## CONTENTS

Each text is bookmarked and could be reached on mouse click.

### SHORT GUIDE

**COMITÉ DIRECTEUR**
- 1. Working Format of the Comité Directeur

### COMMISSIONS

- 1. Working Format of the Mediation Commission
- 2. Working Format of the Network Commission
- 3. Working Format of the Audit Commission
- 4. Working Format of the Data Privacy Commission
- 5. Working Format of the Juridical Commission

### COMMITTEES

- 1. Working Format of the Action Agenda Coordination Committee
- 2. Working Format of The AEGEEan
- 3. Working Format of the Corporation and Institutional Relations Committee
- 4. Working Format of the Events Quality Assurance Committee
- 5. Working Format of the Human Resources Committee
- 6. Working Format of the Information Technology Committee
- 7. Working Format of the Public Relations Committee
- 8. Working Format of the Sustainability Committee
- 9. Working Format of the Strategy Committee
- 10. Common Procedure of the Elections of the Speaker Team

### WORKING GROUPS

- 1. Civic Education Working Group
- 2. Equal Rights Working Group
- 3. Youth Development Working Group

### PARTNER ASSOCIATIONS

- 1. Working Format of the AEGEE-Academy
SHORT GUIDE

to the Working Formats Compilation

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

This compilation is a separate document to the General Rules for two reasons. Firstly, because all Working Formats that you can find here have a high internal relevance within the respective body. Secondly, because this compilation can be updated at any time, namely when a body changes its working format. This allows the bodies to have an updated document where they can check their rules and therefore gives them more flexibility.
Enjoy reading!
Article 1: Working Rules
(1) The current Comité Directeur consists of six 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 and hire employees.
(4) Each assistant or employee is supervised by one of the members of the Comité Directeur, depending on the nature of his/her tasks.
(5) Every member of the Comité Directeur is required to be proactive, responsible and supportive towards the Network.

Article 2: Task Division
(1) The following task division is indicative and can change at any time.

I – President – Daniël Amesz
Coordination of the external representation of AEGEE-Europe;
Responsible for the European Commission, the European Parliament, the Council of Europe, the European Youth Forum;
Legal representative and coordination of Operational Grant;
SMASH responsible;
PEGAP (Under Pressure) responsible;
Mediation Commission and Data Privacy Commission responsible;
Advisory board & Liaison Office responsible;
Election Observation Mission responsible;
Advisory council member of FATF;
Support and management of the work of the Comité Directeur of AEGEE-Europe.

II – Interim Secretary General –
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.
III – Financial Director – Refik Barış Özçelik  
Administration of the finances of AEGEE-Europe; 
Management of the bookkeeping, financial reports, budgets of the association, 
Control of the expenditures and reimbursements; 
Budgeting of the European Bodies; 
Coordination and establishment of corporate partnerships; 
Responsible for Board of European Students of Technology (BEST); 
Treasurer of Foundation AEGEE Trust Fund; 
AEGEE Social Responsibility Fund Responsible; 
Responsible for the Audit Commission.

IV – Vice-President & External Relations Director – Alvaro Gonzalez Perez  
Coordination of the external relations of AEGEE-Europe; 
Coordination of the external representation of AEGEE in the European Youth Forum, Life-long Learning Platform, European Movement International, Erasmus+ coalition and l'Association des amis de Franck Biancheri; 
Coordination of the policy & advocacy work of AEGEE-Europe; 
Coordination of the work of the policy officers 
Responsible for Erasmus+ Institutional Fundraising; 
Responsible for Corporate Fundraising; 
ECMA, DIVE (finished) responsible; 
Responsible for EaP+, ERWG, Y Vote (finished), LiG, POLIG, AEGEE-Academy, CIRC 
Responsible for impact assessment; 
Board member of Foundation AEGEE Trust Fund;

V – Network & HR Director – Oksana Prokopchenko  
Keeping an overview of the AEGEE Network and updating relevant databases; 
Responsible for the Network development in cooperation with NetCom; 
Responsible for the Human Resources of AEGEE-Europe; 
Responsible for the internal communication IT infrastructure development of AEGEE-Europe; 
Reviewing the knowledge management and knowledge transfer frameworks; 
Responsible for Calendar of Events in cooperation with EQAC; 
Responsible for Network Commission, ITC, HRC, EQAC and CIRC

VI – Projects Director – Hanna Alajõe  
Responsible for European Solidarity Corps; 
Responsible for non-Erasmus+ Institutional Fundraising; 
Action Agenda fulfilment responsible; 
Responsible for Europe On Track and Summer University; 
Supporting the implementation of the secretariat strategy of AEGEE-Europe; 
GENDERS, MEMS, CESCY, YEP, DISCO, MINT responsible 
Responsible for YDWG, GEIG, LGBT+ IG, SEIG, StC, SC
VII – Communications Director – Batuhan Çarıkçı
Coordination of the internal and external communication channels of AEGEE-Europe;
Supporting the internal communication IT infrastructure development of AEGEE-Europe;
Coordination of the marketing strategy development of AEGEE-Europe;
Creation and supervision of the content on AEGEE-Europe’s communication channels;
Supporting the IT of AEGEE-Europe;
Supporting the coordination and establishment of corporate partnerships;
Responsible of AEGEE Day, CEWG, MIGR, PRC, The AEGEEan

Article 3: Board meetings
(1) Board meetings take place on Tuesday between 12:00 and 13:00.
(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 a discussion on the mailing list or the Slack workspace 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) If a CD member is not present at the board meeting, but has prepared and would like to cast their vote, they can delegate their specific vote to another CD member, who is present.
(5) Board meetings on Tuesdays start with so called "round of highlights" attended by all the members of the headoffice, i.e.: CD members, CD assistants and employees.
(6) 1 Board meetings are moderated by the members of Comité Directeur. 2 The moderator role rotates per week.
(7) In case there are no urgent topics, CD can decide to cancel the board meeting.
(8) Taking the minutes rotates between all CD members.
(9) Follow up of the board meeting:
a). All CD members commit to their assigned tasks;
b). The person taking the minutes sends 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 Vice-President ensure that all the members of the Comité Directeur are fulfilling their tasks;
(10) 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 4: Daily rounds
(1) Daily rounds can be called for when necessary by any member of the Comité Directeur.
(2) The purpose of daily rounds is to make the urgent decisions if 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 with a proposed time and date to be approved by the rest of CD.

(4) 1 Daily rounds are facilitated by the person who proposed the daily rounds.

**Article 5: Online voting**

(1) 1 For the efficiency of the board meeting and the ability to make quick decisions at any time, CD can initiate an online vote in the dedicated slack channel. 2 The online vote holds the same binding power as a regular vote.

(2) The same quorum is required as in regular board meetings.

(3) 1 Online voting is meant for items that are considered not controversial within CD or for when sufficient discussion has already taken place. 2 When a discussion still arises, the item is moved to a board meeting.

**Article 6: Other CD meetings**

(1) In case a topic requires a longer discussion than the board meeting allows 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.

**Article 7: Tasks management**

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

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

**Article 8: Office rules**

(1) To ensure a productive workspace, talking in the office is kept at a low volume.

(2) 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 advice other than stated in sub (2) he/she shall ask the rest of the Comité Directeur for their opinion first.

(3) Calendar: each member of the Comité Directeur shall put their appointments in the CD calendar.

(4) 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 9: Days off**

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

(2) 1 A member of the Comité Directeur is entitled to 2 official days off per month. 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 10: Cleaning**

(1) House cleaning shall count as working time.
(2) Cleaning schedule is provided by the house responsible: BCA
(3) A person, responsible for cleaning according to the cleaning schedule, shall pay 5 euros fine, if he/she does not fulfill cleaning task.
(4) The money is used for common house activities, such as team building, common dinner or maintenance of the house.
(5) A 5-euro debt can be compensated by fixing broken things in the house or cooking dinner for everyone.

