

Standing Orders of Erasmus Student Network Switzerland



Standing Orders of Erasmus Student Network Switzerland	1
Part I: National Assembly (NA) - General Assembly	3
Art. 1: Composition	3
Art. 2: Convocation	3
Art 3. Competencies	4
Art 4. Conduct	4
Art. 5 Decision making	5
Part II: National Board (NB) and Board Support (BS)	6
Art. 6: Duties	6
Art. 7: Composition	7
Art. 8: Decision making of the NB	7
Art. 9: Accountability	8
Art. 10: Election of the NB	8
Art. 11: Appointment of BS members	9
Art.12: Suspension & Dismissal	10
Part III: Advisory Council	12
Art. 13: Composition	12
Art. 14: Tasks	12
Art. 15: Election	12
Part IV: Arbitration Board	14
Art. 16: Composition	14
Art. 17: Tasks	14
Art. 18: Election	15
Art. 19: Decision making	16
Part V: The Auditors	16
Art. 20: Composition	16
Art. 21: Tasks	16
Art. 22: Election	17
Part VI: International events	18
Art. 23: Spot Distribution	18
Part VII: ESNcard	19
Art. 24: Price	19

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 14 days in advance.
- 2 Proposals to a NA are to be sent out in written form to the NB of ESN Switzerland at least 14 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 14 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 14 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;
 - 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 the election of the AC, the Financial Auditors, and any open NB positions;;

- d An extraordinary NA can replace an ordinary NA but does not have to.

Art 3. Competencies

The NA has, among others, 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, Standing Orders and any other Official Documents of ESN Switzerland;
- 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 Advisory Council (AC) members, including the Alumni Coordinator;
- 9 To discharge NB members;
- 10 To elect the Main Chair of the Chairing Team (CT) for the following NA.
- 11 To elect the Organising Committee (OC) 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 after a second open call.
- 5 The Chairing Team (CT) decides on topics to include in the agenda.
- 6 Any proposed change to the SOS according to Article 17.2 and Article 17.3 of the statutes has to be sent out to the network by the CT at least 14 days before the NA.

- 7 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.
- 2 A Section can delegate their vote to another Section. The vote delegation has to be announced, by the delegating Section, to the NB and the Main Chair, the latest the day before the start of the NA.
- 3 A Section that has not joined two consecutive NAs cannot delegate its vote until it joins a NA again.
- 4 Unless defined otherwise, decisions are taken by:
 - a. A simple majority of the cast votes: the proposition with the most votes wins.
 - b. An absolute majority of the cast votes: the proposition with 50% + 1 vote wins.
 - c. A two-thirds majority of the cast votes: the proposition with two-thirds ($\frac{2}{3}$) + 1 vote wins.
- 5 In case of votes on individuals:
 - a. The votes are held through secret ballots.
 - b. For each position voted, each Section can either vote in favour of a candidate, for none of the candidates, or abstain.
- 6 The counting of the votes must be checked by two scrutineers after which the results are announced by the CT;
 - a. In case no scrutineers are elected, the CT is the scrutineer;
 - b. The election of the scrutineers is counted by the CT. The scrutineers do not have the right to vote, nor be subject to a vote, nor propose a vote.
- 7 A Section can anonymously request a specific vote on documents to be held through a secret ballot. The request has to be made to the CT the day before the votes, before the end of the sessions. If the request concerns an amendment to a motion, as defined in Article 2.2, the Section has to inform the CT before the beginning of the sessions on the

voting day. The NA has to approve the request with a simple majority through a public ballot.

- 8 A vote is invalid and must be repeated immediately if:
 - a. The number of cast votes is different from the quorum check;
 - b. Someone participated in the voting without having the right to vote;
 - c. Someone voted with more than one vote, except for vote delegations;
 - d. Someone can prove that the counting has been done incorrectly;
 - e. The election process has not been followed correctly.
- 9 Decisions come into force at the end of the respective NA unless otherwise specified.
- 10 Once any accepted change to the SOS comes into effect, the NB has 14 days to update the SOS and to send the updated documents to the Sections.
- 11 The official right to vote for a Section cannot be held by an NB member during a NA.
- 12 The members of the NB-elect and the Board Support (BS) begin their mandate after the period described in Part. 2, Article 9.13 and 10.9 of these SO.

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

Art. 6: Duties

- 1 The National Level (NL) supports 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 NL represents 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 NL promotes international projects, supports the participation in international events and encourages the involvement of members of ESN Switzerland in the national and international bodies and projects of ESN.



