

ESU Standing Orders

As adopted at the 85th Board Meeting in Tallinn, Estonia

November 2023

Table of Contents

Title I – INTRODUCTORY PROVISIONS	6
Article 1 – Scope of application	6
Article 2 – Provisions related to language	6
Article 3 – Definitions (mandatory item)	6
Article 4 – Suspension of Standing Orders	9
Article 5 – Amending the Statutes and Standing Orders	9
Title II – ESU Policies and strategies	9
Article 6 – ESU Strategic framework	9
Article 7 – Political documents	10
Article 8 – Internal documents	11
Title III – Membership Issues	11
Chapter I – General issues regarding membership	11
Article 9 – Membership applications	11
Article 10 – Decisions on membership issues	12
Article 11 – Time application for membership criteria	13
Article 12 – Membership fees	13
Chapter II – Specific provisions regarding Candidate Members	13
Article 13 – Evaluation of Candidate Member status	13

Article 14 - The study visit team	14
Article 15 - The study visit team report	14
Chapter III - Specific provision regarding Associate Organisations	15
Article 16 - Provisions regarding Associate Organisations	15
Chapter IV - Other provisions regarding membership	16
Article 17 - Advisory partner and partners to a NUS	16
Article 18 - Quality Enhancement Visits	16
Article 19 - Exploratory visits	16
Title IV - General Provisions about ESU Institutions	17
Article 20 - List of ESU institutions (mandatory item)	17
Article 21 - Reporting	17
Article 22 - Minutes	18
Article 23 - ESU elected representatives	18
Title V - The Board meeting	19
Chapter I - General provisions related to the Board meeting	19
Article 24 - Competencies of the BM	19
Article 25 - Organisation of the BM	19
Article 26 - Closed meetings	20
Article 27 - Meeting documents (mandatory item)	20
Chapter II - The Chairing team and chairing of the BM	20
Article 28 - Practical arrangements at the beginning of the BM. Election of the Chairing Team	20
Article 29 - Removal of the Chairing team	21
Article 30 - Competencies of the Chairing team	21
Article 31 - Decisions of the Chairing team	22
Chapter III - Representation at the Board meetings	22

Article 32 – Delegations (mandatory item)	22
Article 33 – Mandates	23
Chapter IV – Speakers and speaking rights	23
Article 34 – Speakers at the BM	23
Article 35 – Closing of the speakers list	24
Article 36 – Personal privilege and right of response	24
Article 37 – Statements on the floor	24
Chapter V – Voting majorities and procedures	25
Article 38 – Voting at the BM (mandatory item)	25
Article 39 – Voting procedures	25
Article 40 – Not enough votes cast	26
Article 41 – Ne bis in idem	26
Chapter VI – Motions and amendments	27
Article 42 – General rules about motions and amendments	27
Article 43 – Specific rules regarding proposing amendments	28
Article 44 – Procedural motions	28
Article 45 – General voting procedures for motions and amendments	29
Article 46 – Special voting procedures for amendments	30
Title VI – The Executive Committee (EC)	31
Chapter I – General provisions about the EC	31
Article 47 – Competencies of the EC	31
Article 48 – Decision-making in EC meetings	32
Article 49 – General working procedures of the Executive Committee	33
Article 50 – Organisation of Executive Committee meetings	33
Article 51 – Reporting of the Executive Committee	33

Article 52 – Substitution of EC members	34
Article 53 – Dismissal of EC members or EC as a whole	34
Chapter II – The presidency	35
Article 54 – Competencies of the Presidency	35
Article 55 – Competencies of the President	35
Article 56 – Competencies of the Vice Presidents	36
Chapter III – Election procedure	37
Article 57 – General rules related to elections	37
Article 58 – Nominations for elections	38
Article 59 – Election procedure for the President and the Vice Presidents	39
Article 60 – Election procedure for other members of the Executive Committee	39
Title VII – Other ESU institutions	40
Chapter I – Coordinators	40
Article 61 – General provisions regarding Coordinators	40
Article 62 – Competencies of coordinators	40
Article 63 – Selection, resignation and reporting of Coordinators	41
Chapter II – Working groups	42
Article 64 – Competencies of the Working groups (mandatory item)	42
Article 65 – Establishment and Plan of work of the Working Groups	42
Article 66 – Resignation of WG chair and dismissal of the WG	43
Chapter III – Task Forces	43
Article 67 – Establishment of a Task Force	43
Article 68 – Competencies of a Task Force	43
Chapter IV – Expert Pools	44
Article 69 – General provisions about expert pools	44

Article 70 – Establishment of Expert pools	44
Article 71 – Coordination of expert pools	44
Chapter V – Conference of the student bodies of the European alliances of higher education institutions	45
Article 72 – Composition and competencies of the Conference	45
Article 73 – Structures and proceedings of the Conference	46
Chapter VI – Secretariat (mandatory item)	46
Article 74 – General provisions regarding the Secretariat	46
Article 75 – Staff relations	46
Article 76 – Competencies of the Secretariat	47
Chapter VII – Commission for Internal Auditing and external auditing	48
Article 77 – General provisions relating to and competencies of CIA (mandatory item)	48
Article 78 – Election and resignation of members of the CIA	48
Article 79 – External auditor (mandatory item)	49
TITLE VIII – Disciplinary Code (mandatory item)	49
Article 80 – Code of Conduct and Accountability Policy	49
Article 81 – Disciplinary actions related to members	49
Article 82 – Disciplinary actions related to membership fees	50
Annex 1 – Definitions used for the purpose of elections using Single Transferable Vote	51
Annex 2 – Procedure for elections with gender balance	52
Annex 3 – Procedure for elections without gender balance	54
Annex 4 – Eligible countries for ESU membership	56

Title I – INTRODUCTORY PROVISIONS

Article 1 – Scope of application

In accordance with the Statutes of the European Students' Union, henceforth ESU, these Standing Orders shall deal with all matters not covered by the Statute with a special focus on the internal structure and functioning of ESU.

Article 2 – Provisions related to language

2.1 The official language of ESU is French. The official language will only be used in communications with the Belgian government.

2.2 The working language of ESU is English. All the meetings and publications of ESU will be exclusively in English although translation by third bodies would be encouraged.

Article 3 – Definitions (mandatory item)

The following definition shall apply in ESU:

STUDENT	For the purposes of all ESU events, documentation and policy, a student refers to all those seeking a qualification in higher education.
MANDATORY ITEM	A section, point or paragraph on the current standing orders that cannot be suspended and, in case of conflict, takes precedence over auxiliary items. The following sections are considered to be mandatory items: Article 3, Article 20, Article 27, Article 32, Article 38, Article 64, Chapter VI, article 77, article 79, Title VIII.

AUXILIARY ITEM	A section, point or paragraph on the current standing orders that can be suspended by the BM.
VOTING	<p>Unless otherwise specified all called votes are to be decided by an absolute majority of votes cast.</p> <p>The Board Meeting can only take valid decisions when an absolute majority of all members and a two-thirds majority of the possible full vote are present.</p>
VOTE (CAST)	The number of votes cast inclusive of the number of votes in favour, against and abstentions at the time of a vote. Invalid votes are not taken into account.
ABSTENTION	An abstention is a vote neither in favour nor against. Persons not voting while in the voting arena will not have their vote considered as an abstention.
ABSOLUTE MAJORITY	An absolute majority is reached if a majority of the votes cast is in favour, (the number of votes in favour is higher than the sum of the votes against and of the abstentions)
SIMPLE MAJORITY	A simple majority is achieved if there are more votes in favour than against.
2/3 MAJORITY	A 2/3 majority is reached if 2/3 of the votes cast are in favour. If the fraction is not a full number, the next full number after the fraction is the majority.
3/4 MAJORITY	A 3/4 majority is reached if 3/4 of the votes cast are in favour. If the fraction is not a full number, the next full number after the fraction is the majority.

