



EDS Statutes

Standing Orders and Financial Regulations

Last amendments made at the 2009 Annual Meeting 23.07.2009

PART I: THE CONSTITUTION (the English translation of Acte de constitution)

PART 2: INTERNAL REGULATIONS

Article 1: The Organisation

1. The name of the organisation is European Democrat Students, hereinafter referred to as EDS.
2. EDS is a non-profit political organisation that follows and advocates the principles of personal freedom, democracy, human rights and the rule of law, in a worldwide scale.
3. The aims of EDS are:
 - a. To develop contacts, exchanges and political cooperation among Centre-Right, Christian Democrat, Conservative and Liberal students and youth in Europe
 - b. To work for a free, democratic and united Europe, inside and outside the European Union (EU),
 - c. To form a better understanding of cultural and political situations worldwide
 - d. To promote the principles of market economy, and
 - e. To exchange information on education policy and other political matters.
4. EDS is an affiliate organisation of the European People's Party (EPP).
5. EDS cooperates with other like-minded individuals and organisations in Europe and worldwide, in order to promote and fulfill its aims.
6. Any cooperation, participation, membership, or association of any form with other individuals or organisations, does not affect the independence of EDS.
8. The seat of EDS is located in Brussels.
9. The working language of EDS is British English.



Article 2: The Statutes

1. The operation and the activities of EDS are governed by a set of written rules and principles, which comprise the Statutes of EDS.
2. The Statutes of EDS consist of four (4) parts:
 - a. the Constitution in English
 - b. Internal regulations
 - c. The standing orders
 - d. the Financial regulations which extend and complement the Constitution on operational and financial matters respectively.
3. These are the only Statutes of EDS. All previous ones are invalid.
4. The Statutes will be interpreted according to the exact wording set in their text, and the following rules:
 - a. Interpretation of any discrepancies or unclear points of the Statutes will be performed by the Executive Bureau, until an amendment is made to the text of the Statutes.
 - b. All non-integer numbers or fractions will be rounded to the next higher integer.
 - c. Forward references to terms related to EDS and defined in other parts of the Statutes, are hereby authorised.
5. The procedure for amending the Statutes of EDS is as follows:
 - a. Changes to the Statutes can only be approved at an Annual Meeting.
 - b. The proposed alterations must be submitted to the EDS Secretariat at least 35 full days before the date of the Annual Meeting.
 - c. The EDS Secretariat must circulate the proposed alterations at least 30 full days in advance of the date of the Annual Meeting.
 - d. The final form of the amendments is debated and completed at the Annual Meeting.
 - e. Only those changes that achieve a two thirds (2/3) majority of the votes are approved.
 - f. The approved changes take effect immediately after the conclusion of the council meeting at the Annual Meeting and cannot be retrospective.

Article 3: Membership

1. Members of EDS can become only organisations that share its aims and fulfill the criteria herein set for membership.



2. There are 4 types of membership in EDS: Observer Membership, Associate Membership, Affiliate Membership, and Full Membership.
3. Observer Membership, Affiliate Membership and Full Membership of EDS shall be open to Centre-Right, Christian Democrat, Conservative and Liberal student and youth organisations from European countries, which are actively involved in student politics.
4. Associate Membership is open to fraternal European or non-European student and youth organisations.

Article 4: Rights and Obligations of Membership

1. The rights of EDS members are as follows:
 - a. Observer Members have the right to send delegates to all events of EDS, without voting rights and the possibility of putting up candidates for the elections.
 - b. Associate Members have the right to send delegates to all events of EDS without voting rights and the possibility of putting up candidates for the elections.
 - c. Affiliate Members have the right to send delegates to all events of EDS and to vote in Council Meetings. They cannot, however, vote or put up candidates for elections.
 - d. Full Members have the right to send delegates to all events of EDS and to vote in Council Meetings. They can also vote and put up candidates for elections.
 - e. Full Members have one vote per organisation.
2. All EDS members are obliged to follow the aims, principles and rules defined in the EDS Statutes, for the duration of their membership.
3. Observer Members must comply with the following additional obligations:
 - a. Should an observer member fail to send delegates to more than one of all Council Meetings of EDS within a working year, it automatically loses its status.



b. Should the Observer Member wish to maintain its status, it must send a written declaration of intent, reaching the EDS Secretariat no later than 8 days after the missed Council Meeting.

c. If such a declaration of intent has been received from an Observer Member, a vote is put to the following Council Meeting as a separate item on the agenda. The Council Meeting can approve the renewal of the Observer membership by simple majority.

Article 5: Changes to Membership

1. Membership issues are discussed only during the Council Meetings conducted within the EDS Winter University and Summer University events.
2. The type of membership requested by an organisation is decided with a two thirds (2/3) majority of the votes cast by the Council at the Council Meeting where the applicant is considered.
3. The new or changed membership, rights and obligations assigned by the Council to a member start immediately after the conclusion of the Council Meeting where its application was approved.
4. New member organisations are first admitted as Observer Members. And only an organisation that has been an Observer Member and as such fulfilled its obligations can apply for full membership.
5. The application procedure of new members is regulated by the Standing Orders.
6. If an application for a new membership is tabled by an organisation from a country that already has an EDS member organisation, the vote on such an application requires a majority of three quarters (3/4) of all votes cast in the Council Meeting.
7. A member organisation can request a change of its type of membership, after at least nine (9) calendar months have elapsed since the Council Meeting that approved the last change of its membership type.
8. Changes within member organisations
 - a. If a member organisation changes its name, integrates with another political organisation the changes must be confirmed by Council Meeting as being in



line with EDS' Statutes. If the Council Meeting does not confirm the change as being in line with EDS' statutes the Executive Bureau shall be obliged to circulate a motion of expulsion.

