Comité Directeur responsible maintains the overview of the actions of the Working Group
- (3) The Policy Officer defines the position of AEGEE-Europe on the Focus Area. S/ he has the following tasks:
 - (a) Regular communication with the Coordinator
 - (b) Researching the opinion of AEGEE-Europe's members on the Focus Area
 - (c) Writing the official position of AEGEE-Europe on the Focus Area, which has to be approved by the Agora
 - (d) Representing the official position towards external parties
 - (e) Keeping the overview of relevant external developments and information that are related to the Focus Area
 - (f) Providing the necessary background information towards the Working Group members
- (4) The regular Working Group members have the following tasks:
 - (a) Regular communication with the Coordinator
 - (b) Supporting the implementation of the Working Group Activity Plan
 - (c) Supporting the implementation of the Action Agenda objectives
 - (d) Promotion of the Working Group and Focus Area in the Network.
- (5) The regular Working Group members can fulfill one or several of the following roles: Secretary, PR responsible, Content Manager, Action Agenda responsible, External Communication responsible
 - a. Tasks of the Secretary are the following: preparing the agenda for the regular meetings, sending summary after the meetings and taking care of the administrative tasks of the Working Group with the support of the Coordinator.
 - b. The PR responsible coordinates the promotion of the activities and materials of the Working Group and coordinates the work related to the social media platforms of the Working Group.

- c. The Content Manager is responsible for the development of the workshop materials and guidelines connected to the activities of the Working Group. S/he also keeps track of the available materials and cooperates with the AEGEE-Academy regarding the materials.
- d. The Action Agenda responsible is responsible for the collection of the activities carried out by the Working Group connected to the Action Agenda objectives.
- e. The External Communication responsible supports the coordinator and the Policy officer in the communication with external partners, keeps a clear overview about external partners and researches new possible partners, who could support the work of the Working Group.

DECISIONS

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

RESIGNATION OR DISMISSAL

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

1. WORKING FORMAT OF THE EQUAL RIGHTS WORKING GROUP

November 2018

I-GENERAL RULES

1. The mandate of the Working Group starts on the 1st of August and lasts until the 31st of July of the following year.
2. The main aim of the Working Group is to work on fulfilling the thematic aims of the Strategic Plan and the objectives included in the Action Agenda.

II -MEMBERS

1. The Working Group consists of one Coordinator, one Policy Officer and up to a maximum of six members.
2. One of the members holds the position of the Secretary-General of the Working Group. Secretary-General is also the Vice Coordinator of the Working Group. In case the Coordinator cannot fulfil their tasks, the Secretary-General takes over.
3. The Coordinator after consulting the Secretary-General can appoint an assistant to support the Working Group in a specific area or with a particular task(s). The term of the assistant cannot exceed the term of the Working Group for which they worked.
The Coordinator of the Working Group is elected by the Spring Agora taking place before the new term starts. In case there is no one elected for this position, the Comité Directeur appoints an Interim Coordinator. This decision has to be approved by the upcoming Agora.
4. The other members of the Working Group, including the Policy Officer, are chosen by the Coordinator and approved by the Comité Directeur. The appointment should be approved at the latest one month before the Action Agenda comes into force.
5. The members of the Working Group must represent at least four different AEGEE locals.
6. An AEGEE member can only be a member of one Working Group.

III - WORK EVALUATION

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

IV - TASKS

IV.I - The Coordinator leads and supervises the work of the Working Group. They have the following tasks:

- (a) Coordinating the work of the Working Group members
- (b) If the assistant is appointed supervising their work
- (c) Supporting the Policy Officer with they external representation tasks
- (d) Setting the dates and agendas for the live meetings

- (e) Preparing and presenting the Activity Plan, interim Activity Report and final Activity Report
- (f) Keeping the track of the progress and tasks of the Working Group members
- (g) Maintaining active communication with the Comité Directeur and other relevant bodies of AEGEE-Europe

IV.II - The Secretary-General is the main responsible for organising the daily work of the Working Group. They have the following tasks:

- (a) Supporting the Coordinator with their tasks and maintaining the regular communication with them
- (b) As a Vice Coordinator stepping in case the Coordinator cannot fulfil their duties
- (c) If the assistant is appointed supervising their work
- (d) Communicating with the relevant AEGEE-Europe bodies concerning the fulfilment of the Action Agenda and the tasks of the Working Group
- (e) Setting the dates and agendas for online and live meetings
- (f) Preparing and presenting the Activity Plan, interim Activity Report and final Activity Report
- (g) Keeping the track of the progress and tasks of the Working Group members

IV.III - The appointed Comité Directeur responsible maintains the overview of the actions of the Working Group