SECONDER	A seconder is a member having a voting right at the BM and supporting another union's proposal
WORKING YEAR	The working year will coincide with the mandate of the EC and will run from the 1st of July till to the 30th June.
ESU OFFICE	The Presidency and Secretariat, located at the Head Office of ESU as defined in article 2 of the Statutes.
NOTIFICATION	For the purposes of these standing orders, unless otherwise specifically stated, an e-mail sent to an address given by a member shall be deemed sufficient for purposes of notification. It is the duty of the member to inform the EC of any changes in said the e-mail. Additionally, when possible, the receiver of the notification shall be warned about it on another platform.
TRANSITION PERIOD	The period between the elections and the start of a mandate.
GENDER	Gender is a social construction, not confined to, but rather created from, various cultural, political, social and psychological factors.
COUNTING DAYS PRIOR AND POST BOARD MEETINGS	For the purpose of translating deadlines prior and post BMs into dates, days are counted as calendar days, preceding the actual start and the following day after the end date off the BM, respectively. The counting method applies for the following sections: Article 5.3, Article 9.3, Article 9.5, Article 21.4, Article 22.1, Article 27, Article 58, Article 82.1
MOTIONS	The types of motion in ESU are: 1. Motions on policy, to propose policy papers, statements,

	<p>resolutions, plan of work and strategies.</p> <p>2. Internal motions.</p> <p>3. Procedural motions.</p> <p>4. Financial motion to adopt ESU's budget.</p> <p>5. Motion to change ESU's Statutes and Standing Orders. 6. Non-policy motions, such as granting/revoking membership, electing and dismissing the Chairing team or a member of it, dismissing the EC or a member of it, etc.</p>
--	---

Article 4 – Suspension of Standing Orders

Auxiliary Items on the Standing Orders may be suspended for a specific part of a Board meeting by 2/3 majority of the Board meeting.

Article 5 – Amending the Statutes and Standing Orders

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

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

5.3 The notice of the proposed amendments has to be submitted to the ESU secretariat not less than forty (40) days in advance of the BM, and the ESU secretariat has notified all members of ESU of such amendments not less than thirty (30) days prior to the BM.

Title II – ESU Policies and strategies

Article 6 – ESU Strategic framework

6.1 ESU functions according to a three-year strategic framework and an annual plan of work. The strategic framework includes the general action lines ESU has to work on intensively for the upcoming three years. A yearly plan of work lines out the short-term goals and priorities in order to advance the action lines

outlined in the strategic framework. The plan of work will include a clear prioritisation of the different tasks by points.

6.2 Both the strategic framework and the plan of work will be presented by the Executive Committee (hereafter referred to as EC) and adopted by absolute majority at the Board Meeting (hereafter referred to as BM). The plan of work must be proposed until the last Board Meeting preceding the period when it would become effective.

6.3 All ESU (s)elected representatives and institutions should follow the prioritisation given by the strategic framework and the plan of work and in representing or advocating for ESU, follow the policy of ESU.

Article 7 – Political documents

7.1 To promote the views of students, the BM adopts the policies of ESU. The policies of ESU are manifested through political documents, which are:

- **Policy papers:** Papers outlining ESU's general position on a subject relevant to ESU's ongoing work.
- **Statements:** Papers describing in detail ESU's position on a specific topic or situation. The board can decide by simple majority to annex existing statements onto policy papers without opening the entire policy paper for amendments.
- **Resolutions:** Papers detailing ESU's attitude and actions towards specific situations or events of concern to students in Europe.
- **Strategic political priorities and plan of work**

7.2 Policy papers are adopted by the Board and cannot be overruled by any other political documents.. Policy papers should be revisited every 8 BMs by the EC. If they see a reason to update or cancel the policy, they should bring it up to the board. Otherwise the policies should not be changed.

7.3 Statements cannot be overruled by Resolutions.

Article 8 – Internal documents

8.1 The Board also adopts internal working documents, manifested through:

- **Strategies:** Internal documents outlining ESU's practical approach to a particular area of work. Strategies are adopted through the procedure for policy papers and have a timeframe of 3 to 4 years.
- **Internal motions:** Papers describing specific internal actions ESU should undertake which fall outside existing Strategies and the current Plan of Work.

Title III – Membership Issues

Chapter I – General issues regarding membership

Article 9 – Membership applications

9.1 In case of application for membership the applicant shall submit the documents specified in the Statutes of ESU and in the membership strategy. The documents will be presented to the BM.

9.2 The EC as well as the coordinator for membership issues can comment on the documents and the EC may direct any other ESU structures or elected representatives to also do so.

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

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

9.5 If an NUS applies for membership in ESU and parts of this NUS already is or

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

Article 10 – Decisions on membership issues

10.1 In relation to applications for candidate members, the BM can decide to:

1. Grant candidate membership
2. Dismiss the application

10.2 In relation to Candidate Members, the BM can decide to:

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

10.3 In relation to Members of ESU, the BM can decide to:

1. Revoke membership.

10.4 In relation to Members of ESU undergoing reassessment of membership, the BM can decide to:

1. Accept the Reassessment Report of an NUS undergoing reassessment;
2. Reject the Reassessment Report of an NUS undergoing reassessment. In the case of a rejection, the NUS undergoing reassessment shall present another report in the following two BMs.

10.5 In relation to organisations under consideration to become associate members of ESU, the BM can:

1. Grant associate organisation status.
2. Dismiss the application

10.6 In relation to associate members of ESU, the BM can decide to:

1. Revoke associate organisation status.

Article 11 – Time application for membership criteria

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

Article 12 – Membership fees

12.1 Membership fees shall be paid in accordance with the regulations in the Financial Standing Orders.

12.2 The membership fee will be based on a clear calculation, as proposed by the EC in consultation with the Commission for Internal Auditing (hereafter referred to as the CIA), which will be approved by the BM and will be stipulated in the Financial Standing Orders.

Chapter II – Specific provisions regarding Candidate Members

Article 13 – Evaluation of Candidate Member status

13.1 After becoming a candidate member or in case of prolongation of candidate membership, the status of a candidate shall be reviewed within a year of the BM where the decision was taken.

13.2 No decision to grant full membership can be taken without a study visit. After this point the only decision that can be made without a study visit taking place is to either deny the application, or to extend the candidate status for a given number of BMs.

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

Article 14 – The study visit team

14.1 The BM has to establish the study visit team to provide the BM with a report on each of the candidates. A study visit team consists of the membership coordinator, at least two but at most three representatives from different member NUSs and if needed a member of the Executive Committee. If the membership coordinator becomes unavailable or the position is open, the EC can appoint an EC member or coordinator to take the coordinator's place instead.

14.2 The EC is responsible for deciding on the composition of the rest of the team on the proposal of the coordinator for membership issues. Unless the Board delegates the responsibility to the EC, the Board decides on the representatives of NUSs.

