



# EESTEC Reglement

(As stated in the Statutes Article 4 clause 5)

## EESTEC Rules of Procedure

Last updated: 20th of April 2018

# Acronyms

ACP	Account Contact Person
BA	Board Assistant
Board	As defined in Article 5.2
BOM	Board Meeting
COC	Congress Organizing Committee
CP	Contact Person
EESTEC	Electrical Engineering STudents' European assoCiation
RoP	Rules of Procedure
GA	General Assembly
GM	General Meeting
HOBOM	Handover Board Meeting
IB	International Bureau
JLC	Junior Local Committee
LC	Local Committee
OC	Oversight Committee
SP	Strategic Plan
VC-EA	Vice-Chairperson - External Affairs
VC-IA	Vice-Chairperson - Internal Affairs
VC-AA	Vice-Chairperson - Administrative Affairs
WS	Workshop

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# 1 General Provisions

The Rules of Procedure (RoP) are a supplement to the Statutes. They define the set of rules and definitions which have to be followed and respected by all members and bodies of EESTEC. The RoP have to comply with the Statutes.

# 2 Definitions

As defined in the Statutes Article 3, the financial year lasts from the first of February to the thirty-first of January.

The Handover-Day, on which the Board-Elect and OC-Elect enter their respective positions is August 1st.

A week is defined as 7 full consecutive days.

# 3 Members

EESTEC has three acknowledged levels of engagement, known as EESTEC Commitments:

1. EESTEC Observer
2. EESTEC Junior Local Committee, Junior LC or JLC in short
3. EESTEC Local Committee, LC in short

EESTEC Observers and EESTEC Junior Local Committees are considered candidate groups, as stated in the Statutes, Article 4 clause 5 “waarnemer”.

EESTEC Local Committees are the only legal members of EESTEC as stated in Article 4 of the Statutes.

All Commitments must send status reports requested by Bodies of the Association and respect their submission deadlines.

## 3.1 EESTEC Observer

### Prerequisites

- Must have a minimum of two members.

### Rights

- Its members can participate in EESTEC events.
- Its members cannot apply for Bodies of the Association.
- Does not have the right to vote.

### Requisites

- Its members have to register on the EESTEC platform.
- Has to abide by the Statutes of EESTEC.
- Must report about its activities related to EESTEC to the VC-AA at least once every six months. This six month period starts on the day Spring Congress has ended.

## 3.2 EESTEC Junior Local Committee

### Prerequisites

- The requisites of the previous level of Commitment are fulfilled.
- Must be registered, be part of a registered association or otherwise legally recognized as an entity in the country where it is based in.
- Must have submitted a written application to the EESTEC Board.
- Must have a board of a minimum of three members: Chairperson, Treasurer and Contact Person.

### Rights

- Has all the rights of the previous level of Commitment.
- May bear the name EESTEC Junior LC and use the EESTEC logo in public in line with the aim as stated in the Statutes, Article 2.

## Requisites

- Has to abide by the Statutes of EESTEC.
- May remain an EESTEC Junior LC for a maximum time of three years after which its status has to be redefined by the Board.
- Must present results of its activities and future plans to the General Assembly once every Association year.
- Must send a status report to the Vice-Chairperson for Administrative Affairs at least every six months. This six month period starts on the day Spring Congress has ended.
- Must inform the VC-AA within ten days after its board members or registration address changes.
- The last status report of the Association year is called the final report and must be sent to the Board at least three weeks before the Spring Congress.

## 3.3 EESTEC Local Committee

EESTEC Local Committees are the official Members of the Association, as stated in Article 4 of the Statutes.

### Prerequisites

- The requisites of the previous level of Commitment are fulfilled.
- Has organized an international event according to the event standards as defined in the RoP Article 9.2.1
- Must formally apply for this status to the General Assembly, where its representative presents the application in person.
- The percentage of students who are a part of a Junior Local Committee and are non-EECS students must not exceed 25%.

### Rights

- Has all the rights of the previous level of Commitment.
- Has voting rights in the General Assembly as defined in the Statutes.

