

Standing Orders of ESN Denmark

Changes approved by the extraordinary ESN Denmark National Platform, March 2016.

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Chapter 1. Introduction

Article 1. *Scope of the Standing Orders*

- 1.1 The scope of the Standing Orders of ESN Denmark is to define the procedural conduct of the organisation's various bodies.
- 1.2 If the Statutes and Standing Orders are incompatible, the Statutes overrule the Standing Orders.

Article 2. *Changes in the Standing Orders*

- 2.1 Decisions concerning changes in the Standing Orders of ESN Denmark are defined in the Statutes.

Chapter 2. Functional description of the National Board

Article 3. *Definition and functioning of the National Board*

- 3.1 The National Board, hereafter NB, is defined in the Statutes of ESN Denmark, as well as the minimum and the maximum number of members and the required positions. Furthermore, the Statutes also define the rights and responsibilities of the National Board of ESN Denmark.
- 3.2 The general tasks of the National Board are defined in Article 4 of the Standing Orders of ESN Denmark. These tasks need to be divided between the National Board members during their mandate.
- 3.3 The tasks of the required members of the National Board are defined in Article 5 of the Standing Orders of ESN Denmark.
- 3.4 The tasks of the National Representative are defined in Article 5 of the Standing Orders of ESN Denmark.
- 3.5 Article 7 describes the tasks of other positions that can be part of the Board of ESN Denmark but are not mandatory.
- 3.6 In case a position in the NB is vacant, the tasks shall be divided between the remaining National Board members.
- 3.7 In the absence of the Treasurer, the responsibilities and tasks defined in section 5.3.6 shall lie on the Vice-president of ESN Denmark. In case, no NB is elected and the NR is the sole executive body of ESN Denmark, as defined in the Statutes, these tasks shall then lie on the NR.
- 3.8 In the absence of one of the mandatory positions in the Board, and the NP has allowed the Board to continue their mandate as defined in the Statutes of ESN Denmark, the NB must notify the NP how the tasks of the vacant position will be delegated.
- 3.9 All executive bodies must attend the NP meetings as defined in the Statutes.

Article 4. *General tasks of the National Board*

- 4.1 Coordination and promotion of the communication between sections.
- 4.2 General development of the Network in Denmark.
- 4.3 Coordination of international ESN Projects, including but not limited to "SocialErasmus", "STORY", "ESNsurvey", "Responsible Party", "Eduk8".
- 4.4 Coordination of the ESN Denmark National Events and National Training Events.
- 4.5 Auditing the work of the National Board. This task should be performed by all the National Board

- members, but not the President.
- 4.6 Auditing the accounting of ESN Denmark. This task should be performed by all the National Board members, but not the Treasurer.
 - 4.7 Management of ESN Denmark archives, including but not limited to cloud computing databases that all section members can access, hard disks and internet servers. The information in the aforementioned sources may, for example, include NP meetings minutes, promotional material, forums for discussion.
 - 4.8 Each position must document their work and make it available for the sections and NB on the Wiki.
 - 4.9 The board must facilitate a proper transition with the succeeding board. Each board member must ensure proper transition with their successor and the outgoing board must arrange a knowledge transfer and team building weekend for the incoming board.
 - 4.10 The NB can create committees, and assign chairs for these, to help fulfil their duties.

Chapter 3. **Functional descriptions of the National Board members**

Article 5. *Functional descriptions of the required National Board members*

5.1 President

- 5.1.1 Accomplishment of the goals and strategic planning of ESN Denmark
- 5.1.2 Management and task coordination of the Board of ESN Denmark
- 5.1.3 Representation of ESN Denmark externally to stakeholders and partners
- 5.1.4 National and international education related matters
- 5.1.5 Assessment, inspection, and drafting of Statutes and Standing Orders
- 5.1.6 Planning of the plenary sessions in the National Platform together with the appointed Chairing Team
- 5.1.7 Teambuilding, motivating and coaching the Board
- 5.1.8 Having the overview of what is going on, in, and around ESN Denmark
- 5.1.9 Initiate contact with potential new candidate sections
- 5.1.10 Initiate and sustain contact with affiliate members

5.2 Vice-president

- 5.2.1 General support to the President
- 5.2.2 General support to the National Representative (Vice-NR)
- 5.2.3 General support to the OC of the National Platform
- 5.2.4 Section coordinator and management
- 5.2.5 Human resource management
- 5.2.6 Responsible for the logistics of the National Platform together with the appointed Organisation Committee
- 5.2.7 Assess the needs of the sections and aligning the goals of the NB with those of the sections
- 5.2.8 Facilitation of internal procedures, such as best practice and knowledge sharing between the sections
- 5.2.9 Collect and maintain information about the sections, including an annual ESN Denmark Survey
- 5.2.10 Management of internal events, such as the Council of Local Representatives

