

Statutes of ESN Denmark

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Chapter 1 Name, Affiliation and Location

Article 1 Name

1.1 The name of the organisation is Erasmus Student Network Denmark and can be abbreviated to ESN Denmark.

Article 2 Affiliation

2.1 ESN Denmark is affiliated to *Erasmus Student Network (ESN)*, an international non-profit association, founded in Copenhagen on the 10th of February 1990 and legally registered in Belgium on the 30th of November 2005. Nevertheless, ESN Denmark is entirely autonomous and by no means under the management of ESN. In the case of conflict between the Statutes of ESN Denmark and ESN, the Statutes of the latter overrule the former.

2.2 ESN Denmark operates as a non-profit organisation without:

- A. Commitment to specific political thoughts or ideologies.
- B. Connection to any religious or confessional groupings.

Article 3 Location

3.1 ESN Denmark operates primarily in Denmark. Due to the international nature of ESN and the strong cooperation among sections, ESN Denmark may periodically operate in other parts of Europe in order to better serve the interests of its members. Foreign operations include but are not limited to 1) Meetings and conferences directly or indirectly related to the service executed for the benefit of ESN Denmark, 2) travelling and leisure activities for ESN sections and ESN members (as defined in Article 6).

3.2 ESN Denmark can operate as a virtual organisation (i.e. not have a physical location or permanent office).

Chapter 2 Scope of the Organisation

Article 4 Aims and Objectives

- 4.1 ESN Denmark is based on the ideals of intercultural understanding, integration, and mutual respect. ESN Denmark should always carry out its actions based on the aforementioned values.
- 4.2 ESN Denmark operates in a context which fosters cultural understanding and the acceptance of differences among international students and other community members from all levels of society.

Article 5 Means

- 5.1 ESN Denmark provides services for the interests of students who participate in a formal education program at a Higher Education Institution (HEI) in Denmark and/or in other European countries. ESN Denmark advocates on behalf of international and local students, by means of:
 - 5.1.1 Improvement of the social and practical integration of international students at their host institutions.
 - 5.1.2 Representation of the needs and expectations of international students studying in Denmark.
 - 5.1.3 Provision of relevant information about academic exchange programs and ESN resources.
 - 5.1.4 Reintegration of homecoming students - Danish or International.
 - 5.1.5 Contributions of evaluations and other services relevant to improving educational exchange programs, student mobility and internationalisation in general.
 - 5.1.6 Motivating students to spend a period of their higher education in another country.
 - 5.1.7 Social and practical preparation of the brink of their mobility periods.
 - 5.1.8 Facilitation and organisation of activities which foster broader cultural understanding and self-development.
 - 5.1.9 Internationalisation at home: Providing an intercultural experience also to those students who for some reason cannot access a period abroad.
 - 5.1.10 Cooperation and exchange of information between members of ESN Denmark.
 - 5.1.11 Representing the interest of ESN Denmark's members internationally, as well as supporting and developing ESN.
- 5.2 ESN Denmark aims at concerning itself directly or indirectly with these goals, defined as broadly as possible.

Chapter 3 Governance and Structure

Article 6 Members

- 6.1 A member of ESN Denmark is a non-profit student organisation located in Denmark and with a full membership of Erasmus Student Network, hereafter referred to as “member section”.
- 6.2 Persons constituting the member sections of ESN Denmark are referred to as “section members”. Member Sections are independent units that collectively constitute ESN Denmark.

Article 7 Candidate Sections

- 7.1 Candidate sections are local student organisations that applied for membership and are currently undergoing evaluation while having limited member rights.
- 7.2 The rules regarding candidate sections are defined in the Statutes of ESN International. Furthermore, Candidate Sections do not have the right to:
 - 7.2.1 Vote at statutory meetings ESN Denmark
 - 7.2.2 Present candidates to the National Board

Article 8 Affiliated members

- 8.1 ESN Denmark avow two kinds of affiliated memberships:
 - 8.1.1 Local student organisations that cannot be a full member of ESN Denmark, but wish have a close collaboration
 - 8.1.2 National partner organisations active in the higher education field with member associations in Denmark
- 8.2 Affiliated members are invited to attend the events of ESN Denmark. However, member sections and candidate sections have first priority.
- 8.3 Affiliated members do not have voting rights. However, they can propose topics etc. at the National Platform.
- 8.4 Affiliated members do not give any rights in ESN International, such as attending international events like the Annual General Meeting.
- 8.5 Member sections and candidate sections have first priority to attend ESN Denmark’s events.
- 8.6 Affiliated members are not entitled to vote at the statutory meetings, to field candidates to any position in ESN’s or ESN Denmark’s formal structure, or to use the name and Corporate Identity of the organisation.
- 8.7 The National Board can bestow and revoke the affiliated membership of partner organisations as defined in article 8.1.2.
- 8.8 The NP can approve and revoke the affiliated membership of local student organisations as defined in article 8.1.1.
- 8.9 Affiliated membership of ESN Denmark does not grant any rights of an associate member of ESN International.

