



# Standing Orders

As amended at 2<sup>nd</sup> Board Meeting – Brussels, Belgium, 24 April 2009.

## **General**

### **1 Definitions**

STUDENT	For the purposes of all ESU events, documentation and policy, a student refers to all those seeking a qualification in higher education
MANDATORY ITEM	A section, point or paragraph on the current standing orders that cannot be suspended and, in case of conflict, takes precedence over auxiliary items. Amendments to mandatory items need a $\frac{3}{4}$ majority of the votes present. The following sections are considered to be mandatory items: 1, 4.6, 4.7, 5, 7.2, 7.5, 8.1, 9.1, 10.1, 10.2, 10.3, 11.1, 11.2, 13, 14.1, 14.2, 15, 16
AUXILIARY ITEM	A section, point or paragraph on the current standing orders that can be suspended by the BM by a two-third majority of votes cast of the BM.
VOTING	Unless otherwise specifically specified all called votes are to be decided by an absolute majority of votes cast.
THE NUMBER OF VOTES CAST	The number of votes in favour or against at the time of a vote. Abstentions or invalid votes are not considered in the final tally of votes.
THE NUMBER OF VOTES PRESENT	The number of votes present made up of the number of votes in favour, against and abstaining at the time of a vote. Invalid votes have the same status as abstentions.
ABSOLUTE	This is 50% plus one of all the votes cast.

## MAJORITY

**SIMPLE MAJORITY** This is achieving more votes than the other option(s).

**ENOUGH VOTES CAST** 1/2 of all votes present must be cast in order for any vote to be considered valid.

**2/3 MAJORITY** This is 2/3 of all the votes cast.

**3/4 MAJORITY** This is 3/4 of all the votes cast.

**WORKING YEAR** The working year will coincide with the mandate of the EC and will run from the 1<sup>st</sup> of July till to the 30<sup>th</sup> June.

**ESU OFFICE** The EC and Secretariat, located at the Head Office of ESU as defined in article 2 of the Statutes.

**NOTIFICATION** For the purposes of these standing orders, unless otherwise specifically stated, an email *sent* to an address given by a member shall be deemed sufficient for purposes of notification. It is the duty of the member to inform the EC of any changes in said the email. Additionally, the notification must be posted on the Board section on the ESU extranet.

**TRANSITION PERIOD** The period between the elections and the start of a mandate.

## **2 Denomination**

The official name of the organisation is The European Students' Union (ESU). In all non-official documents ESU can be used.

### **3 Plan of work**

ESU functions according to an annual plan of work. This plan of work will be presented by the Executive Committee (hereafter referred to as EC) and adopted by simple majority of Votes cast at the last Board Meeting (hereafter referred to as BM) of the working year. The adopted plan of work must be sent to members within 14 days of the end of the BM.

### **Involvement in ESU**

#### **4 Applications for involvement in ESU**

##### **4.1 Applications**

In case of application for membership the applicant shall submit the documents specified in paragraph 4 of the Statutes of ESU. The documents will be presented to the BM. The EC and/or SUDC can comment on the documents.

Circulation of all these documents to all ESU members shall be arranged by the ESU secretariat not less than 30 days before the BM.

Applications shall be valid until the BM has taken the vote on the status of the applicant.

##### **4.2 Applications for Membership**

The BM can, by a 3/4 majority of votes cast, decide to:

- Grant membership;
- Dismiss the candidate from ESU;
- Prolong the candidate status for a set period of time defined by the BM.

In case of prolongation, the status of a candidate shall be reviewed at least once a year by the BM. The EC has to provide the BM with a report on each of the candidates. The report should include:

- the developments of the candidate in regards to the fulfillment of the criteria for membership; and
- recommendations for further action in helping the candidate to fulfill the membership criteria.

No decision on membership can be taken without a study visit. Whenever a study visit team is established, it will submit a written report to the BM, stating whether the candidate is eligible for membership and/or which actions should be taken in the future.

During the period of candidacy the NUS should provide information on its work and take part in regular ESU activities.

In general the full costs for a study visit need to be covered by the candidate NUS. This includes travel for the ESU representative(s) as well as local travel, accommodation and food costs for the study visit team for the entire period of the review.

If the candidate cannot afford to pay all the costs of the study visit the members of the study visit team have to cover the remaining costs.

If an applying NUS does not receive membership status the BM can decide to elect a member NUS which will then function as advisory partner to the rejected NUS in order to support the development of the latter. The rejected NUS has to agree to the proposed advisory partner. The advisory partner NUS will report at every BM about its work and the reforms of the applying NUS, until the status of the respective NUS changes.

If an applying NUS does receive membership status the BM can decide to elect a member NUS which will then function as partner to the NUS to help the NUS to integrate in ESU and to ensure a strong and stable communication between the new member and ESU. The new member needs to agree to the elected partner.

If an NUS applies for membership in ESU and parts of this NUS already is or has been a member of ESU, the NUS can apply for candidate status with preliminary documents. If the application for candidate status is accepted by the BM, the applicant has to provide the final documents as outlined in §4 of ESU's statutes at least 30 days before the study visit.

### **4.3 Membership Criteria and Review of Membership**

The membership criteria employed in determining the membership of an applicant shall be the same criteria that were in use at the time of their application. Any subsequent change to the membership criteria shall have no effect on the above-mentioned application.

The EC or the Board can propose to re-assess the membership of a member of ESU. Before the EC proposes to the BM to reassess a member it should give the member the chance to comment on the proposal and the reasons for the reassessment. The BM decides to review the status of an organisation by a  $\frac{3}{4}$  (three quarters) majority of the votes cast. If the BM votes in favour of a review a study visit team is formed in which the NUS which is to be re-assessed can not be a member. The study visit team reports latest at the BM after the next where then a decision can be taken.