**Article 10: Communication channels**

(1) CD@aegee.eu and the Slack workspace are considered as the official communication channels of the Comité Directeur.
(2) Off-topic communication can take place through a ‘Spam’ telegram group, that is not mandatory to join.
1. Working Format of the Mediation Commission

Agora Enschede, May 2012

I - General Rules for the Mediation Commission

The 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.  The Mediation Commission should pay attention to the following general rules:

1. The Mediation Commission is supposed to keep the lowest profile in order to minimise the harm to AEGEE-Europe caused by its findings.
2. The Mediation Commission is expected to strive for an amicable settlement among the parties involved before considering further actions, serving as mediator.
3. The Mediation Commissioners as well as the other bodies of AEGEE-Europe contacted by the Mediation Commission during its investigation are obliged to keep strict discretion about available information regarding the cases currently under consideration, but only if it is not part of the decision to be published according to n. 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. 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. The appointment as Case Shadower will be terminated at latest within 2 weeks after the case is closed.
9. 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. A 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.
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. The Mediation Commission informs the Ordinary Members concerned by registered letter, followed by any other proper way of communication, the requesters and all other people involved in the case by normal letter, or any other proper way of communication, at least two weeks before the meeting about the request for a sentence and the details of the procedure to follow.
2. The logistical means have to be provided by the Comité Directeur (snail mail, fax, phone).

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

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

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

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

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

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

8. 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.
9. The appointment as Case Shadower will be terminated at latest within 2 weeks after the case is closed.

9. 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.
A 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

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

(i) Advisory:
Principles to be considered for decisions of the Mediation Commission:

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

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

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

2 WORKING FORMAT OF THE NETWORK COMMISSION

June 2018

I. IDENTITY OF THE NETWORK COMMISSION

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 teamwork, reminding Network Commissioners of their duties, and facilitating internal communication;

f. administers 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. administers 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 luridicum 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 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. SubCommmies 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. 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.
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 mail group (juridical@aegee.eu) and other means of distance communication.
(2) The Juridical Commission meets online, when finds it necessary. The online meeting is convened by the President when 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 and assistants to assist with its work.
5. WORKING FORMAT OF THE DATA PRIVACY COMMISSION

November 2019

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

I. TASKS

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

II. DECISION MAKING

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

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

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

2. The ACT consists of members that must carry a valid membership of an AEGEE Antenna or a Contact Antenna.
3. The ACT consists of a maximum of 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.
4. If the number of members of ACT is less than 11, an open call for new members can be issued by the Speaker team.
5. 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.

6. 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.

7. All the ACT members should be subscribed to the ACT-L mailing list as the official communication channel.

8. 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 of rejection, 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.

9. 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.

10. 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.

11. 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

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.

12. 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

IV. ELECTIONS

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

2. WORKING FORMAT OF THE AEGEEAN

| VISION |
1. The AEGEEan is a supporting committee of AEGEE-Europe and was reintroduced as Committee by the Autumn Agora Catania 2017.

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

1.3) In order to be able to fulfil its tasks in the most effective manner, The AEGEEan has defined three general guidelines that are kept in mind with the publishing of all
articles:
~ The AEGEEan aims at informing for all that is newsworthy in and outside of our Network.
~ The AEGEEan aims at being critical without being harmful.
~ The AEGEEan aims at showing different perspectives while remaining impartial.

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

2 | MEMBERS

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

The Speaker Team positions are the following:
- **Editor-in-Chief**
- **Vice-Editor-in-Chief**

One appointed Comité Directeur member

The tasks of the Editor-in-Chief are:
- Publishing articles.
- Coordinating the team.
- Setting regular team meetings.
- Representing the magazine externally.
- Submitting articles that go into the AEGEE Newsletter.

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

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

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

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

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

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

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

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

3 | **STRUCTURE AND TASKS**

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

- The AEGEEan informs the members of our Network about successful events, thematic activities, different insights of statutory events, cooperations between locals, the external representation to stakeholders, and all that is newsworthy in and outside of our Network.
- The AEGEEan rewards the members of our Network by giving specific accreditation to members and locals that have remarkably contributed to the common goals.
- The AEGEEan promotes the most impactful or big events, the work of European bodies (such as thematic and organisational supportive bodies) of AEGEE-Europe, the work of Comité Directeur and providing spotlight for candidates of different positions.

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

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

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

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

(3.6) No pictures with copyright will be used without a very clear reference to the source. In case this rule is not respected or the source doesn’t provide authorized property, the journalist of the article and the Editor-in-Chief will share responsibilities.
4 | POLICY ON REMOVING / RESIGNATION OF POSITIONS

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

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

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

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

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

5] ELECTIONS

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

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

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

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) 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.

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

(4) The speaker team (ST) is responsible to send the open call to announce-l for new members upon internal needs and decides upon the selection of membership applications.
   a. new members must be announced in CIRC-l within three days after their approval.

(5) 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.
   a. the ST has the right to make exceptions to this rule.

(6) Each member of CIRC can propose changes to this working format.

(7) The members of the CIRC have to ratify the changes.

(8) In case of objection(s), ⅔ of the members of the CIRC has to support the changes in order to be adopted.

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

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

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

(12) The candidate with the second biggest amount of votes is elected as vice-speaker.

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

(14) Every task force is assigned an officer with a coordinating roles. They act in the name of the speaker in cases of his/her absence.

(15) A ST member can be dismissed with a ⅔ majority by the members of the circ.

(16) elections for the new speaker team have to take place within one month from the announcement of the dismissal.

(17) The ST takes decisions based on the principle of simple majority. In case of a tie, the speaker has the casting vote.

(18) The ST has to place an open call for reports from all the task forces. The ST should include in the AR the names of the people that form the task forces.
(19) Changes to this working format must be ratified by a ⅔ majority.

(20) 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 ⅔ 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 EVENTS QUALITY ASSURANCE COMMITTEE

November 2019

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 organisers of European Events, AEGEE Events and AEGEE-Europe Events and by leading the assessment and evaluation process before and after each event.

II. MEMBERS
(1) The 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 E.Q.A.C. is coordinated by the Speaker and assisted by a Vice Speaker. The Speaker and the Vice Speaker are selected by the newly appointed members. These
two figures must be selected no later than a month after the beginning of their mandate.

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

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

(7) The E.Q.A.C. meets online regularly. During the time between the meetings, the mailing list is used for communication between the members of the E.Q.A.C.

(8) A strong cooperation is established between E.Q.A.C. and Network Commission.

III. STRUCTURE AND TASKS

(1) The tasks of the E.Q.A.C. are to:
   a) Evaluate the Events drafts based on the assessment criteria decided by the members of the Committee, and approve Events on MyAEGEE system;
   b) Maintain active communication with the contact person of the AEGEE local that is planning to organise the event, by helping and giving feedback and support;
   c) Evaluate the events by following the procedure decided by the members of the Committee;
   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) Suggest the appropriate measures, in case an event has failed to meet the standards of quality;
   g) Publish the AEGEE Events on social media channels;
   h) Report to the Agora the work progress of the E.Q.A.C.

(2) The E.Q.A.C. creates and updates whenever necessary:
   a) Quality indicators for the European Events, AEGEE Events and AEGEE-Europe Events;
   b) The Event Assessment Criteria for organisers of European Events, AEGEE Events and AEGEE-Europe Events;
   c) The Event Evaluation Criteria for organisers of European Events, AEGEE Events and AEGEE-Europe Events;
   d) Other relevant guidelines.

(3) The Speaker team of the E.Q.A.C. has the following tasks:
   a) Coordinates the work of the E.Q.A.C. and provides the appointed Comité Directeur member with information about the E.Q.A.C. activities;
   b) Prepares and presents 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) Announces the dates of online meetings and presents 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 members of the Committee are selected;
   b) Updates and operates social media channels;
   c) Increases the awareness and the visibility of E.Q.A.C.
IV. ELECTIONS
The common elections procedure for the Speaker Team applies.

5. WORKING FORMAT OF THE HUMAN RESOURCES COMMITTEE

November 2018

ABSTRACT
This Working Format (I) describes how we work. Our vision (II) and mission (III) and the projects (IV) we are working on. We expect a certain behavior as described in our Code of Conduct (V). As a member (VI) you work either in a project team (VII) or in the board, called the Speaker Team (VIII). The Speaker Team term is organized in a timeframe (IX). This timeframe includes a recruitment plan (X), onboarding plan (XI), live meeting plan (XII) and an Agora plan (XIII), concluding with elections (XIV), following a knowledge transfer (XV) for the new Speaker Team.