Article 9 Decision- Making Body

- 9.1 ESN Denmark consists of all approved member sections. A member section has to be approved by the *National Platform* (NP).
- 9.2 Together, all member sections form the NP. The procedures of the NP meeting (i.e. NP assembly) are analysed in Chapter 6.
- 9.3 The NP is the highest decision-making body of ESN Denmark.
- 9.4 The NP is coordinated by the *National Board* (NB) and/ or the *National Representative* (NR).
- 9.5 Sections and their members must respect and act accordingly to all decisions approved by the NP. All decisions made at NP meetings affect all section members, no matter if all member sections attend.

Article 10 Executive Bodies

- 10.1 The NB members function as the Executive Bodies of ESN Denmark.
- 10.2 ESN Denmark is governed by the Executive Bodies.
- 10.3 The NB is an executive binding body among the sections of ESN Denmark and also a link between the local and international levels of ESN.
- 10.4 The NB is required to have a minimum of three members: a President, a Vice-president, and a Treasurer. Any other regular board member position may be created should that be deemed necessary. The NB can have a maximum of 7 members.
- 10.5 The NR is an executive position, defined in accordance with the Statutes of ESN. The NR automatically becomes a part of the NB as soon as he/she is elected by the NP.
- 10.6 In case no NB is elected, the NR must function as the sole Executive Bodies of ESN Denmark. Under these circumstances, a vice-NR can be elected to support the NR in his/her tasks.
- 10.7 Functional descriptions, rights, and obligations of the Executive Bodies are briefly stated in Chapter 5 and more thoroughly presented in the Standing Orders of ESN Denmark.

Article 11 Legal representation

- 11.1 The President is the legal representative of the organisation and can sign binding agreements.
- 11.2 In the case of absence, the President may delegate the role of legal representative to the Vice-president or to any other board member.
- 11.3 Other board members can also act as legal representatives of the association in relation to the functions of their specific board positions as regulated by the Standing Orders of ESN Denmark. In that relation, they can also sign binding agreements for the organisation.

Chapter 4 Membership

Article 12 Eligibility

12.1 Any entity or unit that operates in accordance with the purpose and goals of ESN Denmark can apply to become a member section of ESN Denmark. Membership applications must, at any time, meet the requirements stated by ESN and ESN Denmark.

Article 13 Membership Application

13.1 Membership applications must be submitted to the NB a minimum of three weeks prior to an NP meeting where voting for admission will take place. Applications submitted later than three weeks prior to an NP meeting may be rejected by the Executive Bodies or postponed for the next NP meeting.

13.2 The Executive Bodies must examine the candidacy application and the host Higher Education Institution and candidate section's premises in order to determine its appropriateness. Details regarding new section evaluation processes are maintained in the Standing Orders.

13.3 An entity becomes a section of ESN Denmark and ESN after its application has been accepted by the NP, the evaluation of the candidate section has been completed and the section accepted in a vote of an absolute majority.

Article 14 Member Section Obligations

14.1 All member sections must pay a yearly membership fee to the Executive Bodies of ESN Denmark. If a member section does not pay the fee in a timely manner, an automatic proposal for expulsion will be raised at the next NP. Details regarding fees are maintained in the Standing Orders.

14.2 The following rules apply to all member sections of ESN Denmark:

14.2.1 They must work in accordance with the Statutes of ESN Denmark and ESN.

14.2.2 They must participate in the reception of international students.

14.2.3 They must cooperate with the International Offices at their respective HEIs.

14.2.4 They must appoint a Local Representative (LR) who will be responsible for upholding continued communication with the NB. Details regarding the LR position are found in the Standing Orders.

14.2.5 They must at all times cooperate with the Executive Bodies and must upon request provide the Executive Bodies with relevant information needed to carry out its duties.

14.2.6 They must fulfil the requirements of ESN, such as filling the annual Section Questionnaire and pay the annual membership fee and must respect all deadlines related to these tasks.

14.2.7 They must promote ESN Denmark's national events, projects, and other activities and must

abstain from cooperating with entities that have conflicting interests with ESN Denmark and/or ESN.

- 14.3 Section members must use the name, visual identity and corporate designs of ESN Denmark and ESN when promoting activities, partners and/or other ESN-related subjects.