In the case of there being a review of membership the BM will create a study visit team to conduct the review, this study visit team will consist of representatives from at least two member NUSes and an EC member. They will submit a written report to the BM which will then consider any recommendations contained within. Such recommendations which do not alter the status of an organisation may be decided by simple majority.

#### **4.4 Criteria for associate organisations**

Organisations fulfilling the following criteria:

- have students or local/national student organisations as members;
- are democratically run for students and by students;
- have objectives in line with ESU objectives laid down in ESU Statutes;
- have members from at least 8 countries parties to the European Cultural Convention;

are eligible to become associate organisations.

#### **4.5 Applications for the status of associate organisations**

Circulation of all documents as stated in the statutes of ESU to all ESU members shall be arranged by the ESU secretariat not less than thirty (30) days before the BM. Applications shall be valid until the BM has taken the vote on granting the status of an associate organisation to the applicant.

The status of an associate organisation is granted by a 3/4 majority of votes cast.

The organisation is granted the status of an associate organisation for an unlimited period of time. The EC shall

review the activities of the organisation on a regular basis. If the organisation ceases to fulfill the criteria laid down in the preceding paragraph, the EC will propose to the BM to revoke the status of the associate organisation. A member can also propose to the BM to revoke the status of an associate organisation. The status is revoked by a  $\frac{3}{4}$  majority of votes cast.

#### **4.6 Additional rights of members**

- Members can be mandated by the EC to represent ESU in whatever capacity the EC should deem necessary.
- Members are eligible to chair working groups.

#### **4.7 Additional duties of members:**

- update the information in the membership questionnaire of ESU regularly.

#### **4.8 Membership Fees**

Membership fees shall be paid in the beginning of the working year. The membership fee will be based on a clear calculation, as proposed by the EC in consultation with the Commission for Internal Auditing (hereafter referred to as the CIA) which will be approved by the BM by simple majority of votes cast.

#### **4.9 Quality Enhancement Visits**

Members of ESU can apply for a voluntary Quality Enhancement Visit by ESU. When NUSes apply with ESU for a volunteer Quality Enhancement Visit, the SUDC issues a call for a team to the student union development experts' pool. This team then conducts the visit and reports back to the NUS as well as to the SUDC. The costs for this need to be covered by the NUS that asks for the visit.

### **Working structure**

## **5 Institutions**

The institutions of ESU shall be:

- The Board Meeting (hereafter referred to as the BM).
- The Executive Committee (hereafter referred to as the EC).
- Secretariat.
- Commission for Internal Auditing (Hereafter referred to as the CIA)

**Additionally the following structures are also to be considered ESU institutions**

- The Working Groups (hereafter referred to as the WGs).
- The Content Committees :

The Academic Affairs Committee

The Social Affairs Committee

The Committee for Internal Development

The Student Union Development Committee

- Task Forces
- Cross-committee Networks

There shall also be a cross-committee network dealing with Gender Equality issues, which will consist of one elected person from each of the above mentioned content committees.

## **6 Minutes**

All institutions of ESU must have minutes of their meetings. These minutes have to be made available to all members within 14 days of the meeting. The only exception are the

BM Minutes. BM's minutes shall be sent to all members, associates and candidate members of ESU not later than 30 days after the end of the BM. The WG chairs (for WGs meetings) and the EC are responsible for sending out the minutes. The next meeting of the institution concerned should approve these minutes, by simple majority. The minutes of the CIA meetings are to be considered as excluded from the requirement of making minutes available to members. All minutes are kept at the disposal of the members by the ESU office.

## **7 Board Meeting**

### **7.1 Competencies of the BM**

The competencies of the BM are outlined in the ESU statutes.

### **7.2 Voting at the BM**

The BM shall endeavour to reach the widest possible measure of agreement. Decisions shall be taken by an absolute majority of the votes cast, except:

- The adoption of any policy (2/3 of the votes present)
- An amendment of the Statutes or mandatory item on the standing orders (3/4 of the votes present).
- Admission of a new member (3/4 of the votes present)
- Granting or revoking the status of an associate organisation (3/4 of the votes present).

### **7.3 Organisation**

The BM shall be convened by the EC and organised by a member, as approved by the BM, in association with the ESU secretariat. Unless otherwise specifically specified All documents to be voted upon will be circulated 30 days

before the BM to all members, associates and candidate members. If the documents are not circulated accordingly, the documents being late are not to be dealt with or voted upon.

#### **7.4 Closed Meeting**

The BM can decide to have a closed meeting or to have closed sessions during the meeting. This is done by proposing a procedural motion.

Closed meetings are only open to full members and student representatives who are part of an institution of ESU, either as a person or as a representative. The EC may decide to allow the presence of any members of the secretariat and the CIA during said closed sessions.

#### **7.5 Delegations**

Each member or associate organisation shall have the right to have two delegates with speaking rights on each point of the agenda. There may be more than two delegates speaking during the entire BM, but no more than two delegates per organisation at any specific point. The organisations have to register the number of their delegates in advance and the delegation should present the credentials prior to the BM to the EC.

If a member or an associate organisation sends more than one person to a meeting, it shall take positive measures to see that the delegation is gender balanced.

#### **7.6 Mandates**

Transfer of mandate may also be applied during sessions of a Board Meeting, where a member NUS provides the Chair of the BM with a written statement of consent giving a

reason acceptable to the chair. A member can carry the mandate of one other member, and at no time may any one member organisation ever have more than four (4) votes at any one time.

### **7.7 Chairing of the Board Meeting**

At the beginning of the BM, the chairperson of ESU; or if necessary, a member of the EC, shall declare the meeting open and do the roll call. Immediately following this the BM shall elect a chairperson and two vice-chairpersons for the meeting based on a proposal by the EC. The chair of the BM shall hereafter chair the rest of the BM. Immediately following the election of chair, the BM will approve the BM agenda. To attain a possible maximum of neutrality the chairpersons shall not take part in any vote and should avoid taking part in the discussion. The BM may replace the chairperson of the meeting by a motion of distrust supported by 2/3 of votes cast.