The terminology used within this Working Format is explained in vocabulary (XVI), which, if you understand all, you can use for commenting, or updating according to the guidelines (XVII)

I - INTRODUCTION TO THE WORKING FORMAT
(1) .1. The Working Format is a set of work rules agreed upon by the members of the Human Resources Committee (short: HRC) .2. The purpose is to inform and maintain an efficient and effective way of working .3. The rules are not bounding in a sense that it restricts you from exceptions or creative solutions when necessary .4. Although, when exceptions are made, it should be discussed and agreed within the Committee on the basis of consensus .6. In this way, the Working Format ensures a long term sustainable structure for HRC.

(2) .1. The Speaker Team ensures the awareness of the Working Format of all members by sharing it at the beginning of their term .2. The Speaker Team will set a meeting at the beginning of their term to discuss the Working Format .3. Each member of HRC can propose changes to the Working Format .4. The members of HRC have to ratify the changes .5. In case of objection(s), a qualified majority should be in favor of the changes .6. After discussing the Working Format, every member of the Committee should cast a vote, either ‘in favor’ of the Working Format or ‘against’. .7. The Working Format will be accepted when a qualified majority of all members is ‘in favor’ of it .8. The Working Format shall then be operative during the term of the Speaker Team .9. The Secretary of HRC informs the Juridical Commission of AEGEE-Europe with the updated Working Format .10. The Working Format shall be part of the Knowledge Transfer for new members.

II - VISION
1. In the Human Resources Committee of AEGEE-Europe, we believe every person has the potential to do the extraordinary, and we strive to get the maximum potential out of every AEGEE member. .2. Our slogan is therefore; “Squeeze your potential"
III - MISSION
.1. The Human Resources Committee runs HR related projects supporting the members of AEGEE. .2. It was created by the decision of Autumn Agora 2011, for the purpose of having more focus on our volunteers and their needs. .3. The projects in HRC serve the strategic plan of AEGEE-Europe, either directly as a project itself, or indirectly as part of a project. .4. The projects aim to improve the AEGEE members’ Ability (can you do it), Motivation (want to do it), and Opportunity (organization letting you do it), and the support in the semiannual Agora. .5. The reasoning behind this categorization is based on the A,M,O model of Appelbaum et al. 2000.

IV - PROJECTS
(1) .1. Project overview

<table>
<thead>
<tr>
<th>Ability</th>
<th>Motivation</th>
<th>Opportunity</th>
<th>Agora</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can you do it</td>
<td>Want to do it</td>
<td>Letting you do it</td>
<td>support</td>
</tr>
<tr>
<td>2. HR Cycle</td>
<td>4. AEGEE-Spirit</td>
<td>6. EB support</td>
<td>8. Agora Experience</td>
</tr>
</tbody>
</table>

(2) .1. The strength of the projects is the balance they have in the bigger picture, which means that deleting or changing a project should be carefully considered. .2. When a new idea for an activity comes up, it should first considered to be merged within the already existing projects.

(3) .1. The progress of the projects is updated in the so called ‘Masterfile’. .2. The Masterfile is a spreadsheet located in the main folder of the members of HRC. .3. When a new Speaker Team is installed, they will make SMART (Specific, Measurable, Accountable, Realistic, Time bound) objectives for their term. .4. In December the new project teams also makes their first SMART objectives for their term. .5. These objectives are added to the Masterfile in the teams pages (see the tabs in the bottom of the spreadsheet). .6. The objectives will include milestones, preferably based on the Live meeting and the two Agora’s. .7. The reached objectives are calculated as a percentage of the total amount of objectives a project team has. .8. The new members will be added to the project teams in the Masterfile. .8. The date of the next Committee meeting, project team meeting and Speaker Team meeting will be added to the Masterfile. .9. The objective percentage, current members, and meeting date is written in the project page, as well as the general overview (preferably linked). .10. The project supervisor is responsible for a correct use of the Masterfile.

V - CODE OF CONDUCT
General goal: The goal of being a member of HRC is to learn, to grow and have fun while developing AEGEE and it’s members.

1. **It is of the highest importance that a member of AEGEE should feel safe and respected by its fellow members. A member who does not feel accepted by its fellow members should be able to talk to the safe person in complete discretion.**

2. **Be dependable, recognizing the commitment and responsibility to your volunteer assignment(s).**
3. 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.
4. Accept assignment(s) with the willingness to complete them. If necessary, by proactively seeking training and materials.
5. Accept constructive feedback from Speaker Team 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.
6. Respect all confidential information. This includes the GDPR rules.
7. Communicate clearly and respond regularly to your committee members.
8. Attend the monthly HRC meetings. If attendance is not possible, an explanation has to be provided to the Speaker Team and minutes are expected to be read.
9. Make time for at least one meeting a month for every project team you are in. In case you cannot attend a meeting, an explanation has to be provided to your project team.
10. If a member fails to attend the monthly meeting and/or the project meeting more than two times in a row without explanation, the Speaker Team can decide after individual assessment, on the membership status.
11. You will receive a monthly update via e-mail. It is expected that you read this e-mail.
12. 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.
13. Representation of HRC must not be taken for granted and requires the awareness of the Speaker Team. Organizing anything externally in the name of HRC demands preparation by the highest standards of expected quality.
14. It is expected that you read and follow the Working Format.

VI - MEMBERSHIP
(1) 1. Membership is for at least a year. 2. In October (around Autumn Agora) and April (Spring Agora) there is an Open Call for new members. 3. Because the exact dates of the Agora vary, and circumstances can change every year, the Speaker Team will decide the exact dates of the recruitment period and communicates these to the Committee.

(2) 1. Members
   i. Work in one or two projects; Exceptions can be made, but keep in mind that the more projects a member is in, the lower the average activity in each project team, which affects the project result and motivation of other project team members.
   ii. Are expected to transmit the knowledge they gained towards the new team members of their team.
      1. Documentation
      2. Knowledge transfer meeting
   iii. Can run for Speaker Team (board)
      iv. Have voting rights (except CD-appointed member)
          1. For Working Format
          2. For Speaker Team elections

.2. Technical necessities, arranged mostly by the Secretary:
   v. Are put on official communication channels
      1. Members of HRC are subscribed to HRC-L mailing list (hrc-l@lists.aegee.org)
vi. Are added to all documents on G-Suite
   1. Will get an aegee.eu email by filling in the following form of ITC: “Requesting for a G-suite (bei aegee.eu) account for individuals of a European Body”, and accepted the confirmation link within 48 hours. In case of problems they can contact ITC directly through a ‘report bug on MyAEGEE.
   2. Contact the Secretary if the member received an aegee.eu account, and then will be added to the HRC team drive as a content manager.

vii. Will be added to the HRC Members list (spreadsheet)
   viii. Their names will be added to the Masterfile (spreadsheet); In the overview and the project page(s) by the Project Supervisor.
   ix. Are added to the MyAEGEE body of HRC.
      1. Can apply as HRC visitor during Agora.
      2. There are three envoy positions for HRC at the Agora. These will be distributed with the Speaker Team, as representatives of the committee. If not all three envoy positions are fulfilled by the Speaker Team a member can apply as an envoy, after approval of the Speaker Team.

(3) Expel 
   1. If the member does not act according to the Code of Conduct, the Speaker Team can decide upon individual assessment to expel the member from the committee.
   2. Members of HRC lose their membership status and accordingly their voting rights, if they do not exercise their voting rights at board elections.
   3. Exception can be granted upon decision of the Speaker Team.
   4. The expelled member can re-apply at the next Open Call.

VII - PROJECT TEAMS
(1) Joining 
   1. Each project team preferably consists of at least two and not more than five members.
   2. In the introduction period, a new member can pick a project (or two) based on the members interest.
   3. A member is expected to stay at a project, at least, until next onboarding period.
   4. During each introduction period, the current members of a project can decide to switch between projects.
   5. If more than five members choose the same project, the current members of that project can decide first if they want to stay at the project, after that the current members who switch between projects can decide if they want to join that project, after that the new members of the Committee can decide if they would like to join that project.
   6. In case there are still more than five candidate members for a project, the Speaker Team decides based on consensus with the current and candidate project team members who will be added to the project team.

