

# **Statutes of Erasmus Student Network Switzerland**

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# History of the document

Every change in this document has to be listed in this History. If the national level changes the Standing Orders it has to inform the sections and explain the reason for the change.

Version	Date	Acceptance	Author	Comment
1.0	14.03.02	unknown	Stefan Bitzi	First known Statutes of ESN Switzerland
1.1	21.11.05	National Platform Yverdon 2004	Unknown	Statute changes
2.0	26.03.06	National Platform at AGM Cracow	Tassilo Breitenbach, Sabine Kollbrunner, Julien Duruz	Revised Statutes; Membership Fee CHF 165
3.0	04.03.07	National Platform Lausanne 2007	Lars Henning, Matthias Fenner, Julien Duruz	Completely revised version. French translation partly pending.
3.1	01.02.08	National Platform Lausanne 2008	Lionel Jeannerat	Final translation into French (no changes in German version)
3.2	02.03.08	National Platform Zürich 2008	Remo Weber	Art. 7.5 changed; variable Membership Fee
3.3	01.03.09	National Platform Bern 2009	Pascal Wilhelm	Art. 10, Cleanup of numbers, abbreviations, more precise wording
3.4	07.03.10	National Platform Winterthur 2010	Fabian Bircher	Art. 2, minor changes
3.5	06.03.11	National Platform Lausanne 2011	Fabian Bircher	Art. 6, introduction of LR Art. 6, rename PM to CLR
4.0	23.02.14	National Platform Lausanne 2014	Brianne Magnat, Kaspar Rothenfusser, Brigitte Eugster, Alexandre Hannema	Completely revised version, Abolition of the position of LR to leave more freedom to the sections, Section expulsion rewording and clarification Fixed French translation
5.0	29.04.18	National Platform Winterthur 2018	Sophie Girardin, Nino Wilkins	Modification of the election procedure for the National Board Addition of the Advisory Council
5.1	21.10.18	National Platform Chalet Charmey 2018	Sophie Girardin, Nino Wilkins	Adding Section Requirements, making sure statutes reflect current reality, spelling & consistency corrections in German & French, formatting & numbering
5.2	20.10.19	National Platform Lausanne 2019	David Di Santo	Extracting the mandatory NR position due to ESNreview changes
5.3	21.06.20	National Platform Fribourg Online 2020	David Di Santo	Changes according to ESNreview for coherence with the International SOS
6.0	11.10.20	National Assembly Luzern 2020	Lucia Leoni, Dana Mozaffari, David Di Santo	Adoption of English version of Statutes as official version
6.1	11.10.20	National Assembly Luzern 2020	Lucia Leoni, Dana Mozaffari, David Di Santo	Changes regarding the bodies of ESN Switzerland, voting procedures, mandate duration of NB and BS members, miscellaneous topics, redefinition of the Target Group and removal of the possibility for Sections to create their own logo

6.2	19.03.21	Extraordinary National Assembly Online 2021	Lucia Leoni Dana Mozaffari Serena Vianello David Di Santo	Adding possibility to have permanent, temporary and suspending amendments Temporary override articles enforcing expulsion of sections not joining NAs during Covid-19 period
6.3	24.10.21	National Assembly I Basel 2021	Yann Yasser Haddad	Changing address of ESN CH to SAJV/CSAJ headquarters
7.0	20.03.22	National Assembly II Neuchâtel 2024	Yann Yasser Haddad Laura Sophia Franke Dana Mozaffari	Restructuring of the National Level
7.1	19.06.22	National Assembly III Zurich / Winterthur	Yann Yasser Haddad Laura Sophia Franke	Adding the full name of SAJV /CSAJ change to SOS have to be send to the Main Chair
7.2	05.03.23	National Assembly II Luzern 2023	Yann Yasser Haddad Laura Sophia Franke	Adding the capacity of the NB and NB-elect to appoint the Board Support
7.3	22.10.23	National Assembly I Bern 2023	Arnaud Buthey Julian Laux	Adding the capacity of the NB to propose changes to the SO before an National Assembly
8.0	15.03.25	National Assembly II Luzern 2025	Arnaud Buthey Maria Tournas	Restructuring the process of admission of new sections Addition of the Candidate sections in the statutes Clarification in the fluctuation of the Membership fees Adjustment of the timeline for Amendments to Statutes
8.1	15.06.25	National Assembly III Lugano 2025	Emma Mozer	Changes in the the Membership fees
9.0	05.10.25	National Assembly I Winterthur 2025	National Board	Addition of the Arbitration Board Addition of the Auditors (Au)