With exception to the preceding paragraph, the BM chair shall declare each meeting open and closed, shall direct the discussion, ensure observance of the rules, accord the right to speak, put questions to the vote and announce decisions. S/he shall rule on points of order and shall have in particular the power to propose adjournment or closure of the debate or adjournment or suspension of the meeting. S/he shall in case of dispute interpret the Statutes and Standing Orders in consultation with the two other vice-chairs.

The Board Meeting can overrule the decision of the chair of the BM by absolute majority of votes cast

If no chair of the BM is elected, the BM will decide on who should chair the BM from the representatives or ESU EC members who are present for the BM.

It is up to the chair and two-vice chairs to decide on the task division of the responsibilities of chairing the BM as well as dividing the physical chairing of the BM during specific agenda points, should they decide to do so.

The chairpersons may at any moment during the BM use a time-out to clear a situation or for any reason they want. The chairpersons communicate the time of the time-out.

## **7.8 Reports**

The institutions of ESU will present to the BM the written reports on their activities according to their plan of work. Reports have to be circulated like other documents relevant for the BM. Each EC member must also present an individual report to the BM. All reports are voted upon by the BM and are adopted with a simple majority of votes cast. The Chairperson of ESU does not have to produce an individual report and will present the general EC report.

When any person or organisation has represented ESU, they have to present a written report to the EC, within 14 days of the meeting taking place.

## **7.9 Speakers**

Every speaker has the right to have three minutes to present his or her views without interruption. The speaking time can be altered by a procedural motion. This time limit should not apply to representatives presenting any report .

During the discussion the chairperson of the meeting shall give the floor first to speakers wishing to make points of order (about the procedure), then to speakers requesting a

right of response, then to speakers requesting information or who wish to make a point of information and only then to other speakers. The chair, in consultation with the vice-chairs may disregard any points of order or requests for information and direct that they be not included in the minutes if s/he deems any statement made is not a point of order or request for information.

### **7.10 Closing the list of speakers**

During a discussion the chairperson of the meeting may announce the list of speakers and with the consent of the meeting declare the list closed, provided that the member that proposed a motion has the right to speak immediately before the vote.

The chairperson of the meeting however may still accord the right to reply to any delegate if, in his/her opinion, a speech delivered since s/he has declared the list closed makes this desirable in an effort to reach widest possible measure of agreement.

### **7.11 Motions and amendments**

Motions and amendments may be put forward in writing at any time during the BM until the deadline as directed by the chair of the BM. During the BM, where motions do not relate to the items on the agenda, the BM should vote on whether or not to accept those motions onto the agenda. These are accepted with a simple majority of votes cast.

If a new policy supersedes any existing policy , then the most recent policy shall automatically replace the outmoded document.

The Chair of the BM may rule that motions and amendments dealing with the same issue are to be considered together.

## **7.12 Procedural motions**

During the discussion the following procedural motions shall have precedence in the following order over all other proposals or motions before the meeting:

- 1) motion to reverse the decision of the chairperson concerning the conduct of the meeting.
- 2) motion to make the meeting a closed one.
- 3) motion for the suspension or adjournment of the meeting.
- 4) motion to adjourn the item under discussion.
- 5) motion for the closure of debate and an immediate vote.
- 6) motion to refer the matter to the EC, WG or to the next meeting.
- 7) motion for a limitation of the individual and collective speaking time for the point under discussion.

Should any procedural motion be defeated the same motion cannot be accepted again unless the Chair, in consultation with the vice chairs of the BM, is of the opinion that circumstances have radically changed in the meantime.

## **7.13 Procedure to motion**

All motions put forward by members shall have a proposer and a seconder.

Candidate and associate members may put forward any motion but these must be seconded by a full member.

The EC may put forward motions on any point without a seconder.

All Content Committees and Cross-Committee Networks may put forward motions within their area of work. The chair of the meeting decides if a given motion falls within the

Content Committees' area of work. The chair's decision may be overturned in accordance with these standing orders.

After moving a motion, the proposer shall have the right to speak, for a maximum of three minutes, in order to motivate the motion. The motion shall then be opened to discussion and amendments; the proposer may exercise a right of reply immediately before the vote is taken.

### **7.14 Amendment moved to motion**

When an amendment is moved to a motion, the amendment shall be voted on first.

When two or more amendments are moved to a proposal, the meeting shall first vote on the amendment furthest removed in substance from the original motion and then on the amendment next furthest removed there from, until all the amendments have been put to the vote.

An amendment shall be moved and discussed in accordance with the procedure for motions. A motion shall be considered as an amendment to a motion only if it adds to, deletes or revises part of that motion.

### **7.15 Ne bis in idem**

A motion accepted or rejected at a BM shall not be discussed or voted upon again during the same BM. This rule will not apply to any motion or policy that is discussed, in part or in whole, but not voted upon in whole.

If only a part of any motion is accepted or rejected by the BM, the Ne bis in Idem rule will not apply to that part voted upon.

### **7.16 Not enough votes cast**

If a decision is not taken due to the fact that not enough votes were cast, then the decision is postponed to the next Board Meeting in order for NUSes to make up their mind on the decision. If once again, at the following BM, not enough votes are cast, then the decision is considered as rejected and the principle of ne bis in idem is applied.

### **7.17 Voting procedures**

Each country will receive the same number of voting cards or, in the case of a secret ballot, ballot papers. The amount of votes will be divided equally among the NUSes from the same country.

Any member may request a secret ballot or recorded vote for any issue and this must be acceded to by the BM chairs. When there is a conflicting request for a secret vote or recorded vote on the same issue then the BM will decide which procedure if any to adopt by simple majority of votes cast and this vote in no case can be recorded or secret.