Article 15 Withdrawal and Expulsion

- 15.1 Withdrawal from ESN Denmark and ESN is performed simultaneously by means of an announcement written in English, submitted together with the official decision of the withdrawing section. These documents shall be made available to the NB. A withdrawal is only possible when all financial obligations of the section in question have been met.
- 15.2 A member section can be excluded from ESN Denmark if it fails to work in accordance with the purpose and goals of ESN Denmark and/or ESN. Preceding the expulsion, a section must always be notified in writing about their conflicting behaviour and must be given reasonable time to correct its behaviour. The decision of expulsion is made by the NP with a 2/3 absolute majority of the votes being in favour of the expulsion.

Chapter 5 Executive Bodies of ESN Denmark

Article 16 Definition

- 16.1 The Executive Bodies have the power to make decisions on matters concerning ESN Denmark as a whole.
- 16.2 The NB must have at least 3 members. The following positions are required:
- 16.2.1 A President; the legal representative of ESN Denmark.
 - 16.2.2 A Vice-president who supports the President and substitutes in case of his/her absence. The NR can also act as the Vice-president.
 - 16.2.3 A Treasurer who is, among other duties, responsible for the financial management of ESN Denmark.
- 16.3 If there are no applicants for one of the positions defined in article 16.2 the NP have the power to constitute the board under an exception to article 16.2 until next ordinary NP or applicants present themselves and are elected.
- 16.4 If one of the positions defined in article 16.2 becomes vacant and no candidates present themselves at the extraordinary NP. The NP have the power to allow the board to continue their work under an exception to article 16.2 until next ordinary NP or applicants present themselves and a new election takes place.
- 16.5 The voting procedures for article 16.3 and 16.4 follow the same procedures as the election of the NB.
- 16.6 The Executive Bodies may decide to create additional executive positions; new executive positions

would have to be approved by the NP.

Article 17 Application and Elections for Executive Bodies

- 17.1 Any member of a member section may candidate for an executive position. The candidate must always submit an application including an action plan.
- 17.2 An open call for executive positions shall be made no later than 5 weeks prior to an NP meeting.
- 17.3 Applications for executive positions must be handed over to the Executive Bodies no later than two weeks before the election takes place. The open call can be prolonged in case no application is received and the election can be made at any NP – ordinary or extraordinary.
- 17.4 Elections of the Executive Bodies require an absolute majority.
- 17.5 Elections for Executive Bodies must be held at the spring NP meeting which takes place before the Annual General Meeting of ESN.

Article 18 Mandate of the Executive Bodies

- 18.1 The NB is elected for one year.
- 18.2 The NR is elected for one year and a newly-elected must attend NB meetings, even before his/her official instating.
- 18.3 The Executive Bodies assume duty after the Annual General Meeting of ESN.
- 18.4 In the case of disputes arising from the interpretation of the Statutes of ESN Denmark, the Executive Bodies have interpretative prerogative.

Article 19 Rights and Obligations of the Executive Bodies

- 19.1 The Executive Bodies of ESN Denmark have the responsibility of performing the management, representation and all operational tasks of ESN Denmark.
- 19.2 All Executive Bodies must attend the NP meetings.
- 19.3 The Executive Bodies are allowed to use the financial resources of ESN Denmark in order to cover service-related expenses.
- 19.4 The Executive Bodies are required to account for their decisions at the NP.
- 19.5 The NB must inform all member sections regarding the content of NB meetings.
- 19.6 The NB can delegate duties and tasks to other entities when appropriate. Delegation of duties and/or tasks can be decided by the NB or the NP.

Article 20 National Board Meetings

- 20.1 The NB must meet at least three times per year; a minimum one of those meetings must be physical.
- 20.2 It is strongly advised that the NB holds at least one meeting during the NP meetings.
- 20.3 Notice to attend ordinary NB meetings shall be sent by the President or Board Administrator to all NB members, at least, one week before the meeting. The notice must include a meeting agenda and/or other relevant documents.
- 20.4 Extraordinary NB meetings can be arranged when 1/3 of the NB requests it.
- 20.5 All members of the NB have the right to attend, speak, propose, and vote at NB meetings.
- 20.6 The quorum for the NB meetings is met if more than 50% of all NB members are present during voting.
- 20.7 Any decision can be made with a simple majority unless stated otherwise.
- 20.8 In the case of voting ties at NB meetings, the NP will be asked to vote on the particular subject. In case the NP's vote results in a tie, the matter must be brought back to the NB; if a second voting tie occurs for the same matter at an NB meeting, the President will have final voting rights. If the President is absent from that particular meeting, he/she must delegate his/her vote.