- Its members have the right to apply for positions in Bodies of the Association. They have to submit their application to the General Assembly.
- Has all the legal member rights in accordance with the Dutch law.

## Obligations

- Must fulfill their responsibilities associated with organizing at least one international event according to the event standards as defined in Article 9.2, every 24 months.
- Must fulfill their responsibilities associated with organizing a Workshop or an Operational Event or an Advanced Skills Workshop as defined in Article 9.2, within 48 months after the last Workshop, Operational Event or Advanced Skills Workshop was organized.
- May not miss two or more consecutive General Assemblies.

## 4 Congress

The Association conducts bi-annual Congresses in accordance with Article 8 of the Statutes. These are distinguished as Spring Congress and Autumn Congress.

### 4.1 Spring Congress

Spring Congress is organized by the SCOC. The election and responsibilities of the SCOC are outlined in section 5.5 of the RoP.

Spring Congress is the annual Congress ("jaarlijks congres") of Article 9.1 of the Statutes and is mandatory to be organized.

A Spring Congress should be annually held between March and May.

### 4.2 Autumn Congress

Autumn Congress is organized by the ACOC. The election and responsibilities of the ACOC are outlined in section 5.5 of the RoP.

An Autumn Congress should be annually held between September and November.



## 4.3 GMs

### 4.3.1 General GM provisions

During each Congress, acceptance of new Members and the status of Members need to be discussed, and the following reports have to be presented during the first GM:

- Obligations of the Board as stated in section 5.2.6
- Report of the Oversight Committee
- Reports of all COCs

### 4.3.2 Spring Congress GMs

During the Spring Congress, the following points have to be addressed:

- Election of the Board as specified in section 5.2.2.
- Election of the OC as specified in section 5.3.2.
- Reports of all International Team Leaders
- Relief of the Board
- Termination and suspension of Members

### 4.3.3 Autumn Congress GMs

During the Autumn Congress, the following points have to be addressed:

- Report and election of the International Bureau Secretary
- Reports and elections of the ACPs
- Members who risk being suspended or terminated on the following Spring Congress
- Report of the OC-ex-officio

## 4.4 Congress reports

In order to guarantee continuity, a Summary of the Congress must be sent by the Board no longer than 4 weeks after each Congress to the CP list. The Summary

must contain at least the outcome of all voting that took place during Congress and the reports presented during the GMs.

Secretaries are responsible for taking the Minutes of the General Meetings. The Minutes of the General Meetings have to be prepared by the Secretaries and distributed within three months of the conclusion of the Congress.

# 5 Bodies of the Association

The Bodies of the Association, except for the General Assembly itself and the EESTEC Alumni as defined in Article 5.7, are elected by the General Assembly. Any member of an EESTEC Commitment that is no longer a student can not be elected for any decision making Body of the Association.

## 5.1 General Assembly

When the GA meets, it can have a number of consecutive General Meetings. At the beginning of the first General Meeting the respective Congress Organizing Committee nominates a Chairperson and a Secretary of the General Assembly to be voted upon by the GA.

At least two scrutinizers are nominated by the Board and voted upon by the General Assembly.

At the start of each General Meeting, the agenda of the General Meeting has to be approved by the General Assembly. Before voting on the agenda, present Commitments, Bodies and International Teams can make suggestions to add to the agenda.

## 5.2 Board of Association

### 5.2.1 Terminology

The Association distinguishes the following terminology:

**Board-Elect** The term "Board-Elect" refers to a newly elected Board in between its election and its Handover-Day as defined in section 2. It holds no legal power.

**Board-in-Office** The term "Board-in-Office", or "Board" for short, refers to the governing Body of the Association as defined in Article 6 of the Statutes. Its rights and tasks are defined in section 5.2.5.

**Board-ex-officio** The term "Board-ex-officio" refers to the former Board of the Association after the relief on the Handover-Day. It holds no legal power, but is obligated to send at least one member to the Congress following the Handover-Day on which they leave the position as governing Body of the Association.

## 5.2.2 Election

- Elections are held on Spring Congress at least two days before that Congress ends.
- All candidates for the Board have to submit a written application, signed by their Local Committee, to the General Assembly and personally present it before election.
- All candidates for the Board have to apply one week before the start of Spring Congress.
- Members of the Board may be re-elected.