Elections and votes of confidence/no confidence must be by secret ballot.

Parts of a proposal shall be voted on separately if a member requests that the proposal is divided. These parts of the proposal that have been approved shall then be put to the vote as a whole; if all the operative parts of a proposal have been rejected, then the whole proposal is considered as rejected.

After the voting has commenced, no one shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.

### **7.18 Personal privilege & Right of response**

A member that disagrees with a decision taken by the BM can have their position noted in the minutes of the BM.

If any elected ESU representative, member, candidate or associate member feels that, at any point during any official discussion they have been accused of something or referred to in a way that solicits a response, the chair will grant them a maximum time of 2 minutes to respond. Such response will be given even after the list of speakers has been closed and preference in speaking order will be given to such members requesting this right of response according to the relevant parts of the Standing Orders.

### **7.19 Extraordinary Board Meeting**

An Extraordinary BM shall be convened at the request of the EC or at least 50% of the possible full vote with reasons made in writing to the ESU secretariat. It must take place within 60 days of the secretariat receiving the request.

## **8. ESU Elected Representatives**

Any person nominated for an elected position within ESU structures, as detailed below, must be a student at the time their mandate as an ESU elected representative begins. Candidates for the Commission for Internal Audit need not be students.

There is no limit on the amount of terms an ESU elected representative may serve, with the exception of the chairperson who may only serve a maximum of 2 consecutive terms in the post of chairperson.

No elected member of ESU can also act as a representative of any member union or other association or organisation during any ESU event, whether organised in whole or supported by ESU, or when attending any ESU internal

event or while on external representation when mandated to do so.

## **Executive Committee (EC)**

### **8.1 Composition of the EC**

Until discharged by the BM all members of the EC shall be fully accountable to the BM for their actions. Only the BM can grant resignation to a member of the EC.

Each member organisation may only nominate one candidate for Chairperson, one candidate for Vice-Chairperson, one candidate for EC and one candidate for each content committee and in no case may there be more than one person nominated by the same union in the same committee.

8.1.1 The EC consists of five to seven people elected by the Board Meeting. This number includes the Chairperson and Vice-Chairperson.

8.1.2 The term of mandate of all the members of the EC is for one (1) year and starts on the first of (1) July and ends on the thirty-first (31) of June. The period between the elections and the first (1) of July is to be considered one of transition between the present EC and the elected members.

### **8.2 Competencies of the Chairperson**

The chairperson is the chair of ESU. S/he is the principal representative of ESU and represents the total of the

other institutions of the organisation and must act accordingly during the entire term of their mandate.

The Chairperson is a member ex officio of every structure or institution within ESU, except the CIA. S/he is also the chair of all EC meetings and has one vote within this institution.

The Chairperson is responsible for the overall coordination and carries out the financial administration of the organization in co-operation with the Vice-Chairperson.

Among other competencies and duties the Chairperson should:

Assure that the whole political priorities of ESU are coherent and keep to the principle of continuity as a basis for these considerations:

- Keeps contact with all the institutions of ESU and keeps them updated of the developments in all spheres of activities of ESU.
- Call EC meetings and together with the EC, develop an agenda.
- to be co-ordinator for all political activities.

### **8.3 Competencies of the Vice-Chairperson**

The vice-chairperson is elected directly by the members of ESU and is the primary responsible for the organizational aspects, finances and administration of ESU together with the rest of the EC

S\he is a member of the EC and has one vote within the committee.

Among other competencies and duties the Vice-Chairperson should:

- co-ordinate the administration of ESU;
- co-ordinate communication and relations with ESU associate members;
- co-ordinate the relations and communication between the different ESU structures;
- co-ordinate, together with the EC, correspondence with ESU members;
- ensure that all institutions of ESU are kept up-to-date with the developments of the organisation;
- together with the EC, set the agenda and call meetings of all ESU elected representatives (so-called hacks meetings);
- disseminate the minutes of the EC meetings to the ESU members and other ESU elected representatives;
- co-ordinate the reporting to ESU members;
- together with the EC, be responsible for the internal development of the organisation;
- carries out the day-to-day financial administration of the organisation within the Executive Committee, in co-operation with the Chairperson, the Secretariat as mandated by the Executive Committee, and the Committee for Internal Development. This is without prejudice to the competencies of the CIA as outlines in these Standing Orders.

## **8.4 Competencies of the EC**

Further than what is defined in the Statutes, the EC shall:

- co-ordinate the WGs;
- Implement the decisions of the BM;
- Co-ordinate the rest of ESU's elected representatives and content committees;
- ensure that the chairs of relevant WGs are informed about the decisions of the EC of relevance to the work of those WGs;
- draw up the agenda for the BMs in co-operation with the Secretariat, other ESU content committees and the relevant WGs;
- Define the political strategy of ESU;
- Draw up a portfolio of competencies for all ESU elected representatives and these shall be in line with the ESU plan of Work;
- Keep all members, candidate members and associates regularly informed of the activities of the organisation in between BMs;
- Be responsible for overall finances and financial wellbeing and development of the organization.

## **8.5 Votes in the Executive**

Every member in the Executive has one vote during EC meetings. The EC meetings are chaired by the ESU chair and minutes are to be taken and disseminated by the Vice-Chairperson.

During the transition period the newly elected members do not have the right to vote during EC meetings.

Without prejudice to the preceding Article, every elected EC member has the right to attend EC meetings and be kept informed by the present EC during the period of transition.

## **8.6 The Executive Meeting**

EC meetings are called by the Chairperson who also sets the agenda, on advice of the rest of the EC. Every EC member can ask the Vice-Chairperson to call an executive meeting, in writing and in this case the Vice-Chairperson must do so within five (5) days of receiving the request.

The EC has the right to self-regulate the procedure of their meetings. To this end the EC will issue a document outlining the working methods for such meetings which will remain in force for the duration of their mandate.