b. If a member organisation splits into two or more fractions it must present a written document to the Council stating which of the new organisations is to inherit its membership rights. If the letter cannot reach any agreement the Executive Bureau shall be obliged to circulate a motion of expulsion.

c. If a member organisation contravenes the aims of EDS, damages the reputation of EDS, or if does not fulfill the statutory requirements for membership any more, it is considered to be in breach of its requirements for membership.

9. The Council can cancel the membership of any member organisation that is in breach of its requirements for membership. A motion for expulsion must be circulated to all member organisations at least 28 days in advance. Expulsion requires a two thirds (2/3) majority of the votes cast by the Council and takes effect immediately after the conclusion of the Council Meeting where it is decided.
10. The council can cancel the membership of any member organisation that is in breach of its requirements for membership. A motion for expulsion must be circulated to all member organisations at least 28 days in advance. Expulsion requires a two thirds (2/3) majority of the votes cast by the Council and takes effect immediately after the conclusion of the Council Meeting where it is decided.
11. Any organisation expelled from EDS, in order to regain EDS membership, must:
 - a. State in writing to the Executive Bureau that the reasons of its expulsion (political, financial, or other) have been fully settled,
 - b. Settle any outstanding accounts they have with EDS, and
 - c. Follow the same application procedure as new member organisations.

Article 6: The Organs of EDS

1. The Constitution of European Democrat Students exclusively defines the Organs of EDS.
2. The Organs of EDS, in decreasing order of hierarchy, are:
 - a. The Council, which is the highest-level Organ of EDS.



- b. The Executive Bureau (or, simply, "Bureau"), which reports directly to the Council.
- c. The Secretariat and the Working Groups, which all report to the Executive Bureau.

Article 7: The Council

1. The Council is the sovereign Organ and the highest governing body of EDS.
2. The Council shall consist of:
 - a. One delegate with voting right in all cases, appointed by each Full Member,
 - b. One delegate with voting right in all cases except elections, appointed by each Affiliate Member,
 - c. The Members of the Executive Bureau without a voting right (unless they are also delegates of Full or Affiliate Members of EDS),
 - d. One delegate from each Observer and Associate Member, participating only in the non-reserved business of the Council as non-voting members.
3. There will be no proxy vote.
4. The Council shall meet at least three times during each Working Year.
5. The Council must be convened within 42 days, if so required by the Executive Bureau, or by 1/3 of the Full Members of EDS.
6. The Agenda, activities and other operational details of a Council Meeting are specified by the Standing Orders.

Article 8: The Executive Bureau

1. The Executive Bureau (or, simply, "Bureau") is the Organ responsible for running the organisation on a day-to-day basis, drawing policy and representing EDS to the outside world.
2. The nomination and the election of the members of the Executive Bureau are regulated by the Standing Orders.



3. The period in office (tenure) of the Executive Bureau will be the Working Year following the Annual Meeting where it was elected.
4. The Executive Bureau shall consist of voting and non-voting members.
5. Voting members of the Bureau will be:
 - a. the Chairman, and
 - b. eight Vice-Chairmen.
6. Non-voting members of the Bureau will be:
 - a. The Honorary Chairman,
 - b. The Secretary General, and
 - c. The Area Directors.
7. Other than the voting right, there shall be no differentiation among members of the Executive Bureau.
8. Each member of the Executive Bureau must once have enrolled at a University or a similar higher education institution.
9. Executive members of the Executive Bureau have a right to serve up to two (2) periods in the same position in office.
10. The powers and duties of the Executive Bureau shall particularly be:
 - a. To present agendas, reports and other documents to the Council,
 - b. To execute the decisions of the Council and be responsible for all matters concerning EDS between the meetings of the Council,
 - c. To be responsible for all finances of EDS,
 - d. To present a financial report to every Council Meeting other than the Annual Meeting, and a financial report approved by the Financial Auditors to the Annual Meeting for the past Financial Year (Calendar Year),
 - e. To present a budget to the first Council Meeting after the Annual Meeting to be approved by the Council,



f. To present to the first Council Meeting of the Working Year a Working Programme to be approved by the Council, and

g. To propose membership fees to be agreed by the Council as specified in the Financial Regulations.

11. The Executive Bureau takes decisions by majority voting. In case of equal vote (tie), the Chairman's vote prevails.

12. Each member of the Executive Bureau is automatically considered as resigned, if he or she fails to be present at two (2) consecutive Bureau Meetings, or three (3) in total within his tenure, unless otherwise decided by the Council Meeting, at an absolute majority.

Article 9: The Chairman

1. The Chairman is the chief executive officer of EDS, who shall guide the work of the Executive Bureau.

2. The mandate of the Chairman can end:

- by expiration of the tenure
- by death or other physical or psychological inability to perform his duties
- by resignation

3. The specific duties of the Chairman shall include:

a. The summoning of the Council and the Executive Bureau,

b. The presiding of the Council and the Executive Bureau,

c. The supervision, coordination, cooperation and communication with the Executive Bureau.

