



# THE BOOK OF STATUTES

OF THE NON-PROFIT ORGANISATION  
**EUROPEAN DEMOCRAT STUDENTS**

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LAST AMENDMENTS MADE BY THE COUNCIL ON 01.04.2017  
THIS BOOK CONTAINS FORTY-SEVEN (47) PAGES



## PART I: THE CONSTITUTION

THIS IS THE ENGLISH TRANSLATION OF “STATUTS DE L'ASBL «ETUDIANTS DEMOCRATES EUROPEENS (EDE)»”, REGISTERED IN THE COURT OF THE JUDICIAL DISTRICT OF BRUSSELS, BELGIUM, ON 28<sup>TH</sup> AUGUST 2011.

### ARTICLE 1: THE ORGANISATION

1. The name of the organisation is European Democrat Students, hereinafter referred to as “EDS”.
2. EDS is a non-profit political organisation that follows and advocates the principles of personal freedom, democracy, human rights and the rule of law, in a worldwide scale.
3. EDS intends to engage in the following tasks and missions to achieve its purpose:
  - a. To develop contacts, exchanges and political cooperation among Centre-Right, Christian Democrat, Conservative and Liberal students and youth in Europe
  - b. To work for a free, democratic and united Europe, inside and outside the European Union (EU),
  - c. To form a better understanding of cultural and political situations worldwide
  - d. To promote the principles of a market economy, and
  - e. To exchange information on education policy and other political matters
  - f. To conduct election observation missions
4. EDS is an affiliate organisation of the European People’s Party (EPP).
5. EDS cooperates with other like-minded individuals and organisations in Europe and worldwide, in order to promote and fulfil its aims.
6. Any cooperation, participation, membership, or association of any form with other individuals or organisations, does not affect the independence of EDS.
7. The registered office of EDS is at 1000 Brussels, 10 Rue du Commerce, in the judicial district of Brussels.
8. EDS is a bilingual organisation. The official languages are French and British English. British English shall be the primary working language.



9. EDS is established indefinitely. It may be dissolved at any time following a procedure set in these Statutes

## ARTICLE 2: THE STATUTES

1. The operation and the activities of EDS are governed by a set of written rules and principles, which comprise the Statutes of EDS.
2. These are the only Statutes of EDS. All previous versions are invalid.
3. The procedure for amending the Statutes of EDS is as follows:
  - a. Changes to the Statutes shall only be adopted at a Council Meeting taking place during Winter University.
  - b. The proposed alterations shall be submitted to the EDS Secretariat at least thirty-five (35) full days before the date of the Council Meeting.
  - c. The EDS Secretariat shall circulate the proposed alterations at least thirty (30) full days in advance of the date of the Council Meeting.
  - d. The final form of the amendments is debated and completed at the Council Meeting.
  - e. Only those changes that achieve a two thirds (2/3) majority of the votes cast are approved.
  - f. The approved changes take effect immediately after the conclusion of the Council Meeting and cannot be retrospective.
4. All activities, procedures and working practices of EDS shall be described in detail in the book of Internal Regulations.
5. The Internal Regulations shall amend this Constitution. Should a conflict arise between the Internal Regulations and this Constitution, this Constitution shall prevail.

## ARTICLE 3: MEMBERSHIP

1. Membership of EDS is open only to organisations that share its aims and fulfil the criteria herein set for membership.
2. EDS is comprised of its Full Members and Associated Members. The number of Full Members shall not be less than three (3) at any time.
3. There shall be four (4) types of Associated Members as follows



- a. Observer Members
  - b. Affiliate Members
  - c. Associate Members
  - d. Honorary Affiliates
4. The Full Members shall have the right to vote in the Council.
  5. Observer Membership, Affiliate Membership and Full Membership of EDS shall be open to Centre-Right, Christian Democrat, Conservative and Liberal student and youth organisations from European countries. A candidate for, or holder of any of these types of membership has to be actively involved in student politics, and must not be in possession of membership in any international organisation that is considered by the Council politically a rival to EDS.
  6. Associate Membership is open to fraternal European or non-European student and youth organisations.
  7. Members shall be required to pay an annual membership fee, the maximum amount of which cannot exceed the sum of five hundred thousand euros (500 000 EUR).
  8. Other rights and obligations of all types of membership shall be defined in Internal Regulations.
  9. The membership of any member may be suspended, if any of the conditions defined in the Internal Regulations is met. Without prejudice to paragraph 4 of this article, Members that are suspended shall not have the right to vote, and shall not be counted as members of EDS when verifying a quorum.
  10. The first Full Members, which shall be recognised as founders of EDS as a legal entity, are the following:
    - a. *AktionsGemeinschaft – Austria, formerly Freie Österreichische Studentenschaft – Austria, of Postfach 18, 1016 Vienna, Austria;*
    - b. *Konservative Studerende – Denmark, formerly Danmarks Konservative Ungdomsforeninger – Denmark, of Allégade 24A 1, 2000 Frederiksberg, Denmark;*
    - c. *Ring Christlich-Demokratischer Studenten – Germany, of Paul-Lincke-Ufer 8 b, 10999 Berlin, Germany;*
    - d. *Høyres Studenter – Norway, formerly Den Norske Konservative Studenterforening – Norway, of Stortingsgata 20, 0161 Oslo, Norway; and*



e. *Fria Moderata Studentförbundet – Sweden, formerly Sveriges Konservativa Studentförbund – Sweden, of Schönfeldts Gränd 2, 111 27 Stockholm, Sweden.*

#### ARTICLE 4: HONORARY AFFILIATES

1. Qualified individuals can become Honorary Affiliates of EDS as a result of their actions in favour or in benefit of the organisation.
2. There are two (2) types of Honorary Affiliates for EDS: Honorary Members and Patrons.
3. At each Annual Meeting the Council may appoint up to two (2) individuals as Honorary Members of EDS. Honorary membership may be granted for life to a person who has provided outstanding service to EDS and who has not held any post within EDS for at least five (5) years.
4. The Council may ask individuals of outstanding reputation in politics and academia to become Patrons of EDS. Patrons are appointed for a period of two (2) years and may be re-appointed repeatedly and individually by the Council at the Summer University. The number of patrons is limited to five (5) at any time.

#### ARTICLE 5: CHANGES TO MEMBERSHIP

1. Membership issues are discussed only during the Council Meetings conducted within the EDS Winter University and Summer University events.
2. The type of membership requested by an organisation is decided with a two thirds (2/3) majority of the votes cast by the Council at the Council Meeting where the application is considered.
3. The new or changed membership, rights and obligations assigned by the Council to a member start immediately after the conclusion of the Council Meeting where its application was approved.
4. All new member organisations, apart from Associate Members, shall in the first instance be admitted as Observer Members. Only an organisation that is an Observer Member and has fulfilled all of its obligations as an Observer Member may apply for Full Membership or Affiliate Membership.
5. The application procedure of new members is regulated by the Standing Orders.
6. If an application for a new membership is tabled by an organisation from a country that already has an EDS member organisation, the vote on such an application requires a majority of three quarters (3/4) of all votes cast in the Council Meeting.