5.2.11 Network care and administration of ESN Denmark

5.3 Treasurer

- 5.3.1 Partnership development and management
- 5.3.2 Fundraising
- 5.3.3 ESNcard order and management
- 5.3.4 Responsible for the budget and accounting of ESN Denmark, which needs to be presented to the sections in the National Platforms. The yearly budget and accounting need to be approved in the Spring National Platform
- 5.3.5 Constant source of support for treasurers and auditors in Danish sections
- 5.3.6 Responsible for opening, managing, maintaining, transferring and closing the bank account of ESN Denmark. The treasurer shall be the owner of the credit/debit card related to the bank account of ESN Denmark. Moreover, he/she shall be only responsible for making payments and bank transfers from the bank account of ESN Denmark.
- 5.3.7 Provide monthly reports of the financial position of ESN Denmark

Article 6. *Functional description of the National Representative*

6.1 National Representative

- 6.1.1 Representation of Denmark at the Council of National Representatives (CNR)
- 6.1.2 Communication channel between the international and the local level. Including but not limited to needs of local sections, international decision making, CNR subjects, AGM subjects, and Committee subjects
- 6.1.3 Initiate, plan and coordinate joint projects with other ESN NBs or NPs
- 6.1.4 Refer to the Statutes of ESN for the obligations of the NR
- 6.1.5 In case no National Board is elected, the NR will have to perform the tasks of the National Board and the different positions of ESN Denmark
- 6.1.6 Maintain close contact between ESN Denmark and ESN International
- 6.1.7 Maintain close cooperation with the Nordic ESN countries
- 6.1.8 Monitoring and implementation of international projects in ESN Denmark
- 6.1.9 Provide sections with information from ESN International
- 6.1.10 Represent ESN Denmark and its sections views in ESN International related matters and meetings
- 6.1.11 Arrange a pre-meeting to hear the sections and NBs view on the matters to be discussed at CNR, CND, and AGM and prepare the sections for the international meetings they attend
- 6.1.12 Ensure that sections fulfil the requirements to stay in the network

Article 7. *Functional description of other positions*

7.1 Communication Manager

- 7.1.1 Promote ESN Denmark at national and international level
- 7.1.2 Keeping information up to date on the national and international Wiki, the national webpage and other communication channels
- 7.1.3 Social media management

- 7.1.4 Promotional material for ESN Denmark
- 7.1.5 Graphics and design of ESN Denmark
- 7.1.6 Development of media and communication strategy
- 7.1.7 Management of communication tools
- 7.1.8 Active promotion of ESN Denmark's projects and activities
- 7.1.9 Support sections in communication-related matters, such as websites, social media, newsletters, graphics, and marketing.
- 7.1.10 Monitoring and support in the usage of ESN Corporate Identity (internally and externally)
- 7.1.11 Gather the content and send out the newsletter preferably in each month
- 7.1.12 Create Google Sheets about the contacts and events
- 7.1.13 Promote the national (and international) partners and make sure sections also do
- 7.1.14 Promote other countries NPs and international events (except the ones belonging to a fulfilled position)
- 7.1.15 Make sure that Danish ESNers write articles and reports for the website about various events they attended
- 7.1.16 Read the report of ComCom and try to attend to position related events

7.2 Web Project Administrator

- 7.2.1 Web project development, management, and coordination
- 7.2.2 Investigation and application of new IT programs, technologies, applications, and tools
- 7.2.3 Responsible for the development, upkeep, maintenance, security and technical functionality of the IT tools used, such as the Website, Wiki, and communication tools
- 7.2.4 Responsible for the technical functionality and security of the data storage
- 7.2.5 Technical support to the National Board and National Coordinators
- 7.2.6 Support to ESN Denmark's members in regards to their use of IT tools, such as websites, Wikis, data storage and communication tools
- 7.2.7 Documentation of all technical solutions used
- 7.2.8 Support the Communication Manager
- 7.2.9 Be part of the mailing list and the Facebook group of the National Webmasters and IT Committee of ESN International. Being the member of the IT committee is recommended