4. If the Chairman cannot attend an EDS meeting or other obligation, he will be temporarily substituted by an EDS Vice-Chairman selected by the Chairman.

Article 10: The Vice-Chairmen

1. The Vice Chairmen are the Officers of EDS who assist the Chairman in the execution of his or her duties and of the policies decided by the Executive Bureau and the Council.



2. The Mandate of the Vice-Chairman can end:
 - by expiration of the tenure
 - by death or other physical or psychical inability to perform his duties
 - by resignation
3. The responsibilities of each Vice-Chairman are specified by the Chairman at the first Executive Bureau Meeting of the Working Year. The Chairman can modify these duties at any time.

Article 11: The Honorary Chairman

1. The Honorary Chairman is the high profile “ambassador in honour” of EDS to the outside world.
2. The Mandate of the Honorary Chairman can end:
 - by expiration of the tenure
 - by death or other physical or psychical inability to perform his duties
 - by resignation
3. The honorary Chairman acts for the benefit of the organisation in co-operation with the Chairman and should not be assigned with particular responsibilities.

Article 12: The Secretary General

1. The Secretary General is the chief operating officer of EDS who shall be responsible for the work of the Secretariat, the day-to-day business of EDS the financial affairs of the organization and other duties as the Chairman may from time to time confer upon him or her.
2. Mandate of the Secretary General can end:
 - by expiration of the tenure
 - by death or other physical or psychical inability to perform his duties
 - by resignation



3. The detailed work conditions of the Secretary General are described in a work contract between him or her and EDS.

Article 13: The Area Directors

1. The Area Directors (or, simply, "Directors") are co-opted officers who assist the work of the Executive Bureau in specific fields of responsibility (e.g., Communication, Finance, Policy, Technology, and so forth).
2. The Mandate of the Area Directors can end:
 - by expiration of the tenure
 - by death or other physical or psychical inability to perform his duties
 - by resignation
3. The Area Directors can be up to two and are appointed by the incoming Chairman at the Annual Meeting.

Article 14: The Secretariat

1. The Secretariat is the Organ responsible for all administrative tasks within EDS.
2. The Secretariat is supervised by the Secretary General and, through him, reports to the Executive Bureau.
3. Members of the Secretariat will be:
 - a. The Secretary General.
 - b. The Administrator(s),
 - c. People employed by EDS at any time,
 - d. All other persons bearing administrative responsibility within EDS (e.g., a Webmaster).
4. The Secretariat will act as a support team for the work of other EDS officers, including:
 - a. The Financial Auditors,



b. The Returning Officers.

Article 15: The Financial Auditors

1. The Financial Auditors (or, simply, "Auditors") are the individuals who examine the financial and other records of EDS and present a written audit to the next Annual Meeting.
2. The Financial Auditors are two and shall be appointed by the Council at the Annual Meeting of EDS.
3. The Financial Auditors must be properly qualified to serve EDS according to the expertise anticipated by their particular role.

Article 16: The Returning Officers

1. The Returning Officers are former members of the Executive Bureau.
2. The Returning Officers are invited by the incumbent Executive Bureau and assigned to their role by the Council, at an absolute majority of the present organisations with voting rights
3. The Returning Officers role is to preside over the Council Meeting during agenda points covering elections at the Annual Meeting.

Article 17: The Working Groups

1. The Working Groups are the Organs of EDS responsible for debating policy, preparing resolutions for the consideration of the Council and, more generally, giving the opportunity to event participants to directly contribute to EDS.
2. The operation of the Working Groups, including, among other things, issues such as their existence for a given office period, their number, their names, their particular duties and their leadership, are regulated by the Standing Orders.

Article 18: Honorary Affiliates

1. Qualified individuals can become Honorary Affiliates of EDS, as a result of their actions in favor or benefit of the organisation.



2. There are two (2) types of Honorary Affiliates for EDS: Honorary Members and Patrons.
3. At each Annual Meeting the Council may appoint up to two (2) individuals as Honorary Members of EDS. Honorary membership may be granted for life to a person who has deserved outstandingly of EDS and who has not held any post within EDS for at least five years.
4. The Council may ask individuals of outstanding reputation in politics and academia to become Patrons of EDS. Patrons are appointed for a period of two years and may be re-appointed repeatedly and individually by the Council at the Summer University. The number of patrons is limited to five (5) at any time.

Article 19: The Garrick Club

1. The Garrick Club is the exclusive club of all former members of the EDS Executive Bureau.
2. The Garrick Club operates independently of EDS.

Article 20: Dissolution of EDS

1. The Annual Meeting of the EDS can dissolve EDS by a 4/5 majority of the votes cast in case there is a quorum of 4/5 of all full member organisations. A motion for abolishment must be circulated to all member organizations at least six weeks before the Annual Meeting. If EDS is dissolved and nothing else is specified, all the assets go to the EPP, under the requirement that they are spent exclusively on student affairs.