No part of said working methods document, or any other working document, can go against ESU's statutes or Standing orders. In case of conflict the statutes and standing orders are to be considered supreme.

The EC will meet at least once a month

The working method document is only valid if it is ratified by two-thirds (2/3) of the EC. Any amendment to such document needs to be ratified by the same amount of votes.

The EC meetings are to be open only to ESU EC members. The chairperson may invite anyone else to the meeting to act as an observer or to talk about a specific point or points on the Agenda.

## **8.7 Election procedure**

In all ESU elections, the Secretariat shall act as Returning Officers, and shall be responsible for administration of nominations, conduct of elections and the counting of ballots. The Board Meeting may appoint such helpers as they see fit and in numbers prescribed by the chair of the BM.

## **8.8 Nominations**

Nominations for chairperson, Vice-Chairperson or EC must be submitted in writing to the ESU secretariat and copied to the members of the EC not less than thirty (30) days in advance of a BM, and the ESU Secretariat shall distribute all the information relating to the nominations of candidates to all members within ten days.

A nomination shall consist of a mandate from a full ESU member, a copy of the nominated person's CV and a letter of motivation from said nominated person.

When there are not enough candidates or gender balance cannot be achieved before the nomination deadline the returning officer will re-open the call for nominations. This call will be re-opened for 15 days, during which time no names, letter of motivation, CV or nomination of candidates that submitted applications before the initial deadline will be released. If after this 15 days deadline there are still not enough candidates to fill the committee or gender requirement then the nominations will be re-opened till the start of the Board Meeting. The names, CVs and letters of nomination and motivation of all candidates will be notified only after this 15 day deadline.

## **8.9 Election procedure for the chairperson**

The Election of Chairperson shall take place before the election of the EC. Before the election each candidate shall be afforded the opportunity to make a presentation, not lasting more than 5 minutes and be questioned by the Board. Questions will be addressed to all candidates equally, in a panel following the presentations.

Elections for chair take place using the Alternative Vote System. Where there is one candidate, that candidate shall stand against Re-open Nominations (RON) in an AV election. Where there is more than one candidate, those candidates will contest an AV election with RON as an additional candidate. The first candidate to exceed 50% of votes in successive stages of transfer will be deemed designated. Any decision would require a ratification of 2/3 of the votes cast.

In the event of RON being elected, nominations shall re-open immediately for a period of five working hours. If, after this period, no further nominations have been received, the candidate with the highest number of votes after RON shall be deemed designated. Otherwise, a new AV election is conducted.

All candidates may attend the count or send a nominated representative to observe.

Following the vote to elect a chair a vote of confidence will be held and for the election to take effect it will have to achieve a two-third majority of votes cast. If this is not achieved the current chairperson may choose to continue until the next BM – this must be approved by 2/3 of the votes cast.

## **8.10 Election procedure for the Vice-Chairperson**

The Election of the Vice-Chairperson shall take place before the election of the EC. Before the election each candidate shall be afforded the opportunity to make a presentation, not lasting more than 5 minutes and be questioned by the Board. Questions will be addressed to all candidates equally, in a panel following the presentations.

Elections for Vice-Chairperson shall take place using the Alternative Vote System (AV). Where there is one candidate, that candidate shall stand against Re-open Nominations (RON) in an AV election. Where there is more than one candidate, those candidates will contest an AV election with RON as an additional candidate. The first candidate to exceed 50% of votes in successive stages of transfer will be deemed designated.

In the event of RON being elected, nominations shall re-open immediately for a period of five working hours. If, after this period, no further nominations have been received, the candidate with the highest number of votes after RON shall be deemed designated. Otherwise, a new AV election is conducted.

All candidates may attend the count or send a nominated representative to observe.

The election for the Vice-Chairperson is to be held after the election of Chairperson but before the elections for the rest of the EC members.

### **8.11 Election Procedure for other members of the Executive Committee**

Elections are carried out by a preferential voting system as outlined in the annexes to these standing orders, with gender balance (Annex 1) in the case of the Executive

Committee. Before the election each candidate shall be afforded the opportunity to make a presentation, not lasting more than 5 minutes and be questioned by the Board. Questions will be addressed to all candidates equally, in a panel following the presentations.

The following restrictions shall be observed:

No member of ESU has the right to have more than one person sitting in the EC

There will be an equal gender balance of female and male persons sitting in the EC (excluding the Chair), but including the Vice-Chairperson.

### **8.11 Resignation**

Only the BM can grant resignation to a member of the EC. In case of resignation or disposition of one or several EC members, the BM decides how to proceed.

### **8.12 Report of the EC**

The EC and the members of the EC should send their written reports, and ESU's plan of work, thirty (30) days prior to the BM. The BM will first discuss the general report of the whole Executive Committee, and after that the personal reports of individual members of the EC. All reports, both general and personal have to be approved by the BM, as outlined in these standing orders. In between BMs the EC should on a regular basis inform the candidates, associates and members of their activities.

### **8.13 Non-Election of EC and Chair of ESU**

If no EC is elected and a Chair of ESU is elected, the Chair of ESU is responsible for the duties of ESU. The new election must be on the following Board Meeting, which has to take place a maximum of three months later. If no Chair

of ESU is elected and an EC is elected, the EC of ESU is responsible for the representation of ESU.

## **9 Working Groups**

### **9.1 Competencies of the WGs**

The WGs shall deal with specific areas of work relevant to the work of ESU or in the interests of its members.

The WGs shall:

- In co-operation with the EC prepare policies and propose these to the BM.
- prepare policies and propose these to the BM in co-operation with other ESU elected representatives. endeavour to collect information in their fields and circulate it.
- In co-operation with the EC review former ESU policies in their field and propose amendments
- be given preference with the external representation of ESU to any external events concerning their fields.

the chair of the WG shall ensure that the EC, members of the WG and the Secretariat are informed of ongoing work of the Working Group.