7.3 Board Administrator

- 7.3.1 Responsible for documentation of all ESN Denmark's meetings and activities
- 7.3.2 Support the President and Vice-president in planning the National Platform
- 7.3.3 Preparing the agenda for the NB meetings
- 7.3.4 Quality assurance and publishing the minutes of NB meetings
- 7.3.5 Assisting the president in following up on the task list and calendar deadlines
- 7.3.6 Fulfilling the administrative tasks of the NB
- 7.3.7 Keep ESN Denmark's documents up to date, available and nicely organised in the used IT tools
- 7.3.8 Collecting documents from the rest of the NB and make them available in the data storage of ESN Denmark, e.g. results of section questionnaire, section documents
- 7.3.9 Prepare documents to be sent out prior to a NP

- 7.3.10 Checking the minutes after each NP and sending them to the chosen adjusters. Publishing of the approved minutes

Chapter 4. **Functional descriptions of the National Coordinators**

Article 8. *Definition and functioning of the National Coordinators*

- 8.1 The position as National Coordinator (NC) is not an executive position
- 8.2 National Coordinators are not part of the NB but function as support positions
- 8.3 Each NC reports to a NB member designated by the board at the beginning of the mandate
- 8.4 In case no NB is elected the NC must report directly to the NR and NP
- 8.5 The tasks for the National Coordinators are defined in Article 10
- 8.6 National Coordinators are elected by the National Platform by simple majority
- 8.7 The mandate of the National Coordinators start in June and runs for a year

Article 9. *General tasks of the National Coordinators*

- 9.1 Each NC must document their work and make it available for the sections and the NB on the Wiki
- 9.2 Coordination of the local coordinators related to their position
- 9.3 NCs must CC their designated NB member on all e-mails sent and make a written update on all meetings and interaction with partners and stakeholders
- 9.4 Unless otherwise instructed by the NB NCs take direct contact with the sections in matters related to their position
- 9.5 NCs must consult the board immediately in matters involving issues either internally or externally in ESN Denmark and funding
- 9.6 The NCs must facilitate a proper transition with their successors
- 9.7 The NCs must keep the NB updated regarding the progress related to the projects of their position

Article 10. *Functional descriptions of the National Coordinators*

10.1 **SocialErasmus coordinator**

- 10.1.1 Motivate, inspire, help and support sections to organise local SE and EiS events
- 10.1.2 Encourage sections to appoint a local coordinator
- 10.1.3 Encourage sections to develop a tradition for continues activities
- 10.1.4 Collect information about the past and future events
- 10.1.5 Contribute to the continued development of the SE and EiS project
- 10.1.6 Actively engage in networking and knowledge-sharing activities, at all levels
- 10.1.7 Showcasing other sections activities
- 10.1.8 Motivational section meetings
- 10.1.9 Identify potential areas of interest and point it out to the sections
- 10.1.10 Visualise the project!
- 10.1.11 Develop an action plan (use your LC)

- 10.1.12 Use of all the tools provided by SE and EiS Team (publications, logos, gadgets, certificate for participants)
- 10.1.13 Creating a socialerasmus@esn.[country] email
- 10.1.14 Creating a SocialErasmus national fan page on Facebook
- 10.1.15 Creating a Gmail mailing list for coordinators/ Facebook group to share information
- 10.1.16 The primary NB contact persons are the NR and Communication Manager

10.2 Partnership Manager

- 10.2.1 Communicate with existing commercial partners
- 10.2.2 Identify and integrate new commercial and non-commercial partners draft the contracts with them
- 10.2.3 Make sure the partnership agreements are fulfilled
- 10.2.4 Keep the National Board updated on the status of the partnerships
- 10.2.5 The primary NB contact person is the Treasurer

10.3 ExchangeAbility Coordinator

- 10.3.1 Coordinate the National ExchangeAbility group and the local coordinators
- 10.3.2 Motivate local sections about the project and to have a local coordinator
- 10.3.3 Provide continuity and visibility to the project on the local and national level
- 10.3.4 Represent ESN Denmark at the international level about project issues
- 10.3.5 Access to the mailing list of ExchangeAbility coordinators
- 10.3.6 Responsible to transfer the corresponding information, decisions etc. at the national level
- 10.3.7 Responsible for the spreading of the MapAbility questionnaire to the sections and for the coordination of the sections in order to fill it in before the deadline
- 10.3.8 Send reports to the National Board about the team and the process of the project at the national network
- 10.3.9 The primary NB contact persons are the NR and Communication Manager