PART II. THE STANDING ORDERS

Article 1: Events and Activities

1. EDS events and activities take place within the interval of a year, hereinafter called the Working Year.



2. A new Working Year starts at the start of the day following the conclusion of the Annual Meeting of the previous Working Year, and lasts until the end of the day its own Annual Meeting is completed.
3. During the Working Year, there are at least two major EDS events:
 - a. The Winter University, which is organised any time within January, February, or March and lasts for at least four (4) days.
 - b. The Summer University, which is organised any time within July, August, or September and lasts for at least five (5) days.
4. Council Meetings organised during a Working Year must abide to the following rules:
 - a. A Council Meeting must be held during the Winter University,
 - b. A Council Meeting must be held during the Summer University. This Council Meeting is also called the Annual Meeting of EDS.
 - c. Any Council Meeting held outside the Winter University and the Summer University must be concluded by the 31st of May. At least two such Council Meetings shall be organised.
5. The statutory events of the EDS; the Winter University, the Summer University and Council Meeting shall be organised by member organisations, or other organisations, with the support from the Bureau and the Secretariat, applications to organise such events shall be submitted to the secretariat within 30 days of the Annual Meeting. Applications to host the Summer University (Annual Meeting) and the 1st Council Meeting of the working year shall be submitted to the Secretariat no later than 3 weeks before the Summer University (Annual Meeting) the proceeding year, where the Council will decide on the matter. If there are no applicants the Secretariat, with the support from the Bureau, shall find willing organisers.
6. Executive Bureau meetings organised during a Working Year must abide to the following rules:
 - a. The first Executive Bureau meeting must take place at least 7 days before the event hosting the first Council Meeting.



- b. There will be an Executive Bureau meeting within every event hosting a Council Meeting.
7. If any Working Groups are established for a Working Year, their sessions must abide to the following rules:
 - a. There will be at least one session per Working Group within every event hosting a Council Meeting.
 - b. Extra sessions can be organised, after the approval of the Executive Bureau.
8. Individual participation in events shall be governed by the following rules:
 - a. Organisations are only represented by their approved representatives. Every full member organisation that want to be represented at an Council Meeting must at the time of registration, or at the latest at the Council Meeting validate their representatives by an official letter signed by the chairman, secretary general or international secretary of the member organisation. The last approved representative is the legal representative of the organisation.
 - b. Member organisations can send representatives, according to their membership rights and obligations, up to a maximum number allowed per organisation. This number will be agreed by EDS with the organisers and will be event-specific.
 - c. The procedure for registration to an event is binding for all participants. After the deadline new registrations will only be accepted by the discretion of the Secretariat together with the hosting organisation, although changes of names can be done by letter signed by the chairman, secretary general or international secretary of the member organisation.

Article 2: Admission of Members

1. The application of a prospective member (new or changed type) must be submitted to the Secretariat at least 35 days before the Council Meeting at which it is to be discussed, or during the last Council Meeting before the one at which it is to be discussed. The application must be circulated by the Secretariat to all member organisations at least 28 days in advance.
2. An application for Observer Membership must contain the following documents:



- a. An official letter of application which explains the motives for application and which shows a clear commitment to the Constitutional aims of EDS,
 - b. A report on the organisation's activities in the last twelve months, written in English,
 - c. An English translation of the Constitution and manifesto of the organisation, or comparable basic documents,
 - d. A list of names and addresses of all Bureau members of the applicant organisation, and
 - e. A questionnaire as specified by the Executive Bureau.
3. An application for Associate, Affiliate or Full membership must contain:
- a. An official letter of application, and
 - b. A document outlining the anticipated contribution of the applicant organisation to the future work of EDS.
4. Before an application for membership is discussed by the Council, the Executive Bureau must give a detailed assessment of the applicant organisation and a recommendation to the Council.
5. Any prospective member must send at least one representative to the Council meeting where the application is to be considered. The representative must be able to legitimate himself as a representative of the applicant in the same manner that is applied to member organisations

Article 3: Council Meetings

1. Council Meetings are initiated by a formal invitation, addressed by the Chairman of EDS to all members. This invitation must be circulated at least 28 days in advance.
2. The provisional Agenda of the Council Meeting will be circulated by the Secretariat to the members of EDS, at least 14 days before the Council Meeting. This Agenda has to contain at least the following points, in the order of appearance:



- a. Opening of the meeting
 - b. Appointment of Tellers
 - c. Confirmation of the Quorum
 - d. Voting upon Urgency of Motions
 - e. Finalisation and adoption of the Agenda
 - f. Reports
 - g. Statements
 - h. Any other business
 - i. Closing of the meeting
3. The reports of the Executive Bureau members are circulated to the members of EDS at least 14 days before the Council Meeting.
 4. The Chairman of the Council Meeting is responsible for:
 - a. Opening the proceedings of the Council Meeting
 - b. Appointing two Tellers for the voting process, at the beginning of the Council Meeting
 - c. Conducting the Council Meeting according to the Agenda
 - d. Directing the discussions and debates in the Council Meeting
 - e. Closing the proceedings of the Council Meeting
 5. The Council Meeting must be conducted in quorum, which is verified as follows:
 - a. The Council is considered quorate if 50% or more of the Full Members and Affiliate Members are represented.