## **Preamble**

- 1 Erasmus Student Network (AISBL), hereafter called ESN International, is an international student non-profit organisation with headquarters in Brussels, Belgium. ESN International is the owner of the name Erasmus Student Network.
- 2 Erasmus Student Network Switzerland, hereafter called ESN Switzerland, consists of local organisations in the Swiss higher education area, hereafter called Sections.
- 3 ESN International is the umbrella organisation of which ESN Switzerland and its Sections are members.

## **Part I: General**

### **Art. 1: Name and Headquarters**

- 1 ESN Switzerland is an association according to Art. 60 ff ZGB/CC. The name is inspired by the Erasmus Programme of the European Union.
- 2 ESN Switzerland is independent of the Erasmus Programme.
- 3 ESN Switzerland is legally established at the location of the office of the Schweizerische Arbeitsgemeinschaft der Jugendverbände SAJV/Conseil Suisse des Activités de Jeunesse CSAJ.

### **Art. 2: Aims**

- 1 ESN Switzerland is a non-profit, politically and religiously independent association.
- 2 ESN Switzerland promotes international exchange between students of Higher Education Institutes (HEIs).
- 3 ESN Switzerland fosters in particular:
  - a The promotion of mobility through the support of local students before, during and after an exchange;
  - b Exchange of information and best practices as well as collaboration between Sections;

- c The improvement in integrating foreign exchange students within their Swiss higher education institution;
- d The enrichment of society through international students;
- e Representation of students' interests on the national level in the field of mobility;
- f Promotion of the Swiss higher education and economic area;
- g Participation in ESN International, especially in representing the interests of Swiss Sections and in supporting the improvement and professionalisation of ESN International.

### **Art. 3: Target Group**

- 1 The services of ESN Switzerland are open to everyone that participates in an exchange programme as well as for all other students that spend their education partially at a host higher education institution.

### **Art. 4: Finances**

- 1 To fulfil its tasks, ESN Switzerland can rely on the following financial means: membership fees, own incomes, grants from Swiss educational institutions and payments of partners and sponsors.

## **Part II: Bodies**

### **Art. 5: Overview**

- 1 The bodies of ESN Switzerland are:
  - a The general meeting, also named National Assembly (NA);
  - b The national governance, also named National Level (NL);
  - c The board of advisers, also named Advisory Council (AC).
  - d The Arbitration Board (AB);
  - e The audit body, also named the Auditors (Au).
- 2 The roles of the mentioned bodies are defined in detail in the implementation rules, hereafter called Standing Orders (SO).

## **Art. 6 : Definition and composition of the bodies**

- 1 The NA is the highest decision-making body of the association. As the general meeting of members, it decides on admission and exclusion of members, elects the NB and decides all matters which are not reserved to the NB. The NA also serves the purpose of supporting the cooperation between Sections themselves and between the Sections and the NL.
- 2 The NL consists of:
  - a. The executive board, also named National Board (NB);
  - b. The support structures, also named Board Support (BS).
- 3 The NB manages the ongoing operations of ESN Switzerland and represents the interests of ESN Switzerland externally. It is acting according to the Statutes and decisions made by the NA. The BS members support specific NB members.
- 4 The NB can make changes to the SO. The changes come into power as mentioned in Art. 17 Par. 3.
- 5 The NB and NB-elect, defined as the elected NB members that are still in their transition period, appoint the BS members.
- 6 The AC ensures the transfer and conservation of knowledge of ESN Switzerland. The AC fulfils its tasks on a voluntary basis.
- 7 The AB resolves internal disputes, issues binding decisions based on established rules and legal principles, and ensures respect for the Code of Conduct. The AB fulfils its tasks on a voluntary basis. The members of the AB cannot hold a board position in a Section or be part of another Body of ESN Switzerland.
- 8 The Auditors are responsible for reviewing the financial, legal and procedural integrity of the association and report directly to the NA. The Au fulfil their tasks on a voluntary basis.
- 9 The NL fulfils its tasks on a voluntary basis.
- 10 The members of the NB cannot hold a position in the board of a local section of ESN Switzerland. A member of the BS cannot hold a position in the board of a local section of ESN Switzerland, if specified in the open call.