14.3 In general, the full costs for a study visit need to be covered by the reviewed or visited NUS. This includes travel for the study visit team ESU representative(s) as well as local travel, accommodation and food costs for the study visit team for the entire period of the review. If the reviewed or visited union cannot afford to pay all the costs of the study visit, the members of the study visit team have to cover the remaining costs. The division of expenses has to be decided before the study visit takes place

Article 15 – The study visit team report

15.1 Whenever a study visit team is established, it will submit a written report to the BM, stating whether the union is eligible for membership and/or which actions should be taken in the future.

15.2 The report should include:

- i. The developments of the candidate in regards to the fulfilment of the criteria for membership;
- ii. Recommendations for further action in helping the candidate to fulfil the membership criteria.

15.3 If the report contains a recommendation for change in the status of

membership, the Chairing Team shall automatically put this to a vote. In case of a report not having a concrete recommendation on membership status, the Chair of the BM shall ask the Board to vote by simple majority to choose which decision will be voted upon next.

15.4 Once published to the Board, the coordinator for membership issues as well as the EC can comment on the study visit report and the EC may direct any other ESU structures or elected representatives to also do so.

Chapter III – Specific provision regarding Associate Organisations

Article 16 – Provisions regarding Associate Organisations

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

16.2 The EC together with the coordinator for membership issues shall monitor the activities of the organisation on a regular basis.

16.3 If the organisation ceases to fulfil the criteria laid down in the preceding paragraph, the EC in consultation with the coordinator for membership issues will propose to the BM to revoke the status of the associate organisation. Any member with a seconder, can also propose to the BM to revoke the status of an associate organisation.

Chapter IV – Other provisions

regarding membership

Article 17 – Advisory partner and partners to a NUS

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

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

Article 18 – Quality Enhancement Visits

18.1 Members of ESU can apply for a voluntary Quality Enhancement Visit conducted by ESU.

18.2 The quality enhancement visit team is selected by the EC in coordination with the membership coordinator. This team then conducts the visit and reports back to the NUS as well as to the EC.

18.3 The costs for this need to be covered by the NUS that asks for the visit.

Article 19 – Exploratory visits

19.1 ESU may conduct Exploratory Visits upon the decision of the Board. These visits share the goal of trying to widen the view ESU has of the students' movement in Europe and higher education environments in general, thus

increasing ESU's ability to forward the students movement as a whole.

19.2 The Exploratory Visit Team is selected by the Board and conducted by a selected coordinator. ESU's Board decides on the selection procedures of the team for each Exploratory Visit. This team then conducts the visit and reports back to the EC and to the Board.

19.3 The costs for this need to be covered by the NUS that asks for the visit.

Title IV – General Provisions about ESU

Institutions

Article 20 – List of ESU institutions (mandatory item)

20.1 The institutions of ESU are:

- The Board
- Elected institutions: EC including presidency, Commission for Internal Audit, Working Groups
- Selected institutions: Secretariat, coordinators, Task Forces, Expert pools, ESU Conference of the student bodies of the European alliances of higher education institutions

Article 21 – Reporting

21.1 All institutions of ESU report regularly in written on their activities to the Board Meeting (with the exception of the Secretariat) and if requested, to the Executive Committee. All reporting should be based on the 3-year Strategic Plan of ESU and Plan of Work and other adopted strategies and should reflect the actual situation.

21.2 Reports have to be circulated like other documents relevant for the BM. Each member of the Presidency as well as the EC must also present an individual report to the BM. All reports are voted upon by the BM and are adopted with a simple majority of votes cast. The President of ESU will present

the general report of the activities of ESU.

21.3 Reports should be archived and made available to respective institutions and the Board to be consulted at any given time.

21.4 When any person or organisation has represented ESU, if not a Hacks member, they have to inform the EC within 14 days of the meeting having taken place. Unless the information is considered confidential from the provider of that information, the EC shall provide these documents to the Board.

21.4 Nominated representatives to external bodies and working groups have to submit a report of their work for each Board Meeting in written form.

Article 22 – Minutes

22.1 The Board and the elected institutions of ESU must keep minutes of their meetings. The minutes should clearly point out the decisions that have been taken, and reflect the changes that have been decided during the meeting. These minutes have to be made available to all members within 14 days of the meeting. The only exception are the BM Minutes. BM's minutes shall be sent to all members, associates and candidate members of ESU not later than 60 days after the end of the BM.

22.2 The WG chairs (for WGs meetings) and the EC are responsible for publishing the minutes of their meetings. The next meeting of the institution concerned should approve these minutes, by simple majority. The minutes of the CIA meetings are to be considered as excluded from the requirement of making minutes available to members. All minutes are kept at the disposal of the members by the ESU secretariat.

Article 23 – ESU elected representatives

23.1 Any person nominated for an elected position must be a student or an active student representative within a member NUS or an elected/selected representative of ESU at the time of election.

23.2 Candidates for the Commission for Internal Audit need not be students.

23.3 There is a limit of four years an ESU elected representative may serve, with the exception of the Commission of Internal Audit.

23.4 No elected member of ESU, as well as Coordinators, can also act as a representative of any member union or other association or organisation during any ESU event, whether organised in whole or supported by ESU, or when attending any ESU internal event or while on external representation when mandated to do so.

23.5 Elected members of the ESU Executive Committee, as well as Coordinators, cannot hold positions in any decision-making bodies of a full or candidate member. If an Executive Committee member or a Coordinator has a position in such body, they are considered resigned from the Executive Committee or from the position of coordinator.

Title V – The Board meeting

Chapter I – General provisions related to the Board meeting

Article 24 – Competencies of the BM

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

Article 25 – Organisation of the BM

The BM shall be convened by the EC and organised by a member, as approved by the BM, in association with the ESU secretariat. The EC shall comment and provide recommendations, including the financial feasibility on the whole application to host the BM, before they are subject to a decision by the Board.

Article 26 – Closed meetings

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

26.2 Closed meetings are only open to full members and student representatives who are part of an institution of ESU. During the closed sessions, the Board may decide to allow the presence of any guests.

Article 27 – Meeting documents (mandatory item)

27.1 Unless otherwise specified, all documents to be voted upon will be circulated 30 days before the BM to all members, associates and candidate members. Submission deadlines for resolutions, internal motions and amendments except if otherwise specified are set by BM chairing team.

27.2 If the documents are not circulated at least 8 days before the BM in a final version, the documents being late are not to be dealt with or voted upon. The Board may accept documents that were circulated 8 days earlier, but did not meet the 30 days deadline, with a 2/3 majority.

27.3 The adopted documents from the BM, shall be uploaded and shared by the Presidency, with the members, within 60 days after closing the meeting.

Chapter II – The Chairing team and chairing of the BM

Article 28 – Practical arrangements at the beginning of the BM. Election of the Chairing Team

28.1 At the beginning of the BM, the President of ESU, or if necessary, a member of the EC, shall declare the meeting open and do the roll call. Immediately following this the BM shall elect a Chairing team.

28.2 The members of the Chairing Team shall be elected individually by a simple majority based on a proposal made by the Executive Committee at the corresponding Board Meeting.

28.3 Once the Chairing Team is elected the Board shall proceed to adopt the agenda.

Article 29 – Removal of the Chairing team

The Board may remove the whole Chairing Team or individual members of it by a motion of distrust supported by two thirds majority. In which case they shall proceed to fill vacancies before continuing with the points of the agenda.

Article 30 – Competencies of the Chairing team

30.1 The Chairing Team is responsible for the steering and moderation of Board Meeting and shall be composed of a minimum of four people. However, under exceptional circumstances the Chairing may be formed by three people as long as the Board agrees.