10.4 ESN Sea Battle Coordinator

- 10.4.1 Coordinate and support the local sections for organising the event
- 10.4.2 Responsible for all communication between the ESN Sea Battle OC (Sweden) and the local sections in Denmark
- 10.4.3 Responsible for national ticket requests and distribution of these tickets in collaboration with the Local Coordinators (LC's)
- 10.4.4 Gather the participant lists from the LC's and report on the status of national ticket sales every Sunday to the ESN Sea Battle Coordinator
- 10.4.5 Maintain active communication with the other countries' National Coordinators
- 10.4.6 Training the LC's with all necessary information and tools provided by the OC
- 10.4.7 Provide the LC's with all the necessary information and tools in order for them to be able to fulfill their tasks
- 10.4.8 Give the OC feedback, suggestions/possible improvements for upcoming editions of the event and notify OC about any student complaints

- 10.4.9 Provide the sections with the necessary merchandising and gadgets for the participants to be able to have a real Danish Spirit on Board (T-shirts, helmets...)
- 10.4.10 The primary NB contact persons are the NR and Communication Manager

10.5 Eduk8 Coordinator

- 10.5.1 Coordinating trainers of ESN Denmark
- 10.5.2 Help local sections to organise trainings
- 10.5.3 Promote the ESN Eduk8 program within ESN Denmark
- 10.5.4 Planning of national training events
- 10.5.5 Contact between the sections and the international Eduk8 team
- 10.5.6 Develop a strategy for personal and professional development of the active volunteers of ESN Denmark
- 10.5.7 The primary NB contact person is the Vice-president

10.6 Education Officer

- 10.6.1 Coordinate, at the national level, the relationship with relevant education, youth, and mobility stakeholders: National Agencies, Ministries, National Youth Council, National Student Councils, etc.
- 10.6.2 Maintain regular contact with these stakeholders
- 10.6.3 Participate actively in conferences, seminars, workshops, working groups organised by these stakeholders
- 10.6.4 Promote and present ESN research projects
- 10.6.5 Stay updated on developments in European and national youth, higher education and mobility policies
- 10.6.6 Share good practices, successes and failures with other Education Officers
- 10.6.7 Participate actively in the development of new advocacy resources
- 10.6.8 Support local sections in the implementation of their own local advocacy strategy
- 10.6.9 Encourage local sections to promote ESN research projects
- 10.6.10 The primary NB contact person is the President

10.7 International Erasmus Games National Coordinator

- 10.7.1 Distribute promotion material for the local sections
- 10.7.2 Coordinate and support the local coordinators of the sections for organising the event
- 10.7.3 Responsible for communication between the international project team and the local sections in Denmark
- 10.7.4 Provide local coordinators with the necessary tools and information in order to be able to fulfil their tasks
- 10.7.5 Organise and carry out National Event with help from host section
- 10.7.6 Help organise and take decisions alongside the OLYMPIC COMMITTEE
- 10.7.7 Attend Skype meetings with OC
- 10.7.8 Help raise money from potential partners prior to the national and international event

- 10.7.9 Provide the sections with the necessary merchandises and gadgets for the participants to be able to truly spread the Danish Viking spirit
- 10.7.10 The primary NB contact persons are the NR and Communication Manager

10.8 Responsible Party Coordinator

- 10.8.1 The main contact of ESN Denmark regarding the Responsible Party project
- 10.8.2 Encourage and assist local sections when hosting a Responsible Party
- 10.8.3 The primary NB contact persons are the NR and Communication Manager

10.9 National Event and Trip coordinator

- 10.9.1 Distribute promotional material for the local sections
- 10.9.2 Coordinate the national trips and events
- 10.9.3 Responsible for communication between national coordinating team and the local sections in Denmark
- 10.9.4 Provide local coordinators with the necessary tools and information in order to be able to fulfil their tasks
- 10.9.5 Organise and carry out the National Event
- 10.9.6 Attend Skype meetings with OC
- 10.9.7 Help raise money from potential partners prior to the national event
- 10.9.8 Provide the sections/participants with the necessary merchandises and gadgets for the participants to be able to truly spread the Danish Viking spirit
- 10.9.9 The primary NB contact persons are the Treasurer and Communication Manager

Chapter 5. Functional description of the Local Representatives

Article 11. *Definition and functioning of the Local Representatives*

- 11.1 The Local Representatives (hereafter LR) are the representatives from the member sections and are the point of contact with the national Vice-president.
- 11.2 Each member section must appoint a LR.

Article 12. *General tasks of the Local Representatives*

- 12.1 A LR must regularly provide updates about his/her member section to the national Vice-president.
- 12.2 A LR must provide their member section with updates from the National Board.
- 12.3 A LR should attend at least one Council of Local Representatives a year.