7. A member organisation can request a change to its type of membership, after at least nine (9) calendar months have elapsed since the Council Meeting that approved the last change to its membership type.
8. Changes within member organisations
  - a. If a Member organisation changes its name or merges with another political organisation, the changes shall be confirmed by a Council Meeting as being in line with the criteria required for membership, set out in these Statutes. If the Council Meeting does not confirm the change, the Executive Bureau shall be obliged to circulate a motion of expulsion.
  - b. If a member organisation splits into two (2) or more fractions it shall present a written document to the Council stating which of the new organisations is to inherit its membership rights. If the letter cannot reach any agreement the Executive Bureau shall be obliged to circulate a motion of expulsion.
9. If a member organisation contravenes the aims of EDS, damages the reputation of EDS, or it ceases to fulfil the statutory requirements for membership, it is considered to be in breach of its requirements for membership.
10. The Council can cancel the membership of any member organisation which requests it by a registered letter addressed to the registered office of EDS, or is in breach of its requirements for membership. A motion for expulsion shall be circulated to all member organisations at least thirty (30) days in advance. Expulsion requires a two thirds (2/3) majority of the votes cast by the Council and takes effect immediately after the conclusion of the Council Meeting where it is decided.
11. Any organisation expelled from EDS, in order to regain EDS membership, needs to:
  - a. State in writing to the Executive Bureau that the reasons of its expulsion (political, financial, or other) have been fully settled,
  - b. Settle any outstanding accounts they have with EDS, and
  - c. Follow the same application procedure as new member organisations.

## ARTICLE 6: THE BODIES OF EDS

1. The Constitution of European Democrat Students exclusively defines the Bodies of EDS.
2. The Bodies of EDS, in decreasing order of hierarchy, are:
  - a. The Council, which is the highest-level Body of EDS.
  - b. The Executive Bureau or, simply, "Bureau", which reports directly to the Council.



- c. The Secretariat and the Working Groups, which all report to the Executive Bureau.
3. The procedures followed in these bodies and aspects of their work, as well as powers, duties and responsibilities of individual members of each body, shall be described in Internal Regulations.

## ARTICLE 7: THE COUNCIL

1. The Council is the sovereign and the highest governing body of EDS.
2. The Council shall have the authority and powers specifically granted by law or these Statutes. Procedures to exercise these powers shall be described in the Internal Regulations. These powers shall be, in particular:
  - a. to change and to amend the Statutes
  - b. to appoint and to discharge executive members of the Executive Bureau
  - c. to appoint and to discharge non-executive members of the Executive Bureau
  - d. to appoint and to discharge Auditors and decide on their compensation
  - e. to exonerate the members of the Executive Bureau from financial responsibility
  - f. to adopt annual Budgets and Financial Reports
  - g. to adopt and to expel Member organisations
  - h. to dissolve EDS
  - i. to transform EDS into a for-profit entity
3. The Council shall consist of:
  - a. One (1) delegate with voting right in all cases, appointed by each Full Member,
  - b. One (1) delegate with voting right in all cases except elections, appointed by each Affiliate Member,
  - c. The Members of the Executive Bureau without a voting right (unless they are also delegates of Full or Affiliate Members of EDS),
  - d. One (1) delegate from each Observer and Associate Member, participating only in the non-reserved business of the Council as non-voting members.



4. Each Full and Affiliate Member is entitled to have a deputy delegate present in the Council at any time.
5. The Council takes decisions by simple majority voting, unless otherwise specified in these Statutes. In case of an equal vote (tie) the result shall be interpreted as negative. In case a simple majority of the votes abstain, the result shall be interpreted as negative.
6. Voting by proxy shall not be permitted. Each individual may act only as a delegate of one (1) Member organisation in a Council meeting.
7. The Council shall meet at least three (3) times during each working year. One of these meetings shall be the Annual Meeting. The special powers of the Annual Meeting are further specified in these Statutes.
8. The Council shall be convened within forty-two (42) days, if so required by the Executive Bureau, or by one third (1/3) of the Full Members of EDS.
9. Council Meetings are initiated by a formal invitation, addressed by the Chairman of EDS to all members. This invitation shall be circulated at least thirty (30) days in advance.
10. The Agenda, activities and other operational details of a Council Meeting are specified by the Standing Orders.
11. The decisions of the Council shall be recorded into Minutes. The Minutes shall be signed by the Chairman and another Executive Member of the Bureau who was present at the meeting. Original copies of all minutes shall be stored in a ledger in the registered office of EDS.
12. All members shall have the right, on request, to see any Minutes or to obtain a signed extract from any Minutes at all times. Any concerned third parties may request a signed extract of any such a decision recorded in the minutes, which concerns them individually.

## ARTICLE 8: THE EXECUTIVE BUREAU

1. The Executive Bureau or, simply, "Bureau" is the Body responsible for running the organisation on a day-to-day basis, drawing policy and representing EDS to the outside world.
2. The nomination and the election of the members of the Executive Bureau are regulated by the Standing Orders.
3. The period in office (tenure) of the Executive Bureau will be the Working Year following the Annual Meeting where it was elected.
4. The Executive Bureau shall consist of voting and non-voting members.





5. Voting members of the Bureau shall be:
  - a. the Chairman, and
  - b. Eight (8) Vice-Chairmen.
6. Non-voting members of the Bureau shall be:
  - a. The Honorary Chairman, and
  - b. The Secretary General.
7. Other than the voting right, there shall be no differentiation among members of the executive Bureau.
8. Each member of the Executive Bureau must at one time have been enrolled at a University or a similar higher education institution.
9. Executive members of the Executive Bureau have the right to serve up to two (2) periods in the same position in office, either consecutively or non-consecutively.
10. EDS shall be legally and validly represented by any two (2) members of the Executive Bureau, one of which needs to be an executive member, acting together.
11. All executive members of the Bureau shall equally share the powers of the Bureau and responsibility for the actions of the Bureau (work in college), until they are exonerated by the Council.
12. The powers and duties of the Executive Bureau shall particularly be:
  - a. To present agendas, reports and other documents to the Council,
  - b. To execute the decisions of the Council and be responsible for all matters concerning EDS between the meetings of the Council,
  - c. To be responsible for all finances of EDS,
  - d. To present a financial report to every Council Meeting other than the Annual Meeting, and a financial report approved by the Financial Auditors to the Annual Meeting for the past Financial Year (Calendar Year),
  - e. To present a budget to the first Council Meeting after the Annual Meeting to be approved by the Council,
  - f. To present to the first Council Meeting of the Working Year a Working Programme to be approved by the Council, and



- g. To propose membership fees to be agreed by the Council as specified in the Financial Regulations.
13. The Executive Bureau takes decisions by simple majority voting. In case of equal vote (tie), the Chairman's vote prevails.
  14. Each member of the Executive Bureau is automatically considered as resigned, if he or she fails to be present at two (2) consecutive Bureau Meetings, or three (3) in total within his tenure, unless otherwise decided by the Council Meeting, at an absolute majority.
  15. The mandate of any member of the Bureau, executive or non-executive, can end
    - a. By expiration of the tenure
    - b. By death or other physical or psychological inability to perform his duties
    - c. By resignation
    - d. By expulsion
  16. Any incumbent member of the Executive Bureau may be expelled by the Council at any time according to a procedure specified in the Internal Regulations.
  17. Employees of EDS shall under no circumstances become Executive members during the time of their employment.

## ARTICLE 9: THE SECRETARIAT

1. The Secretariat is the Body responsible for all administrative tasks within EDS.
2. The Secretariat is supervised by the Secretary General and, through him, reports to the Executive Bureau.
3. Members of the Secretariat will be:
  - a. The Secretary General.
  - b. The Administrator(s),
  - c. People employed by EDS at any time,
  - d. All other persons bearing administrative responsibility within EDS (e.g., a Webmaster).
4. The Secretariat will act as a support team for the work of other EDS officers, including:



- a. The Financial Auditors,
  - b. The Returning Officers.
5. The powers and responsibilities of the Secretariat shall be in particular
- a. To sign the daily correspondence
  - b. To represent EDS with any Authority, Government or other Public Body
  - c. To sign receipts for registered letters, documents or packages addressed to EDS through the Post, any courier company or other company.
  - d. To reclaim, receive and hold on to money, documents and any other kind of property of EDS
  - e. To write receipts in the name of EDS
  - f. To take any necessary action, in order to execute decisions of the Council and the Executive Bureau

#### ARTICLE 10: DISSOLUTION OF EDS

1. The Annual Meeting of the EDS can dissolve EDS by a four fifths (4/5) majority of the votes cast only in the case that there is a quorum of four fifths (4/5) of all full member organisations. A motion for abolishment needs to be circulated to all member organisations at least six (6) weeks before the Annual Meeting. If EDS is dissolved and nothing else is specified, all the assets go to the EPP, under the requirement that they are spent exclusively on student affairs.