## 5.2.3 Transition

On the Handover-Day, as specified in section 2, the Board-in-Office leaves its position as governing Body of the Association and becomes the Board-ex-officio and the Board-Elect becomes the Board-in-Office.

## 5.2.4 General Provisions

- The members of the Board are invited to Congress. At least one of them has to be present at Congress.
- The Board is responsible for the sessions and discussion rounds held at Congress.
- The final financial report has to be sent to the Oversight Committee at least two weeks before the start of Congress.

- The Board is obliged to send all information concerning their work and activities to the International Bureau and to the Oversight Committee.
- The Board decides by majority open vote, except if requested otherwise by one of the Board members. In case of evenly divided votes, the Board uses a process with even chances and only two possible outcomes.
- Every Board Member can have Board Assistants who assist in the fulfillment of their Board tasks.
- During every Autumn Congress, at least one member of the current Board-ex-officio has to be invited. At least one of them has to be present.

### 5.2.5 The Task Division of the Board

The EESTEC Board is responsible for running the Association between two consecutive Handover-Days with the first being the Handover-Day following its election. The tasks are divided as follows:

- The Board
  - Responsible for updating the user guides.
  - Responsible for quarterly Board reports
  - Responsible for the expansion of EESTEC
- Chairperson
  - Responsible for the operational work of the Board
  - Responsible for Board Meetings and Congresses.
- Treasurer
  - Responsible for account keeping and financial reports
  - Responsible for the Board's access to the association's bank accounts
  - Responsible for maintaining and updating the legal documents of the association
- Vice-Chairperson, External Affairs (VC-EA):
  - Responsible for the activation of EESTEC Commitments.

- Responsible for contact with other NGOs
- Responsible for contacts with universities
- Responsible for company contacts and fundraising
- Responsible for public relations
- Vice-Chairperson, Internal Affairs (VC-IA):
  - Responsible for coordinating the work of Contact Persons
  - Responsible for internal activation and motivation
  - Responsible for the activation and education of all levels of EESTEC Commitments
  - Responsible for cooperations within the network of EESTEC
- Vice-Chairperson, Administrative Affairs (VC-AA) :
  - Responsible for the International Bureau.
  - Responsible for knowledge preservation and transfer
  - Responsible for data collection and evaluation

## 5.2.6 Obligations

- The Board is responsible for its actions to the General Assembly
- The Board must have Board Meetings according to their tasks.
- The Board is obliged to prepare a report of its activities and a financial report before Spring Congress, both of which have to be presented and approved at the first General Meeting of Spring Congress.
- The Board is obliged to coordinate the internal structure and the network of EESTEC.
- The Board cannot spend more than 100% of the association's monetary resources.

## 5.2.7 Handover Procedure

- Between the election of the Board-Elect and the following Handover-Day, the Board is responsible for knowledge transfer to the Board-Elect.

- The Board and the Board-Elect have to gather on a HOBOM within two months after the Board-Elect has been elected. The Board has to introduce all necessary documentation and instructions to the Board-Elect regarding the Board duties and obligations.
- During HOBOM all official papers must be gathered, signed and afterwards submitted to the Electrotechnische Vereeniging for submission to the Dutch Chamber of Commerce.

## 5.3 Oversight Committee

### 5.3.1 Terminology

**Oversight Committee-Elect** The term Oversight Committee-Elect, or OC-Elect in short, refers to the newly elected OC between its election and their Handover-Day as defined in section 2. It holds no legal power.

**Oversight Committee-in-Office** The term Oversight Committee-in-Office, or OC-in-Office, also referred to as Oversight Committee or OC in short, is the "Toezichthoudend comite" as defined in the Statutes in Article 9.

**Oversight Committee-ex-officio** The term Oversight Committee-ex-officio, or OC-ex-officio in short, refers to an OC after its successors became Oversight Committee-in-Office. It holds no legal power.

### 5.3.2 Election

- The OC is elected on Spring Congress following the elections of the Board.
- Candidates are elected in groups, at least one member of which has to be present at the election.
- The minimum number of OC members is two.