- 4 Every reimbursement request has to be submitted by the end of the mandate of the NL. Reimbursement requests which are not submitted by the end of the financial year are invalid.

Art. 7: Composition

- 1 The NB consists of up to seven members: the President, the Vice-President for Governance, the Vice-President for Development, the Treasurer, the National Representative, the Communication Manager, and the Education and Youth Officer. The NB must consist of at least three members, of which one must be the President.
- 2 Every NB and BS candidate must be a member of a Section.
- 3 The NB can be supported by the BS.
- 4 The NL is composed of several teams. Each team comprises one or several NB members, one of which is designated the team leader. The team leader defines the BS positions needed in their team.
- 5 Each team leader supervises the work of their team, and reports back to the rest of the NB during NB meetings.
- 6 The BS consists of appointed members for a specific support position within a NL team.
- 7 The BS does not have the right to vote during the decision making process of the NB.

Art. 8: Decision making of the NB

1. The NB makes decisions collectively, through a simple majority vote, unless otherwise specified in the Statutes or Standing Orders.
2. Each NB member holds one vote. In the event of a tie, the President has the deciding vote.
3. Board votes can be conducted during meetings or through written procedures (e.g., email, messaging platforms), as long as all members are informed and given a reasonable timeframe to respond.
4. Decisions concerning the general affairs of the NL, strategic planning, external representation, finances, or matters impacting multiple teams must be discussed and agreed upon collectively.
5. NB members may take individual decisions within the scope of their responsibilities, as stated in the Statutes and Standing Orders or other Official Documents, particularly regarding the coordination of their respective teams or portfolios. These decisions must be

aligned with the NO's strategic objectives and shared with the rest of the NB in a timely manner, preferably before implementation, or as soon as possible afterward.

6. Minor operational decisions do not require prior approval from the full NB but must be communicated when relevant.
7. In urgent situations where immediate action is required, a NB member may take initiative within the scope of their responsibilities. The decision must be necessary, time-sensitive, and in the best interest of the NO. It must be communicated and justified to the NB as soon as possible. The NB may review and, if necessary, overturn such decisions. Misuse, persistent or unjustified use of this clause may lead to a discussion within the NB to ensure proper use going forward.

Art. 9: Accountability

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

Art. 10: Election of the NB

- 1 Before the elections, each candidate for a NB position needs to have an interview with at least one member of the Advisory Council.
- 2 The NB members are elected by the NA.
- 3 The NB members can be reelected.
- 4 The former NB can finish ongoing projects after the end of their mandate.
- 5 The NB members are elected by an absolute majority of the cast votes.
- 6 The candidates are elected to specific positions.
- 7 Each Section has one vote per position.
- 8 The candidates which reach the absolute majority of the cast votes are elected.
- 9 The non-elected candidates are discarded.
- 10 If for one or more positions, there is more than one candidate and the absolute majority is not met:
 - a. The candidate with the fewest votes is discarded and another vote is held with the remaining candidate(s).
 - b. If multiple candidates are tied for the fewest votes and at least one other candidate has more votes than them, the tied candidates are discarded and another vote is

held with the remaining candidate(s). If there is a tie between all the candidates, Art.9.11 applies.

- 11 If none of the candidates reaches the necessary majority and a tie prevents another vote, the NA decides how to proceed.
- 12 If not all positions of the NB are filled during NA III:
 - a. The current holder of the vacant NB position can choose to remain in their position *ad interim* by a simple majority vote by the NA. The *ad interim* NB member is considered as a full NB member in terms of their rights and duties.
 - b. The position remains vacant until another election is held.
- 13 The NB gets discharged at the NA III by a simple majority and released from their positions at the end of the NA III. An *ad interim* NB member is released at the next NA or when a candidate for their position is elected.
- 14 The mandate of the new NB starts when the previous NB is released. The period between the election of the new NB and the end of the mandate of the previous NB serves as a transition period.

Art. 11: Appointment of BS members

- 1 The BS members can be appointed as follows:
 - a. If $\frac{2}{3}$ or more of the NB positions are filled at NA II, the BS members can be appointed by the NB-elect during their transition period and by the NB after the NA III
 - b. If less than $\frac{2}{3}$ of the NB positions are filled at NA II, the BS members are appointed by the NB only after the NA III.
- 2 Every BS position is associated with a responsible position in the NB, referred to as their NB team leader.
- 3 The NB-elect or NB opens a call for the BS positions.
- 4 Before the appointment, the AC, the NL or the candidate have the right to request an interview between at least one member of the AC and the candidate.
- 5 An event (online or physical) is organised for the BS appointment at least 10 days after the end of the open call, which the sections can attend and at least one member of the AC must attend.
- 6 Each NB-elect or NB member, as defined in Article 10.1 of these SO, has one vote, that they cannot delegate, and must attend the BS appointment event..