#### ARTICLE 11: FINAL PROVISIONS

1. Anything that is not explicitly provided herein shall be governed by the Internal Regulations of EDS and the Act of June 27, 1921 and its implementing decrees.
2. In the event that any paragraph of these Statutes is contrary to the law, the paragraph that is contrary to the law shall be considered revoked. All other paragraphs shall remain in force.



## PART II: THE INTERNAL REGULATIONS

### ARTICLE 1: THE STATUTES

1. The Statutes of EDS consist of four (4) parts:
  - a. The Constitution in English
  - b. Internal Regulations
  - c. Standing Orders
  - d. Financial Regulations
2. The other parts shall extend and complement the Constitution on operational and financial matters.
3. The Statutes will be interpreted according to the exact wording set in their text, and the following rules:
  - a. Interpretation of any discrepancies or unclear points of the Statutes will be performed by the Executive Bureau, until an amendment is made to the text of the Statutes.
  - b. All non-integer numbers or fractions will be rounded to the next highest integer.
  - c. Forward references to terms related to EDS and defined in other parts of the Statutes, are hereby authorised.

### ARTICLE 2: RIGHTS AND OBLIGATIONS OF MEMBERSHIP

1. The rights of EDS members are as follows:
  - a. Observer Members shall have the right to send delegates to all events of EDS, but shall not have the right to vote nor be permitted to nominate candidates for elections.
  - b. Associate Members shall have the right to send delegates to all events of EDS, but shall not have the right to vote nor be permitted to nominate candidates for elections.
  - c. Affiliate Members shall have the right to send delegates to all events of EDS and to vote in Council Meetings. They shall not, however, vote in elections nor be permitted to nominate candidates for elections.
  - d. Full Members shall have the right to send delegates to all events of EDS and to vote in Council Meetings. They shall also have the right to vote in the elections and to nominate candidates for elections.



2. The obligations of EDS Members, for the entire duration of their membership, are as follows:
  - a. All members are obliged to follow the aims, principles and rules defined in these Statutes.
  - b. All members, excluding associate members, are obliged to pay annual membership fees as defined in the Financial Regulations.
  - c. All members are obliged, within a reasonable time, to update the Executive Bureau on any changes to their leadership or contact details.
  - d. All members shall co-operate with the Executive Bureau and comply with any reasonable requests made of them by the Executive Bureau.
  - e. All members are held liable for any commitments, financial or otherwise, that they have made towards EDS, and shall remain liable for those commitments in the event of termination of membership.
  
3. Observer Members shall comply with the following additional obligations:
  - a. Should an observer member fail to send delegates to more than one (1) of all Council Meetings of EDS within a working year, it automatically loses its status.
  - b. Should the Observer Member wish to maintain its status, it shall send a written declaration of intent, reaching the EDS Secretariat no later than eight (8) days after the missed Council Meeting.
  - c. If such a declaration of intent has been received from an Observer Member, a vote is put to the following Council Meeting as a separate item on the agenda. The Council Meeting can approve the renewal of the Observer membership by simple majority.

### ARTICLE 3: THE VOTING RIGHTS

1. Each Full and Affiliate Member shall have at least three (3) votes in the Council. Additional votes shall be awarded as follows.
2. Additional votes shall be awarded for member organisations based on the number of their individual members as follows:
  - a. One (1) vote, if the organisation has at least one thousand (1 000) members, or
  - b. Two (2) votes, if the organisation has at least three thousand (3 000) members, or



- c. Three (3) votes, if the organisation has at least six thousand (6 000) members.
3. Additional votes shall be awarded for member organisations based on their participation in EDS events during the last complete working year as follows:
  - a. One (1) vote, if the organisation was called present on the record in at least fifty (50) per cent of all meetings of the Council and all meetings of the Permanent Working Groups combined, or
  - b. Two (2) votes, if the organisation was called present on the record in at least seventy-five (75) per cent of all meetings of the council and all meeting of the Permanent Working Groups combined.
  - c. In the case of simultaneous meetings of the Permanent Working Groups, being called present in one of the groups shall be sufficient, when determining the presence of an organisation.
  - d. Participants whose travel costs to the event in question have been fully or partially paid for by EDS shall not be taken into consideration towards any of the aforementioned criteria, unless the possibility for travel reimbursement was made available to all participants of the event in question.
4. Additional votes shall be awarded for member organisations based on their political achievements, measured by either results in national elections or results in student elections. The more beneficial result of the two shall always be chosen. The two may never be combined.
5. With regard to paragraph 4 above, additional votes shall be awarded for political achievements measured by results in national elections as follows:
  - a. One (1) vote, if the member organisation has a statutory affiliation to a political party in their domestic jurisdiction, and this party has won at least fifteen (15) per cent of the votes in the latest national elections.
  - b. One (1) vote, if the affiliated party referred to in paragraph a. above has at least one minister in the government of their domestic country.
  - c. One (1) vote, if the organisation has no statutory affiliation to any political party in their domestic jurisdiction.
6. With regard to paragraph 4 above, additional votes shall be awarded for political achievements measured by results in student elections as follows:
  - a. One (1) vote, if the organisation took part in the latest student elections in their domestic country at at least one university. Depending of the electoral system this may be achieved by having a list of candidates running in the name of the



organisation or by having individual candidates running openly in the name of the organisation.

- b. One (1) vote, if the organisation managed to win at least fifteen (15) per cent of at least seven thousand five hundred (7500) votes cast in the student elections referred to in paragraph a. above. The result may be from any combination of universities and universities of applied science the organisation was participating in. The organisation has the responsibility to provide reliable evidence to illustrate the result.
7. The number of votes for each member organisation shall be calculated by the Bureau and shall be verified for the entire upcoming working year by the Council at each Annual Meeting. There shall be no changes to the number of votes for any member during the working year.
  8. The accuracy of counting the votes in open ballot voting shall be achieved by technical means, such as voting cards with different designs. In secret ballot voting each member organisation shall receive as many ballot papers as is the confirmed number of their votes.
  9. The voting procedure for elections shall be defined in the Standing orders.

#### ARTICLE 4: SUSPENSION OF MEMBERSHIP

1. The membership of any member organisation is considered automatically suspended, whenever one or more of the following applies:
  - a. The member has an outstanding balance towards EDS, as defined in the Financial Regulations.
  - b. The member has been called absent at three (3) consecutive Council Meetings.
2. The membership of any member organisation may be suspended by a decision of the Council if one or more of the following applies:
  - a. The member fails to authenticate their new delegate as defined in the Standing Orders.
  - b. There is a dispute on the right to act as a delegate of the member.
  - c. The member is undergoing a change within the member organisation, in respect to the Constitution, article 5, but clear and objective information about the current situation cannot be obtained for the time being.
  - d. The member has failed to fulfil one or more of the obligations of its membership.



3. Whenever a member enters the state of suspension, all the rights of its membership are considered lost indefinitely, but all the obligations of the membership remain, where applicable. The Bureau shall inform the member in question and the Council about the suspension without unnecessary delay. The member shall retain the right to send a delegate to the Council to plead their case.
4. In order to exit the state of suspension, the member must
  - a. Send a delegate to a meeting of the Council, and move for ending the state of suspension, and
  - b. Provide the Council with sufficient evidence to illustrate that the circumstances which led to the suspension of membership no longer exist.
5. Whenever the Council decides to lift a suspension, the suspension shall be considered ended and all rights of membership returned at the conclusion of the Council Meeting in question.
6. Any Member who remains in a state of suspension for a period of twenty-four (24) months from the date on which it was first suspended is considered automatically expelled upon expiration of the 24 month period.