30.2 If needed the Executive Committee can appoint one of its members to help the Chairing Team take the minutes.

30.3 The Chairing Team shall have the following powers:

1. Declare each session open and closed.
2. Direct the discussion.
3. Take the minutes of the session.
4. Ensure compliance with ESU's internal rules and regulations.
5. Grant, withdraw and limit speaking time.
6. Raise questions to be voted on and announce the results thereof.
7. Propose the adjournment or closure of the debate.
8. Propose the adjournment or suspension of the meeting.
9. Unify discussions, motions or amendments from the same point of the agenda if considered to have the same purpose.
10. Rule on points of order.

30.4 When a dispute arises the Chairing Team can interpret the internal rules and regulations of ESU. In any case, they shall be interpreted according to the meaning of the words themselves, in relation to the context, background, and the reality of the time in which they are to be applied, taking into account the spirit and purpose of the rules.

30.5 The Chairing Team is politically neutral and does not take part in any discussion or vote of the Board Meeting.

30.6 The Chairing Team is competent to decide the internal organisation and division of work and duties of itself.

Article 31 - Decisions of the Chairing team

31.1 When making decisions both internally and relating to the proceedings of the BM the Chairing Team shall try to seek to broadest possible consensus.

31.2 In the event of disagreements, decisions shall be made by a simple majority of its members and in case of a draw the decision shall be decided upon by drawing lots.

31.3 Decisions of the Chairing Team that relate to the proceedings of a Board Meeting may be overruled by the Board by an absolute majority.

31.4 When the Chairing Team deems it necessary they may declare a time-out for a specified period of time.

Chapter III - Representation at the Board meetings

Article 32 - Delegations (mandatory item)

32.1 Each member and candidate member or associate organisation shall have the right to have two delegates with speaking rights on each point of the agenda. There may be more than two delegates speaking during the entire

BM, but no more than two delegates per organisation at any specific point. The organisations have to register the number of their delegates in advance and the delegation has to present the credentials prior to the BM to the EC.

32.2 In any case and depending on organisational circumstances, the delegates with speaking and voting rights may be changed between points on the agenda and sessions.

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

Article 33 – Mandates

33.1 Transfer of mandate between NUSes may be applied for the whole duration of the Board meeting or during sessions of a Board Meeting, when a member NUS provides the Chair of the BM with a written statement of consent.

33.2 A member can carry the mandate of maximum one other member.

Chapter IV – Speakers and speaking rights

Article 34 – Speakers at the BM

34.1 Every speaker has the right to have three minutes to present their views without interruption.

34.2 The speaking time can be altered by a procedural motion. However, the Chairing Team has the power to interrupt in the case of a misuse of speaking rights. This time limit should not apply to presenters of any report except the individual reports.

34.3 During the discussion the Chairing Team shall give the floor first to speakers wishing to make points of order (about the procedure), then to speakers requesting a right of response, then those who wish to make a point of information and only then to other speakers.

Article 35 – Closing of the speakers list

35.1 During a discussion, the Chairing Team may announce the list of speakers, the forthcoming closure of the speaker list and declare the list closed, provided that the proposer of the motion or amendment has the right to speak immediately before the vote.

35.2 The Chairing Team however may still accord the right to reply to any delegate, after the list was closed, in case of a direct question or if the NUS was mentioned in the previous intervention.

Article 36 – Personal privilege and right of response

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

36.2 If any elected ESU representative, member, candidate or associate member feels that, at any point during any official discussion they have been accused of something or referred to in a way that solicits a response, the Chairing Team will grant them a maximum time of 2 minutes to respond. 35.3 Such response will be given even after the list of speakers has been closed and preference in speaking order will be given to such members requesting this right of response.

Article 37 – Statements on the floor

37.1 Any participant has the right to make a personal statement at any time during the BM, through a procedural motion.

37.2 The CT will immediately grant the person(s) the right to make their personal statement, except during a voting procedure.

37.3 Any reaction during and after the personal statement is prohibited.

37.4 If the authors want the personal statement to be included into the minutes, they must send their written personal statement to the CT before the end of the BM.

Chapter V – Voting majorities and procedures

Article 38 – Voting at the BM (mandatory item)

38.1 The BM shall endeavour to reach the widest possible measure of agreement.

38.2 Decisions shall be taken by an absolute majority unless otherwise specified or except:

- The adoption of political documents and internal working documents (2/3 majority)
- Amendment of the Statutes or mandatory item on the standing orders (3/4 majority)
- Amendment of the auxiliary items on the Standing Orders (2/3 majority)
- Changes in membership status in order to become or expel full members and associate members (3/4 majority)
- Changes in membership status in order to become candidate members (2/3 majority)
- Approve the financial report and balance with (2/3 majority)
- Dismiss EC members, the EC, Presidency, Coordinators, CIA members, the CIA by vote of no confidence with (2/3 majority)

Article 39 – Voting procedures

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

39.2 Any member may request a secret ballot or recorded vote for any issue. The Chairing Team has to agree to the request. When there is a conflicting

request for a secret vote or recorded vote on the same issue then the BM will decide which procedure to adopt by simple majority of votes cast between the options secret vote, recorded vote and abstention, and this vote in no case can be recorded or secret.

39.3 Elections of representatives to ESU institutions must be decided by secret ballot. The election of the Chairing Team is excluded from this clause.

39.4 After the voting has commenced, no one shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. No one can enter the room until the voting has finished.

39.5 Any election must be redone if: At any point during the election process, but before the election results are announced to the board, any election helper or election observer, can bring to the attention of the Board a procedural infringement that they would have noticed. Based on a procedural infringement, a member of the Board can call for a re-run of the election. The motion is put up for discussion by the Board, who then vote on it. If a simple majority in favour is reached, the election is redone. Election results may only be announced after all such procedures are completed.

Article 40 – Not enough votes cast

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

Article 41 – Ne bis in idem

A motion accepted or rejected at a BM shall not be discussed or voted upon again during the same BM. This rule applies for part of motions or policies which were rejected, but does not apply to any motion or policy that is discussed, in part or in whole, or voted in part, but not voted upon in whole.

Chapter VI – Motions and amendments

Article 42 – General rules about motions and amendments

42.1 Motions and amendments may be put forward in writing at any time during the BM until the deadline as directed by the Chairing Team.

42.2 The proposer may change or withdraw the motion or amendment any time before the proposal is voted.

42.3 During the BM, where motions do not relate to the items on the agenda, the BM should vote on whether or not to accept those motions onto the agenda. These are accepted to the agenda with a 2/3 majority.

42.4 If a new policy or motion supersedes any existing policy or motion adopted with the at least the same majority, notwithstanding other statutory provisions , then the most recent policy or motion shall automatically replace the outmoded document.

42.5 The Chairing Team may rule that motions and amendments dealing with the same issue are to be considered together, in consultation with the proposing NUS.

42.6 All motions and amendments put forward by members shall have a proposer and at least one seconder.

42.7 Candidate and associate organisations may put forward any motion or amendment, but these must have a seconder or be seconded by the EC.

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

42.9 All ESU institutions, with the exception of the Board and the Secretariat, may put forward motions and amendments within their area of work without a seconder. The Chairing Team decides if a given motion or amendment falls

within the area of work. Any motions or amendments that are deemed to be out of the area of work would require a seconder, or have to be seconded by the EC.

42.10 A proposal to abolish or replace an already existing policy document shall be considered a motion.

42.11 A proposal to abolish, replace or add an annex to an already existing policy document, shall be considered a motion.