### **9.2 Election of chair(s) of working groups**

A member or a group of members can apply to chair a WG. Candidates and associate organisations can apply to co-chair a WG together with a member or a group of members.

Nomination for chairing a WG must be received by the ESU secretariat at least 30 days before the BM.

They shall submit a proposed plan of work. The BM elects the chair(s) of a WG on the basis of the proposed Plan of Work.

### **9.3 Plan of work**

The EC, in co-operation with other ESU elected officials should outline specific tasks that could be dealt with within a WG 30 days before the BM. This proposal can be fully or partially taken up by an NUS or group of NUSs with candidates and/or associate organisations in their plan of work.

An NUS or a group of NUSs with candidates and/or associate organisations can as well propose their own Plan of Work.

The WG will present their Plan of Work to the BM for adoption. The Plan of Work as approved by the BM will be incorporated in the Plan of Work of ESU.

### **9.4 Resignation of chair of working groups**

In case a chair resigns, the next BM will have to elect a new chair. In the meantime a member of the EC shall take over the role of acting-chair.

## **10 Content Committees**

### **10.1 Setting up of a Content Committee**

The BM can decide to set up a content committee and establish its mandate. The members of the committee are individual students nominated by a full member of ESU. The BM selects the members of the committee or may delegate this responsibility to the EC.

## **10.2 Competencies of a Content Committee**

The length of mandate as well as competencies of a content committee should be included in the call for applications for elections for a content committee. The current content committees of the organisation are listed in these standing orders.

## **10.3 Accountability**

The content committees are accountable to both the BM and the EC. In between BMs content committees are accountable to the EC. Overall committees are accountable to the BM.

## **10.4 Elections**

The members of the Content Committee representatives are elected by the Board Meeting. The Board can delegate this responsibility to the EC. If the Board is electing the members of the Content Committee, the procedure is the same as for EC elections (not being the procedure for Vice-Chairperson and Chairperson). Each content committee must consist of the following number of student experts:

The Academic Affairs Committee – four (4)

The Social Affairs Committee – four (4)

The Student Union Development Committee – two (2)

The Committee for Internal Development – two (2).

## **10.5 Resignation**

Only the BM can grant resignation to a member of the Content Committee. In case of resignation of one Content Committee member, more than thirty (30) days before the start of a BM, the EC can open the call and select a new Content Committee member. This selection has to be

ratified by simple majority of votes cast by the following Board meeting. If the resignation of a content committee member falls within forty (40) days of the start of the BM, a call must be issued and an election takes place.

In case of resignation of more than one Content Committee members the Board Meeting decides on how to proceed.

### **10.6 Plan of work**

Within their mandate given by the BM the Content Committee will draft a plan of work. This will be incorporated in the overall plan of work of ESU.

### **10.7 Report of the Content Committees**

The Content Committee has to submit a written general report, in accordance with the plan of work, thirty (30) days prior to the Board Meeting. This report has to be approved by the Board Meeting.

In between the Board Meetings, the Content Committees shall inform the members of their activities on a regular basis.

## **11. Cross-Committee Networks**

### **11.1 Setting up of a Cross Committee Network**

The BM can decide to set up a Cross Committee Networks of experts and establish its mandate. The members of the committee are already member in an existing Content Committee or the Executive Committee of ESU.

## **11.2 Competencies of a Cross Committee Network**

The length of mandate as well as competencies of a Cross Committee Network should be included in the call for applications for elections for a content committee.

## **11.3 Accountability**

The Cross Committee Networks are accountable to both the BM and the EC. In between BMs Cross Committee Networks are accountable to the EC.

## **11.4 Plan of work**

Within their mandate given by the BM the Cross Committee Networks will draft a plan of work this will be incorporated in the overall plan of work of ESU.

## **11.5 Report of the Cross Committee Network**

The Cross Committee Network has to submit a written general report, in accordance with the plan of work, thirty (30) days prior to the Board Meeting. This report has to be approved by the Board Meeting.

## **12 Task Forces**

### **12.1 Establishment of a Task Force (TF)**

The EC or the BM can decide to establish a Task Force and will mandate it. The members of the Task Force are individuals. The EC selects the members of the Task Forces, through the issuing of a call at least 14 days prior to the setting up of such TF. Any associate, candidate or member may nominate an individual student for a place on the task force. Every TF established must be so done with consideration given to gender and regional balance – if due to lack of applicants this is not possible then the EC will set

up the TF to ensure that these criteria are met as closely as possible.

## **12.2 Competencies of a Task Force**

The length of mandate as well as the competencies of a Task Force should be included in the mandate given by the EC or the BM

Task Forces should be established by and be accountable to the EC.

For establishing a Task Force the EC should issue an open call for proposals, which should include the size, timeframe, working methods and desired outcomes of the Task Force's work.

The Task Forces should regularly report back from its working progress to the EC. task force established by the BM report to the BM.

## **13 Secretariat**

All staff issues are matters of the EC, which is responsible for ESU's day-to-day work.

When appointing staff, the EC shall as far as possible publish a job offer as wide as possible. Members of the secretariat are employed professional staff and should where necessary have the necessary knowledge in the fields of management and finances. The secretariat should not be considered to have any political role, unless mandated specifically in extraordinary circumstances by the EC.

### **13.1 Staff Protocol**

All ESU Staff are accountable to the EC. They are not politically responsible for the conduct of ESU, and implement the policies and procedures passed by the BM or any other tasks delegated to them by the EC, in accordance with their appointment.

As such, any political issues related to the area of responsibility of a staff member should be addressed to a member of the EC. Likewise issues arising from the work or conduct of a staff member should be addressed to the EC, and not raised with the staff member concerned.