- b. If, during the proceedings of the Council Meeting, doubts occur on whether there is a quorum or not, the Chairman of the Council Meeting must check the quorum on any delegate's request.
 - c. If the Council is found not quorate, the Council Meeting is recessed until verified that quorum is unobtainable in which case it ends immediately.
 - d. If a particular Council Meeting, which was not the Annual Meeting, is ended due to the lack of quorum, a new one, considered a resume of the original, can be extraordinarily summoned between 1 and 28 days later, at a reduced quorum of 1/3; for such a case, the approval of the Executive Bureau, at absolute majority, is required and the agenda of the original meeting must be carried, with no modifications whatsoever.
6. Debates in a Council Meeting shall be conducted under the following general rules:
 - a. A speakers list will be set up by the Chairman of the Council Meeting, following the demand to speak.
 - b. Every EDS official, motion mover and delegate and has the right to speak on a subject, following the speakers list.
 - c. The Chairman of the Council Meeting has the right to speak at any time outside the speakers list.
 - d. Any other participant may speak if the Council decides so by simple majority.
7. The voting process in a Council Meeting shall be as follows:
 - a. Votes will be counted by the Tellers and reported to the Chairman of the Council Meeting, who then announces the results to the Council.
 - b. Voting will generally be open ballot; a secret ballot shall be held on request of at least two member organisations.
 - c. A recorded vote can be taken for open ballot voting on request of at least two member organisations. If a secret ballot has been requested a recorded vote cannot be taken.
 - d. It shall be possible for a mover to ask for a divided vote, that is, to vote on parts of the motion he is presenting.



e. Points of order:

1. Any delegate of the Council can make a point of order
2. A point of order takes precedence over all other business until it is voted upon
3. If no other member of the Council speaks against the point of order it is accepted without a vote.
4. Only one member of the Council shall speak against a point of order. If this happens the point of order is voted upon in an open vote only.
5. Point of order might be, but are not limited to:
 - Limitation of time of speakers
 - Closing of the speakers list
 - End of discussion and immediate vote (must not be made when speaking on the subject)
 - Appeal of the chairs ruling regarding the conduct of the Meeting.
 - Appeal of interpretation of the statutes by the Bureau according to Art. 2 § 4 of the statutes.
 - Recounting of a vote.

8. Minutes shall be taken in every Council Meeting, for which the following rules apply:

- a. The minutes will be distributed to all member organisations through the EDS Secretariat within 28 days of the Council Meeting. Each organisation that was present at the meeting that Minutes originate from is entitled to submit corrections to the minutes up to 24 hours before the beginning of the Council Meeting
- b. At the next Council Meeting there shall be no discussion of the minutes, except on matters of accuracy.
- c. The minutes and corrections are to be adopted by a simple majority vote.



- d. The final version of the minutes must again be distributed to all member organisations within 28 days.
- e. At the discretion of the Council, decisions taken while in camera may be minuted.

Article 4: Policy Documents

1. EDS, as part of its activities, in addition to its Statutes, produces and maintains a variety of Policy Documents, including:
 - a. The Basic Document,
 - b. Motions,
 - c. Resolutions,
 - d. Statements,
 - e. Other Texts, as it seems fit.
2. There is a hierarchy among the Statutes and the Policy Documents, in which the order is as follows:
 - a. The Constitution,
 - b. Standing Orders and Financial Regulations,
 - c. The Basic Document,
 - d. Motions, Resolutions and Statements,
 - e. Other Texts.

Article 5: Basic Document

1. The Basic Document of EDS assembles the positions of the organisation on important areas of policy.



2. The Basic Document might be updated or altered at a Council Meeting taking place during the Winter University or the Summer University, in order to reflect or incorporate latest political conditions.
3. Changes to the Basic Document might be effected only via motions.
4. In order for the contents of a motion to be applied or incorporated, partially or fully, in the Basic Document of EDS, the motion must:
 - a. State explicitly that it is intended for modification of the Basic Document,
 - b. Refer to the section(s) of the Basic Document it aims at updating or replacing,
 - c. Describe clearly which part of it is to make it into the Basic Document,
 - d. Be approved as a motion by a voting in the Council,
 - e. Receive a two thirds (2/3) majority in an additional voting, held in the Council Meeting immediately after the voting of approval of the motion.
5. Any organisation may place a reservation on a specific paragraph of the Basic Document, which has to be recorded in its publication.

Article 6: Motions

1. Any member organisation represented at the Council Meeting and any member of the Executive Bureau has the right to propose motions.
2. Motions must be circulated to the members and the Executive Bureau 14 days in advance of the Council Meeting. To allow enough time to do so, they must be submitted to the Secretariat at least 21 days before the Council Meeting, but might be circulated anyway, at the Secretariat's discretion, provided the 14-day limit is observed.
3. A motion shall be debated in a Council Meeting only if at least one of its movers is present.
4. A motion for which insufficient notice has been given shall be entered if it is considered urgent by the absolute majority of Council members present and voting.



5. Amendments to any motion must be written down and handed in to the Secretariat before a vote on that particular motion is called.
6. Any motion is carried if it receives the majority of the votes cast, unless otherwise mandated by the EDS Statutes.
7. In the event of equality of votes for and against, the motion shall be deemed to have failed.
8. Any motion that has been adopted by the Council may be published as a resolution of EDS, unless the Council decides otherwise.
9. Any motions that have been presented in a Council Meeting may be put forward again at the two following Council Meetings in a revised form, or to formulate certain reservations.
10. A motion is withdrawn from a Council Meeting, if and only if all its movers are withdrawn.
11. The validity of a motion lasts until it is revised or replaced.