Article 43 - Specific rules regarding proposing amendments

43.1 With the exception of deadlines or any other cases mentioned in the Statutes or Standing Orders, the amendments follow the procedures for motions.

43.2 For motions on political documents, internal working documents, financial motions to adopt ESU's budget and motions to change ESU's Statutes and Standing Orders, amendments to these motions are accepted.

43.3 For motions on policy, with the exception of resolutions, on strategies and financial motions to adopt ESU's budget, amendments to the motions are to be voted irrespective of whether the proposer of the motion agrees or not. For the same motions amendments to amendments are accepted, to be voted irrespective of whether the proposer of the motion agrees or not.

43.4 For the motions not specified at point 43.3, only the proposer of the amendment has the right to include it or change the amendment or motion. If the proposer refuses a change, the amendment will be put to vote as it stands.

Article 44 - Procedural motions

44.1 During the discussion, the following procedural motions shall have precedence in the following order over all other proposals or motions before the meeting, without the requirement to be submitted in written form:

- a. motion to reverse the decision of the Chairing team concerning the conduct of the meeting.
- b. motion to make the meeting a closed one.
- c. motion for the suspension or adjournment of the meeting (e.g. continuing discussion in an informal session before resuming back to the meeting on the same agenda item)
- d. motion to adjourn the item under discussion (e.g., moving on to another agenda item before coming back to the adjourned item).
- e. motion for the closure of debate and an immediate vote.
- f. motion for the immediate closure of the speaker list.
- g. motion to refer the matter to the EC, WG or to the next meeting.
- h. motion for a limitation of the individual and collective speaking time for the point under discussion.

44.2 Should any procedural motion be defeated the same motion cannot be accepted again unless the Chairing team is of the opinion that circumstances have radically changed in the meantime.

44.3 After proposing a motion to close debate and to go straight to a vote, if the motion is approved, then the Chairing Team needs to check whether the EC and at least one opposing NUS had the opportunity to speak on the motion before the procedural motion. If not, the Chairing Team will give them the opportunity to speak. If there are several unions wishing to speak, the chairing team will give the floor to the union that first asked for the floor. If it is unclear which union was first, this is decided by lot. If no opposing union nor the EC asks for the floor, the opportunity is deemed to have been given and the Chairing Team will proceed to go straight to vote.

Article 45 – General voting procedures for motions and amendments

45.1 After moving a motion or amendment, the proposer or one of the

seconders, if the proposer chooses not to speak, shall have the right to speak, for a maximum of three minutes, in order to motivate the motion or amendment. The motion or amendment shall then be opened to discussion and, if permitted by Standing orders, amendments; the proposer may exercise a right of reply immediately before the vote is taken.

45.2 Members can call for a removal of a part of any motion or amendment proposed by the Board by split-vote. It must be clearly communicated to the Chairing Team which part they would like to remove. Split-vote on this part will be put to a separate vote before voting on the whole motion or amendment. If a split-vote passes, the whole motion or amendment will be changed accordingly, without the possibility to retake a split-vote on the same part.

45.3 If there are conflicting split-vote proposals on one motion, they will be dealt with in the same way as with conflicting amendments.

45.4 The split-vote doesn't substitute the final vote on the motion in discussion.

Article 46 - Special voting procedures for amendments

46.1 After the deadline, amendments or amendments to amendments may still be made orally during discussion. The oral amendments or amendments to amendments can be incorporated if the proposer of the amendment agrees.

46.2 Oral amendments will not be voted upon. Oral amendments to amendments for documents falling under point 43.3 will be voted upon, irrespective of whether the proposer of the amendments agrees or not.

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

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

46.4 An amendment shall be proposed and discussed in accordance with the procedure for motions.

46.5 An amendment to an amendment shall be proposed and discussed in accordance with the procedure for amendments, unless stated otherwise, with the exception of deadlines.

46.6 A proposal to change a motion shall be considered as an amendment to a motion only if it adds to, deletes or revises part of that motion.

46.7 Whenever the proposers of two or more competing proposals are unable to reach an agreement, the Chairing team suggests a procedure to determine how to progress.

Title VI – The Executive Committee (EC)

Chapter I – General provisions about the EC

Article 47 – Competencies of the EC

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

- a. Draw up the agenda for the Board Meeting and decide on proposed decisions for BM approval;
- b. Implement the decisions of the BM;
- c. Be responsible for external representation and advocating for ESU policy;
- d. Develop ESU positions and working on policy content;
- e. Define the political strategy of ESU;
- f. Take policy related decisions within the remit of the policy decided by the BM
- g. Select coordinators and appoint internal task forces and the

Secretariat;

- h. Establish, and if necessary implement, a procedure for setting up steering committees of any expert pools;
- i. Ensure that all ESU institutions and bodies are informed about the decisions of the EC of relevance to the work of those institutions; and serve as the contact point for coordinators as well as the steering committees of the expert pools.
- j. Draw up a portfolio of competencies for all ESU institutions and elected representatives being in line with the ESU plan of Work and the three-year strategic framework;
- k. Keep all members, candidate members and associates regularly informed of the activities of the organisation in between BMs;
- l. Support the Presidency in financial issues and take responsibility over the financial implications of their own work.

Article 48 – Decision-making in EC meetings

48.1 Every member in the Executive has one vote during EC meetings.

48.2 The EC meetings are prepared and chaired by the ESU Presidency. Minutes are to be taken and disseminated by the Presidency.

48.3 When voting, decisions are taken by a simple majority vote. In case of a tie, the acting President's vote is decisive.

48.4 Secret ballot is used whenever at least two members of the EC request it.

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

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

Article 49 – General working procedures of the Executive Committee

49.1 The EC adopts rules of procedure of its own work and makes them public towards ESU's members.

49.2 These rules should include procedure of decision-making, of meetings and every day work.

49.3 No part of these procedures or any other similar working document can go against ESUs Statutes or Standing orders. In case of conflict the statutes and standing orders are to be considered supreme.

49.4 EC members divide the different areas of work and content responsibilities between themselves and make these divisions transparent to the members.

Article 50 – Organisation of Executive Committee meetings

50.1 EC meetings are called by a member of the Presidency who also sets the agenda, on advice of the Presidency and the rest of the EC. Every EC member can ask the Presidency to call an extraordinary meeting in writing, who must do so within five (5) days of receiving the request. The EC will meet at least once a month.

50.2 The EC meetings are to be open only to ESU EC members. Coordinators have the right to participate without a voting right to part of the meetings dealing with agenda items related to their area of work.

50.3 The President may invite anyone else to the meeting to act as an observer or to talk about a specific point or points on the agenda. The EC may grant anyone else a right to participate as an observer or to talk about a specific point or points on the agenda.

Article 51 – Reporting of the Executive Committee

51.1 The BM will first discuss the general report of the whole Executive

Committee, and after that the personal reports of individual members of the EC. All reports, both general and personal, have to be approved by the BM by a simple majority.

51.2 In addition to the general report and individual reports, the EC should inform the candidates, associates and members of their activities on a regular basis in between the BMs.

Article 52 – Substitution of EC members

52.1 In the case of the President resigning or becoming absent from duties due to an extraordinary reason that prohibits acting or fulfilling the duties of the President, one of the Vice-Presidents shall take over the role as acting President until the return of the President or an election of a new President.