## **Part III: Members and Membership**

### **Art. 7: Members of ESN Switzerland**

1. ESN Switzerland consists of Sections and their members. The Sections of ESN Switzerland are the active members of ESN Switzerland with the right to vote.

2. Every ESN member of a Swiss Section is a passive member of ESN Switzerland. Passive members have no right to vote on the national level.

#### **Art. 8: Member Sections (Active Members)**

1. The Sections of ESN Switzerland are autonomous and independent juridically and financially from ESN Switzerland.
2. The Sections are responsible for the direct contact with the students.

#### **Art. 9: Members of a Section (Passive Members)**

- 1 The Sections decide over admission and exclusion of their members.

#### **Art. 10: Candidate Sections**

1. The Candidate Sections of ESN Switzerland are associations or foundations that are autonomous and independent juridically and financially from ESN Switzerland and that have initiated the process to become Sections of ESN Switzerland (cf. Art.11).
2. The Candidate Sections of ESN Switzerland should use the word "Candidate Section" in their name and cannot officially use the ESN branding and logo.
3. The Candidate Sections of ESN Switzerland can participate in NAs without holding any voting rights.
4. The Candidate Sections of ESN Switzerland can participate in activities, projects and initiatives from ESN Switzerland and ESN International upon invitation.
5. The Candidate Sections cannot sell the ESNcard and are not subject to the payment of the membership fees.

#### **Art. 11: Admission of Sections**

- 1 Every association and foundation that exists according to Swiss law, connected to at least one Higher Education Institute and that complies with the aims of ESN Switzerland has the right to apply to become a member of ESN Switzerland.
- 2 Every application must be submitted to the NB of ESN Switzerland for assessment. The NB advises the applicant in the preparation of their application.
- 3 The application must be submitted in written form accompanied by the association's statutes, list of its current members and a description of past and future activities.



- 4 If the applicant is a foundation it must submit its application accompanied by its deed of foundation and a list outlining the members of its board as well as the bodies of the foundation.
- 5 The NB of ESN Switzerland submits the application to the upcoming NA. The provisional admission of the applicant as a Candidate Section of ESN Switzerland has to be approved by a simple majority by the NA. If not accepted, they can submit their application again at the following NA.
- 6 A Candidate Section of ESN Switzerland can submit its application to become a Section of ESN Switzerland at the NA at least 6 months after being granted the statute of Candidate Section. The definitive admission as a Section of ESN Switzerland has to be approved by a two-thirds majority by the NA. If not accepted, they can submit their application again at the subsequent NA.
- 7 A Section being granted membership of ESN Switzerland is simultaneously granted membership of ESN International. This Section becomes subject to the rights and duties defined by the Statutes of ESN Switzerland and ESN International.
- 8 A Section, which is admitted into ESN Switzerland, must include the acronym “ESN” in its official Section name.