(2) Operative 
   1. The project teams are given as much freedom as possible in terms of their internal team structure and decision making.
   2. The project teams will set SMART objectives at the beginning of their term in December, after the new members are added to the project team.
   3. It is recommended that these objectives are written as minimal, measurable, milestones.
   4. These objectives will be shared in a Masterfile, giving an overview for the whole Committee.
   5. In June, the objectives will be reviewed together with the new members who joined the project team after spring recruitment.
   6. After new members are added to a project team, the current members are responsible for a proper knowledge transfer towards the new members (see chapter XV-Knowledge Transfer).

VIII - SPEAKER TEAM
1. The board is called the Speaker Team (short: ST). The Speaker Team consists of up to five elected members and one appointed Comité Directeur (CD) member. The Speaker is the main responsible for the well-functioning of the Committee. All the other Speaker Team members, except the CD member, are Vice-Speakers. The Vice-Speakers act in the name of the Speaker, in cases of absence of the Speaker. The CD member has no voting rights for the elections nor the working format in order to avoid a controlling top-down influence damaging the motivation of the members. The Speaker Team has a supporting role towards the project teams. A Speaker Team member (including CD) is allowed to be a member of one project. Within this project the normal rules apply for the Speaker Team member as any other project team members. The Speaker Team takes decisions based on the principle of consensus. The term of the Speaker Team is one year, and begins and ends after the Knowledge Transfer, by sending out an official announcement to the AEGEE-network.

2. Focus
   - The effort of the Speaker Team should be focused on recruitment, introduction and progress of the Project Teams, which is formalized in the Timeframe (see IX) and the following plans: Recruitment (see X), Introduction (see XI), Live meeting (see XII), and Agora (see XIII).
   - The Speaker Team roles, their main goal, expected skills, and an impression of their responsibilities are described below (see paragraph 4-9).
   - The Vice-Speaker positions are written in random order of importance.

3. All Speaker Team members
   - Are responsible for the well-functioning of the Committee
   - Store knowledge and conduct Knowledge Transfer to the next Speaker Team
   - Have at least one Speaker Team meeting every month
   - Are subscribed to the general mailing list ANNOUNCE-L

4. Technical necessities, arranged by the Secretary:
   - Are put on official communication channels
     - Are subscribed to the HRC board mailing list: hrc-board-l-lists.aegee.org
   - Are added to all documents on G-Drive
     - As manager to the HRC team drive
     - As manager to the HRC speaker team drive
   - Are added to MyAEGEE as 'circle admin' to the HRC Speaker Team circle
     - Can apply as one of the three envoys of HRC for the Agora, after agreeing within the Speaker Team on the basis of consensus.

4. Speaker
   - Main goal: Overall management of the Committee;
   - Expected skills; Soft: Leadership, Communication
   - Hard: MyAEGEE, G-Drive, Agora procedures
   - Responsibilities i.e.:
     - Chair at least once a month a meeting with the Speaker Team
     - The Working Format is evaluated and followed by the Committee
     - The Activity report is handed in on time (before Agora, by mail request of CD)
     - The Activity report is presented at the Agora
     - Coordinating a proper knowledge Transfer for the new Speaker Team
     - Evaluation talks with the members during the introduction month(s)
vii. General contact person for the Committee

(5) **Secretary**

Main goal: Internal communication / Overview;
Expected skills; Soft: Communication, reliability
Hard: MyAEGEE, G-Suite, Mailing List, Slack

Responsibilities:

i. Sending a monthly update
ii. Preparation of the monthly meeting and its minutes
iii. Logical organization of files in the Committee folder
iv. Arrange the technical necessities for the new members (see chapter VI)
v. Managing Agora-related issues (see chapter XIII)
vi. Setting up the HRC Speaker Team elections (see chapter XIV)
vii. Maintaining contact with ITC
viii. Co-preparing the presentation for new members at the Introduction month(s)

(6) **Public Relations Responsible (short: PR)**

Main goal: External communication / Visibility;
Expected skills; Soft: Creativity, enthusiasm
Hard: Visual Identity, Social Media

Responsibilities:

i. At least one online post a month through online communication channels
ii. Managing all social media platforms of HRC (e.g. Facebook) and incoming messages
iii. Promoting the Open Call for new members
iv. Promotion materials (including hoodies)
v. Maintaining contact with PRC
vi. Co-preparing the presentation for new members at the Introduction month(s)

(7) **Human Resources Responsible (short: HR)**

Main goal: Members growth / Team spirit;
Expected skills; Soft: Empathie
Hard: Trainer, Safe person

Responsibilities:

i. At least 2 trainings at the live meeting
ii. At least 1 online training or team building session between the Agorae
iii. Coordinating the introduction month
iv. Coordinating the live meeting
v. Safe person of the Committee
vi. Maintaining contact with AEGEE-Academy
vii. Moderator of the Online Escape Room at the Introduction month(s)

(8) **Project Supervisor**

Main goal: Project teams progress
Expected skills; Soft: Motivating, Organisation
Hard: Google Spreadsheet, Doodle

Responsibilities:

i. Make sure that all project teams have a meeting every month and put the
date in the Masterfile
ii. Having a status overview of every project team by being a member of every project’ chat group
iii. Efficient and effective working style of project teams
iv. Correct use of the Masterfile (see chapter IV-3)
v. Maintaining contact with NetCom
vi. Coordinating the newbies one-on-one chat at the Introduction month(s)

(9) **One appointed CD member**;
Main goal: HRC works in line with CD strategy
Expected skills; Soft: Empathy
Hard: HRC’s Working Format
i. Join at least one meeting between each Agora
ii. Support the Speaker Team of HRC
iii. Checks if the objectives of the project teams benefit the strategic plan of CD, and can suggest ways of implementing these.
iv. Does not have voting rights for the elections nor the Working Format

(10) **Dismissal**
1. Speaker Team members can be dismissed on the basis of a qualified majority decision by HRC members
2. The Juridical Commission will be asked for advice before the actual voting of ‘No confidence’ in order to make no mistakes in the right procedure
3. A dismissed or withdrawn Speaker Team member can be replaced upon decision of the Speaker Team
4. If the Speaker Team decides to replace the Speaker Team member, then Juridical Commission will be asked for advice for the right procedure.

**IX - TIMEFRAME**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>What</th>
<th>Responsible</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>1th of July</td>
<td>Elections</td>
<td>Secretary</td>
<td>See chapter XIV ; Elections</td>
</tr>
<tr>
<td>Before deadlines of Agora</td>
<td>Agora stuff</td>
<td>Secretary</td>
<td>See chapter XIII ; Agora Plan</td>
</tr>
<tr>
<td>31th of August</td>
<td>Knowledge Transfer</td>
<td>Speaker</td>
<td>See chapter XV ; Knowledge Transfer</td>
</tr>
<tr>
<td>30th of September</td>
<td>Vote on Working Format</td>
<td>Speaker</td>
<td>See chapter I ; Introduction of the Working Format</td>
</tr>
<tr>
<td>1th - 31th of October</td>
<td>Recruitment</td>
<td>PR</td>
<td>See chapter X ; Recruitment Plan</td>
</tr>
<tr>
<td>Before 30th of November</td>
<td>Introduction of newbies</td>
<td>HR</td>
<td>See chapter XI ; Introduction Plan</td>
</tr>
<tr>
<td>Before 31th of December</td>
<td>Make SMART goals</td>
<td>Project Supervisor</td>
<td>See chapter VII-8 ; Project Teams</td>
</tr>
<tr>
<td>Before the end of February</td>
<td>Live meeting</td>
<td>HR</td>
<td>See chapter XII ; Live Meeting plan</td>
</tr>
</tbody>
</table>
Before deadlines of Agora