52.2 In the case one of the Vice-Presidents resigns or becomes absent from duties for an extraordinary reason that prohibits acting or fulfilling the duties of the Vice Presidents, the EC will decide which member of the EC shall be deemed as the acting Vice-Presidents until the return of the Vice-Presidents or an election of a new Vice President.

52.3 In the case of an EC member other than the President or one of the Vice-President resigning or becoming absent from duties due to an extraordinary reason that prohibits acting or fulfilling the duties of the respective EC member, the EC shall decide which members of the EC will take over the responsibilities of the absent member.

Article 53 – Dismissal of EC members or EC as a whole

53.1 Any elected member, including the President and Vice-Presidents, can be dismissed from the organisation and relieved of their roles within the ESU institutions by a vote of no confidence.

53.2 Any such vote of no confidence must be proposed by a full member or the EC and a seconder. This vote of no confidence must be by secret ballot.

53.3 If the vote of no confidence passes there will be immediately new elections for the concerned seat. If the seat is not filled through elections at BM, the EC

can proceed as according to the standing orders to fulfil the position.

53.4 To dismiss the EC as a whole, including the President and Vice-Presidents, a full member can propose a motion, which has to be seconded, for a vote of no confidence. This vote of no confidence must be by secret ballot.

Chapter II – The presidency

Article 54 – Competencies of the Presidency

54.1 The Presidency consists of the President and two Vice-Presidents.

54.2 The Presidency is the operational decision-making body within the organisation and is responsible for day-to-day coordination and management of the organisation and steering of its institutions.

54.3 The Presidency is responsible for the preparation of the EC meetings and must report on its activities to the EC at every meeting.

54.4 The Presidency is responsible for monitoring and coordinating the work of the EC, the Secretariat, the coordinators and internal task forces.

54.5 The members of the Presidency are fully located at the ESU headquarters and remunerated equally in accordance with the law.

54.6 Among other competencies, the Presidency should:

1. Coordinate the administration and management of ESU
2. Coordinate the reporting to the Board Meeting
3. Coordinate the external representation of ESU
4. Be responsible for overall financial well-being and development of the organisation

Article 55 – Competencies of the President

55.1 The President is the principal representative of ESU and represents the total of the other institutions of the organisation and must act accordingly during the entire term of their mandate.

55.2 The President is a member ex officio of every structure or institution within

ESU, except the Board and the CIA.

55.3 The President is responsible for the overall coordination and carries out the financial administration of the organisation in cooperation with the Presidency.

55.4 Among other competencies and duties, the President should:

1. Assure that the whole political priorities of ESU are coherent and keep to the principle of continuity as a basis for these considerations.
2. Keep contact with all the institutions of ESU and keep them updated of the developments in all spheres of activities of ESU.
3. Call EC meetings and together with the Presidency and the EC, develop an agenda.
4. Be the primary coordinator for all political activities in cooperation with the rest of the EC and the Presidency.

Article 56 – Competencies of the Vice Presidents

56.1 The Vice-Presidents share responsibilities related to organisational aspects, finances, administration, lobby work and coordination of policy making together as discussed and agreed upon by the Executive Committee.

56.2 Both Vice-Presidents may also call an EC meeting. In doing so, they should develop an agenda together with the Presidency and the EC.

56.3 The specific task division between Vice-Presidents should be decided upon by the Executive Committee based on a proposal from the Presidency. Once decided, that task division should be communicated to the Board.

56.4 Among other competencies and duties, at least following duties should be divided or shared between the Vice-Presidents:

1. Together with the President and EC coordinate the administration of ESU;
2. Coordinate communication and relations with ESU associate members;
3. Coordinate the relations and communication between the different ESU structures;

4. Coordinate, together with the EC, correspondence with ESU members;
5. Ensure that all institutions of ESU are kept up-to-date with the developments of the organisation;
6. Disseminate the minutes of the EC meetings to the ESU members and other ESU elected representatives;
7. Coordinate the reporting to ESU members;
8. Together with the EC and other relevant ESU structures, be responsible for the internal development of the organisation;
9. Carries out the day-to-day financial administration of the organisation within the Executive Committee, in cooperation with the President and the Secretariat. This is without prejudice to the competencies of the CIA as outlined in these Standing Orders;
10. Together with the President and the EC, work in promoting the political principles of the organisation;
11. Implement the political strategies of the organisation;
12. Together with the President and the Secretariat, coordinate external communication and relations with the media;
13. Ensure that all institutions of ESU are kept up-to-date with the policy developments within the organisation.

Chapter III – Election procedure

Article 57 – General rules related to elections

57.1 In all ESU elections, the Secretariat shall act as Returning Officers, and shall be responsible for administration of nominations, conduct of elections and the counting of ballots.

57.2 The Board Meeting may appoint helpers as they see fit and in numbers prescribed by the Chairs of the BM who can also take part in the conduct of the elections.

57.3 No member of ESU has the right to nominate more than one person to the Executive Committee, including the President and Vice-Presidents.

57.4 Before the election each candidate shall be afforded the opportunity to make a presentation while other candidates for the position have been escorted out of the room, not lasting more than 5 minutes.

57.5 Before the start of the formal BM procedures an election debate has to take place. The election debate should be recorded when possible.

57.6 All candidates may send a nominated representative to observe the counting of the votes.

57.7 In case candidates apply after the election debate, they will be questioned by the Chairing Team who has the right to choose at least 3 questions submitted in writing by the Board before the deadline set by the Chairing Team of the BM.

Article 58 – Nominations for elections

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

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

58.3 When there are not enough candidates before the nomination deadline the Presidency will re-open the call for nominations. This call will be re-opened for 7 days, during which time no names, letter of motivation, CV or nomination of candidates that submitted applications before the initial deadline will be released. If after this 7 days' deadline there are still not enough candidates to fill the position(s) then the nominations will be re-opened till the start of the Board Meeting. The names, CVs and letters of nomination and motivation of all

candidates will be notified only after this 7 days' deadline.

Article 59 – Election procedure for the President and the Vice Presidents

59.1 The elections for President and Vice-Presidents shall take place separately using the Single Transferable Vote System (STV). Where there is one candidate, that candidate shall stand against Re-open Nominations (RON) in an STV election. Where there is more than one candidate, those candidates will contest an STV election with RON as an additional candidate.

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

59.3 The Election of the Vice-Presidents will follow the procedure of the President with the exception that for voting, the procedure to be followed will be as set out in annex 1 of these Standing Orders.

Article 60 – Election procedure for other members of the Executive Committee

60.1 Elections are carried out separately in the committee by a preferential voting system as outlined in the annexes to these standing orders.

60.2 Elections are carried out separately for both genders and additionally for the gender open position in the committee by a preferential voting system as outlined in annex two to these standing orders. Votes for all ballots are cast at the same time. Every nomination for a male or female position of the EC is automatically seen also as a nomination for the gender open position.

60.3 Each gender gets a minimum 40% of the seats excluding the Presidency. If one of the genders is not reaching the 40% of the elected members in the EC

excluding the Presidency, the entire EC is deemed to be not elected. If that is the case, the nominations will reopen for five working hours for the remaining open positions.

Title VII – Other ESU institutions

Chapter I – Coordinators

Article 61 – General provisions regarding Coordinators

61.1 The Coordinators are the responsible experts for issues that are of priority to ESU on a constant basis.

61.2 The mandate of a coordinator shall be defined by the call issued by the Executive Committee, but shall not be longer than 2 years. There is a limit of four mandates or four years, whichever is reached first, that a coordinator can serve in total.