#### ARTICLE 5: EXPULSION FROM THE EXECUTIVE BUREAU

1. A motion for the expulsion of any incumbent member of the Bureau, executive or non-executive may be tabled as follows
2. The motion of expulsion shall be tabled in the Council meeting or submitted to the Secretariat beforehand by two (2) or more organisations, both of which must be in possession of Full Membership. If the motion concerns a member of the Secretariat, the motion is submitted to the Chairman instead.
3. The motion must be founded on a clear and evident case of the individual in question causing or being directly responsible for considerable damage to EDS or one of its members.
4. If the individual concerned is not available at the Council or the motion is submitted beforehand, he shall be informed of the motion officially, by the secretariat or by the chairman, as soon after the motion is submitted as is reasonably practical.
5. The individual in question has the right to plead his case in front of the Council, in person or in writing. If the individual is not available, the motion shall be postponed to the next Council meeting.





6. If the individual concerned is present at the Council or in the immediate vicinity but decides not to plead his case for any reason, the Council shall proceed with the motion.
7. If the individual has been informed officially of the motion fourteen (14) days prior to the Council meeting, and fails to attend or to submit a response, the Council shall proceed with the motion.
8. A Motion of expulsion shall only be passed by a qualified majority of two thirds (2/3) of the votes cast, which must also represent at least half of all Members in possession of a right to vote.

## ARTICLE 6: THE CHAIRMAN

1. The Chairman is the chief executive officer of EDS, who shall guide the work of the Executive Bureau.
2. The specific duties of the Chairman shall include:
  - a. The summoning of the Council and the Executive Bureau,
  - b. The presiding of the Council and the Executive Bureau,
  - c. The supervision, coordination and cooperation of, and communication with the Executive Bureau.
3. If the Chairman cannot attend an EDS meeting or other obligation, he will be temporarily substituted by an EDS Vice-Chairman selected by the Chairman.
4. Should the Chairman's position become vacant for any reason, his duties are carried out, until a new Chairman is elected, by one of the vice Chairmen, chosen by a simple majority of the remaining executive members of the Bureau.

## ARTICLE 7: THE VICE-CHAIRMEN

1. The Vice Chairmen are the Officers of EDS who assist the Chairman in the execution of his or her duties and of the policies decided by the Executive Bureau and the Council.
2. The responsibilities of each Vice-Chairman are specified by the Chairman at the first Executive Bureau Meeting of the Working Year. The Chairman can modify these duties at any time.

## ARTICLE 8: THE HONORARY CHAIRMAN

1. The Honorary Chairman acts as the "ambassador in honour" of EDS to the outside world.



2. The honorary Chairman acts for the benefit of the organisation in co-operation with the Chairman and should not be assigned with particular responsibilities.
3. The Honorary Chairman is not required to regularly attend the meetings of the Executive Bureau and shall not be subject to any of the sanctions for absence defined in these statutes.

#### ARTICLE 9: THE SECRETARY GENERAL

1. The Secretary General is the chief operating officer of EDS who shall be responsible for the work of the Secretariat, the day-to-day business of EDS the financial affairs of the organisation and other duties as the Chairman may from time to time confer upon him or her.
2. The detailed work conditions of the Secretary General are described in a work contract between him or her and EDS.

#### ARTICLE 10: THE FINANCIAL AUDITORS

1. The Financial Auditors shall always be four: two primary auditors and two deputy auditors are nominated to audit one financial year at a time.
2. The Financial Auditors shall be either senior members of EDS member organisations who are able to demonstrate thorough knowledge of EDS and its internal working or individuals qualified by studies or professional background to perform audit. It shall also be possible to appoint a professional organisation instead of an individual as auditor.
3. Any decision made by the auditors shall always be a decision of at least two. The primary auditors should normally take any decision. Whenever the two auditors disagree, all four auditors shall act as college of auditors until a majority decision is reached.
4. The Audit shall be conducted as follows:
  - a. The audit shall be conducted by two auditors. Whenever one or both of the primary auditors is unable to perform his duties at the designated time or for any other compelling reason, a deputy auditor shall take over his duties.



- b. The Audit shall be conducted annually before the end of March following the appropriate Belgian legislation and the International recommendations for good practices of audit where applicable. The audit shall evaluate both the finances of EDS as well as the administration of EDS on the target year. Additional audits may be called by the Executive Bureau or by the Council.
- c. As a result of the Audit, the Auditors shall prepare a report which recommends to the Council to either approve the present closing of the financial year and exonerate the Executive Bureau of the financial responsibilities or to postpone the approval of the present Closing until an additional audit has been conducted.
- d. A positive report may present a number of recommendations which the Executive Bureau should undertake before the next Audit to enhance their performance. A negative report shall state a list of shortcomings and include proposed actions which the Executive Bureau shall undertake before an additional audit takes place.
- e. The report shall be presented by the Executive Bureau to the Council at Summer University or Winter University. A report of an additional audit may be adopted at any Council Meeting.



## PART III: THE STANDING ORDERS

### ARTICLE 1: EVENTS AND ACTIVITIES

1. EDS events and activities take place within the interval of a year, hereinafter called the Working Year.
2. A new Working Year begins at the start of the day following the conclusion of the Annual Meeting of the previous Working Year, and lasts until the end of the day its own Annual Meeting is completed.
3. During the Working Year, there are at least two (2) major EDS events:
  - a. The Winter University, which is organised any time within January, February, or March and lasts for at least four (4) days.
  - b. The Summer University, which is organised any time within July, August, or September and lasts for at least five (5) days.
4. Council Meetings organised during a Working Year shall abide to the following rules:
  - a. A Council Meeting shall be held during the Winter University,
  - b. A Council Meeting shall be held during the Summer University. This Council Meeting is also called the Annual Meeting of EDS.
  - c. Any Council Meeting held outside the Winter University and the Summer University shall be concluded by the thirty-first (31st) of May.
5. The statutory events of EDS
  - a. The Winter University, The Summer University and the Council Meeting shall be organised by Member organisations or other organisations, with the support from the Bureau and the Secretariat.
  - b. Applications to host the Summer University and the 1st Council Meeting of the working year shall be submitted to the Secretariat no later than 3 weeks before the Summer University on the preceding year, where the Council will decide on the matter.
  - c. Applications to organise any other events shall be submitted to the secretariat within 30 days of the conclusion of the Annual Meeting.
  - d. If there are no applicants, the Secretariat, supported by the Bureau, shall find willing organisers.



6. Executive Bureau Meetings organised during a Working Year shall abide to the following rules:
  - a. The first Executive Bureau Meeting shall take place at least seven (7) days before the event hosting the first Council Meeting.
  - b. There will be an Executive Bureau Meeting within every event hosting a Council Meeting.
  - c. There will be at least one more Executive Bureau Meeting other than the ones specified above.
7. If any Working Groups are established for a Working Year, their sessions shall abide to the following rules:
  - a. There will be at least one (1) session per Working Group within every event hosting a Council Meeting.
  - b. Extra sessions can be organised, after the approval of the Executive Bureau.
8. Individual participation in events shall be governed by the following rules:
  - a. Member organisations shall only be represented by their approved representatives.
  - b. Every Member organisation that wishes to be represented at a Council Meeting shall validate their representatives by an official letter signed by their Chairman, Secretary General or International Secretary of the respective Member organisation. The authenticator, however, may not be the representative himself.
  - c. The number of participants per Member organisation in any EDS event may be limited by an agreement between the Executive Bureau and the host of the event in question. The quota may be set individually for each membership type. Members of the Executive Bureau and Working Group Chairmen are not counted towards any quota set for the member organisation they represent.
  - d. The procedure for registration for an event is binding on all participants. After the registration period has closed, new registrations may only be accepted at the discretion of the Secretariat together with the hosting organisation.
  - e. If there are vacant places after the registration period for an event has closed, these places may be filled by granting some Members additional participants as per a waiting list. Any such waiting list must adhere to conditions set by the Executive Bureau.



