

# Standing Orders of Erasmus Student Network Switzerland



## **Part I: National Assembly (NA) - General Assembly**

### **Art. 1: Composition**

- 1 Every member of ESN Switzerland has the right to participate in the National Assembly (NA). For logistical reasons, the number of participants can however be restricted.
- 2 Only Sections have the right to vote.

### **Art. 2: Convocation**

- 1 A NA can be called by the National Board (NB) at all times. Its exact date must be communicated by written notice at least a month in advance. The agenda must be submitted at least 10 days before this NA. If the provisory budget and/or the annual report are to be approved during this NA, they must be sent to Sections at least 10 days in advance.
- 2 Proposals to a NA are to be sent out in written form to the NB of ESN Switzerland at least 10 days before the NA. The NB can decide on a shorter deadline if necessary. Amendments to a motion can be proposed until 23:59 on the day before the vote. In this case a vote will be held first on the amendment and then on the original proposal.
- 3 Subject to one month's notice a fifth of the Sections can call an extraordinary NA. The agenda must be submitted at least 10 days before the NA.
- 4 Subject to one month's notice the audit body can call an extraordinary NA. The agenda must be submitted at least 10 days before the NA.
- 5 Three NAs are organised each year:
  - a The first one is organised during the autumn semester. Its focus is on the finances and on the election of the Alumni Coordinator once every two years;
  - b The second NA is organised during the spring semester before the EGM and includes the election of the NB and Board Support (BS);
  - c The third NA is organised during the spring semester after the EGM and includes the presentation and approval of the new Action Plans and the annual report and to elect the AC;

- d The Chairing Team (CT) decides on other topics to include in the agenda. An extraordinary NA can replace an ordinary NA but does not have to.

### **Art 3. Competencies**

The NA has the following competencies:

- 1 To approve the annual report, the annual accountings, and the report of the audit body;
- 2 To vote on proposals from the NB and from members, and settle appeals;
- 3 To amend the Statutes;
- 4 To dissolve the association;
- 5 To approve the annual budget and define membership fees;
- 6 To elect NB members;
- 7 To elect the audit body;
- 8 To elect the Board Support (BS) members;
- 9 To elect the Advisory Council (AC) members, including the Alumni Coordinator;
- 10 To discharge NB and BS members;
- 11 To elect the Main Chair of the Chairing Team (CT) for the following NA.

### **Art 4. Conduct**

- 1 The NA is conducted by the Chairing Team (CT).
- 2 The CT consists of a Main Chair, a Vice Chair and a Technical Chair.
- 3 The Main Chair is elected at the previous NA and can appoint the Vice Chair and the Technical Chair.
- 4 If no candidate is elected for the position of Main Chair during the previous NA, the NB appoints a Main Chair.
- 5 Any proposed change to the SOS has to be presented on the first day of the respective NA.

## **Art. 5 Decision making**

- 1 Each Section has one vote at the NA. One third of the Sections are required to reach quorum for the decision making process. Unless defined otherwise, decisions are taken by a simple majority of the cast votes.
- 2 A Section can delegate their vote to another Section.
- 3 A Section that has not joined two consecutive NAs cannot delegate its vote until it joins a NA again.
- 4 Decisions come into force at the end of the respective NA unless otherwise specified.
- 5 The members of the new NB and the BS begin their mandate after the period described in Part. 2, Article 9.19 of these SO.

## **Part II: National Board (NB) and Board Support (BS)**

### **Art. 6: Duties**

- 1 The NB and BS support Sections with the provision of online databases, the publication of informational material, as well as with support in the organisation of national or international events.
- 2 The NB and BS represent the interests of exchange students towards the national agencies in the field of education, student organisations, as well as other active organisations in the field of international exchange.
- 3 In addition, the NB and BS promote international projects, support the participation in international events and encourage the involvement of members of ESN Switzerland in the national and international bodies and projects of ESN.

### **Art. 7: Composition**

- 1 The NB must consist of at least three members, of which one must be the President and one the Treasurer.
- 2 Every NB and BS candidate must be a member of a Section.
- 3 The NB can be supported by the BS.
- 4 The BS consists of elected members for a specific national position.
- 5 The BS does not have the right to vote during the decision making process of the NB.

## **Art. 8: Accountability**

- 1 The NB and BS are accountable to the Sections. Accountability is provided through the Board Report, which the NB and BS present at each NA, and an Annual Report which the NB and BS present at the end of its mandate. In addition, the NB and BS provide documents relating to their activity.