Article 62 – Competencies of coordinators

62.1 The Coordinator for Human Rights and Solidarity shall:

1. Provide support to answering solidarity requests in cooperation with the EC.
2. Work on the promotion of the Students' Rights Charter & prepare ESU's actions for the international students' day.
3. Develop policy contents and represent ESU in other topics pertaining to the field of Human Rights according to what the EC mandates them to.

62.2 The Coordinator for Equality shall:

1. Be responsible for implementation of the Equity, Diversity and Inclusion Strategy and the Gender Mainstreaming Strategy
2. Oversee implementation of equity and equality measures in all of

ESU's work and activities.

3. Develop policy contents on issues of equity and equality in and outside ESU.
4. Attend and organise trainings in the field of Equity and Equality.
5. Represent ESU in external events discussing fields relating to equity according to what the EC mandates them to.

62.3 The Coordinator for Membership Issues shall:

1. Facilitate the implementation of ESU's Membership Strategy.
2. Handle the requests concerning the ESU membership.
3. Coordinate, and where applicable partake in, study visits.
4. Give training on the pillars of the student movement and coordinate other trainings for NUSs
5. Elaborate information tools with best practices for the members to facilitate capacity building in the NUSs and local unions.

Article 63 – Selection, resignation and reporting of Coordinators

63.1 Coordinators are selected by the Executive Committee. The Executive Committee establishes a procedure that will seek to find the most competent candidates in an open decision-making procedure.

63.2 Coordinators can be discharged only by the support of 2/3 majority of the EC. Until discharged by the EC, all coordinators shall be fully accountable to the EC for their actions. Only the EC can grant resignation to a Coordinator.

63.3 Coordinators must present a written report of their activities to the BM, and in between Board Meetings they must report orally to the Executive Committee at each EC meeting. The EC has the right of scrutiny and oversight regards to fulfilment of the plan of work.

Chapter II – Working groups

Article 64 – Competencies of the Working groups (mandatory item)

64.1 The WGs shall deal with specific areas of work relevant to the work of ESU or in the interests of its members. These working areas should be out of the scope from the main tasks of the Executive Committee as decided by the ESU Plan of Work.

64.2 The WGs shall:

1. Prepare policies and propose these to the BM in cooperation with the Executive Committee and Coordinators.
2. Make suggestions to the Board within their report on how to continue the work of ESU in the respective field.
3. Endeavour to collect information in their fields and circulate it.
4. Be given preference with the external representation of ESU to any external events concerning their fields unless it overlaps with that of an elected representative in which case the latter is preferred.

64.3 WGs are chaired by one NUS. The chair of the WG shall ensure that the EC, members of the WG and the Secretariat are informed of ongoing work of the Working Group.

Article 65 – Establishment and Plan of work of the Working Groups

65.1 WGs are established by a motion passed at BM detailing the mandate of the WG, the chair and a proposed plan of work.

65.2 Following the approval of the motion, the chairing NUS should issue a call for further unions to join the WG. The EC or any other structures or ESU members, in cooperation with other ESU elected representatives should outline specific tasks that could be dealt with before the BM. This proposal can be fully or

partially taken up by a WG in their plan of work. The plan of work should contain concrete description of tasks and deliverables with a timeline for operationalising.

65.3 The Plan of Work of a WG as approved by the BM in the motion will be incorporated in the Plan of Work of ESU as an annex.

Article 66 – Resignation of WG chair and dismissal of the WG

66.1 In case a chair resigns, the next BM will have to elect a new chair. In the meantime, a member of the EC or another NUS from the Working Group shall take over the role of acting-chair.

66.2 To dismiss a Working Group by the Board Meeting a full member and a seconder can propose an internal motion, for dismissal of the Working Group.

Chapter III – Task Forces

Article 67 – Establishment of a Task Force

67.1 Task Force (TF) can be established by the EC or by the Board. The EC can recommend, or the Board can request the creation of a Task Force. The EC selects the members of the Task Force.

67.2 The members of a Task Force are individuals.

Article 68 – Competencies of a Task Force

68.1 The planned length of mandate as well as the competencies of a Task Force should be included in the mandate.

68.2 The Task Forces can be mandated either by the EC or the Board, coordinated by the EC and are accountable and report both to the EC and the Board.

68.3 Whenever the work of the Task Force touches on competencies of the EC as defined in the Standing Orders or the Plan of Work, the mandate has to

include a clear outline of the split of responsibilities and accountability.

68.4 The motion to create a Task Force should include size, time-frame, working methods and desired outcomes of the Task Force's work.

68.5 The Task Forces should regularly update the EC and the Board on its progress.

Chapter IV – Expert Pools

Article 69 – General provisions about expert pools

69.1 Expert pools are autonomous structures that in general deal with areas of providing expertise and consultancy externally, training and development and external representation.

69.2 Expert pools constitute a group of selected current or former students that have specific knowledge and expertise in the field of work of an expert pool. Expert pools have no decision-making power and members of such pools are there on the basis of individual capacity. Members of the expert pool can represent ESU only if mandated specifically to do so.

Article 70 – Establishment of Expert pools

70.1 Expert pools are established through a motion passed by the Board Meeting. The motion must define the purposes and scope of expert pools and their organisational structure that should include a steering committee of a pool. The expert pools will remain in force until the Board decides otherwise or passes a motion amending their mandate.

70.2 The responsibility for implementing the decision of establishing expert pools lies within the EC who thus has the right to decide on the procedure of setting up a pool and a procedure on selecting the steering committee for each pool.

Article 71 – Coordination of expert pools

71.1 The expert pools are coordinated by steering committees that have the

right to decide on the composition of the expert pools, set guidelines and the plan of work for the individual pools.

71.2 The steering committees are accountable to the Presidency and report to the Board Meeting about the activities of the pool.

71.3 The steering committee of any pool also carries the responsibility for day-to-day management of a pool in coordination with the Presidency and the Secretariat in administrative matters.

71.4 The steering committee of any pool works in cooperation with at least one EC and/or Presidency member and any other relevant body of ESU that concerns the working area of the expert pool.

Chapter V – Conference of the student bodies of the European alliances of higher education institutions

Article 72 – Composition and competencies of the Conference

72.1 The ESU Conference of the student bodies of the European alliances of higher education institutions (hereafter called, 'the Conference') is composed of representatives of student bodies from the European Alliances of Higher Education Institutions, including the European Universities.

72.2 The Conference is a consultative body to ESU. It is consulted in the drafting of ESU policy documents related to the European Universities Initiative.

72.3 The Conference enables exchanges between its student bodies, organises capacity building activities for them and liaises with ESU when the student bodies need ESU's support.

Article 73 - Structures and proceedings of the Conference

73.1 The Conference shall meet online or in person.

73.2 The Structures and Proceedings of the Conference are approved by the Board.

73.3 The Conference is coordinated by a Steering Committee, whose composition is outlined in the Structures and Proceedings of the Conference.

73.4 The Rules of Procedure for the Steering Committee are adopted by the EC, according to the Structures and Proceedings of the Conference.

Chapter VI - Secretariat (mandatory item)

Article 74 - General provisions regarding the Secretariat

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

74.2 Members of the secretariat are employed professional staff and should, where necessary, have the necessary knowledge in the fields of management and finances.

74.3 The secretariat should not be considered to have any political role, unless mandated specifically in extraordinary circumstances by the EC or the Presidency.