<table>
<thead>
<tr>
<th>Before deadlines of Agora</th>
<th>Agora stuff</th>
<th>Secretary</th>
<th>See chapter XIII ; Agora Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1th - 30th of April</td>
<td>Recruitment</td>
<td>PR</td>
<td>See chapter X ; Recruitment Plan</td>
</tr>
<tr>
<td>Before 31th of May</td>
<td>Introduction of newbies</td>
<td>HR</td>
<td>See chapter XI ; Introduction Plan</td>
</tr>
<tr>
<td>Before 30th of June</td>
<td>Project team KT and objectives</td>
<td>Project Supervisor</td>
<td>See chapter XV ; Knowledge Transfer</td>
</tr>
</tbody>
</table>

Every month

<table>
<thead>
<tr>
<th>What</th>
<th>Responsible</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly committee meeting</td>
<td>Speaker</td>
<td>Chair the monthly meeting.</td>
</tr>
<tr>
<td>Monthly update</td>
<td>Secretary</td>
<td>E-mail with relevant information for the whole committee, including a Doodle for the monthly meeting.</td>
</tr>
<tr>
<td>Minutes</td>
<td>Secretary</td>
<td>Make sure minutes are made during the monthly meeting</td>
</tr>
<tr>
<td>Online post</td>
<td>PR</td>
<td>Use the online channels for making the work of HRC visible.</td>
</tr>
<tr>
<td>HR training</td>
<td>HR</td>
<td>Set up at least one online training between the Agora's. Excluding the Training during the introduction period and the live meeting.</td>
</tr>
<tr>
<td>Monthly project meeting</td>
<td>Project Supervisor</td>
<td>Make sure every project team has put in the Masterfile a date for a meeting</td>
</tr>
</tbody>
</table>

**X - RECRUITMENT PLAN**

1. The Speaker Team is responsible to announce the Open Call for new members two times a year, in October and April. 2. Depending on the Agora dates, these two months can be moved, in order to have maximum effective promotion at the Agora. 3. The recruitment period consists of a promotion phase, and a selection phase. 4. Within the Speaker Team, the responsibility of the promotion phase relies on the Public Relations responsible.

(2) General materials
i. HRC project overview.
ii. HRC application form;
   a. not in G-Suite but normal Google Drive, so everybody can apply more easily.
iii. HRC promotion materials
Copies of these will be stored in the Speaker Team drive.

(3) Promotion phase;
  i. Promotion at the Agora
     a. Poster at the Agora-fair
     b. Internal HRC announcement to spread the word
     c. Announce-L e-mail
  ii. Social Media
     a. A countdown to announce to upcoming Open Call
     b. A cover photo to share with the Committee and get every member involved
     c. Social media posts
     d. Message for online chat groups

(4) Selection phase
  1. The Speaker Team is responsible for a fair selection process.
  2. In order to have a fair selection process, the selection of applications will be based on an objective scoring system.
  3. The scoring of the new members will be done by the Speaker Team.
  4. For the scoring the Speaker Team makes use of a Selection overview spreadsheet.
  5. Each application will gain a score up to 10 points.
  6. Application with a score from 8 to 10 will be allowed to do up to two projects.
  7. Applications with a score from 6 to 7 will be allowed to do one project.
  8. The applications with a score from 0 to 5 are not accepted as a member of HRC.
  9. The score is used as guidelines, any deviation of the guideline is up to the decision of the Speaker Team.
 10. The scoring of the applications are as follows:
    i. HRC Recommend (1 point); You can give a point (1 point) as speakerteam when you know the candidate personally and would give a positive recommendation.
    ii. Antenna Credentials: An email is sent to the local board members of the person. 1 point for positive recommendation. 0 point for neutral or negative recommendation.
    iii. Effort: Effort is measured by the number of words in the application. More than 200 words (2 points). 100-200 words (1 point). 100 or fewer words (0 points).
    iv. Reasoning is subjective. Are the words well explained and without any mistakes or confusion in line with the HRC strategy (2 points). Some lack of qualitative explaining (1 point). Wrong reasoning (0 points).
    v. Project related experiences; did the person finish significant projects? (+1 point) + HR related experiences (+1 point).
    vi. Time available in intro session Doodle: 50% or more (2 points). 25%-50% (1 point). Less than 25% (0 points).

XI - ONBOARDING PLAN
(1) The Onboarding month is under the coordination of the HR responsible.
  2. For new members there are four sessions which they are expected to attend, namely; the intro presentation, the private chat with Speaker Team, the team building/training.
  3. The outline of the Introduction period is as follows:
    i. Welcoming email; Send out by the Secretary as soon as soon as the new members are selected, including a link for checking the time availability of the new members, and information about the technical necessities the new members need to arrange together with the Secretary (see chapter V-Membership).
    ii. Intro session (obligatory for new members); Preparation is done by the Secretary and the PR Responsible. It is under consensus decided within the Speaker Team who will present the intro session. It is preferred that the Speaker gives an opening speech.
iii. Private talk with Speaker Team (obligatory for all): The Project Supervisor will coordinate the talks with the new members to make sure they are fairly distributed in the project teams. The old members will have their talks with the Speaker or HR responsible.
iv. Online team building/training (obligatory for new members): The HR responsible moderates a workshop for team building and training purpose.
v. Welcoming postcard: The HR responsible sends out a postcard to all new members with a welcoming message.
vi. Official welcome mail: The Secretary announces the official acceptance of the new members as full members of HRC and in which project teams they are taking part.
vii. HRC Social Media announcement: The PR responsible announces the new members on Social Media towards the whole wide world.
viii. Mail towards network: The Speaker sends out a mail to ANNOUNCE-L, announcing the new members and the current projects we are working on and who is in those projects.
ix. First Project meeting: The Project Supervisor makes sure that the first meeting is about a warm welcome to the new members and reviewing the goal and objectives.

(2) Summary of responsibilities during the introduction month.
The responsibilities show a preferred distribution, although of course, exceptions can be made when necessary.

| HR | • Main coordinator of the onboarding month  
• Evaluation talk with old members  
• Online team building/training (obligatory for new members)  
• Welcoming postcard to all new members |
|---|---|
| Project Supervisor | • Private talk with new members  
• Make sure the first project meeting with new members are welcoming and about reviewing the SMART objectives |
| Secretary | • Welcoming email  
• Prepare intro presentation (with PR)  
• Official welcome mail |
| Speaker | • Opening speech in the intro presentation  
• Evaluation talk with old members  
• Mail towards network |
| PR | • Prepare intro presentation (with Secretary) |

**XII - LIVE MEETING PLAN**

(1) .1. The goal of the Live Meeting is to connect people and get to know each other better, while having fun and getting educated.
Since we are working online a live meeting helps to connect people and get to know each other better, while having fun and getting educated.

Sub goals:
In the end the Live meeting would be a balance between:
1. Team building  
   • The members should get to know each other
2. Progress of Projects
   - Each project team should have time for working on their objectives.
   - Each team should be able to present their work and get feedback from the whole committee by asking two questions to the other members.

3. Trainings
   - There should be at least two trainings during the live meeting
   - The trainings can be directly linked to the work in HRC but it's not necessary for all

4. Fun
   - Make sure people enjoy the live meeting and have FUN!

How?
1. Have one or two people that are responsible for the event.
2. Survey about the location (should be easy reachable and cheap for everyone to get there)
3. Find a date for live meeting (survey for all members), preferably at the beginning of the year (January, February)
4. Find and book a location in the city. Perhaps the antenna of the city can help.
5. Share all the information with the members and make it happen ;)

XIII - AGORA PLAN
(1) Goal .1. During the Agora a lot of AEGEE members are present. So we can use this to promote our projects and our committee.

(2) Deadlines

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
<th>Who</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agora Fair</td>
<td>Couple weeks before Agora</td>
<td>PR</td>
<td>The Public Relations Committee (PRC) will send an email with an application form. Discuss with the Committee what to do at the fair.</td>
</tr>
<tr>
<td>Applications</td>
<td>Couple months before Agora</td>
<td>Speaker</td>
<td>Chair will send an email when to write recommendations on MyAEGEE</td>
</tr>
<tr>
<td>Handing in Activity report</td>
<td>Couple months before Agora</td>
<td>Speaker</td>
<td>The CD will send an email with a form to hand it in.</td>
</tr>
</tbody>
</table>

(3) Spreadsheet for overview .1. Every project can apply to make a workshop, Progress meeting and have plenary time at Agora, which needs to be filled in on the Agora spreadsheet, located in the internal docs of the Google Drive .2. Additional the doc serves as overview who will attend Agora and what will be done during the fair.
(4) Team building. 1. The HR responsible prepares a team building activity which will be held during the Agora. 2. Moreover there should be at least one informal meeting of all HRC members, that are present at Agora.