There shall be a staff protocol for relations between staff and ESU elected officials and members agreed by staff and the EC, presented to the BM, and adhered to by all ESU elected officials and members.

### **13.2 Competencies of the Secretariat**

The secretariat shall

- collect, and distribute relevant information to the member NUSes and all other institutions together with the Vice-Chairperson;
- provide contacts between member NUSes and other bodies in the field of education;
- administer the finances of ESU as mandated by the Executive Committee under the coordination of the Vice-Chairperson and the Chairperson of ESU;
- raise funds for ESU together with the Committee for Internal Development;
- co-ordinate the execution of decisions taken by the BM or EC;
- support any work of ESU as directed by the EC;

- co-ordinate media, public relations, communication and press contacts as directed by the EC and in co-ordination with the Committee for Internal development;
- on direction from the EC, be responsible for any project applications and events organised or jointly organised by ESU.

## **14 Auditors**

### **14.1 Commission for Internal Auditing (CIA)**

The Commission for Internal Auditing will do the internal audit of ESU. The CIA will consist of three individual persons elected by the BM. Members of the CIA can not be active in the same NUSs.

*At least once a year the Commission for Internal Auditing will overview the bookkeeping and the report of the external auditor. Every three months they are updated by the EC or any member of the secretariat as directed by the EC, on the financial matters of ESU. After closing the books of a fiscal year they will report to the BM.*

### **14.2 External auditor**

*The EC and the secretariat are responsible for the annual external audit of ESU which will be done by a professional external auditor.*

## **15 Disciplinary code**

### **15.1 Members**

#### 15.1.1. Basic provisions

Acting against the Statutes, Standing Orders will necessitate disciplinary action. The decision for disciplinary

actions is passed with a two-third majority of the number of votes cast.

The BM decides on the following consecutive disciplinary actions:

- first warning;
- removal of voting right;
- second warning;
- expulsion.

The disciplinary actions can only be passed in consecutive order, one on every BM. They can be cancelled partly or in all respects by the following BM.

#### 15.1.2. Specific provisions

Excluded from the basic provisions are the following specific provisions.

If a member does not attend four consecutive ordinary BMs that member will be deemed to have withdrawn from ESU. The member involved will be notified in writing after missing three consecutive BMs and at least 60 days in advance of the next BM.

If a member fails to pay membership fee and/or declare TDI or has any other debt with ESU invoiced not later than 30 days before the Board meeting the voting rights will be removed automatically, unless an agreement has been reached between the EC and the debtor. This decision should be based on official documentation, put in writing and be available to the Board. Once the obligations are met, the voting rights will be returned automatically.

If a member defaults on payment of membership fees or has any other debt with ESU for two or more years without the consent of the BM, this member will be deemed to have

withdrawn from ESU. The member involved will be notified in writing 3 months prior to the two years expiring.

### **15.2 Elected representatives**

Any Executive Committee member including chairperson, can be dismissed from the committee for their actions by a two-third majority of votes cast at a BM.

### **15.3 EC**

To dismiss the EC as a whole, including the chairperson, a member can propose a motion, seconded by another member, for a vote of no confidence. This vote of no confidence requires a two third majority of the votes cast during a BM.

If the EC is dismissed the BM will elect a new EC until the next BM.

### **15.4 EC member**

A member of the EC can only be dismissed for their actions by 2/3 (two-thirds) majority of votes cast in a BM. The BM will elect someone to replace the dismissed EC member.

### **15.5 Content Committee**

To dismiss the whole Content Committee by the Board Meeting a member can propose a motion, seconded by another member, for a vote of no confidence. This vote of no confidence requires a two third majority of the votes cast.

If the Content Committee is dismissed the BM can elect a new Content Committee with the same or different mandate.

## **16. Signature**

Financial matters up to 1000 Euro are the competency of all members of the EC and by the EC mandated staff. Each of

them individually can engage ESU for these matters after agreement from the rest of the EC. All other acts that engage ESU are, except special powers of attorney, signed by two members of the EC, one of them being the EC responsible for ESU finances or the chairperson, or by one member of the EC (being the EC responsible for ESU finances or the chairperson) and one mandated member of the ESU staff.

## **17. Budget**

ESU's activities shall be financed by:

- Membership fees.
- Funding from outside sources, provided that acceptance of such revenue does not conflict with the aims of ESU.

## **18. Accounts**

Full accounts are submitted to the BM at least once per fiscal year, and a detailed report of the current financial position will be made to each BM. The BM taking notice of the auditing report and will by voting explicitly approve or reject the budget for ESU before the beginning of every fiscal year.

### **18.1 Financial Report Balance and Budget**

The BM, taking notice of the auditing report, will be voting explicitly by 2/3 majority of votes cast and can approve or reject the financial report, balance and budget for ESU. The Budget must be voted upon before the beginning of the fiscal year.

## **19. Language**

The official language of ESU is French.

The working language of ESU is English.

All the meetings and publications of ESU will be exclusively in English. The official language will only be used in communications with the Belgian government.

## **General arrangements**

### **20. Suspension of Standing Orders**

Specified auxiliary Items on the Standing Orders may be suspended for a specified part of a BM by a three-quarters majority of votes cast by the BM.

### **21. Amending the Statutes and Standing Orders**

Amendments to the Statutes and the Standing Orders will only be in force after the BM where they were adopted.

The amended articles should be discussed in the light of the chapter of the article.

A two thirds majority of the votes cast of the BM may amend the auxiliary items of the standing Orders and the Financial Standing Orders. A  $\frac{3}{4}$  majority of votes cast are needed to amend the mandatory items of the Standing Orders, provided that notice of the proposed amendments have been submitted to the ESU secretariat not less than forty (40) days in advance of the BM, and the ESU secretariat has notified all members of ESU of such amendments not less than thirty (30) days prior to the BM.