IV.IV - The Policy Officer defines the position of AEGEE-Europe in the Focus Area. They have the following tasks:

- (a) Regular communication with the Coordinator
- (b) Researching the opinion of AEGEE-Europe's members on the Focus Area
- (c) Writing the official position of AEGEE-Europe on the Focus Area, which has to be approved by the Agora
- (d) Representing the official position towards external parties
- (d) Keeping an overview of the relevant external developments and information that are related to the Focus Area
- (f) Providing the necessary background information towards the Working Group members

IV.V - The regular Working Group members have the following tasks:

- (a) Regular communication with the Coordinator
- (b) Supporting the implementation of the Working Group Activity Plan
- (c) Supporting the implementation of the Action Agenda objectives
- (d) Promoting the Working Group and Focus Area
- (e) Creation of materials related to the Focus Area for locals and European bodies
- (f) Developing and delivering sessions and workshops on the Focus Area

V - DECISIONS

Decisions about the functioning of the Working Group are taken by simple majority, with the quorum of at least half the number of the Working Group members. In case of a tie, the Coordinator has the casting vote. The assistant does not have decision-making powers within the Working Group.

1. Changes to this Working Format have to be ratified by the absolute majority of the Working Group members with upholding the quorum of at least half the number of the Working Group members.

VI - RESIGNATION OR DISMISSAL

1. A Working Group member/assistant can resign by submitting an official resignation to the Working Group Coordinator, including the reason/motivation behind the decision.
2. The Coordinator can resign by submitting an official resignation towards the Comité Directeur, including the reason/motivation behind the decision. Before doing so, the Coordinator has to inform their Working Group members.
3. A Working Group member/assistant, excluding the Coordinator, can be nominated for dismissal by any other member, for which a reason has to be provided. The nominated Working Group member/assistant has a week to argue against the nomination, after which an anonymous voting is held among the Working Group members. The voting is supervised by the Comité Directeur responsible or, if the Comité Directeur responsible is unavailable,
 - a. a member of the Juridical Commission. A 2/3 majority is needed for the member to be dismissed.
4. In case a Working Group member/assistant does not respond to any request for contact for a period of two weeks without having notified the Coordinator that they will be absent and not able to respond, they are automatically nominated for dismissal and given one week to explain the reason(s) for the lack of contact. The same voting procedure as for a regular dismissal applies.
5. If the interim Activity Report of the Working Group is not approved by the Agora, the Coordinator is automatically dismissed.
6. In case of resignation or dismissal of the Coordinator, the Comité Directeur will send out a new Open Call for the role of Coordinator.
7. In case of resignation or dismissal of a Working Group member/ assistant (including the position of the Policy Officer), the Coordinator can send out an Open Call for a new member.

1. WORKING FORMAT OF THE YOUTH DEVELOPMENT WORKING GROUP

November 2018

GENERAL RULES

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

MEMBERS

- (1) The Working Group consists of one Coordinator, one Policy Officer and up to maximum six members.
- (2) The Coordinator of the Working Group is elected by the Spring Agora taking place before the new term starts. In case there is no one elected for this position, the Comité Directeur appoints an eligible member.
- (3) Among the members of the Working Group, a Vice Coordinator is chosen by a $\frac{2}{3}$ majority of the Working Group. In case the Coordinator can not fulfill their tasks, the Vice Coordinator takes over.
- (4) The other members of the Working Group, including the Policy Officer, are chosen by the Coordinator and approved by the Comité Directeur. The final selection has to be made and approved latest one month before the term of the Working Group starts.
- (5) The members of the Working Group must represent at least four different AEGEE locals.
- (6) An AEGEE member can only be a member of one Working Group.

Working Group assistants and taskforces

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

PROGRESS

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

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

TASKS

- (1) The Coordinator leads and supervises the work of the Working Group. S/he has the following tasks:
- (a) Coordinating the work of the Working Group members
 - (b) Supporting the Policy Officer with his/her external representation tasks
 - (c) Preparing and presenting the Activity Plan, interim Activity Report and final Activity Report towards the Agora. In case the coordinator cannot be present during the Agora, the coordinator will appoint someone to do the presentation.
 - (d) Setting the dates and agendas for online and live meetings
 - (e) Facilitating internal communication among the Working Group members
 - (f) Keeping track of the progress and tasks of the Working Group members, and sending deadlines if necessary
 - (g) Maintaining active communication with the Comité Directeur and other relevant bodies of AEGEE-Europe
- (2) The appointed Comité Directeur responsible maintains the overview of the actions of the Working Group
- (3) The Policy Officer defines the position of AEGEE-Europe on the Focus Area. S/he has the following tasks:
- (a) Regular communication with the Coordinator
 - (b) Researching the opinion of AEGEE-Europe's members on the Focus Area
 - (c) Writing the official position of AEGEE-Europe on the Focus Area, which has to be approved by the Agora
 - (d) Representing the official position towards external parties
 - (e) Keeping the overview of relevant external developments and information that are related to the Focus Area
 - (f) Providing the necessary background information towards the Working Group members
- (4) The regular Working Group members have the following tasks:
- (a) Regular communication with the Coordinator
 - (b) Supporting the implementation of the Working Group Activity Plan
 - (c) Supporting the implementation of the Action Agenda objectives
 - (d) One or several of the following specific tasks:
 - (i) Promotion of the Working Group and Focus Area
 - (ii) Creation of materials related to the Focus Area for locals and European bodies
 - (iii) Developing and delivering trainings on the Focus Area in cooperation with the AEGEE Academy