XIV - ELECTIONS
(1) 1. The common procedure of the elections applies. 2. The Secretary of HRC will contact the Juridical Commission (short: JC) to start the procedures. 3. An Election Committee is formed to guide the election procedures by one JC appointed member and one HRC (old) member. 4. The (old) HRC member will not run for any position and will not be allowed to cast their vote. 5. The Secretary of HRC makes sure there is an updated ‘HRC Members list’ available, which is important for reaching the quorum for the elections. 6. A member is everyone who is appointed as member (including the Speaker Team) in the official members list of HRC. 7. The CD appointed member does not have voting rights (see VII-Speaker Team). 8. Every member can put themselves forward as a candidate, even if they are relatively new to the Committee. 9. The Secretary explains the roles and function of every position by sending an email referring to Chapter VII-Speaker Team of the Working Format, and a link to the old candidatures in the ‘Library (archive) > ‘Speaker Team candidatures’. 10. The election procedure contains the following phases; applications of the candidates, questions to the candidates, answers of the candidates, voting round, election result. 11. It is preferred that candidates have at least four days between the deadlines of each election phase, with seven days for the voting round. 12. All candidatures and Q&A from the elections are sent by e-mail in PDF at the end of every election phase by the responsible of the Juridical Commission. 13. These candidatures and Q&A are stored in the Library (archive) > ‘Speaker Team candidatures’ by the Secretary.

(2) 1. The new Speaker Team is officially in charge after the first Knowledge Transfer session of the Speaker Team (see XV). 2. After which an official announcement is made to the network and HRC itself announcing the new Speaker Team of HRC.

XV - KNOWLEDGE TRANSFER
(1) Knowledge Transfer (short: KT) of Speaker Team. 1. The Knowledge Transfer contains two sessions and a little homework assignment. 2. The Secretary makes sure the new Speaker Team members are added to all technical channels as written in VII-2. 3. Before the first session an email is sent by the old Speaker Team to HRC-BOARD-L@LISTS.AEGEE.ORG including:
   i. Congratulations
   ii. Setting dates for the sessions by asking for time availability
   iii. A homework task to make two comments on the Working Format
   iv. A homework task to make a personality test chosen by the old Speaker Team
   v. Adding the new Speaker Team to Technical necessities, arranged by the Secretary (see VII-3.2)

   3. The two sessions contain:
      - #1: A Knowledge Transfer session in the form of an interactive online KT Workshop.
      - #2: A one on one session with the old Speaker Team member with the same position. (fe. the old Secretary with the new Secretary).

   4. The content of the Knowledge Transfer is focused on:
• Managing expectations
• Goal setting, where to find everything, the Working Format, clear use of communication channels, knowing HRC's stakeholders, working successfully as a team.
• Knowledge transfer of Hard skills, as written in section VII-Speaker Team

(2) Knowledge Transfer of Project Teams
• A meeting
• Documentation

XVI - VOCABULARY

| New member | A member who did not have a first meeting with their project team yet and is not added to the G-Suite. |
|------------|-----------------------------------------------------------------------------------------------------------------
| Official members list of HRC | Is located in the G-Suite > internal documents. All the current members are written here |
| Masterfile | The project overview spreadsheet is located in the main folder of the HRC members drive. |
| Old- and new Speaker Team member | During the KT period we talk about new and old Speaker Team members. The new Speaker Team members are the newly elected members. The old Speaker Team members are the previous elected Speaker Team members. |

XVII - UPDATING GUIDELINES

(1) When writing in the Working Format, make sure you use the following typology:

Font: Arial 11
A sentence, which follows up with a new subparagraph, does not have to end with a dot

Every Chapter is written as ‘Heading 1’. It starts with a Roman letter, space, -, space, and the name of the chapter in capital letters and bold.
Example:

XIV - ELECTIONS

Every sentence or subparagraph starts with a number between two dots. Right after the second dot you can start writing.
Example: .1.Start .2.Next

Every Paragraph starts with a number between brackets, following a ‘tab’ before starting the numbering of the sentence. A Paragraph can have a title (not necessary), which is written after the paragraph number in Italic, preferably in one word
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) It consists of AEGEE members who have expertise or want to acquire some in different fields of Information Technology. Divided 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) Members of ITC lose their membership status and accordingly their voting rights, if they do not exercise their voting rights at Board elections. The Board has the right make exceptions to this rule.

(5) Persons that lost their membership status can reapply to become members.

(6) Each member of ITC can propose changes to the working format. The members of ITC have to ratify the changes. In case of objection(s), ⅔ of the members have to support the changes in order to be adopted.

III - STRUCTURE AND TASKS

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

(a) IT-related tasks:

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

(ii) ITC Head Office Team: administers Head Office servers, computers, infrastructure of the head office of AEGEE-Europe.

(iii) ITC Server Admins Team: administers the Servers of AEGEE-Europe.

(iv) ITC myAEGEE Team: administers myAEGEE intranet and provides support to its users.

(v) ITC Online Membership System Team: developing and supporting the future IT system.

(vi) Other:

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

(b) Other non-IT-related tasks:

   (i) Human Resources
       1) New members
       2) Current members
       3) Online Trainings
       4) 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) 1 After performing the task division, the Board should update the working format.
2 The members of ITC have to ratify the changes. 3 In case of objection(s), ⅔ 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 ⅔ 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) The Board is responsible for managing the information needed to run the committee. It is responsible for keeping this information safe to the ones that only need it. Board 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.

- The Board has to place an open call for reports from all the Teams of the Committee.
- Each Team should individually report to the Board.
- 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 2019

1 | MISSION

(1) The Public Relations Committee (PRC) is a supporting committee of AEGEE-Europe and was installed by the Agora Istanbul 2010.

(2) Its mission is to support the AEGEE Network in the fields of public relations, internal and external communication and general promotion. It creates, keeps and develops communication strategy of AEGEE-Europe, and within AEGEE Network monitors the fulfillment of set internal rules regarding public relations. 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 fulfil the activity plan or to ensure that the PRC mission is accomplished.
  - The Speaker Team issues an open call and chooses the coordinators and members of specific task force teams among the PRC members within one month after the announcement of election results.
  - At least one task force should be formed per term.
- A knowledge transfer period of one month will be induced directly after
the elections in which the outgoing and the newly elected Speaker Teams will be working together.

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

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

2.4 Members
(1) The PRC consists of members that must carry a valid membership of an AEGEE Antenna or Contact-Antenna.
(2) It is being coordinated by the Speaker Team that consists of one Speaker, one Vice-Speaker and an appointed Comité Directeur member.
(3) The PRC consists of specific task-force teams. Each member has to be in at least one specific task-force team.
(4) 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. The applicant has to receive a decision within 2 weeks. 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) 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. The membership can be renewed after confirmed interest by the
(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.
- Solve 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
- Sharing good examples and tips of using VI (in collaboration with Social Media Team);
- Make VI-check before spring Agora and give feedback to locals afterwards.

Criteria
- Participation in the regular meetings of Visual Identity Team (attend at least ⅔ meetings a year).
- In one month give feedback least to ⅔ 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 VI Check results to be presented during Spring Agora
- Giving feedback to locals two months after VI Check results are announced

2.5.2 Social Media Team

Tasks & Duties

- Actively participate in the working process
- Create a media plan for PRC social medias (Facebook, Instagram, PRC page on Members portal).
- Update Members Portal and Facebook page and Instagram of PRC according the media plan for PRC social medias
- Find, create and post PR related information (ranging from tutorials to news).
- 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
- Develop & updating the Social Media Guidelines

Criteria

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

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) Open call for new Speaker Team should be issued three weeks before the end of the term of the previous Speaker Team.
(4) Every member of the PRC can run for the position of either the Speaker or the Vice-Speaker.
(5) The elected members take their place in the Speaker Team immediately after the announcement of the voting results.
(6) In case one of the two positions remains vacant, any member of PRC can propose Speaker Team to reopen elections for another round. This can
only be done in case one of the two positions is vacant, or a member of Speaker Team resigns.