Article 7: Elections

1. A new Executive Bureau will be elected by the Council in every Annual Meeting.
2. Executive Bureau member positions that become vacant for any reason will be filled at the next Council Meeting, following the exact election procedure used for filling these positions in an Annual Meeting.
3. Executive member positions will be filled according to the following rules:
 - a. All executive member positions in the Executive Bureau must be filled in every tenure.
 - b. Executive member positions will be filled only by representatives of Full Members.
 - c. Each Full Member can have up to one representative serving as an executive member at any time.
4. Non-executive member positions will be filled according to the following rules:



- a. The Honorary Chairman position may be filled only by candidates who have served at least one in the last three (current and two previous) tenures of the Executive Bureau. The Secretary General position will be filled in every tenure. Some or all of the other non-executive member positions may be left unfilled.
 - b. Non-executive member positions will be filled only by representatives of Full Members or Affiliate Members.
 - c. Each Full Member or Affiliate Member can have up to one representative serving as a non-executive member at any time.
5. The elections will be conducted according to a procedure chaired by a Returning Officer having the confidence of the Annual Meeting. This officer will be the Election Officer for the duration of the elections.
6. Nominations for the positions of the executive members of the Executive Bureau must be submitted by qualifying member organisations to the EDS Secretariat, at least 7 days before the announced start date of each Summer University. Nominations for the positions of the non-executive members of the Executive Bureau can be submitted during the Annual Meeting.
7. The elections for the executive members of the Executive Bureau shall take place in two stages, using a separate and secret ballot each, in the following order: Chairman and Vice-Chairmen.
8. Each candidate executive member has to introduce himself and to answer to questions. One third (1/3) of the delegates can initiate a debate on the candidates. The candidates have to leave the room for the duration of this debate. They can be called back at any time to answer questions.
9. Each election stage shall be separately held and no election stage shall proceed until the vote on the previous election has been announced by the Election Officer.
10. Voting in the elections is conducted as follows:
 - a. Each Full Member organisation, with voting rights, shall receive one ballot paper for each election stage with the names of the candidates printed on them.
 - b. Each voting member shall mark up to one name on the ballot paper for the election of the Chairman and up to eight names on the ballot paper for the



election of the eight Vice-Chairman. The secrecy and anonymity of the vote must be guaranteed by technical means such as an election booth.

c. Unmarked ballot papers will be counted as abstentions and ballot papers with more marks than names, will be counted as spoiled ballot papers.

d. The Election Officer shall supervise the collection of the ballot papers and the counting of the names and shall announce the results as fast as possible.

e. In the event of a dispute arising out of the elections, the Election Officer shall make a decision, which shall be binding.

f. If there is a parity of votes arising out of the elections, the Election Officer shall call immediately for up to two more votes. If it does not bring about a decision, and no candidate wishes to withdraw, the Election Officer must draw lots.

g. The Chairman must be elected by an absolute majority of the votes cast. If such a majority is not achieved a second round of voting will take place between the candidates with the most votes in the first round in which the candidate achieving a majority of the votes cast is elected as Chairman.

11. After all executive members of the new Executive Bureau have been elected, the non-executive members of the Executive Bureau are nominated and appointed.
12. The Honorary Chairman is nominated by the new Chairman and appointed by the Council, at absolute majority, by which he or she is considered elected. If no such majority can be formed, the Chairman may call for an election once more, after nominating the same or another candidate for the position.
13. The Secretary General is nominated by the new Chairman and appointed by the Council, at simple majority, by which he or she is considered elected. If no such majority can be formed, the Chairman may call for an election once more, after nominating the same or another candidate for the position.
14. The Area Directors are nominated and appointed by the Chairman.
15. The full results of the elections and the list of all members of the new Executive Bureau are announced by the Election Officer.



16. The departing members of the Executive Bureau are automatically considered to have stepped down at the completion of the Working Year, apart from the Secretary General, who remains employed by EDS for another month, in order to inform the incoming Executive Bureau on the pending affairs.
The outgoing and the incoming Secretary General are responsible for setting up a transition meeting within one month after the conclusion of the Working Year.

Article 8: Executive Bureau Meetings

1. The Executive Bureau shall convene at least four (4) times a year.
2. The Executive Bureau is summoned by the Chairman:
 - a. At his discretion, or
 - b. If at least half (1/2) of the executive members request so in writing to the Secretariat.
3. The Chairman summons an Executive Bureau Meeting by written notice at least 21 days in advance. A preliminary agenda must be enclosed.
4. The Executive Bureau is quorate with at least half (1/2) of its executive members being present.
5. Decisions in the Executive Bureau are taken by simple majority voting, unless otherwise mandated by the Statutes.
6. The minutes of any Executive Bureau Meeting must be circulated to the Executive Bureau members within 14 days and formally adopted at the next meeting.

Article 9: Working Groups

1. Working Groups are set up by the Executive Bureau for the respective term of the Working Year.
2. A Working Group has the task to prepare specific documents for consideration by the Council under the guidance of the Executive Bureau.



3. Working Groups can be chaired only by representatives of Full or Affiliate Members of EDS.
4. The Chairman of a Working Group is nominated and appointed by the EDS Chairman. Alternatively, the EDS Chairman may assign the chair of a Working Group to up to three individuals, in order to distribute the workload and maximise attendance; in such a case, all co-chairmen have the full range of obligations of a single Working Group Chairman.
5. The Chairman of a Working Group is responsible for drafting the agenda for the Working Group meetings and sending it out through the secretariat at least 14 days in advance. Only agendas for Working Group meetings during Council Meeting needs to be sent out as described.
6. The Chairman of the Working group is responsible for drafting a working program for the upcoming year and presenting it to the Council at the first Council Meeting of the Working Year.
7. In case of a disagreement, the Working Group Chairman decides what should be included in the Working Group report. The Chairman shall always seek to reflect the consensus of the Working Group. Any member organisation can ask for a minority statement to be included in the report of the Working Group Chairman.