- 7 The NB-elect or NB team leader leads the discussion about the BS candidates for their team. If a NB-elect or NB member disagrees with the team leader's preferred candidate choice, a simple majority vote is held. In case of a tie, the NB team leader breaks the tie.
- 8 If there is no NB team leader for a BS position, the position is assigned to another NB member who becomes the team leader and leads the discussion. The NB-elect or NB must hold a simple majority vote. In case of a tie, the NB-elect or NB and the AC decide how to proceed.
- 9 A BS member is released when their NB team leader is released. If their NB team leader remains in their position *ad interim*, as defined in Article 9.13, the BS member is released. If their NB team leader is suspended or dismissed, the procedure differs, as defined in Article 11 of these SO. If a NB team leader resigns, their duties are distributed among the rest of the NB and their BS team. The BS member(s) are distributed among the other NB members to receive a new team leader.
- 10 The mandate of the newly appointed BS starts when the previous BS is released. The period between the appointment of the new BS and the end of the mandate of the previous BS serves as a transition period. If a BS position is newly created and/or has no predecessor, the NB team leader is in charge of the transition period.

Art.12: Suspension & Dismissal

12.1 Suspension

- 1 On request of at least two NB members, the NB can vote with absolute majority to immediately suspend one of its members partially or for all tasks concerning their position, their voting rights and / or their attendance of national and international events. The NB needs to inform the NA about the reasons justifying the suspension within one week.
 - a. Depending on the scope of a partial suspension, the AC decides if the suspension needs to be voted at the following NA to be approved.
 - b. In cases of suspension for gross misconduct, a vote of exclusion from the NB can be brought forward to the NA by the AC after discussing with the remaining board members.
- 2 The next NA votes to confirm a full suspension with a two third absolute majority and if successful the vote is automatically turned into a dismissal of the member. A dismissal releases the NB member from their tasks.



- 3 If the full suspension is not confirmed by the NA, the NB member receives back their full rights within the National Board and continues their mandate as planned.
- 4 A partial suspension is subject to be called a Referendum upon by at least three Sections within 30 days after the NB has communicated the suspension to the sections.
 - a. If the required three Sections call the Referendum within 30 days the decision of the NB is annulled and a NA vote with a two third absolute majority is held within the next month.
 - b. The decision of the NA prevails.
 - c. If no Referendum is called within one month, the partial suspension is considered accepted by the Sections.
- 5 After an NB member is suspended, their duties are distributed among the rest of the NB and their BS team. The BS member(s) are distributed among the other NB members to receive a new team leader.
- 6 Any BS member that fails to perform their duties can be partially or fully suspended or dismissed by the NB.
- 7 After a BS member is suspended, their duties are distributed among the rest of the team.

12.2 Dismissal

- 1 Any NB member that fails to perform their duties can be dismissed by the NA.
- 2 A vote of dismissal of an NB member is held on request of at least three Sections. The vote of dismissal must be announced at least 30 days in advance to the NA, 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 of an NB member is successful if at least two thirds of all Sections vote to remove them.
- 4 After an NB member is dismissed, their duties are either distributed among the rest of the NB and the BS member(s) of their team, or a new person is recruited. Their BS members are either distributed among other NB members or receive a new NB member as team leader after the open call.
- 5 A vote of dismissal of a BS member that fails to perform their duties is held on request of at least two NB members. The vote of dismissal must be announced at least 15 days in advance to the NA, and comes into effect at the end of the day of the vote.



- 6 A vote of dismissal of a BS member is successful if at least two thirds of the NB vote to remove a BS member.
- 7 After a BS member is dismissed, their duties are either distributed among the rest of the team, or a new person is recruited.

Part III: Advisory Council

Art. 13: Composition

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

Art. 14: Tasks

- 1 The AC has a 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.
- 3 The AC can suggest amendments to the Official Documents of ESN Switzerland to both the NB and the Sections.
- 4 The Alumni Coordinator is in charge of the Alumni Community of ESN Switzerland.

Art. 15: 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 there is more than one candidate for the position of Alumni Coordinator and the absolute majority is not met;
 - a. The candidate with the fewest votes is discarded and another vote is held with the remaining candidate(s).
 - b. If multiple candidates are tied for the fewest votes and at least one other candidate has more votes than them, the tied candidates are discarded and another vote is held with the remaining candidate(s). If there is a tie between all the candidates, Art. 14.4 applies.