- f. Changes to registration details after the registration period has closed shall only be permitted if requested in a letter signed by the Chairman, Secretary General or International Secretary of the Member organisation. Any additional costs incurred by the hosting organisation, which are caused by a change or cancellation of registration, may be invoiced directly to the Member in question.

## ARTICLE 2: ADMISSION OF MEMBERS

1. The application of a prospective member (new or changed type) shall be submitted to the Secretariat in advance, as defined in these Statutes.
2. An application for Observer Membership shall contain the following documents:
  - a. An official letter of application which explains the motives for application and which shows a clear commitment to the Constitutional aims of EDS,
  - b. A report on the organisation's activities in the last twelve (12) months, written in English,
  - c. An English translation of the Constitution and manifesto of the organisation, or comparable basic documents,
  - d. A list of names and addresses of all Bureau members of the applicant organisation, and
  - e. A questionnaire as specified by the Executive Bureau.
3. An application for Associate, Affiliate or Full membership shall contain:
  - a. An official letter of application, and
  - b. A document outlining the anticipated contribution of the applicant organisation to the future work of EDS.
4. Before an application for membership is discussed by the Council, the Executive Bureau shall give a detailed assessment of the applicant organisation and a recommendation to the Council.
5. Any prospective member must send at least one (1) representative to the Council Meeting where the application is to be considered. The representative must be able to legitimate himself as a representative of the applicant in the same manner that is applied to member organisations

## ARTICLE 3: COUNCIL MEETINGS



1. The provisional Agenda of the Council Meeting will be circulated by the Secretariat to the members of EDS. This Agenda shall contain at least the following points, in the order of appearance:
  - a. Opening of the meeting
  - b. Appointment of Tellers
  - c. Confirmation of the Quorum
  - d. Voting upon Urgency of Motions
  - e. Finalisation and adoption of the Agenda
  - f. Reports
  - g. Statements
  - h. Any other business
  - i. Closing of the meeting
2. There may exist Agenda items restricted to the Annual Meeting or to specific Council Meetings of the working year by the Statutes. Some agenda items may be carried only if item specific due dates, set in the Statutes, have been followed.
3. The Chairman of the Council Meeting is responsible for:
  - a. Opening the proceedings of the Council Meeting
  - b. Appointing two (2) Tellers for the voting process, at the beginning of the Council Meeting
  - c. Conducting the Council Meeting according to the Agenda
  - d. Directing the discussions and debates in the Council Meeting
  - e. Closing the proceedings of the Council Meeting
4. The Council Meeting shall be conducted in quorum, which is verified as follows:
  - a. The Council is considered quorate if a half (1/2) or more of all Full Members and Affiliate Members are represented.
  - b. If, during the proceedings of the Council Meeting, doubts occur on whether there is a quorum or not, the Chairman of the Council Meeting shall check the quorum at any delegate's request.
  - c. If the Council is found not to be quorate, the Council Meeting is recessed until verified that quorum is unobtainable in which case it ends immediately.
  - d. If a particular Council Meeting, which was not the Annual Meeting, is ended due to the lack of quorum, a new one, considered a resume of the original, can be extraordinarily summoned between one (1) and twenty-eight (28) days later, at a



reduced quorum of one third (1/3). For such a case, the approval of the Executive Bureau, at absolute majority, is required and the agenda of the original meeting shall be carried, with no modifications whatsoever.

5. The following due dates shall be observed in the proceedings of the Council, unless otherwise specified in these Statutes:
  - a. The Council shall be summoned by the Chairman at least thirty (30) days before the set date of the meeting with a letter circulated to the members. A draft agenda shall be attached to the letter.
  - b. Any documents to be discussed in the Council, unless otherwise specified in these Statutes, shall be submitted to the Secretariat at least twenty-one (21) days before the set date of the Council Meeting (where applicable), and shall be circulated by the Secretariat to members at least fourteen (14) days before the set date of the Council Meeting.
  - c. Fore mentioned documents shall include, but not be limited to
    - i. agendas of the Council
    - ii. reports of the Executive Bureau
    - iii. minutes of the previous Council Meeting
    - iv. motions
    - v. conference resolutions
  - d. The following items shall be submitted to the Secretariat at least thirty-five (35) days before the set date of the Council Meeting, and be circulated to Members at least thirty (30) days before the qualifying Council Meeting. Further requirements and conditions of each item shall be defined in these Statutes.
    - i. call for elections for executive members of the Bureau (Summer University or extraordinary elections)
    - ii. applications for membership (Summer and Winter Universities)
    - iii. proposals to change the Statutes (Winter University)
    - iv. motions of expulsion (any Council Meeting)
    - v. proposals to change membership fees (first Council Meeting of each working year)
  - e. Nominations for elections of the Executive Bureau shall be submitted to the Secretariat at least fourteen days (14) before the set date of the Council meeting in question, and distributed to the members at least ten (10) days before the Council Meeting.
  - f. Amendments to the minutes of the Council shall be submitted in writing to the Secretariat at least twenty-four (24) hours before the announced starting time of the Council Meeting.





- g. The Executive Bureau may at its discretion decide to accept a document that was submitted late but not before the due date for circulation.
  - h. The Council may at the majority of two thirds (2/3) decide to accept a document which was submitted after the due date for circulation, but not in the case of Membership applications or changes to the Statutes.
6. Debates in a Council Meeting shall be conducted under the following general rules:
- a. A speakers list will be set up by the Chairman of the Council Meeting, following the demand to speak.
  - b. Every EDS official, motion mover and delegate has the right to speak on a subject, following the speakers list.
  - c. The Chairman of the Council Meeting has the right to speak at any time outside the speakers list.
  - d. Any other participant may speak if the Council decides so by simple majority.
7. The voting process in a Council Meeting shall be as follows:
- a. Votes will be counted by the Tellers and reported to the Chairman of the Council Meeting, who then announces the results to the Council.
  - b. Voting will generally be open ballot; a secret ballot shall be held on request of at least two (2) member organisations.
  - c. A recorded vote can be taken for open ballot voting on request of at least two (2) member organisations. If a secret ballot has been requested a recorded vote cannot be taken.
  - d. It shall be possible for a mover to ask for a divided vote, that is, to vote on parts of the motion he is presenting.
8. Points of order:
- a. Any delegate of the Council can make a point of order
  - b. A point of order takes precedence over all other business until it is voted upon
  - c. If no other member of the Council speaks against the point of order it is accepted without a vote.
  - d. Only one (1) member of the Council shall speak against a point of order. If this happens the point of order is voted upon in an open vote only.



- e. Point of order might be, but are not limited to:
- i. Limitation of time of speakers
  - ii. Closing of the speakers list
  - iii. End of discussion and immediate vote (shall not be made when speaking on the subject)
  - iv. Appeal of the chairs ruling regarding the conduct of the Meeting.
  - v. Appeal of interpretation of the statutes by the Bureau according to Art. 2.4. of the statutes.
  - vi. Recounting of a vote.
  - vii. Requesting that one or more individuals be deemed incapable in the item at hand.
  - viii. Removing any individuals, deemed incapable in current item, from the council chamber for the duration of the item at hand.
  - ix. Requesting that the council goes *in camera* for the duration of the item at hand due to the sensitive nature of the item.
9. The Council may at its discretion decide to go *in camera* at any point during the Council Meeting. When the Council goes *in camera*, every individual without immediate voting rights, including deputy delegates, excluding members of the Executive Bureau, is to be removed from the Council chamber. The chamber doors shall then be closed and the taking of minutes shall be suspended until such a time as the Council ceases to be *in camera*, with the exception of recording the results of any votes held by the Council during this time.
10. Incapability in the Council
- a. If any individual delegate is found at any agenda point to be incapable by a simple majority of the Council, that individual shall refrain from speaking and voting in that agenda point, but may remain in the council chamber at the Council's discretion.
  - b. Any delegate may at any point volunteer incapability on the item at hand without a vote.
  - c. An incapable delegate may be replaced by a non-incapable deputy delegate to maintain the member organisation's vote.