PART III. THE FINANCIAL REGULATIONS

Article 1: Asset Management

1. Asset management within EDS is performed by the Executive Bureau and, in particular, the Secretary General.
2. The Secretary General has the task to manage the financial assets of EDS, to keep the books of EDS by double entry according to the standards of proper commercial accounting, to keep an inventory list of all durable that belong to EDS, and to facilitate the work of the Financial Auditors as much as possible.
3. The Council may ask a third party to manage certain financial assets of EDS. In this case the Secretary General has a supervisory function.

Article 2: The Budget



1. At every meeting of the Executive Bureau, the Secretary General shall circulate a written statement on the budgetary situation of EDS. This statement must contain the balances of all accounts and show to what extent each item of the prospective budget has been realised.
2. The Executive Bureau shall present a budget for the next Working Year, to be approved by the Council in the first Council Meeting of that Working Year.
3. The denomination of the budget is the Euro.
4. The Financial Year is the calendar year.
5. The Council shall have the final decision on the budget by a simple majority of votes.
6. If no new budget is approved by the Council, the Executive Bureau operates on the same budget as in the previous Financial Year. In this case the Bureau's monthly expenses may not exceed one twelfth (1/12) of the budget.
7. If there is a need for an emergency change in the approved budget, the Executive Bureau shall consult the Financial Auditors about the action to be taken. Action can only be taken by consensus decision of the Executive Bureau and the Financial Auditors. The Chairman shall summon the Council as quickly as possible in order to seek its approval for the action taken.

Article 3: Sources of Income

1. The sources of income of EDS shall be:
 - a. The annual subscription fees paid by its member organisations,
 - b. Other contributions paid by its member organisations,
 - c. Public funds, both European and national,
 - d. Donations from former EDS officials,
 - e. Donations from individual supporters,
 - f. Donations from corporate supporters,
 - g. Donations by foundations and other organisations,



- h. Private sector sponsorship of particular EDS activities,
- i. Earnings from fundraising events,
- j. Such other sources as are acceptable to the Council.

Article 4: Membership Fees

1. The Council shall place each member of EDS in a fee category, with a maximum of five (5) such categories.
2. The Council can place a member into a new category at the first Council Meeting of a Working Year, after such a request has been submitted at the immediately preceding Annual Meeting, by the member itself, or by the Executive Bureau.
3. The Executive Bureau shall propose the exact fee applicable to each category every Working Year. The amount of the fee has to be agreed by the Council at the Annual Meeting.
4. If the Council Meeting does not pass a new fee proposal for the coming Financial Year, all member organisations shall pay the same fee as the previous Financial Year, until otherwise decided by the Council at an Annual Meeting.
5. EDS Membership fees are paid on an annual basis, within the Financial Year.
6. Advance payments for following Financial Years are not accepted.
7. The dates of payment for membership fees are set as follows:
 - a. The membership fee of any organisation must be paid in full by the 31st of March, meaning that the correct membership fee is visible in the EDS account at the last date. If the organisation can show with an official bank document that the membership fee was paid at least seven days before the deadline the payment is valid



b. If the membership fee is visible in the EDS account by the 31st of January, or earlier, a 10% discount is deducted from the initial amount payable. If the organisation can show whit an official bank document that the membership fee was paid at least seven days before the deadline the payment is valid

c. If the membership fee is visible in the EDS account between the 1st of April and the 31st of May, a penalty of 10% is added to the initial amount payable. If the organisation can show whit an official bank document that the membership fee was paid at least seven days before the deadline the payment is valid

d. If the membership fee is visible in the EDS account between the 1st of June and the 30th of June, a penalty of 20% is added to the initial amount payable. If the organisation can show whit an official bank document that the membership fee was paid at least seven days before the deadline the payment is valid

e. The latest date that the membership fee must be visible in the EDS account, including any applicable penalties, is the 30th of June. If the organisation can show whit an official bank document that the membership fee was paid at least seven days before the deadline the payment is valid

Article 5: The Reserve Fund

1. Ten percent (10%) of the projected Annual Membership Fees of EDS, to a maximum amount of 5.000 Euros, shall be allocated to a special EDS fund, called the "Reserve Fund".
2. The Reserve Fund can be used for partial or complete travel reimbursement for a maximum of one delegate from any EDS member organisation to participate in a specific EDS event.
3. The Reserve Fund is managed by the Executive Bureau, at a two thirds (2/3) majority.
4. The Executive Bureau may choose not to allocate the entire Reserve Fund if not enough eligible applications have been made. Remaining assets are returned to the total EDS budget at the end of the fiscal year.
5. The Executive Bureau reports to every Annual Meeting on the allocations from the Reserve Fund.