DECISIONS

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

RESIGNATION OR DISMISSAL

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

PARTNER ASSOCIATIONS

1. WORKING FORMAT OF THE AEGEE-ACADEMY

May 2018

I. IDENTITY OF AEGEE-ACADEMY

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

II. STRUCTURE OF AEGEE-ACADEMY

- (1) AEGEE-Academy has 3 general board members, speaker, secretary and treasurer. Other board members can be elected. Their tasks are being agreed upon during the first board meeting.
- (2) There are 3 types of membership: junior trainer, trainer and alumni. For either of these membership position, the applicant is required to be an AEGEE member, have experience as trainer, share the values of AEGEE-Academy and develop themselves further on the field of non-formal education.
- (3) The relevant experience required for the position of junior trainer is:
 - (i) a minimum of 10 hours of experience in delivering educational activities (inside or outside of AEGEE) if you have attended a TNT by the Academy (or equivalent training course for trainers by another organization) or
 - (ii) a minimum of 20 hours of experience in delivering educational activities if you have not attended a training course for trainers for the position as junior trainer.
- (4) The relevant experience required for the position of trainer is:
 - (i) a minimum of 60 hours of experience in delivering educational activities (inside or outside of AEGEE) if you have attended a TNT by the Academy (or equivalent training course for trainers by another organization) or
 - (ii) a minimum of 70 hours of experience in delivering educational activities if you have not attended a training course for trainers for the position as junior trainer.
- (5) For the position of alumni the member is required to be a retired trainer (no longer active in trainings within AEGEE, for a year or more, but still willing to contribute) and have experience of being a training manager in a ES, TNT or a

similar training event outside AEGEE at least once. Alumni members have no voting rights.

- (6) As an addition to these membership types, AEGEE-Academy recognizes observers - Candidate trainers. Candidate trainers are AEGEE members interested to join AEGEE-Academy, who don't fulfil the requirements stated in paragraph (3) in order to become junior trainers, thus are not members of AEGEE-Academy. Candidate trainers don't have voting rights, but they can actively participate in the internal work of AEGEE-Academy, like being part of an executive team, attend live or virtual meetings and share their opinion.

III. TASKS OF AEGEE-ACADEMY

- (1) AEGEE-Academy:
- (i) organises relevant training events that answer the needs of the network
 - (ii) provides AEGEE Locals with trainers upon request;
 - (iii) provides opportunities to AEGEE members motivated to become trainers;
 - (iv) supports its trainers to improve their training competences.
- (2) Members of AEGEE-Academy:
- (i) elect the Board from amongst the members of AEGEE-Academy according to the procedure set in AEGEE-Academy's House Rules;
 - (ii) draft the Activity Plan of AEGEE-Academy;
 - (iii) attend (virtual) meetings of AEGEE-Academy;
 - (iv) hold training sessions in the AEGEE Network;
 - (v) contribute to the AEGEE-Academy Database;
 - (vi) are in the list of Academy Trainers (in case they hold the status of junior trainer, trainer or alumni);
 - (vii) can be mentor of a candidate or junior trainer (in case they hold the status of trainer or alumni).
- (3) The board of AEGEE-Academy:
- (i) drafts the internal task division of the board together with the CD appointed member before the start of their term;
 - (ii) keeps the budget updated;
 - (iii) decides on all the requests for reimbursement;
 - (iv) represents AEGEE-Academy to external organisations;
 - (v) secures that the regulations set by Data Privacy Policy Statement of AEGEE-Europe and General Data Protection Regulation of European Union law are handled.
- (4) The following list of tasks and functions describes the responsibilities of the board. The following division is indicative and can change at any time.
- I - Speaker
- coordinating the AEGEE-Academy board;
 - representing AEGEE-Academy towards partners in and outside the network, communication with externals;
 - responsible for internal communication and related tasks;
 - creates agendas for board meetings and the GMM.
- II - Secretary
- main responsible for the official board e-mail address;
 - announces General Members Meetings on mailing list;
 - takes minutes during meetings and disseminates them to boardies and/or members (when relevant);
 - main responsible for communication with the AEGEE-Academy members;

- main contact person for contact with CD (through the CD appointed person).