Chapter 6. Organisation of ESN Denmark events

Article 13. *Organisation of the National Platform*

13.1 The Organising Committee (OC)

- 13.1.1 The ESN section organising a National Platform shall appoint an Organising Committee latest twelve weeks before the National Platform.
- 13.1.2 The OC shall appoint an OC Head, who has the responsibility to represent, manage and coordinate the OC.
- 13.1.3 The OC shall appoint a person responsible for being in permanent contact with the Executive Bodies of ESN Denmark.

13.2 Deadlines

- 13.2.1 The OC must provide the NB with at least two possible dates for the NP at latest 15th May (for the NP in the fall semester) and 1st November (for the NP in the spring semester). The proposed dates must make it possible to host the NP without conflicting with the ESN events: AGM, CNR, CND, NBM, NEP and position specific meetings (such as national presidents meeting).
- 13.2.2 The dates of the National Platform shall be decided by the National Board as soon as they receive the dates from the OC and the dates for the events mentioned in 11.2.1 are decided. Though, no later than 16th June (for the NP in the fall semester) and 15th November (for the NP in the spring semester).
- 13.2.3 The Executive Bodies of ESN Denmark shall inform the OC of the expected minimum number of participants attending the NP 10 weeks prior to the National Platform.
- 13.2.4 The OC, in cooperation with the Executive Bodies, must send out an invitation to the concerned parties for an ordinary NP meeting five weeks in advance at the latest. The NB should inform the sections by e-mail about all the relevant deadlines for applications, proposals or send of documentation at least five weeks in advance at the latest.
- 13.2.5 The financial documents and proposals for changes to the Statutes and Standing Orders must be provided to the concerned parties, at least, three weeks in advance.
- 13.2.6 The proposal of topics or workshops for the NP shall be sent to the National Board two weeks in advance at the latest.
- 13.2.7 The final agenda and the applications for the National Board must be sent to the concerned parties one week in advance at the latest.
- 13.2.8 The OC shall communicate to the sections the following information latest 5 weeks before the National Platform:
 - Maximum participation fee
 - Form of accommodation
 - Maximum number of participants
- 13.2.9 The OC shall send the Survival Guide to the sections at latest 1 week before the National Platform.

13.3 Rules of Procedure for NP Meetings

- 13.3.1 The Executive Bodies and the assigned OC can invite guests and/or process requests for participation at NPs

- 13.3.2 The chairs for the NP are proposed by the NB. In case there is not NB, they are proposed by the NR. In any case, the chairs must be elected at the beginning of the NP meetings by the sections.
- 13.3.3 At NP meetings, minutes must be taken by the Executive Bodies or any other appointed person. The minutes shall be written in English. The minutes must be adjusted by two persons appointed at the meeting and thereafter made available to all sections and participants within four weeks after the meeting. A template for minutes must contain the names of all participants and their sections, the votes present and represented, decisions taken, and results of elections. In general, templates for minutes must cover the main discussions and outcomes of the NP meeting. Meeting minutes must always be approved at the following NP meeting.
- 13.3.4 Executive members represent ESN Denmark as a whole when present at NP meetings. They are not considered to represent their hosts or any other section and thus, have no voting rights. An exception can apply only when an executive member holds a central position or has significant knowledge regarding their host section, and no other section member from their host section can attend the NP meeting. In any case, the NP assembly must consent with NB members representing home sections in any occasion that calls for a voting.
- 13.3.5 Every section member and the NB members have the right to propose at the NP. Proposals must be sent to the NB, at least, one week before the NP meeting takes place. Proposals which are provided later may be ignored or encouraged to be resubmitted for the following NP. Received proposals are to be sent out by the NB to sections and concerned parties at least 3 days prior to the scheduled ordinary NP.

Chapter 7. **Procedures regarding Candidate Sections**

Article 14. *Evaluation*

- 14.1 The evaluation period of the Candidate Section can last maximum until the NP a year after it was approved.
- 14.2 The NB will have to make at least one study trip to the Candidate Section each semester during the evaluation period.
- 14.3 When the NB deems the Candidate Section ready for a full membership they will propose a vote on the following NP. However, after a year, the NP will have to evaluate Candidate Section and make a decision.
- 14.4 The Candidate Section must present itself and the progress at the NPs during the evaluation period.

Chapter 8. **Financial Procedures**

Article 15. *Reimbursement for international events*

- 15.1 In order to get reimbursed for an event it must create value for ESN Denmark, i.e. the participants will bring something back to the network and/or their position(s) in ESN Denmark.
- 15.2 Reimbursements can only be given if a report of the event is delivered to the NB, together with a summary of outcomes for ESN Denmark.

Article 16. *Support for ESN Denmark's members (sections)*

16.1