- 4 If none of the candidates reaches the necessary majority and a tie prevents another 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 two 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 there are two candidates and:
 - a. None of the candidates reach the absolute majority, the position remains vacant
 - b. Only one candidate reaches an absolute majority, one position remains vacant.
- 10 If there are more than two candidates and the absolute majority is not met for the two positions:
 - a. The candidate with the least votes is discarded and another vote is held with the remaining candidate(s)
 - b. If multiple candidates are tied for the fewest votes and at least one other candidate has more votes than them, the tied candidates are discarded and another vote is held with the remaining candidate(s). If there is a tie between all the candidates, Art.14.11 applies.
- 11 If none of the candidates reaches the necessary majority and a tie prevents another vote, the NA decides how to proceed.
- 12 If no AC is elected during NA III;
 - a. The current holder(s) of the vacant AC position can choose to remain in their position *ad interim* by a simple majority vote by the NA. The *ad interim* AC member(s) is/are considered as full AC member(s) in terms of their rights and duties.
 - b. The position remains vacant until another election is held.

- 13 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.
- 14 The AC is released from their position at the end of the NA III. An *ad interim* AC member is released at the next NA or when a candidate for their position is elected. The mandate of the elected AC starts when the previous AC is released. A transition is required between the previous and the new AC.

Part IV: Arbitration Board

Art. 16: Composition

1. The Arbitration Board (AB) consists of 2 individual members.
2. Members of the AB must:
 - a. Be a member of a Section of ESN Switzerland;
 - b. Have been active in ESN for at least one year;
 - c. Provide a recommendation letter of their Local Section or the National Board supporting their good fit for the position.

Art. 17: Tasks

1. The Arbitration Board (AB) is the dispute resolution body of ESN Switzerland.
2. It provides assistance in resolving disputes involving:
 - a. Members of the NL;
 - b. Any other bodies of ESN Switzerland.
3. The AB interprets and uses the statutory documents, the Code of Conduct, other Official Documents of ESN Switzerland, and the Swiss Law to solve the disputes.
4. The AB is responsible for making decisions regarding the disputes. Decisions taken by the AB are binding to the National Level and other bodies of ESN Switzerland.
5. The AB can issue legal advisory opinions, if requested by a local section.
6. The AB reports anonymised yearly activity summaries to the National Assembly at the end of their mandate.
7. The former AB finishes ongoing disputes after the end of their mandate.



Art. 18: Election

1. The AB is elected by the NA through a secret ballot by an absolute majority during NA III.
2. The mandate duration is one year, renewable through an election.
3. Every Section has as many votes as there are AB positions to fill and cannot vote more than once per person.
4. The two candidates with the most votes that have reached the absolute majority of the cast votes are elected.
5. If all positions are filled the other candidates are discarded.
6. If there are two candidates and:
 - a. None of the candidates reach the absolute majority, the position remains vacant;
 - b. Only one candidate reaches an absolute majority, one position remains vacant.
7. If there are more than two candidates and the absolute majority is not met for the two positions:
 - c. The candidate with the least votes is discarded and another vote is held with the remaining candidate(s);
 - d. If multiple candidates are tied for the fewest votes and at least one other candidate has more votes than them, the tied candidates are discarded and another vote is held with the remaining candidate(s). If there is a tie between all the candidates, Art.18.08 applies.
8. If none of the candidates reaches the necessary majority and a tie prevents another vote, the NA decides how to proceed.
9. If no AB is elected during NA III:
 - a. The current holder(s) of the vacant AB position can choose to remain in their position *ad interim* by a simple majority vote by the NA. The *ad interim* A member(s) is/are considered as full AB member(s) in terms of their rights and duties.
 - b. The position remains vacant until another election is held.
10. The AB is released from their position at the end of the NA III. An *ad interim* AB member is released at the next NA or when a candidate for their position is elected. The mandate of the elected AB starts when the previous AB is released. A transition is required between the previous and the new AB.

Art. 19: Decision making

1. The AB decides autonomously how to organise its internal procedures.
2. All decisions must be recorded and archived confidentially.
3. The AB may consult external legal or conflict resolution experts, upon approval by the NB if it implies financial costs.
4. AB members must recuse themselves from any case where they have a conflict of interest.
5. All AB members must agree on the binding decisions made about disputes. In case no consensus is reached, the AB can ask the NB or AC for advice and input.
6. The AB may issue temporary protective measures (e.g., interim restrictions) if urgent action is needed to prevent harm.