III - Treasurer

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

IV - Human Resources Coordinator

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

IV. RELATION WITH COMITÉ DIRECTEUR

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

V. TRAINING EVENTS

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

trainers of AEGEE. Like the European Schools, it is organised and coordinated by AEGEE-Academy, in collaboration with a hosting local. The content is fully developed by AEGEE-Academy, through a team of trainers selected by its board, possibly also involving trainers from the training departments of other youth organisations in partnership with AEGEE.

- (4) European Training Course: European Training Course (ETC) is organised by the Comité Directeur in collaboration with AEGEE-Academy. It is a training, among others, on advocacy and leadership related to the European bodies of AEGEE. The aim is to develop the competences of the participants on a) how AEGEE functions when it comes to advocacy towards the European institutions and youth-led policy development and b) leadership, as in the skills, knowledge and attitudes related to taking an active role in the European dimension of AEGEE. The two core bodies collaborating in the coordination of the event are doing so due to their respective expertise in the related content and methodology.
- (5) For the term of 2018-2019, at least 3 mini-ESs will be organised.

VI. INTERNAL MEETINGS

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

VII. DECISION MAKING

- (1) AEGEE-Academy is a partner organisation of AEGEE-Europe and therefore needs to make common decisions among its members. Decisions can be taken during Monthly Open Meetings (minor) or during the General Members Meeting (major).
- (2) Each member of AEGEE-Academy has one vote. The vote can be delegated to another member of AEGEE-Academy via written permission sent to the board. Each member can hold maximum of three proxy votes.
- (3) The following matters are subject to internal ratification, and have to be approved by a $\frac{2}{3}$ majority:
 - (i) Activity Plan
 - (ii) Activity Report
 - (iii) Discharging of board members
 - (iv) Financial Report
 - (v) Working Format
 - (vi) proposals submitted on behalf of AEGEE-Academy
- (4) If not ruled otherwise in this Working Format, all internal decisions are taken by absolute majority.

VIII. FINANCIAL COMPENSATION/REIMBURSEMENTS

- (1) Financial Contribution from AEGEE-Europe
 - (i) In order to facilitate the work of AEGEE-Academy, a budget is provided by the Financial Director on an annual basis. General rules regarding reimbursement can be found in the Financial Rules of the CIA.
 - (ii) When planning the upcoming financial year and budget, the CD appointed member coordinates with the Comité Directeur the

amount of money needed to ensure the smooth functioning of AEGEE-Academy taking into consideration the budget of the previous year, total money spent and the necessity of trips in the upcoming year.

- (iii) Based on the budget proposal by AEGEE-Academy, the CD appointed member negotiates the final budget with the Financial Director, and reports the respective decision of the Comité Directeur to AEGEE-Academy.
 - (iv) One month after their election, the board, in cooperation with the CD appointed member, proposes a budget division for internal use, specifying the amounts of money to be spent on training events and internal meetings. This budget division is regarded as a guideline for the approval of reimbursement requests.
- (2) Reimbursement Requests
- (i) Before a training event takes place the trainer or the trainers team should submit the travel costs of the trainer(s) to the board of AEGEE-Academy, not later than 4 weeks before the event takes place. The cheapest possible option should be chosen. The trainer(s) are obliged to follow the Financial Rules of AEGEE-Europe stated in CIA.
 - (ii) Upon receiving a request for reimbursement, the board is expected to state their decision to the applicant within 1 week.
 - (iii) In order to be eligible for reimbursement, the trainer or the trainers team needs to submit a training report, which includes summary of the content, schedule, evaluation and outcomes of the training event. Also, the handouts of the sessions need to be shared with the participants and the board.
 - (iv) Upon approval of the training report by the board the amount of the final reimbursement is decided. A maximum of 200 euro can be reimbursed to each person. In cases of training events with more than one trainer, the amount allocated for the event will be equally distributed to the trainers team.
 - (v) The board has the right to reject or reduce reimbursements or reimbursement requests if the requesting member has failed to comply with reporting or other obligations set for the event they attended.

IX. KNOWLEDGE TRANSFER

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

X. END OF MANDATE

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

new board will be elected. Until the new board is in office, the interim board is responsible for the administration of AEGEE-Academy.

XI. VALIDITY AND REVISION OF THIS WF

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