Article 6: Employment

1. Paid employee positions in EDS are approved by the Council Meeting at a 2/3 majority, according to the draft job specification prepared by the Executive Bureau.
2. EDS employees are proposed by the Chairman or the Secretary General and appointed by the Executive Bureau at absolute majority.
3. Employees of EDS cannot be elected as executive members of the Executive Bureau.
4. No voting member of the Executive Bureau of EDS shall receive any salary and/or compensation for the activities carried out in the service of EDS.
5. The Secretary General and other appointed EDS employees may receive a compensation for their services to EDS.



Article 7: Reimbursement of Expenses

1. Expenses incurred in the service of the organisation shall be reimbursed if such provisions have been made in the budget and if funds allow.
2. Separate applications must be addressed to and approved by the Executive Bureau for every reimbursement. The Executive Bureau alone determines the eligibility of each application.
3. The Chairman must approve of any expense, which exceeds 1.000 Euros. Otherwise, it will not be eligible for reimbursement.
4. Travel expenses, except for the Executive Bureau and Secreteriat, are generally not reimbursed, unless funds have been received specifically for this purpose or have been allocated through the Reserve Fund.
5. Travel reimbursement for seminars for which specific travel funds have been granted, depend on:
 - a. Sending in nominations of participants before the given deadline,
 - b. Attendance and participation in the seminar,
 - c. Payment of the annual subscription fee,
 - d. The amount of money remaining after the payment of all bills related to the seminar.
6. Travel reimbursement will be based on the cheapest means of travel from the participant's country and area of residence.
7. Travel reimbursement will be distributed as follows:
 - a. Members of the Executive Bureau and one representative from each Full Member and Affiliate Member organisation will receive the first priority in payment.
 - b. Representatives from observer member organisations will receive the second priority in payment.
 - c. If there is any money remaining after the priority reimbursement, further reimbursement will be made to the remaining participants on an equal basis and at the discretion of the Executive Bureau.



d. Travel reimbursement shall be paid out not later than 21 days after the whole seminar grant has been received, provided the participant has produced a copy of his travel ticket.

e. Travel reimbursement shall be paid out by bank transfer or by cheque.

8. Travel reimbursement is payable to organisations only and not to individuals.

Article 8: Settling of Accounts

1. The Secretariat maintains a record ("account") of all financial transactions with individuals and organisations.

2. Deadlines apply for all debts payable to EDS, as follows:

a. The deadline for all funds owed to EDS by individuals or non-member organisations is three (3) months from the date the debt was created. The Executive Bureau, at an absolute majority vote, can extend this deadline by up to nine (9) months.

b. The deadline for all funds owed to EDS by member organisations is the latest payment date for membership fees, as set in the Financial Regulations.

3. Any amount owed to EDS must be paid within the set deadlines.

4. If an amount owed to EDS is not paid within the set deadlines, the account is automatically declared outstanding.

5. The Council can reduce the balance of any outstanding account by waiving part or the full amount owed to EDS at a 2/3 majority, cast during a Winter University or Summer University event.

6. An outstanding account remains outstanding until the balance, including any additional debt to EDS accrued in the meantime is fully paid.

7. If the account of an individual or a non-member organisation is outstanding, the Executive Bureau, at an absolute majority vote, might decide on further action towards settling the debt. This action might include short-term or long-term disruption of the relationship of EDS with the individual or the non-member organisation. Any action taken must be reported to the next Council Meeting.

8. If the account of a member organisation becomes outstanding, the member organisation immediately loses all rights of membership, excluding its right to send



delegates to all events of EDS, as applicable. The rights of membership lost include, wherever applicable:

- a. Inclusion in the counting of members
 - b. Having delegates in Council Meetings
 - c. Voting and putting up of candidates
9. Any decision taken by the Executive Bureau for action to be taken or loss of rights, due to an outstanding account, should be made known to the individual, non-member organisation, or member organisation concerned, by the Secretariat, within 14 days.
10. If the account of a member organisation was outstanding but is paid by the deadline of the Working Year immediately following the one during which that account became outstanding, all its membership rights are automatically reinstated.
11. If the account of a member organisation remains outstanding beyond the deadline for two consecutive Working Years, including the one during which the account became outstanding, the following apply:
- a. An official notification for payment is sent to the member organisation, quoting a new and final deadline. This final deadline is the end of the date of the first Council Meeting of the next (third consecutive) Working Year.
 - b. If the outstanding amount is not fully paid by the final deadline the member is automatically expelled.
12. Part or the entire amount owed to EDS by an individual, a non-member organisation, or a member organisation, can be paid by covering the expenses of any EDS event or activity. The agreement to do so, as well as the amount covered, must be secured from the Executive Bureau at a two thirds (2/3) majority and from the Council, at the next Council Meeting, at a two thirds (2/3) majority.
13. Any disputes on part or the whole of the documented amount owed to EDS by an individual, a non-member organisation, or a member organisation, must be sent to the Secretariat within 14 days from the notification of action taken as a result of an account becoming outstanding.
14. Disputes regarding debts to EDS are forwarded to the Financial Auditors who then examine the EDS bank statements and other available documentation for proof of payment, and announce their findings to the Secretariat. The Executive Bureau



makes a final decision at an absolute majority vote, taking into account the findings of the Financial Auditors. This decision is announced to the next Council Meeting.

15. Payments to EDS are made in cash, either by bank transfer or by deposit to the EDS accounts, and are proved by an original, dated bank order. Cheques payable to EDS might also be accepted as a means of payment, at the discretion of the Executive Bureau.