### 5.3.3 Transition

On the Handover-Day, as specified in section 2, the OC-in-Office leaves its position and becomes the OC-ex-officio. Simultaneously the OC-Elect becomes the OC-in-Office.

## 5.4 International Bureau

The EESTEC LC responsible for the International Bureau has to propose one of its own members as the Secretary of the International Bureau at the Congress on which the IB Secretary is elected. The General Assembly has to approve the Secretary. If the proposed person is not accepted by the General Assembly, the EESTEC LC responsible for the International Bureau has to propose another candidate.

The International Bureau is responsible for archiving all the data of EESTEC.

## 5.5 Congress Organizing Committees

The Association distinguishes the Spring Congress Organizing Committee, or SCOC in short, responsible for organizing the Spring Congress and the Autumn Congress Organizing Committee, or ACOC in short, responsible for the organization of Autumn Congress. Both can collectively be referred to as Congress Organizing Committees, or COCs in short.

Candidates for a COC can be any Member of the Association or a group of Commitments of which at least one has to be an LC.

All candidates have to present their financial report of their last association year. Should groups of Commitments apply together, every one needs to provide their last association year's financial report.

The SCOC is chosen on Spring Congress. The ACOC is chosen on Autumn Congress. Following the election of a COC, a corresponding Backup-COC is to be elected using the same procedure. Their responsibility is organizing the concerning Congress in case their concerning COC fails.

A COC organizes the General Meetings, and the preparation and distribution of a Congress Guide and the Minutes of the General Meetings. The COC sends all records of the Congress to the International Bureau.

In order to guarantee continuity, each EESTEC Commitment will receive a Congress Report after each Congress, even if the concerning EESTEC Commitment was not represented at the concerning Congress.

Once Congress has ended and all obligations have been fulfilled, the COC is relieved of its duty by the Board.

## 5.6 Account Contact Persons

The Account Contact Person is responsible for the personal contact with the corresponding bank.

### 5.6.1 Appointment and Removal of ACPs

During each Autumn Congress one Account Contact Person for each EESTEC bank account is proposed by the EESTEC Commitment where the respective account is located and must be approved by the General Assembly.

An ACP is automatically relieved of their duty once a new ACP for their concerning bank account is elected unless defined otherwise by the GA.

The Board can remove the responsibilities of the Account Contact Person at any time, with the approval of the Oversight Committee. For the time before the next General Meeting, the Board can appoint an Account Contact Person. The EESTEC Commitment, where the respective bank account is located, proposes a candidate. The Oversight Committee must have been asked to give their opinion on the candidate. Members must be notified about an extraordinary removal and appointment of an ACP within two weeks. The appointment of the ACP has to be approved by the GA on the next Congress.

### 5.6.2 General Provisions

The Account Contact Person is not allowed to use the corresponding account without the permission of the Treasurer or the Chairperson of the Board and has to report all of its activities to the Board.

The Account Contact Person has to ensure that all the needed documents for handing over the bank account to a new Board under his responsibility are filled out during HOBOM.

## 5.7 EESTEC Alumni

Only a member of an EESTEC Commitment that has graduated or is no longer active neither in an EESTEC Commitment nor internationally can become a member of EESTEC Alumni.

In order to become a part of EESTEC Alumni network it's necessary to follow the application process defined by the Board.



The members of EESTEC Alumni participating in an event will pay for the costs related to their participation, i.e. accommodation, food, transportation etcetera.

The EESTEC Alumni are invited to take part in the annual EESTEC Congress.

## 6 International Teams of the Association

Detailed tasks and goals of the Teams of the Association are defined in the policy papers issued by the Board.

Leaders ensure that International Teams work effectively, know their responsibilities and duties, are following teams' plan and fulfilling its goals. They assure that the overall goal of the team is met.

Coordinators' role is assisting and supporting Leader in following International Team plan and fulfilling its goals.

International Team boards consist of Leader and Coordinators.

The Leaders of the International Teams of the Association are elected by the Board-Elect at least one month prior to the Handover-Day and Coordinators of the International Teams of the Association are elected by the Board-Elect at least two weeks prior to the Handover-Day and take their positions on the Handover-Day, unless either defined otherwise.