## **Art. 12: Membership Fees**

1. Each Section pays an annual fee to ESN Switzerland and ESN International. ESN Switzerland is responsible for collecting the membership fee for ESN International from the Sections and submitting the fees to ESN International.
2. The NA determines the annual membership fee of ESN Switzerland. Unless otherwise specified, the membership fee of ESN Switzerland amounts to 80 Swiss Francs.
3. The annual membership fee of ESN International is determined by ESN International at General Assemblies (GA) and is billed at the beginning of the calendar year.
4. The invoice for the yearly membership fee is sent to the sections before NA II. A Section must pay the membership fee to ESN Switzerland according to the invoice within the delay of 30 days after receiving the invoice. New Sections are exempted from the membership fees (ESN International and ESN Switzerland) during the calendar year in which they join ESN Switzerland.
5. ESN Switzerland invoices the membership fee of ESN International towards the Sections according to the exchange rate of the Euro on the current market and rounds the amount to 1 Swiss Franc.
6. The NB has the right to adjust the membership fee upon request on a case-by-case basis.

### **Art. 13: Expulsion of Sections**

- 1 A Section can be expelled from ESN Switzerland in the following cases:
  - a If its objectives are no longer compatible with those of ESN Switzerland;
  - b If it does not pay a membership fee for two consecutive years;
  - c When it has no members active;
  - d When it sends none of its members to 4 consecutive NAs. Furthermore, it must explain its absence at the 4th NA if it has missed 3 consecutive NAs. If the explanation is rejected by one or more Sections, a vote on expulsion can be requested which will be executed at the current or next NA.
- 2 A definitive expulsion of a Section from ESN Switzerland needs to be approved by an absolute two-thirds majority of the NA. An expulsion comes into effect after one month.

### **Art. 14: Resignation of Sections**

- 1 A Section has the right to resign their membership from ESN Switzerland subject to six months' notice to the NB. Membership is not transferable.
- 2 Upon resignation, there is no right for a claim on a share of the association's assets nor a right on a partial or full refund of paid membership fees.

### **Art. 15: Memberships of ESN Switzerland**

- 1 ESN Switzerland and its Sections can join every organisation that works in the field of higher education or in the interest of students and according to the objectives of ESN Switzerland.

## **Part IV: Other/Final provisions**

### **Art. 16: Liability**

- 1 ESN Switzerland is liable solely with its assets.

### **Art. 17: Signature**

- 1 The association is bound by the collective signature of the President and another member of the NB.
- 2 The President and Treasurer are authorised to sign individually for the association's account up to an amount of 500 Swiss Francs. Higher amounts are subject to the NB's decision.

### **Art. 18: Amendments to the Statutes or Standing Orders**

- 1 Amendments to the Statutes must be approved by a simple majority at a NA.
- 2 The NB or a single Section can propose changes to the Statutes up to 18 days before the NA by sending it to the Main Chair.
- 3 The NB or a single Section can propose changes to the SO. The NB or a Section that proposes changes to the SO must do so up to 18 days before the NA by sending it to the Main Chair. A proposal to change the SO must be approved by a simple majority at a NA.
- 4 Additionally, the NB can propose and approve SO changes internally with a two-thirds absolute majority. If approved internally, the NB presents the change at the beginning of the following NA.
  - a Such changes are announced to the Sections and are subject to be called a Referendum upon by at least 2 Sections within one month since the announcement via email to the NB.
  - b If the required two Sections call the Referendum within a month the decision of the NB is annulled and a NA vote with simple majority is held within the next two months.
  - c The decision of the NA counts.
  - d If no Referendum is called within one month, the change is considered accepted by the Sections.
- 5 Amendments to the Statutes and SO can be of permanent, temporary or suspending character. The maximum time for temporary or suspending amendments is 1 year. If the validity of such amendments exceeds one year, they must be put to a simple majority vote at a NA to be extended.

### **Art. 19: Dissolution**

- 1 The dissolution of ESN Switzerland can be approved at any time by the NA with a two-thirds absolute majority.
- 2 If ESN Switzerland is dissolved, the association's assets will be donated to the Swiss Committee of UNICEF.

### **Art. 20: Other**

- 1 The financial year of ESN Switzerland starts and ends with the calendar year.

## Final Provisions

These Statutes came into effect at the general meeting of ESN Switzerland 2025 in Luzern.

With the following signatures, the National Board confirms the correctness of these Statutes.

**For the National Board**



**Agrippine Tchuenta Mvondo**  
President



**Leonie Leuenberger**  
Treasurer