8. WORKING FORMAT OF THE SUSTAINABILITY COMMITTEE

November 2019

I - MISSION

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

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

II - MEMBERS

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

(2) Members of the SC are part of the communication channels and have access to the shared platforms.

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

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

(5) 1New members have 2 stages of membership inside of the SC:

   - Greenling
      a. New applicant for the SC;
      b. Has had an introductory meeting with one full member of the SC and receives guidance before conducting tasks in one Project Team; has attended at least one general members meeting
      c. Needs to become familiar with the SC, its working format, and general practices

Page 57
d. Does not have voting rights, cannot run for Speaker Team;

- Full member
  a. Belongs to at least one Project Team or is part of the Speaker Team;
  b. Is fully aware of the working format and general practices of the SC;
  c. Has attended at least 3 general members meetings;
  d. Can run for Speaker Team;
  e. Has voting rights;
  f. Can lead a Project Team.

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

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

(7) Members of the SC can lose their membership status and accordingly their voting rights, if they do not work on any tasks within three months. Members at risk of being expelled, need to be contacted by the Speaker Team at least four weeks before the exclusion becomes effective. The Speaker Team can grant an exception from this rule.

(8) Members that lost or cancelled their membership status can reapply to become members.

(9) Each member of the SC can propose changes to the working format. The members of the SC have to ratify the changes. In case of objection(s), at least 2/3 of the members have to support the changes in order for them to be adopted.

(10) Each member of the SC, except for members of the Speaker Team, is obliged to create a status update. The status updates are shared on a common platform and presented in the next general members’ meeting.

III – STRUCTURE AND TASKS

(1) The structure of the SC consists of a Speaker Team and Project Teams.

(2) The SC Speaker Team consists of two elected members. The Speaker Team takes decisions based on the principle of consensus.

(3) The Speaker Team consist of two Speakers.

(4) The Speaker Team has the following responsibilities to carry out:

- Draft an Activity Plan for its term;
- Overall management of the Committee;
- Ensure communication with the Network and other bodies;
- Store knowledge and conduct Knowledge Transfer to other Speaker Teams;
- Supervision of Project Teams and their activities;
- Compile activity reports before every other Agora.
Communicate and report to the Comité Directeur appointed member.

(5) 1The Speakers are the main responsible for the well-functioning of the Committee.

(6) 1After forming a new Speaker Team, the Speaker Team should revise the working format. 2The members of the SC have to ratify the changes. 3In case of objection(s), a simple majority of the members have to support the new working format in order to be adopted. 4The term of a Speaker Term is in general 1 year.

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

(8) 1Project Teams are an integral part of the SC. 2Members of the SC are part of Project Teams.

(9) 1Each Project Team is led by at least one member of the SC who is responsible for the performance of the Project Team. 2This person is elected by consensus vote of the members of the Project Team and the Speaker Team. 3Supervision is conducted by the Speaker Team of the SC.

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

4In the month of June and July, each Project Team is responsible for drafting an activity report and submit it to the Speaker team of SC and to the rest of the members.

IV - ELECTIONS

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

8 WORKING FORMAT OF THE STRATEGY COMMITTEE

November 2019

I-Mission

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

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

II-Members

(1) The Strategy Committee consists of members that must carry a valid membership of an AEGEE Antenna or a Contact Antenna.

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

(3) The Strategy Committee consists of a maximum of 15 people. If the number of members is less than 5, an open call for new members has to be issued by the Speaker Team.

(4) The Planning Team of the Strategic Planning Meeting is automatically part of the Strategy Committee and their additional members do not count for the minimum and maximum of the committee.

(5) At least one standard open call is launched after Spring and before Autumn Agora. The open call runs for at least 15 days and the selection lasts a maximum of 15 days.

(6) Extraordinary open calls can be issued with shorter or longer durations depending on the needs of the committee.

(7) The mandate of a member starts 15 days after their selection is communicated.

(8) The Knowledge Transfer is completed no longer than 30 days after their selection is communicated.

(9) The mandate of a member finishes the last day of the second Agora following the selection. The member can request to renew their mandate via email to the Speaker Team until 15 days before their mandate finishes. The speaker team has to accept or reject, and communicate the continuation of the member in a maximum of 15 days. In case the request is accepted, the same rules apply for the new mandate. This article does not apply to the Speaker Team.

(10) The mandate of a member can be terminated in two situations:

(a) Through a dismissal.

(i) The dismissal can be submitted to the Speaker by any member at any moment during the mandate. (ii) The Speaker should first communicate with the member being voted and open the voting maximum 10 days after the dismissal is submitted.

(iii) The Speaker is responsible for establishing the deadlines and system for the voting, being the latter always anonymous or, if technically not possible, visible only by the Speaker.

(iv) The Speaker should present the outcomes to the CD appointed member and disclose any proof requested by them.

(v) If the dismissal refers or involves to the Speaker, the CD appointed member leads this procedure.

(vi) The dismissal succeeds, and the mandate is terminated, with the positive vote of 2/3 of members.

(b) Through a decision of the Speaker Team in case of unapproved inactivity, misbehaviour or acting against the values and interests of AEGEE-Europe.

(i) The member has to be communicated of the decision via email.

(ii) The member has 10 days to react to the decision before it becomes effective and can request a standard dismissal voting if they disagree with the decision of the Speaker Team.

(iii) The procedure of the dismissal remains intact.

(11) The tasks and communication frequency required from any member are to be agreed by the team and be always written down in the form of minutes or emails. The violation of this agreement is considered as inactivity and can lead to an early termination of the mandate.
III- Tasks

(1) Tasks of the Speaker Team

(a) Coordination of the work of the Strategy Committee by ensuring the right allocation of resources.

(b) Preparation and submission of the reports required either to the Agora or the Comité Directeur. The presentation can be delegated or shared within the Strategy Committee.

(c) Handling the recruitment, selection, integration and dismissal of members following the rules explained in the Members section of this Working Format.

(2) Tasks of the Strategy Committee

(a) The Strategy Committee supports the drafting of the Strategic Plan. The Planning Team is appointed by the Comité Directeur with the advice of the Speaker Team. The whole Strategy Committee assists the Comité Directeur and Planning Team in their tasks related to the Strategic Planning Meeting.

(b) The Strategy Committee supports the implementation of the Strategic Plan and Action Agenda, by guiding and advising all relevant European Bodies, meaning Main Actors and Working Groups, in the drafting of their yearly activity plans.

(c) The Strategy Committee is responsible for coordinating the dissemination process of the Strategic Plan and the Action Agenda.

(d) The Strategy Committee is responsible for measuring the fulfilment of the Action Agenda. The Strategy Committee can build a shared team with the Working Groups and/or Network Commission to ease the tracking. The specific methodology used every year is to be communicated by the Strategy Committee via email to the organisation prior to the start of the Action Agenda.

(e) The Strategy Committee is responsible for the reporting of the Strategic Planning and Action Agenda fulfilment, following the deadlines and procedures established in the CIA. Each European body needs to contribute to the reporting process in their areas of involvement. The lack of cooperation is to be communicated to the network latest at the Agora.

IV- Working Methods

(1) Decisions are taken by simple majority, unless otherwise specified. All members of the Strategy Committee have the right to vote. The Speaker has a casting vote in case of a tie.

(2) All members of the Strategy Committee have an AEGEE Google Suite account and are included in the committee group. If a member does not have an AEGEE Google Suite account at the moment of being accepted to the committee, it is their responsibility to request one following the standard available procedure provided by ITC.

(3) The communication practices can be distributed between emails, online meetings and any other online tools, to be agreed by the team and communicated by email every time a new member joins.