- d. A delegate may be deemed incapable if he or she is considered to be too personally involved to the item at hand. The involvement may be by
  - i. being party to the item (meaning the item mentions the individual by his name in some regard)
  - ii. being in a close relationship to a party of the item, by family or otherwise
  - iii. being employed by a party to the item
  - iv. being targeted to personally gain financial benefit or suffer financial losses by the item
- e. Incapability may not be invoked in elections.

11. Minutes shall be taken in every Council Meeting. The minutes shall reflect the decision of the Council and their motivations accurately, but are not required to reflect a full account of the discussions that took place. At the next Council Meeting there shall be no discussion on the minutes, except on the matters of accuracy.

#### ARTICLE 4: POLICY DOCUMENTS

1. EDS, as part of its activities, in addition to its Statutes, produces and maintains a variety of Policy Documents, including:
  - a. The Basic Document,
  - b. Motions,
  - c. Resolutions,
  - d. Statements,
  - e. Position Papers
  - f. Other Texts, as it sees fit.
2. There is a hierarchy among the Statutes and the Policy Documents, in which the order is as follows:
  - a. The Constitution,
  - b. Standing Orders and Financial Regulations,
  - c. The Basic Document,
  - d. Motions, Resolutions and Statements,
  - e. Other Texts.

#### ARTICLE 5: BASIC DOCUMENT



1. The Basic Document of EDS assembles the positions of the organisation on important areas of policy.
2. The Basic Document may be updated or altered at a Council Meeting taking place during the Winter University or the Summer University, in order to reflect or incorporate latest political conditions.
3. Changes to the Basic Document might be effected only via motions.
4. In order for the contents of a motion to be applied or incorporated, partially or fully, in the Basic Document of EDS, the motion shall:
  - a. State explicitly that it is intended for modification of the Basic Document,
  - b. Refer to the section(s) of the Basic Document it aims at updating or replacing,
  - c. Describe clearly which part of it is to make it into the Basic Document,
  - d. Be approved as a motion by a vote in the Council,
  - e. Receive a two thirds (2/3) majority in an additional vote, held in the Council Meeting immediately after the voting of approval of the motion.
5. Any organisation may place a reservation on a specific paragraph of the Basic Document, which shall be recorded in its publication.

## ARTICLE 6: MOTIONS

1. Any member organisation represented at the Council Meeting and any member of the Executive Bureau has the right to propose motions. Motions proposed by suspended members shall only be valid to be presented in the Working Groups and in front of the Council if they are co-signed by a non-suspended member organisation of EDS.
2. A motion shall be debated in a Council Meeting only if at least one (1) of its movers is present.
3. A motion for which insufficient notice has been given shall be entered if it is considered urgent by the absolute majority of Council members present and voting.
4. Amendments to any motion must be written down and handed in to the Secretariat before a vote on that particular motion is called.
5. Any motion is carried if it receives the majority of the votes cast, unless otherwise mandated by the EDS Statutes.
6. In the event of equality of votes for and against, the motion shall be deemed to have failed.



7. Any motion that has been adopted by the Council may be published as a resolution of EDS, unless the Council decides otherwise.
8. Any motions that have been presented in a Council Meeting may be put forward again at the two (2) following Council Meetings in a revised form, or to formulate certain reservations.
9. A motion is withdrawn from a Council Meeting, if and only if all its movers are withdrawn. The movers of the motion can ask the Council to discuss a motion which did not pass from the Working Groups. The Council can approve such request at an absolute majority vote.
10. The validity of a motion lasts until it is revised or replaced.

## ARTICLE 7: ELECTIONS

1. A new Executive Bureau will be elected by the Council in every Annual Meeting.
2. Executive Bureau member positions that become vacant for any reason will be filled at the next Council Meeting, following the exact election procedure used for filling these positions in an Annual Meeting.
3. Executive member positions will be filled according to the following rules:
  - a. All executive member positions in the Executive Bureau shall be filled.
  - b. Executive member positions will be filled only by representatives of Full Members.
  - c. Each Full Member can have up to one (1) representative serving as an executive member at any time.
4. Should a non-executive position become vacant for any reason, a new appointment may take place, and be confirmed, by the same Council meeting that declares the vacancy.
5. Non-executive member positions will be filled according to the following rules:
  - a. The position of Honorary Chairman may be filled only by candidates who have served in one of the last three (3) (current and two (2) previous) tenures of the Executive Bureau.
  - b. The Secretary General position shall be filled in every year.
  - c. Some or all of the other non-executive member positions may be left unfilled.



- d. Non-executive member positions will be filled only by representatives of Full Members or Affiliate Members.
  - e. Each Full Member or Affiliate Member can have up to one (1) representative serving as a non-executive member at any time.
6. Nominations for the positions of executive members of the Executive Bureau must be submitted by qualifying member organisations, not suspended at the time of the Council Meeting. Nominations concerning an incumbent member of the Secretariat shall also be submitted to the Chairman for transparency. A Member organisation shall only nominate individuals that are members of the respective organisation.
  7. The elections for the executive members of the Executive Bureau shall take place in two (2) stages, using a separate and secret ballot each, in the following order: Chairman and Vice-Chairmen.
  8. Each candidate executive member shall introduce himself and to answer to questions. One third (1/3) of the delegates can initiate a debate on the candidates. The candidates shall leave the room for the duration of this debate. They can be called back at any time to answer questions.
  9. Each election stage shall be separately held and no election stage shall proceed until the vote on the previous election has been announced by the Election Officer.
  10. Voting in the elections is conducted as follows:
    - a. Each Full Member organisation with voting rights shall receive as many ballot papers as is the confirmed number of their votes for each stage of the elections. All ballot papers shall be stamped with the EDS stamp or verified by the Secretary General's signature. Each ballot shall have the names of all candidates of the respective election stage printed on it.
    - b. Each voting member shall mark up to one (1) name on the ballot paper for the election of the Chairman and up to eight (8) names on the ballot paper for the election of the eight (8) Vice-Chairmen. The secrecy and anonymity of the vote shall be guaranteed by technical means such as an election booth.
    - c. Unmarked ballot papers will be counted as abstentions and ballot papers with more marks than names, will be counted as spoiled ballot papers.
    - d. The Election Officer shall supervise the collection of the ballot papers and the counting of the names and shall announce the results as fast as possible.
    - e. In the event of a dispute arising out of the elections, the Election Officer shall make a decision, which shall be binding.



- f. If there is a parity of votes arising out of the elections, the Election Officer shall call immediately for up to two (2) more votes. If it does not bring about a decision and no candidate wishes to withdraw, the Election Officer shall draw lots.
  - g. The Chairman shall be elected by an absolute majority of the votes cast. If no candidate reaches an absolute majority, a second round of voting shall take place between the two (2) candidates with most votes on the first round. The candidate achieving a majority in the second round shall be elected as Chairman.
  - h. The Vice Chairmen shall be elected by an absolute majority of votes cast. If less than eight (8) candidates reach an absolute majority, a second round of voting will take place. In the second round all candidates who were not elected in the first round will be candidates, unless they withdraw. Every voting delegate may vote for as many candidates as there are remaining open positions. If there still are open positions after the second round, these positions shall remain vacant, until the next council meeting, where a decision shall take place.
11. After all executive members of the new Executive Bureau have been elected, the non-executive members of the Executive Bureau are nominated and appointed.
  12. The Honorary Chairman is nominated by the new Chairman and appointed by the Council, at absolute majority, by which he or she is considered elected. If no such majority can be formed, the Chairman may call for an election once more, after nominating the same or another candidate for the position.
  13. The Secretary General is nominated by the new Chairman and appointed by the Council, at simple majority, by which he or she is considered elected. If no such majority can be formed, the Chairman may call for an election once more, after nominating the same or another candidate for the position.
  14. The full results of the elections and the list of all members of the new Executive Bureau are announced by the Election Officer.
  15. The departing members of the Executive Bureau are automatically considered to have stepped down at the completion of the Working Year, apart from the Secretary General, who remains employed by EDS for another month, in order to inform the incoming Executive Bureau on the pending affairs. The outgoing and the incoming Secretary General are responsible for setting up a transition meeting within one (1) month after the conclusion of the Working Year.