## **Art. 9: Election**

- 1 The NB and BS are elected by the NA.
- 2 The NB and BS can be reelected.
- 3 The NB and BS provide a transition to the newly-elected NB and BS. Additionally, the former NB and BS can finish ongoing projects.
- 4 The NB and the BS are elected by an absolute majority of the cast votes.
- 5 A first vote determines the number of NB members to be elected.
- 6 In a second vote the candidates are elected to specific positions. Mandatory positions of President and Treasurer must be each assigned to one person by the NA.
- 7 Each Section has one vote per position.
- 8 The candidates which reach the absolute majority of the cast votes are elected.
- 9 If all of the positions are filled, the non-elected candidates are discarded.
- 10 If for one or more positions nobody reaches an absolute majority, the candidate with the least votes is discarded and a second vote is held with the remaining candidate(s).
- 11 If none of the candidates reaches the necessary majority during the second vote, the NA decides how to proceed.
- 12 Once the positions have been filled, it is decided which members become part of the NB. The President and Treasurer are automatically part of the NB.
- 13 Each Section has as many votes as the number of NB members to elect and cannot vote more than once per person. The candidates with the most votes which reach an absolute majority of the cast votes are elected.
- 14 If not all positions of the NB are filled, the candidate with the least votes is discarded and a second vote is held with the remaining candidate(s).
- 15 If not all positions of the NB are filled during the second vote, the NA decides how to proceed.
- 16 All the candidates that are elected for a position but are not elected as part of the NB have the role of BS.

- 17 A BS member can be appointed by the NB if a position remains vacant. The appointed person needs to be confirmed at the following NA with an absolute majority of the cast votes.
- 18 The NB and BS get discharged at the third NA by a simple majority and released from their positions at the end of the third NA.
- 19 The mandate of the new NB and BS starts when the previous NB and BS are released. The period between the election of the new NB and BS and the end of the mandate of the previous NB and BS serves as a transition period.

### **Art.10: Dismissal**

- 1 Any member of the NB that fails to perform their duties can be dismissed by the NA.
- 2 A vote of dismissal is held on request of at least three Sections. A vote of dismissal must be announced at least 30 days in advance and comes into effect at the end of the day of the vote. Every member of the NB can be subject to only two votes of dismissal per year.
- 3 A vote of dismissal is successful if at least two thirds of all Sections vote to remove a NB member
- 4 The President and the Treasurer can be dismissed only if a successor is immediately elected to replace the removed member.

## **Part III: Advisory Council**

### **Art. 11: Tasks**

- 1 The AC has consultative function and supports the NB by securing the knowledge transfer within ESN Switzerland.
- 2 The AC holds interviews with all the candidates before the NB elections. Afterwards the AC gives a recommendation on the number of NB members.

### **Art. 12: Composition**

- 1 The AC is composed of the Alumni Coordinator and two more members.
- 2 At least one member of the AC must have been a member of the NB.

### **Art. 13: Election**

- 1 The AC is elected by the NA.

- 2 The Alumni Coordinator is elected by an absolute majority for a mandate of 2 years.
- 3 If for the position of Alumni Coordinator nobody reaches an absolute majority, the candidate with the least votes is discarded and a second vote is held with the remaining candidate(s).
- 4 If none of the candidates reaches the necessary majority during the second vote, the NA decides how to proceed.
- 5 The two other members of the AC are elected for a mandate of one year.
- 6 Every Section has as many votes as there are AC positions to fill and cannot vote more than once per person.
- 7 The candidates with the most votes that have reached the absolute majority of the cast votes are elected.
- 8 If all positions are filled the other candidates are discarded.
- 9 If not all positions are filled the candidate with the least votes is discarded and a second vote is held with the remaining candidate(s).
- 10 If less than two candidates reach the required majority during the second vote, the NA decides how to proceed.
- 11 The NB can accept an application for a vacant position in the AC. The appointed person needs to be confirmed at the following NA with an absolute majority of the cast votes.

## **Part IV: Financial Auditing**

### **Art. 14: Financial Audit**

- 1 The Financial Audit consists of two members and has the task to examine the accountings of ESN Switzerland. The members of the Financial Audit should have knowledge in accounting and at least one of them should be independent of the NB.
- 2 The Financial Audit is elected at the first NA after the NB elections for a mandate of one year.
- 3 The Financial Audit releases a report for the last NA of the NB mandate which the NA must vote on.

## **Part V: International events**

### **Art. 15: Spot Distribution**

#### **15.1 Western European Platform (WEP) & Erasmus Generation Meeting (EGM)**

- 1 Section Delegate spot: Each Section has the right to an official spot if it is able to send one of its members as a delegate.
- 2 National Delegates and Delegation Leader spots: The NB votes. In the event of a tie, the President decides.
- 3 Extra spots: an official spot becomes an extra spot if a Section is not able to send one of its members as a delegate.
- 4 The NA allocates the extra spots. If the NA cannot meet physically, an online vote takes place. Each candidate must send their ESN CV as well as a motivation letter in advance. Each Section has as many votes as there are available extra spots and can only vote once per candidate.
- 5 In the event of a tie, the NB votes. If the tie is not broken, the President decides.

#### **15.2 General Assembly (GA)**

- 1 Three National Delegates spots: The President receives a spot, the National Representative receives a spot and a third spot is allocated by the NB. In the event of a tie, the President decides.
- 2 If the President and/or the National Representative cannot attend the GA, the NB distributes the available spots. In the event of a tie, the President decides.
- 3 Extra spots: The National board votes. In the event of a tie, the President decides.

#### **15.3 National Board Training (NBT)**

- 1 National Delegates spots: The National Board votes. In the event of a tie, the President decides.