Part V: The Auditors

Art. 20: Composition

- 1 The Auditors (Au) consist of four members, each responsible for a specific domain:
 - a. Two Financial Auditors (FA);
 - b. Legal Auditor (LA);
 - c. Procedural Auditor (PA).
- 2 Each Auditor must:
 - a. Have relevant experience or academic background in the respective domain;
 - b. Not be a current member of the NB or the BS of ESN Switzerland.
- 3 External professionals or firms may be commissioned by the NA or NB to conduct an external audit of one or more domains in addition to the internal Auditors. In the Financial domain, the external audit can replace one of the FA.

Art. 21: Tasks

1. The FAs are responsible for:
 - a. Verifying all the transactions.
 - b. Checking the accuracy of the Profit & Loss Statement.
 - c. Checking the accuracy of the Balance Sheet.



- d. Provide financial advice on the financial audit procedures when requested by the NL, the AC or a Local Section.
2. The LA is responsible for:
 - a. Checking the compliance of the Official Documents of ESN Switzerland with the Swiss law and International law.
 - b. Checking the compliance of the Official Documents of ESN Switzerland with the Official Documents of ESN AISBL (International).
 - c. Checking the internal coherence of the Official Documents of ESN Switzerland based on the hierarchy of said documents.
 - d. Provide legal advice on the amendments to the Official Documents when requested by the NL, the AC or a Local Section.
3. The PA is responsible for:
 - a. Checking the compliance of the NA, NL, the supporting bodies with the internal regulations and democratic procedures.
 - b. Assist the CT in the proper overview of the votes during the NA, in collaboration with the elected Scrutineers.
 - c. Document and archive the decisions made during the NA, and assist the NB in the according updates of the Official Documents.
 - d. Provide procedural advice on the practices and amendments to the Official Documents when requested by the NL, the AC or a Local Section.
4. All Auditors have the right to request access to relevant documents and to consult with involved parties.
5. The Auditors prepare a joint yearly report to the NA III, including findings, recommendations, and identified risks. The report is then joined to the Annual Report of the NL, upon approval of its content by the NA, on a simple majority vote.
6. In case of severe irregularities or risks, the Auditors may call for an Extraordinary NA, upon approval of the AC.

Art. 22: Election

1. The Au are elected by the NA by an absolute majority for a mandate of 1 year.
2. Every Section has as many votes as there are Au positions to fill and cannot vote more than once for a candidate.

3. The two candidates with the most votes that have reached the absolute majority of the cast votes are elected.
4. If there is more than one candidate for the single positions of Au and the absolute majority is not met:
 - a. The candidate with the fewest votes is discarded and another vote is held with the remaining candidate(s).
 - b. If multiple candidates are tied for the fewest votes and at least one other candidate has more votes than them, the tied candidates are discarded and another vote is held with the remaining candidate(s). If there is a tie between all the candidates, Art. 22.9 applies.
5. When two positions are open for FA, the two candidates with the most votes that have reached the absolute majority of the cast votes are elected. The other candidates are discarded.
6. If there are two candidates and:
 - a. None of the candidates reach an absolute majority, the position remains vacant.
 - b. Only one candidate reaches an absolute majority, one position remains vacant.
7. If there are more than two candidates and the absolute majority is not met for the two positions:
 - a. The candidate with the least votes is discarded and another vote is held with the remaining candidate(s).
 - b. If multiple candidates are tied for the fewest votes and at least one other candidate has more votes than them, the tied candidates are discarded and another vote is held with the remaining candidate(s). If there is a tie between all the candidates, Art.22.9 applies.
8. If none of the candidates reaches the necessary majority and a tie prevents another vote, the NA decides how to proceed.

Part VI: International events

Art. 23: Spot Distribution

23.1 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 Extra Spots are distributed according to the Extra Spots Distribution Policy.

23.2 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.
- 4 Voting rights at the GA: If the President cannot attend the GA, the National Representative holds the voting right.
- 5 Voting rights at the GA: If both the President and the National Representative are unable to attend the GA, the NB appoints another of its members to vote on behalf of the Organisation. In the event of a tie, the President decides.

23.3 National Board Training (NBT)

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

Part VII: ESNcard

Art. 24: Price

1. The current price at which the ESNcard is sold from ESN Switzerland to the Swiss Sections is 6.6 chf.



2. The National Level has to consult the Swiss Sections on any proposed changes of the price on which the ESNcard is sold in Switzerland.