The Board has the right to change the International Team Leaders or Coordinators at any time during their mandate year, if it has a strong reason to do so. The change must be announced on the CP list within 1 week.

- Each International Team Leader has to present a detailed annual plan to the Board within four weeks after being elected.
- Each International Team Leader has to send a report on the activities of the team to the Board at the end of each month.

## 7 Money Handling

Administrative costs of the Association must be covered by the annual budget of the Association. Administrative costs include hosting services fees, bank accounts fees and postal and telecommunication expenses.

The annual budget and the financial reports of the Association must be approved by the General Assembly at the start and at the end of the Association year. The

Board must follow the approved annual budget and its members are personally responsible for any deviation from the planned budget.

## 7.1 Bank Accounts

EESTEC International has a number of bank accounts. The account holder of each of these bank accounts is Electrical Engineering STudents' European assoCiation (International), whose official address is Mekelweg 4, 2628 CD, Delft (The Netherlands), as stated in the Statutes.

The Treasurer, Chairperson and corresponding Account Contact Person are authorized to sign for the accounts collectively (two out of three signatures are needed).

The Board has the right to open or close bank accounts according to their needs, provided they communicate these changes to the members of the OC and the Members of the GA through the conventional communication channels. If a bank account is opened during an Association year, the Treasurer appoints an ACP for the newly opened bank account. The ACP needs to be a member of the LC located in the country where the new bank account is opened. The appointment of the ACP has to be approved by the GA on the next Congress.

## 7.2 Donations

EESTEC International can receive donations from EESTEC Commitments or third parties.

EESTEC International can provide services to the donor as long as it is within the aim and mission of EESTEC.

The Board must spend the donated money according to the priorities specified in the Strategic Plan.

## 7.3 EESTEC Event Backup Fund

The EESTEC event backup fund is an emergency fund of EESTEC International to help financing a planned international event organized by an EESTEC Commitment. The organizing Commitment can apply for this fund if they have no other opportunities to raise money and there is no possibility for them to cut their budget any further.

Once a year any EESTEC Commitment can apply for this fund by providing the following information to the Board:

1. The budget of the event;
2. A description of the event (including dates, expected number of participants and planned activities);
3. A letter describing why and how much funding is needed and what was done to raise money;
4. The telephone number of the Contact Person;
5. A filled out application of Appendix B issued by the Board.

An application can only be made in the period two weeks before the event to one week after the event. The contact person sends the application by email to the Board and the Oversight Committee. The Board sends a confirmation email to the official LC email address to prevent fraudulent applications.

If the Board approves the application, based on the information provided by the applying EESTEC Commitment, the Board notifies the EESTEC Commitment and the OC about the specific amount of money they approved, which can't exceed 50% of the planned budget. In general, the specified money will be paid after the event when the Board receives the profit and loss accounting of the event and it is clear that all the requested funding was needed.

If the EESTEC Commitment needs the funding before the event, the money will only be given preliminarily. If, after receiving the profit and loss accounting, it is clear to the Board that the EESTEC Commitment has money left, the EESTEC Commitment has to refund this money to EESTEC International. This fund is a reserve.

This means that every year the Treasurer can add a certain amount of money to the reserve.

## 7.4 Refunding of Travel Expenses

Any member of an EESTEC Local Committee is able to apply for a refund of travel expenses.

Refunds are approved by the General Assembly by voting, using a priority list according to the ascending numbers in the table below.

	Spring Congress	Autumn Congress	Operational events	Live Board Meetings	Other EESTEC events	External events
Board Members (all terms defined in 5.2.1)	1	1	6	1	6	/
Oversight Committee members (all terms defined in 5.3.1)	2	2	6	2	6	/
International Team Leaders and Coordinators	2	2	6	2	6	/
EESTEC Representatives	/	/	/	/	/	3
Internationally active members of an EESTEC LC	5	5	6	/	6	/
LCs' representatives	3	3	6	/	6	/
EESTEC LC members	6	6	6	/	6	/

Combinations with the same number have the same level of priority.