Article 21 Resignation, Dissolution and Discharge of Executive Members

- 21.1 Resigning executive members may act to support the newly-elected executive member(s) but will hold no decision-making or any other rights or obligations.
- 21.2 Resignation from an Executive position can be done at any time but a written notice must be given to the Executive Bodies a minimum of one month in advance. A new election for the position shall take place at the next NP. An open call is to be issued by the Executive Bodies immediately after the written notice of resignation is in hand.
 - 21.2.1 In case the resignation is from one of the mandatory positions defined in article 10.4 or 16.2 a new election for the position shall take place at an extraordinary NP one month after the resignation is in hand unless a regular NP is already called
- 21.3 A NB member can be discharged by the NP with an absolute 2/3 majority.
- 21.4 A decision for the dissolution of the NB shall be taken unanimously at two consecutive ordinary NP meetings. These NP meetings must be at least two months apart. In the case of dissolution of the NB, its assets shall be divided equally between member sections.
- 21.5 Dissolution of one or all of the executive positions does not suggest dissolution of ESN Denmark. Even if the former ceases to exist, the latter is still active through the NP.

Chapter 6 National Platform Meeting

Article 22 Organisation and Summoning of the NP meeting

- 22.1 Ordinary NP meetings must take place a minimum of two times per year, once every semester. NP meetings taking place during Annual General Meetings of ESN do not account for an ordinary NP meeting.
- 22.2 NP meetings can also be virtual meetings. At least one NP per year should be physical, i.e. the NP organised in the spring semester where elections take place.
- 22.3 All NP meetings must be organised by an assigned committee, the Organising Committee (OC). The OC is responsible, among other tasks, for venue reservations where the plenaries will take place, accommodation for the meeting's participants and the general organisation of the NP meeting.
- 22.4 The procedures and deadlines for organising the NP are defined in the Standing Orders.
- 22.5 Extraordinary NP meetings can be called when 2/3s of the NB or more than 1/2 of the sections request it. Extraordinary NP meetings must be executed within three weeks after a qualified proposal has been made. Notice to attend and final documents must be sent to concerned parties no later than one week prior to the extraordinary NP meeting.

Article 23 Rights of Section Members during National Platform Meetings

- 23.1 All section members have the right to attend, speak, and to propose at NP meetings.
- 23.2 Any section member can raise a vote of no confidence against the Executive Bodies and/or other positions of trust. A claim for a vote of no confidence must be made in writing to the Executive Bodies and the NP, clearly stating why the person(s) who claim(s) the vote(s) of no confidence believe(s) that the member and/or body should be discharged. The decision of discharge can only be made at an NP meeting.

Article 24 Rights of Member Sections during National Platform Meetings

- 24.1 Every member section has one vote in every situation which calls for voting.
- 24.2 Each member section has the right to send two representatives to an NP meeting. If a member section desires to send more than two representatives to an NP meeting, it is up to the host section and the OC of the NP meeting to decide on the extra number of participants.
- 24.3 All member sections shall attend at least one NP meeting per year unless there are valid reasons for absence.
- 24.4 If a member section of ESN Denmark objects to a decision taken by an Executive Body, the decision can be annulled with the support of at least 2/3s of the NP. An objection to a decision made by an Executive Body must be made in writing and sent to all sections and the Executive Bodies no later than two weeks before the NP meeting that follows the day when the decision in question was made. If the decision made by the Executive Bodies occurs during the 3 weeks before or during the NP, the objection can be directly presented at the NP in writing.
- 24.5 Any section member can propose amendments to a proposal. An amendment must be provided to the Executive Bodies at least 2 hours before the opening of the NP. Amendments which are

provided later may be ignored.

Article 25 Voting and Quorum during National Platform Meetings

- 25.1 The quorum of an NP meeting is met if more than 50% of all member sections are present during voting.
- 25.2 Any decision can be made with a simple majority unless stated otherwise.
- 25.3 A 2/3 absolute majority and a quorum of 2/3 is required for:
 - 25.3.1 Decisions concerning votes of no confidence
 - 25.3.2 Decisions concerning changes in the Statutes and the Standing Orders of ESN Denmark.
- 25.4 If a section is not able to send a representative to an NP meeting, this section can delegate its vote to another section or their right to vote will be lost. A section can only have one delegated vote. The NB must be officially notified about vote delegations a minimum of 8 hours prior to the NP meeting. The whole process requires the official documentation and signature authentication, both from the section that delegates its vote and from the section that accepts the vote delegation, to be presented at the NP meeting.

Chapter 7 Dissolution and Liquidation

Article 26 Dissolution

- 26.1 The NP can decide for the dissolution of ESN Denmark. If the proposal is not passed unanimously, an extraordinary NP can be called where the proposal may be passed by a 2/3 majority of the members present.

Article 27 Liquidation

- 27.1 The liquidation of the Association's assets is performed by two liquidators, elected at an NP by a simple majority.
- 27.2 After the realization of assets and payment of debts, the remaining assets are divided equally between the member sections of ESN Denmark.
- 27.3 In case the assets cannot be divided between the member sections, they shall go to an organisation working under the same aims, objectives and means as ESN Denmark as described in Article 4 and Article 5.