## **ANNEX to the Standing Orders**

### **Annex 1: Procedures for elections with gender balance**

#### **1. Definitions:**

A "ballot" is paper or card, or set of papers or cards, on which a voter has marked a candidate, or ranked one or more candidates.

A "continuing candidate" is a candidate who is not yet elected or eliminated.

A "non-eliminated candidate" is a candidate who is a continuing candidate or an elected candidate.

To "transfer" a ballot is to assign it to its highest-ranked continuing candidate.

A "transferable ballot" is a ballot that lists or designates at least one continuing candidate.

As a noun, a "transfer" is an instance of transferring one or more ballots.

An "allocation" is any transfer of every ballot whose transfer is ordered in the same paragraph of this count specification.

"N" represents the number of seats in the election.

"The quota" is the number of valid votes cast in the election plus one, divided by N.

"A quota" is a vote total numerically equal to the quota.

2. Each ballot, at the beginning of the count, shall have the value of one (1) vote. Each candidate, at the beginning of the count, shall have a vote total of zero (0).

3. When a ballot is transferred to a candidate, this candidate's vote total is increased by the value of the ballot. When a ballot is transferred from a candidate, his vote total is decreased by the value of the ballot.

4. Immediately after each allocation, either paragraph 4a, or paragraph 4b shall be carried out, depending on whether or not that allocation has resulted in a candidate acquiring a quota.

4a. If any candidate has acquired a quota as a result of the allocation that has just been completed, then that candidate is elected as of that time. If this candidate's vote total exceeds a quota then the candidate has a "surplus", and this surplus is the amount by which his vote total exceeds the quota. The rest of this paragraph shall be carried out for every candidate who has a surplus as a result of the allocation that has just been completed. For each such candidate, this surplus shall be divided by the candidate's vote total, and the value of each of the candidate's transferable ballots shall be multiplied by the result of that division. Each of the candidate's transferable ballots shall then be transferred.

4b. If no candidate has acquired a quota as a result of the allocation that has just been complete, then the candidate with the lowest total vote shall be eliminated and this candidate's transferable ballots transferred until the number of candidates of that gender remaining equals the number of positions to be filled by that gender. Once half of the positions available have been filled by one gender, all remaining candidates of that gender will be eliminated one by one and their transferable ballots transferred.

4c. If at any round, the number of candidates of the same gender exceeding the quota, is greater than the number of positions left unfilled for that gender, the candidate/s with the greatest number of ballots will be deemed elected and the candidate/s with a lesser number will be eliminated.

4d. If at any time when a candidate should be elected or eliminated and two or more affected candidates have the same number of votes, the matter will be decided by the tossing of a coin or rolling of a dice.

4e. Candidates will stand against Re-Open Nominations (RON) in the election. In the event of RON being elected,

candidates who have reached the quota in previous rounds or in the same round as RON, will be elected. Nominations will open immediately for a period of five working hours and a further election will be held for the remaining unfilled position.

5. The count shall end either when N candidates have been elected, or when only N candidates remain un-eliminated (in which case those N candidates are declared elected), whichever happens first. However, no candidate who is not listed on any ballot will be declared elected.

6. Start the count by transferring all the ballots in the ballot box according to the above rules.

## **Annex 2: Procedures for elections without gender balance**

1. Definitions:

A "ballot" is paper or card, or set of papers or cards, on which a voter has marked a candidate, or ranked one or more candidates.

A "continuing candidate" is a candidate who is not yet elected or eliminated.

A "non-eliminated candidate" is a candidate who is a continuing candidate or an elected candidate.

To "transfer" a ballot is to assign it to its highest-ranked continuing candidate.

A "transferable ballot" is a ballot that lists or designates at least one continuing candidate.

As a noun, a "transfer" is an instance of transferring one or more ballots.

An "allocation" is any transfer of every ballot whose transfer is ordered in the same paragraph of this count specification.

"N" represents the number of seats in the election.

"The quota" is the number of valid votes cast in the election plus one, divided by N.

"A quota" is a vote total numerically equal to the quota.

2. Each ballot, at the beginning of the count, shall have the value of one (1) vote. Each candidate, at the beginning of the count, shall have a vote total of zero (0).

3. When a ballot is transferred to a candidate, this candidate's vote total is increased by the value of the ballot. When a ballot is transferred from a candidate, his vote total is decreased by the value of the ballot.

4. Immediately after each allocation, either paragraph 4a, or paragraph 4b shall be carried out, depending on whether or not that allocation has resulted in a candidate acquiring a quota.

4a. If any candidate has acquired a quota as a result of the allocation that has just been completed, then that candidate is elected as of that time. If this candidate's vote total exceeds a quota then the candidate has a "surplus", and this surplus is the amount by which his vote total exceeds the quota. The rest of this paragraph shall be carried out for every candidate who has a surplus as a result of the allocation that has just been completed. For each such candidate, this surplus shall be divided by the candidate's vote total, and the value of each of the candidate's transferable ballots shall be multiplied by the result of that division. Each of the candidate's transferable ballots shall then be transferred.

4b. If no candidate has acquired a quota as a result of the allocation that has just been completed, then the continuing candidate with the lowest total vote shall be

eliminated, and this candidate's transferable ballots transferred.

4c. If at any time when a candidate should be elected or eliminated and two or more affected candidates have the same number of votes, the matter will be decided by the tossing of a coin or rolling of a dice.

4d. Candidates will stand against Re-Open Nominations (RON) in the election. In the event of RON being elected, candidates who have reached the quota in previous rounds or in the same round as RON, will be elected. Nominations will open immediately for a period of five working hours and a further election will be held for the remaining unfilled position.

5. The count shall end either when N candidates have been elected, or when only N candidates remain un-eliminated (in which case those N candidates are declared elected), whichever happens first. However, no candidate who is not listed on any ballot will be declared elected.

6. Start the count by transferring all the ballots in the ballot box according to the above rules.