Combinations with a lower number have priority over all the combinations with a higher number.

Combinations with a number higher than 3 have the right to apply only for one refund in an Association year.

## 8 Voting System

### 8.1 General Voting Rules

- When voting on persons, secret ballot must always be applied.
- There are three valid voting options: in favor, against and abstained.
- Cast votes are the sum of votes in favor, votes against, invalid votes and blank votes. Abstained and absent votes are not cast votes.
- Absolute majority is obtained when the votes in favor exceed half of all cast votes.
- Two-thirds majority is obtained when the votes in favor exceed two-thirds of all cast votes.
- Secret ballot must be applied when it is proposed by any member of the General Assembly and this proposal is favored by at least one other member of the General Assembly, or when stated in the Rules of Procedure.
- In a collective vote, the candidates form a team and are voted on as a team.
- Votes are always counted by the scrutinizers. If no scrutinizer is present, or none has been elected yet, the Board counts the votes with at least two persons.

Disclaimer: the above rules are according to Dutch law, and therefore cannot be changed.

### 8.2 Voting Procedures

#### 8.2.1 Board Election

- Every Board member has to be elected by an absolute majority vote in favor, by secret ballot in the first round. If that is not achieved, the Board member has to be elected from the two candidates with the most votes in a second round, also by an absolute majority vote in favor, by secret ballot. If, after two rounds, no candidate is chosen, new candidates have to be presented, and the voting procedure starts again.

## 8.2.2 Bodies of the Association Election

- Bodies of the Association, except for the General Assembly itself and the EESTEC Alumni as defined in Article 5.7, are elected by the General Assembly by absolute majority vote, by secret ballot.

## 8.2.3 General Assembly and General Meeting

- Election of the General Assembly Chairperson and General Assembly Secretary is done by absolute majority, by secret ballot at the start of the first General Meeting.
- The scrutinizers of a General Meeting are elected by absolute majority, by secret ballot.
- The agenda of a General Meeting is voted on by absolute majority open vote, at the start of each General Meeting. Before voting on the agenda, participants can make suggestions to effect modifications.

## 8.2.4 Termination of Membership

- Membership must be terminated by the General Assembly by a two-thirds majority vote in favor of termination, by secret ballot.
- The excluded Member is to be notified by the Board in writing of this decision no longer than four weeks after the decision.
- Exclusion of Observers and exclusion of JLCs is decided by the Board.

## 8.2.5 Suspended Members

A suspended Member is a Member which has temporarily been deprived of its membership. A suspended Member has all the rights and obligations of a Member, except the right to vote. Only the General Assembly may suspend Members. Members are suspended by a two-thirds majority vote. A suspension may not last more than one Association year, and a Member may not be suspended for more than two consecutive Association years.

A Member which is suspended may have their suspension reevaluated on a General Meeting by informing the Board in writing prior to the General Meeting. The suspension can only be lifted by the General Assembly by a two-thirds majority vote.

## 8.2.6 Suspension of Members

The procedure for termination will be as follows.

- If a Member does not fulfill the requirements for membership, or the Board believes it has defied the Statutes or Rules of Procedure, then the General Assembly will vote on their membership being suspended until the end of the next Association year.
- If the General Assembly approves the suspension of a Member, then the General Assembly must vote on its termination on the last General Meeting before the expiration of the suspension.

Any suspended or terminated Member shall be notified by the Board in writing of this decision no longer than four weeks after the decision.

## 8.3 Changes in Legal Documents

- Changes to the RoP can be proposed by any Member. The Board can also propose changes to the RoP.
- The proposed changes must be sent to all Members at least 2 weeks before the first GM starts.
- Before the proposal is sent, the OC must have been asked to give their recommendations on the proposed changes.
- The definitive proposal should be sent to all Members at least 1 week before the first GM starts.
- Hereafter, the proposal can only be adjusted during the GM. Adjustments to the proposal are accepted by a two-third majority of the GA.
- The changes to the RoP are accepted by a two-thirds majority of the GA.

### 8.3.1 Exceptions to the required terms

- Proposals can always be voted upon if all Members are present during the GM.