(4) The common procedure of the elections of the Speaker Team applies.
10. COMMON PROCEDURE OF THE ELECTIONS OF THE SPEAKER TEAM

May 2015

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

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

(3) 1 The Elections Committee should send an open call for candidates that should include:
   a) Timeline of the elections.
   b) Board positions according to the current working format.
   c) Duration of the term according to the current working format.
   d) Information stating what the candidature should include.
   e) List of members of the committee that have a right to run for the positions.

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

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

(5) 1 The Elections Committee should send an open call for votes. 2 The voting session lasts one week. 3 The Elections Committee should provide the instructions to vote. 4 Members have as many votes as there are positions in the Speaker Team. 5 Each member can give up to one vote to each candidate. 6 The elections are valid if ⅔ of the members have cast their vote. 7 The Elections Committee may decide to prolong the deadline for voting only in case the quorum has not been reached.

(6) 1 The Elections Committee should announce the results within three days after the voting period has ended. 2 In order to get elected, a candidate should get more than ⅔ from the total amount of valid votes.
1. WORKING FORMAT OF THE CIVIC EDUCATION WORKING GROUP

June 2019

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 ⅔ majority of the Working Group. In case the Coordinator cannot fulfill their tasks, the Vice Coordinator takes over.
(4) The other members of the Working Group, 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.

DECISSIONS
(1) Decisions about the functioning of the Working Group are taken by simple majority, with at least ⅔ 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), ⅔ 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 ⅔ 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.

2. WORKING FORMAT OF THE EQUAL RIGHTS WORKING GROUP

June 2019

1. GENERAL RULES

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 of the Working Group. In case the Coordinator cannot fulfil their tasks, the Secretary takes over.
3. The Coordinator after consulting the team 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.
4. 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.
5. 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.
6. The members of the Working Group must represent at least four different AEGEE locals.
7. 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.1 - The Coordinator leads and supervises the work of the Working Group. They have the following tasks:
• (a) Coordinating the work of the Working Group members
• (b) If the assistant is appointed supervising their work
• (c) Supporting the Policy Officer with their external representation tasks
• (d) Preparing and presenting the Activity Plan, interim Activity Report and final Activity Report
• (e) Keeping the track of the progress and tasks of the Working Group members
• (f) Maintaining active communication with the Comité Directeur and other relevant bodies of AEGEE-Europe

IV.2 - The appointed Comité Directeur responsible maintains the overview of the actions of the Working Group

IV.3 - 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.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) 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
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 with the consent of the team.

---

3. WORKING FORMAT OF THE YOUTH DEVELOPMENT WORKING GROUP

November 2019

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 a maximum of 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) 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.

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

(5) An AEGEE member can only be a member of one Working Group.
Working Group assistants and 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 its Activity Plan before the Autumn Agora for approval. At the following Spring Agora, the interim Activity Report is presented for approval. A final Activity Report is submitted for approval at the Autumn Agora following the end of the term of the Working Group.
(2) All members of the Working Group have to contribute to the creation and presentation of the Activity Plan, interim Activity Report and final Activity Report.

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

(2) The Policy Officer defines the position of AEGEE-Europe on the Focus Area. Policy Officer tasks are the following:
    (a) Regular communication with the Coordinator and the Working Group members
    (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
    (f) The appointed Comité Directeur responsible maintains the overview of the actions of the Working Group
    (g) External developments and information that are related to the Focus Area
    (h) Providing the necessary background information towards the Working Group members

(3) The regular Working Group members have the following tasks:
(a) Regular communication with the Coordinator and the Working Group members
(b) Supporting the implementation of the Working Group Activity Plan
(c) Supporting the implementation of the Action Agenda objectives

One or several of the following specific tasks:

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

DECISIONS

(1) Decisions about the functioning of the Working Group are taken by simple majority, with at least ⅔ 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), ⅔ of the members of the Working Group have to support the new Working Format in order for it to be adopted.

RESIGNATION OR DISMISSAL

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

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

(3) A Working Group member, excluding the Coordinator, can be nominated for dismissal by any other member, for which a reason has to be provided. The nominated Working Group member has a week to argue against the nomination, after which anonymous voting is held among the Working Group members. The voting is supervised by the Comité Directeur responsible or, if the Comité Directeur responsible is unavailable, a member of the Juridical Commission. A ⅔ majority is needed for the member to be dismissed.

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

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

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

In case of resignation or dismissal of a Working Group member, the Coordinator can send out an Open Call for a new member.
I. IDENTITY OF AEGEE-ACADEMY

(1) The AEGEE-Academy is a group of young, motivated trainers from all over Europe. It is the official pool of trainers of AEGEE-Europe aiming to provide high quality non-formal education trainings that facilitate the self-development of our trainees. It is specialised in many topics, varying from soft skill workshops to practical trainings, all focused at the world of non-profit organizations.

(2) AEGEE-Academy’s aim is to cover the internal education needs of the individual members of AEGEE Locals, administrative and thematic bodies of AEGEE-Europe, as well as those of AEGEE-Europe’s partners according to their mutual agreements.

(3) AEGEE-Academy’s objective is to support the effectivity and productivity of student activities within NGOs by contributing to the personal and professional development of European students.

II. STRUCTURE OF AEGEE-ACADEMY

(1) AEGEE-Academy has 3 general board members, speaker, secretary and treasurer. Other board members can be elected. Their tasks are being agreed upon during the first board meeting.

(2) There are 3 types of membership: junior trainer, trainer and alumni. For either of these membership position, the applicant is required to be an AEGEE member, have experience as a 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 an ES, TNT or a similar training event outside AEGEE at least once. Alumni members have no voting rights.

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

III. TASKS OF AEGEE-ACADEMY

(1) AEGEE-Academy:
   (i) organises relevant training events that answer the needs of the network
   (ii) provides AEGEE Locals with trainers upon request;
   (iii) provides opportunities to AEGEE members motivated to become trainers;
   (iv) supports its trainers to improve their training competences.

(2) Members of AEGEE-Academy:
   (i) elect the Board from amongst the members of AEGEE-Academy according to the procedure set in AEGEE-Academy's House Rules;
   (ii) Approve the Activity Plan of AEGEE-Academy which is drafted by the board;
   (iii) attend meetings of AEGEE-Academy;
   (iv) hold training sessions in the AEGEE Network;
   (v) contribute to the AEGEE-Academy Database;
   (vi) are in the list of Academy Trainers (in case they hold the status of junior trainer, trainer or alumni);
   (vii) can be a mentor of a candidate or junior trainer (in case they hold the status of trainer or alumni).

(3) The board of AEGEE-Academy:
   (i) drafts the internal task division of the board preferably but not necessary, together with the CD appointed member before the start of their term;
   (ii) Drafts and shares their activity plan which needs to be approved;
   (iii) keeps the budget updated;
   (iv) decides on all the requests for reimbursement;
   (v) represents AEGEE-Academy to external organisations;
   (vi) secures that the regulations set by Data Privacy Policy Statement of AEGEE-Europe and General Data Protection Regulation of European Union law are handled.

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

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

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

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

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

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,
Human Resources and Mental Health, but there can be many other topics depending on the needs of the Network. The names of the European Schools can be changed based on the needs of the Network. The content is fully developed by AEGEE-Academy, through a team of trainers selected by its board. Depending on the type of the European School, there may be a collaboration with a European body of AEGEE or trainers from the training departments of other youth organisations that collaborate with AEGEE and/or AEGEE-Academy.

(2) Mini-European Schools: A Mini-European School has the same aims as a European School, but has a shorter duration in order to achieve a wider access to the perspective participants, having an accordingly limited range and depth of competence development. The different types of European Schools apply to the mini-European Schools as well.

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

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

I. 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.

II. 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.
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

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

III. FINANCIAL COMPENSATION/REIMBURSEMENTS

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

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

(v) The board has the right to reject or reduce reimbursements or reimbursement requests if the requesting member has failed to comply with reporting or other obligations set for the event they attended.

IX. KNOWLEDGE TRANSFER

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

X. END OF MANDATE

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

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

(1) Once adopted by AEGEE-Academy members, this WF shall be considered valid and binding for all members of AEGEE-Academy.
(2) This WF is subject to revision by AEGEE-Academy members.
(3) Amendments to this WF must be ratified by a 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.