Article 75 - Staff relations

75.1 All ESU Staff are accountable to the EC and on a daily basis to the Presidency. They are not politically responsible for the conduct of ESU, and

implement the policies and procedures passed by the BM or any other tasks delegated to them by the EC or the Presidency, in accordance with their appointment.

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

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

Article 76 – Competencies of the Secretariat

The secretariat shall:

1. Collect, and distribute relevant information to the member NUSs and all other institutions together with the Vice-President responsible for organisational affairs.
2. Provide contacts between member NUSs and other bodies in the field of education.
3. Administer the finances of ESU as mandated by the Executive Committee under the coordination of the Presidency.
4. Raise funds for ESU under the mandate of the Executive Committee and the Presidency.
5. Coordinate the execution of decisions taken by the BM or EC.
6. Support any work of ESU as directed by the Presidency or the EC.
7. Coordinate media, public relations, communication and press contacts as directed by the Presidency and in coordination with the EC.
8. On direction from the Presidency or the EC, be responsible for any project applications and events organised or jointly organised by ESU.

Chapter VII – Commission for Internal Auditing and external auditing

Article 77 – General provisions relating to and competencies of CIA (mandatory item)

77.1 The Commission for Internal Auditing will do the internal audit of ESU. The CIA will consist of three individual persons elected by the BM. Members of the CIA cannot be elected representatives or staff in any NUSs.

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

77.3 After closing the books of a fiscal year they will report to the BM.

Article 78 – Election and resignation of members of the CIA

78.1 The members of the CIA are elected by the Board Meeting. The procedure is the same as for EC elections (not being the procedure for Vice-President and President).

78.2 Positions in the CIA shall have a 3-year mandate.

78.3 An election will be held each year to elect a new member of the CIA who is to substitute an outgoing CIA member. In case of more than one open position in the CIA the BM is supposed to fill all open positions while respecting the remaining original length of the mandate of the individual positions.

78.4 The CIA must have at least one position of the other gender.

78.5 Only the BM can grant resignation to a member of the CIA.

Article 79 – External auditor (mandatory item)

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

TITLE VIII – Disciplinary Code (mandatory item)

Article 80 – Code of Conduct and Accountability Policy

80.1 Representatives of ESU, including elected, selected, and nominated persons, as well as the staff, where applicable, and participants at ESU events are required to follow rules regarding ethics and integrity in accordance with the Code of Conduct.

80.2 The Code of Conduct is a policy adopted by the Board and revised when deemed necessary.

Article 81 – Disciplinary actions related to members

81.1 Acting against the Statutes, Standing Orders will necessitate disciplinary action.

81.2 The decision for disciplinary actions is passed with a two-third majority of the number of votes cast.

81.3 The BM decides on the following consecutive disciplinary actions:

- First warning;
- Removal of voting right;
- Second warning;
- Expulsion (3/4 majority)

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

Article 82 – Disciplinary actions related to membership fees

82.1 If a member fails to pay membership fee and/or declare TDI or has any other debt with ESU invoiced not later than 30 days before the Board meeting the voting rights will be suspended, unless an agreement has been reached between the EC and the debtor.

82.2 This decision should be based on official documentation, put in writing and be available to the Board. Once the obligations are met, the voting rights will be restored automatically.

82.3 More details on the procedure are provided in the Financial Standing orders of ESU.

ANNEXES to the Standing Orders

Annex 1 - Definitions used for the purpose of elections using Single Transferable Vote

Ballot	Paper or card, or set of papers or cards, on which a voter has marked a candidate, or ranked one or more candidates.
Continuing candidate	Candidate who is not yet elected or eliminated.
Non-eliminated candidate	Candidate who is a continuing candidate or an elected candidate.
To transfer a ballot	To assign it to its highest-ranked continuing candidate
Transferable ballot	Ballot that lists or designates at least one continuing candidate

A transfer	Instance of transferring one or more ballots
Allocation	Any transfer of every ballot whose transfer is ordered in the same paragraph of this count specification.
N	Represents the number of seats in the election
The Quota	Number of valid votes cast in the election, divided by N+1 and added plus one in the end. Quota = (valid votes cast/(N+1))+1
A Quota	A vote total numerically equal to the quota

Annex 2 - Procedure for elections with gender balance

1. Each ballot, at the beginning of the count, shall have the value of one (1) vote. Each candidate, at the beginning of the count, shall have a vote total of zero (0).
2. When a ballot is transferred to a candidate, this candidate's vote total is increased by the value of the ballot. When a ballot is transferred from

a candidate, their vote total is decreased by the value of the ballot.

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

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

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

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

- d. If at any time when a candidate should be elected or eliminated

and two or more affected candidates have the same number of votes, the matter will be decided by the tossing of a coin or rolling of a dice.

- e. Candidates will stand against Re-Open Nominations (RON) in the election. In the event of RON being elected, candidates who have reached the quota in previous rounds or in the same round as RON will be elected. Nominations will open immediately for a period of five working hours and a further election will be held for the remaining unfilled position.
4. The count shall end either when N candidates have been elected, or when only N candidates remain un-eliminated (in which case those N candidates are declared elected), whichever happens first. However, no candidate who is not listed on any ballot will be declared elected.
5. Start the count by transferring all the ballots in the ballot box according to the above rules.

Annex 3 – Procedure for elections without gender balance

1. Each ballot, at the beginning of the count, shall have the value of one (1) vote. Each candidate, at the beginning of the count, shall have a vote total of zero (0).
2. When a ballot is transferred to a candidate, this candidate's vote total is increased by the value of the ballot. When a ballot is transferred from a candidate, his vote total is decreased by the value of the ballot.
3. Immediately after each allocation, either paragraph 4a, or paragraph 4b shall be carried out, depending on whether or not that allocation has

resulted in a candidate acquiring a quota.

- a. If any candidate has acquired a quota as a result of the allocation that has just been completed, then that candidate is elected as of that time. If this candidate's vote total exceeds a quota then the candidate has a "surplus", and this surplus is the amount by which his vote total exceeds the quota. The rest of this paragraph shall be carried out for every candidate who has a surplus as a result of the allocation that has just been completed. For each such candidate, this surplus shall be divided by the candidate's vote total, and the value of each of the candidate's transferable ballots shall be multiplied by the result of that division. Each of the candidate's transferable ballots shall then be transferred.
 - b. If no candidate has acquired a quota as a result of the allocation that has just been completed, then the continuing candidate with the lowest total vote shall be eliminated, and this candidate's transferable ballots transferred.
 - c. If at any time when a candidate should be elected or eliminated and two or more affected candidates have the same number of votes, the matter will be decided by the tossing of a coin or rolling of a dice.
 - d. Candidates will stand against Re-Open Nominations (RON) in the election. In the event of RON being elected, candidates who have reached the quota in previous rounds or in the same round as RON will be elected. Nominations will open immediately for a period of five working hours and a further election will be held for the remaining unfilled position.
4. The count shall end either when N candidates have been elected, or when only N candidates remain un-eliminated (in which case those N candidates are declared elected), whichever happens first. However, no candidate who is not listed on any ballot will be declared elected.

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

Annex 4 – Eligible countries for ESU membership

Block 1: Members of the European Union

Block 2: Candidate countries to the European Union

Block 3: EFTA countries not previously listed

Block 4: Full members of the Council of Europe not previously listed

Block 5: Other countries that are not members of any above-mentioned European structure: Belarus, Israel, Holy See.

Block 6: Regions/Provinces within European Countries with autonomous governance or special administration

Block 7: Other EHEA countries which are not mentioned above.