Disclaimer: this exception is according to the Dutch law, and therefore cannot be changed.

### 8.3.2 Suspension of articles

- Suspension of articles can be proposed by any Member during a GM.
- The suspension will last for the entire GM unless mentioned otherwise.
- The suspension is accepted by a two-thirds majority of the GA.

## 9 Internal Policies of the Association

EESTEC is bound to comply with the entire content of the internal policies issued by the Board.

The Board is responsible for the policy papers and their compliance with the Statutes and RoP of the Association.

### 9.1 Strategic Plan (SP)

The SP is a long-term document in which EESTEC's goals are written for a defined time period in the future. This period is defined in the current SP.

#### Execution

- The EESTEC Bodies, Members and Member Candidates must follow the vision, mission, values and goals defined in the current SP.
- All EESTEC Bodies' plans and goals must comply with the current SP in order to be achieved within the defined period.
- The Board must present to the General Assembly which goals from the current SP were carried out in its mandate.

#### Continuity

- A new SP is voted upon once the current one expires.
- After the Board report of the achieved goals is made in a Congress, SP adaptations can be proposed and have to be accepted by the General Assembly.



- Rewriting as well as reviewing and adapting of the SP is carried out by the Board.

## 9.2 Events

The events are divided into:

1. Workshops
2. Exchanges
3. Exclusive Workshops
4. Operational Events
5. Advanced Skills Workshops

### 9.2.1 General Event Standards

An Organizing Committee consists of at least one organizing Commitment and optionally one or more Bodies of the Association or International Teams.

- An event has to be officially announced to all Contact Persons by an organizing Commitment or by a Body of the Association at least eight weeks before the beginning of the event.
- The event length must be at least six days, including arrival and departure days.
- Accommodation and three meals per day (one of which must be a hot dish) must be provided by the organizing Commitment.
- The participant list first must be officially announced to all Contact Persons by an Organizing Committee at least four weeks before the beginning of the event. This does not apply to Operational Events.
- Organizing Committees are encouraged to accept at least one applicant from an EESTEC Observer.
- The announced number of participant places must be at least ten.
- If the conditions regarding any category of an EESTEC event are not fulfilled, the event is not an official EESTEC event.

The Board is obliged to provide a feedback form to the Organizing Committee's CP which reflects the compliance of the event with the RoP. The Organizing

Committee is obliged to send this form to their event's participants within 4 weeks after the end of the event, or 4 weeks after receiving the form, if not provided before. The Board is obliged to share the summarized results of the forms with the Organizing Committees of the event and the General Assembly. The summary cannot reveal the identity of the event participants.

## 9.2.2 Workshops, Exclusive Workshops and Exchanges

In Workshops and Exclusive Workshops, academic activities must be in English and must not be less than 15 hours. The academic activities can be classroom lectures, practical exercises, laboratory work or technical trips.

In Exclusive Workshops, the Organizing Committee specifies the criteria a participant needs to fulfill in order to be able to apply. Exclusive Workshops may only be conducted in agreement with the Board.

Each EESTEC Commitment has to prioritize their members who applied and has to send the list to the Organizing Committee, which only has to respect the priority list if it is sent within 48 hours after the application deadline of the event, unless otherwise defined in the Event Policy Paper.

Only in EESTEC exchanges the Organizing Committee can ask for a participant fee.

## 9.2.3 Operational Events

The Operational Events have to be officially announced to all Contact Persons by the Board at least eight weeks before the beginning of the event.

The Board is responsible for announcing a call on the CP list for finding an Organizing Committee.

The Board, in cooperation with the Bodies and International Teams of the Association if required, is responsible for setting the selection criteria for the participants, for selecting the participants and announcing the participants list at least four weeks before the beginning of the event.

## 9.2.4 Advanced Skills Workshops

In Advanced Skills Workshops, academic activities must not be less than 15 hours. The academic activities can be classroom lectures, practical exercises, laboratory work, or technical trips.

The Organizing Committee is responsible for setting their own academic criteria in order to select the participants.

The Organizing Committee has to submit an application with a detailed description of the event to the Board and get its approval, in order to have the right to organize an Advanced Skills Workshop.