## ARTICLE 8: EXECUTIVE BUREAU MEETINGS

1. The Executive Bureau shall convene at least four (4) times a year.
2. The Executive Bureau is summoned by the Chairman:
  - a. At his discretion, or



- b. If at least half (1/2) of the executive members request so in writing to Secretariat.
3. The Chairman summons an Executive Bureau Meeting by written notice at least twenty-one (21) days in advance. A preliminary agenda must be enclosed.
4. The Executive Bureau is quorate with at least half (1/2) of its executive members being present. The presence of an individual member may be achieved remotely by technical means, such as a teleconference device, observing that the individual is fully able to contribute to, and to understand the proceedings of the meeting.
5. Decisions in the Executive Bureau are taken by simple majority voting, unless otherwise mandated by the Statutes.
6. The minutes of any Executive Bureau Meeting shall be circulated to the Executive Bureau members within fourteen (14) days and formally adopted at the next meeting.

## ARTICLE 9: WORKING GROUPS

1. Working Groups are set up by the Executive Bureau for the respective term of the Working Year.
2. A Working Group has the task to prepare specific documents for consideration by the Council under the guidance of the Executive Bureau.
3. Working Groups can be chaired by representatives from all member organisations irrespective of their type of membership.
4. The position of Chairman of a working group is applied for by a qualifying individual and appointed by the Executive Bureau. The Executive Bureau may appoint up to three (3) individuals to the position of chair of each working group, in order to distribute the workload and maximise attendance. In such a case all co-chairmen have the full range of obligations of a single Working Group Chairman.
5. The Chairman of the Working group is responsible for drafting a working program for the upcoming year and presenting it to the Council at the first Council Meeting of the Working Year.
6. In case of a disagreement, the Working Group Chairman decides what should be included in the Working Group report. The Chairman shall always seek to reflect the consensus of the Working Group. Any member organisation can ask for a minority statement to be included in the report of the Working Group Chairman.
7. All and any delegates of EDS member organisations (full, observer, affiliated or suspended full members) participating in the permanent working groups of EDS have the right to vote and propose amendments.





## PART IV. THE FINANCIAL REGULATIONS

### ARTICLE 1: ASSET MANAGEMENT

1. Asset management within EDS is performed by the Executive Bureau and, in particular, the Secretary General.
2. The Secretary General has the task to manage the financial assets of EDS, to keep an inventory list of all other assets that belong to EDS, and to facilitate the work of the Financial Auditors as much as possible. The Chairman; or another executive member of the Bureau nominated at the discretion of the Bureau; shall also have a power of attorney and full oversight of the financial assets of EDS at all times for transparency.
3. The Secretary General is obliged to manage and plan the assets of EDS so that a physical fund of 5000 Euros always remains in the bank account for emergency uses. Such emergency use must be approved by the Bureau by a two thirds (2/3) majority decision and communicated to the Council at the following Council Meeting.
4. The Books of EDS shall be kept according to double-entry bookkeeping principles and commercial bookkeeping standards. The books shall be at all times kept by a person proficient in accounting. If there is no such person currently in the Secretariat, it is the responsibility of the Secretary General to employ the services of an external accountant to ensure that all requirements of law and standards of commercial bookkeeping are fulfilled.
5. The Council may ask a third party to manage certain financial assets of EDS. In this case the Secretary General has a supervisory function.
6. Under no circumstances shall a person commence a transaction where the person himself is the beneficiary (such as a reimbursement or a salary). Such transactions shall always be commenced by another person with a power of attorney over the financial assets of EDS.

### ARTICLE 2: THE BUDGET

1. At every meeting of the Executive Bureau, the Secretary General shall circulate a written statement on the budgetary situation of EDS. This statement shall contain the balances of all accounts and show to what extent each item of the prospective budget has been realised.
2. The Executive Bureau shall present a budget for the next Working Year, to be approved by the Council in the first Council Meeting of that Working Year.
3. The denomination of the budget is the Euro.
4. The Financial Year is the calendar year.



5. The Council shall have the final decision on the budget by a simple majority of votes.
6. If no new budget is approved by the Council, the Executive Bureau operates on the same budget as in the previous Financial Year. In this case the Bureau's monthly expenses may not exceed one twelfth (1/12) of the budget.
7. If there is a need for an emergency change in the approved budget, the Executive Bureau shall consult the Financial Auditors about the action to be taken. Action can only be taken by consensus decision of the Executive Bureau and the Financial Auditors. The Chairman shall summon the Council as quickly as possible in order to seek its approval for the action taken.

### ARTICLE 3: SOURCES OF INCOME

1. The sources of income of EDS shall be:
  - a. The annual membership fees paid by its member organisations,
  - b. Other contributions paid by its member organisations,
  - c. Public funds, both European and national,
  - d. Donations from former EDS officials,
  - e. Donations from individual supporters,
  - f. Donations from corporate supporters,
  - g. Donations by foundations and other organisations,
  - h. Private sector sponsorship of particular EDS activities,
  - i. Earnings from fundraising events,
  - j. Such other sources as are acceptable to the Council.

### ARTICLE 4: MEMBERSHIP FEES

1. The Council shall place each member of EDS in a fee category, with a maximum of five (5) such categories.
2. The Council may place a member into a new category at the first Council Meeting of a Working Year as follows:



- a. An application for such a change shall be sent to the Secretariat in advance as defined in the Standing Orders, or tabled at the Annual Meeting.
  - b. If the Bureau proposes changes, such proposals shall be distributed with the agenda of the first Council meeting.
  - c. If a Member has tabled such a request, the Bureau shall give a recommendation for the Council
  - d. The Bureau shall have a concrete set of criteria for placing a member in each category.
3. The Executive Bureau shall propose the exact fee applicable to each category every Working Year. The amount of the fee shall be agreed by the Council at the Annual Meeting.
  4. The Secretariat shall send membership fee invoices to Members no later than 10th January.
    - a. If the invoices are sent late, all due dates shall be postponed by as many days as the invoice is delayed.
    - b. An invoice is considered properly sent on the date when it has been sent by email to the latest contact address the member in question has provided the Bureau with.
    - c. If the address proves to be faulty on the date sent, the invoice shall be sent by international mail on following business day and shall still be considered to have been sent on time.
  5. A new Member shall be placed in a category during the Council meeting in which it is accepted as a Member, based on a recommendation by the Bureau.
  6. If the Council Meeting does not pass a new fee proposal for the coming Financial Year, all member organisations shall pay the same fee as the previous Financial Year, until otherwise decided by the Council at an Annual Meeting.
  7. EDS Membership fees are paid on an annual basis, within the Financial Year.
  8. Advance payments for following fiscal years are not accepted. Payments for a new fiscal year are accepted from 1st December onwards in the preceding year, provided that the 1st Council meeting has already been concluded.
  9. The dates of payment for membership fees are set as follows:



- a. The membership fee of any organisation must be paid in full by the thirty-first (31st) of March, meaning that the correct membership fee is visible in the EDS account at the last date. If the organisation can show, illustrated by an official bank document that the membership fee was paid at least seven (7) days before the due date the payment is valid.
  - b. If the membership fee is visible in the EDS account by the thirty-first (31st) of January, or earlier, a ten per cent (10 %) discount is deducted from the initial amount payable. If the organisation can show, illustrated by an official bank document that the membership fee was paid at least seven (7) days before the due date the payment is valid.
  - c. If the membership fee is visible in the EDS account between the first (1st) of April and the thirty-first (31st) of May, a penalty of ten per cent (10 %) is added to the initial amount payable. If the organisation can show, illustrated by an official bank document that the membership fee was paid at least seven (7) days before the due date the payment is valid.
  - d. If the membership fee is visible in the EDS account between the first (1st) of June and the thirtieth (30th) of June, a penalty of twenty per cent (20 %) is added to the initial amount payable. If the organisation can show, illustrated by an official bank document that the membership fee was paid at least seven (7) days before the due date the payment is valid.
  - e. The latest date that the membership fee must be visible in the EDS account, including any applicable penalties, is the thirtieth (30th) of June. If the organisation can show, illustrated by an official bank document that the membership fee was paid at least seven (7) days before the due date the payment is valid.
  - f. If there is, for any reason, an incomplete membership fee payment, the Secretariat shall send an official notification to the member in question. If no such notification has been sent, there shall be no repercussions towards the rights of such a member, provided that there was still at least seven (7) days to the final due date at the time the payment was visible on EDS account. Any possible penalties shall only be applied to the amount of the payment that was missing on the date of invoking the penalty.
10. All new Members shall have an obligation to pay membership fees as follows.
- a. If a new Member is accepted in the Council meeting at the Winter University, that Member shall pay the applicable membership fee for the on-going fiscal year.
  - b. The Secretariat shall send such a new Member an invoice no later than fourteen (14) days after the conclusion of the Council meeting at which that member was accepted.



- c. Such a Member is subject to discounts and penalties according to the rules set in these statutes, but with all due dates postponed by two (2) months.
- d. If a new Member is accepted at the annual meeting, that Member shall pay the applicable membership fee for first time in the following fiscal year, according to same rules as established members.

## ARTICLE 5: APPROVAL OF EXPENSES

1. EDS has a budget which has been adopted by the Council. This budget is the basis of all financial operations. The Secretary General shall be responsible for planning the expenses in a manner so that the budget is not exceeded.
2. If the budget is exceeded or is likely to be exceeded, the Secretary General shall inform the Council and present amendments to the budget for the Council's approval at the next Council Meeting.
3. Normal expenses that fit the budget shall be approved by the Secretary General, except for the Secretary General's own costs, which shall be approved by another Bureau member with the power of attorney over the EDS financial assets.
4. The Executive Bureau shall at their first meeting delegate the powers of attorney and the areas of responsibility to bureau members. These delegations shall be made public to the member organisations. The Executive Bureau may change these delegations at subsequent Bureau Meetings. Every change must immediately be made public.
5. When in doubt over a particular expense, the Secretary General shall consult the Chairman. If they remain unsure, the entire Bureau must be consulted before deciding to approve the expense.
6. Expenses of 1000 Euros and over shall be approved by two persons with the powers of attorney over the EDS assets
7. Any expense where the beneficiary is a member of the Bureau or a member of the Secretariat shall always be approved by at least two persons with a power of attorney over the financial assets of EDS before the transaction is commenced.
8. The aforementioned approvals may be conducted by any means of written communication where the person performing the approval can be identified by a reliable manner, not necessarily by a signature. Such written communication shall identify the specific cost(s) approved in a detailed manner.
9. If the Bureau suspects that decisions have been made recklessly, Bureau may at any time at their discretion take any decision regarding approval of expenses for re-evaluation.



## ARTICLE 6: EMPLOYMENT

1. Paid employee positions in EDS are approved by the Council Meeting at a two thirds (2/3) majority, according to the draft job specification prepared by the Executive Bureau.
2. EDS employees are proposed by the Chairman or the Secretary General and appointed by the Executive Bureau at absolute majority.
3. Employees of EDS cannot be elected as executive members of the Executive Bureau.
4. No voting member of the Executive Bureau of EDS shall receive any salary and/or compensation for the activities carried out in the service of EDS.
5. The Secretary General and other appointed EDS employees may receive a compensation for their services to EDS.

## ARTICLE 7: REIMBURSEMENT OF EXPENSES

1. Expenses incurred in the service of the organisation shall be reimbursed if such provisions have been made in the budget and if funds allow.
2. Travel reimbursement for seminars for which specific travel funds have been granted, depend on:
  - a. Sending in nominations of participants before the given deadline,
  - b. Attendance and participation in the seminar,
  - c. Payment of the annual membership fee,
  - d. The amount of money remaining after the payment of all bills related to the seminar.
3. Travel reimbursement will be based on the cheapest means of travel from the participant's country and area of residence.
4. Travel reimbursement will be distributed as follows:
  - a. Members of the Executive Bureau and one (1) representative from each Full Member and Affiliate Member organisation will receive the first priority in payment.
  - b. Representatives from observer member organisations will receive the second priority in payment.



- c. If there is any money remaining after the priority reimbursement, further reimbursement will be made to the remaining participants on an equal basis and at the discretion of the Executive Bureau.
  - d. Travel reimbursement shall be paid out not later than twenty-one (21) days after the whole seminar grant has been received, provided the participant has produced a copy of his travel ticket.
  - e. Travel reimbursement shall be paid out by bank transfer or by cheque.
5. Travel reimbursement is payable to organisations only and not to individuals.

## ARTICLE 8: SETTLING OF ACCOUNTS

1. The Secretariat maintains a record (“account”) of all financial transactions with individuals and organisations.
2. Due dates apply for all debts payable to EDS, as follows:
  - a. The due date for all funds owed to EDS by individuals or non-member organisations is three (3) months from the date the debt was created. The Executive Bureau, at an absolute majority vote, can move forward this due date by up to nine (9) months.
  - b. The due date for all funds owed to EDS by member organisations is the latest payment date for membership fees, as set in the Financial Regulations.
3. Any amount owed to EDS must be paid no later than the set due date.
4. If an amount owed to EDS is not paid by the set due date, the account is automatically declared outstanding.
5. The Council can reduce the balance of any outstanding account by waiving part or the full amount owed to EDS at a two thirds (2/3) majority, cast during a Winter University or Summer University event.
6. An outstanding account remains outstanding until the balance, including any additional debt to EDS accrued in the meantime is fully paid.
7. If the account of an individual or a non-member organisation is outstanding, the Executive Bureau, at an absolute majority vote, might decide on further action towards settling the debt. This action might include short-term or long-term disruption of the relationship of EDS with the individual or the non-member organisation. Any action taken shall be reported to the next Council Meeting.



8. Part or the entire amount owed to EDS by an individual, a non-member organisation, or a member organisation, can be paid by covering the expenses of any EDS event or activity. The agreement to do so, as well as the amount covered, must be secured from the Executive Bureau at a two thirds (2/3) majority and from the Council, at the next Council Meeting, at a two thirds (2/3) majority.
9. Any disputes on part or the whole of the documented amount owed to EDS by an individual, a non-member organisation, or a member organisation, must be sent to the Secretariat within fourteen (14) days from the notification of action taken as a result of an account becoming outstanding.
10. Disputes regarding debts to EDS are forwarded to the Financial Auditors who then examine the EDS bank statements and other available documentation for proof of payment, and announce their findings to the Secretariat. The Executive Bureau makes a final decision at an absolute majority vote, taking into account the findings of the Financial Auditors. This decision is announced to the next Council Meeting.
11. Payments to EDS are made in cash, either by bank transfer or by deposit to the EDS accounts, and are proved by an original, dated bank order. Cheques payable to EDS might also be accepted as a means of payment, at the discretion of the Executive Bureau.