



# EUROAVIA Bylaws

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# 1 Introduction

## 1.1 EUROAVIA

EUROAVIA, the European Association of Aerospace Students, is a European based students' initiative whose main fields of activity are aerospace, engineering and the adjacent fields. The goals of EUROAVIA are:

- a. To promote European cooperation in the aerospace field by providing opportunities for its members to meet, exchange and learn at all levels.
- b. To internationally represent European aerospace students.
- c. To acquaint student members with their future working environment stimulating contacts with the industry.

As stated in the Statutes, we might refer to EUROAVIA as “the Association”.

## 1.2 Membership and structure

The Association is formed by ordinary and non-ordinary members:

- Ordinary members, called as Affiliated Societies (AS), are local, Europe-based, incorporated associations of students interested in the aerospace sector, acting under the name of EUROAVIA, which have applied for membership with the Board of the Association, and which have been admitted as ordinary members of the Association by the General Meeting.
- Non-ordinary members, called as Adjunct Members (AM), are local, non-Europe-based, incorporated associations of students interested in the aerospace sector, acting under the name of EUROAVIA, which have applied for membership with the Board of the Association, and which have been admitted as non-ordinary members of the Association by the General Meeting.

Prospective members enrolled in the procedure of acquisition of the full membership will be named Prospective Affiliated Societies (PAS) and Prospective Adjunct Member (PAM). Refer to chapter 2 for further information.

The structure of the Association is composed by four main organisms:

- a. The Local Groups (LG), that include all (P)AS/(P)AM within EUROAVIA.
- b. The Working Groups (WG), defined in the chapter 4.6 of the Bylaws.
- c. The International Board (IB), defined in the chapter 4.2 of the Bylaws.
- d. The EUROAVIA Congress, defined in chapter 4.2.

## 1.3 Bylaws

The purpose of the Bylaws is to provide necessary procedures for running EUROAVIA at an international level. This document, however, also adds some additional, more detailed organisational points if necessary.

## 2 Rights and Obligations

### 2.1 Rights

The Affiliated Society or Adjunct Member will be granted the right to use the name of EUROAVIA XYZ, in which XYZ stands for the name of either the Affiliated Society's/ Adjunct Member's hometown, the district of the town or the name of the university. This name will be written, in principle, in the native language of the Affiliated Society/Adjunct Member. The Affiliated Society's/Adjunct Member's right to use the word EUROAVIA in its name expires as soon as its membership of EUROAVIA is ended.

Every Affiliated Society/Adjunct Member has:

- a. The right to have a written statement read aloud at any meeting of the EUROAVIA Congress if that Affiliated Society/Adjunct Member is not represented by an authorised representative at that meeting.
- b. The right to periodically receive information about EUROAVIA activities.
- c. The right to use the name of EUROAVIA, always accompanied by the name of the city or university where the Local Group is established.

### 2.2 Obligations

The Affiliated Society's representatives will exercise the voting rights, delegated to them by the members of their Affiliated Society, at the General Meetings (also referred to as “Meetings of the EUROAVIA Congress”).

Every Affiliated Society/ Adjunct Member has:

- a. the obligation to adhere to the EUROAVIA Statutes and Bylaws;
- b. the obligation to have at least two (2) points of contact with EUROAVIA;
- c. the obligation to inform its members about upcoming meetings of the EUROAVIA Congress;
- d. the obligation to inform its Local Group about EUROAVIA activities;
- e. the obligation to prepare and send a local report for each meeting of the EUROAVIA Congress according to the instructions given in 8;
- f. the obligation to attend at least one full congress during a timeframe of 2 subsequent business years;
- g. the obligation to pay the international EUROAVIA membership fee before the Annual Meeting of the EUROAVIA Congress (AMEAC);

- h. the obligation to pay any other possible debts to the International Board unless other agreements have been made between both parties. The agreement should be presented in the next General Meeting of the EUROAVIA Congress;
- i. the obligation to include an authorisation in the membership application form of the Affiliated Society/Adjunct Member for the Local Board to transfer the personal contact data of the member to the Membership Database of the International Board;
- j. the obligation to contribute to the Membership Database of the International Board by transferring an updated list of the members - and their contact data - of the Affiliated Society at least once before each meeting of the EUROAVIA Congress.

Every Affiliated Society must:

- a. contribute to the EUROAVIA Newsletter at least two (2) times a year and after hosting an International Event;
- b. organise an international event every five (5) subsequent business years.

Every Adjunct Member must:

- a. contribute to the EUROAVIA Newsletter at least four (4) times a year.

## 2.3 Remedies

Affiliated Societies/Adjunct Members who do not comply with obligations mentioned in article 1.2, regulations, decisions of the Association or unreasonably disadvantage the Association can be nominated for disqualification by the General Meeting, a member or the International Board. In case of a presumed infraction the possible nomination for disqualification must be included in the agenda of the next Congress.

The process of disqualification must proceed according to article 8.4 of the Statutes. Affiliated Societies can be terminated by the International Board according to article 8.3 of the Statutes.

Also, in case of non-compliance with the obligations stated on the Bylaws, an economical penalty can be applied to the infringing AS or AM on the maximum amount of 15% of the fixed part of the annual membership fee.



### 3 Acquiring membership

- a. Any group of students eligible for membership may apply for membership. The application can be put forward by a group of at least five (5) prospective full personal members of this Prospective Affiliated Society/ Prospective Adjunct Member.
- b. Eligible for membership as Affiliated Society shall be associations of students interested in aeronautics and astronautics from cities within continental Europe (within the borders of the Arctic Ocean and other bodies of water to the North, the Atlantic Ocean to the West (including Iceland and the islands off the coast of Northwest Africa belonging to Spain and Portugal, including the Azores), the Mediterranean Sea (including Cyprus and Malta) to the South, and the waterways connecting the Black and Aegean Seas, the Black Sea and connected waterways, the Caspian Sea, the Ural River and the watershed divides of the Ural and Caucasus Mountains to the East) can become a member of EUROAVIA. At the Eastern border, all cities in Georgia, Azerbaijan and Armenia are included. In addition to that associations from countries outside the region defined above that have previously been home to Affiliated Societies of EUROAVIA may become members of EUROAVIA which means that all cities within Turkey and Israel are included in this definition as well.
- c. Eligible for membership as Adjunct Member shall be associations of students interested in aeronautics and astronautics from cities outside of the boundaries of Europe as defined in the article 2b.
- d. Applying for membership is done by signing an application form, containing the obligation to adhere to the EUROAVIA Statutes and Bylaws, and sending it to an International Board member no later than four weeks before the meeting of the EUROAVIA Congress.
- e. At this meeting of the EUROAVIA Congress an introduction of the university to which the society is related and the structure of the education shall be given verbally.
- f. This group shall also, together with its application, propose its further member designation (form: EUROAVIA XYZ) which by acceptance of the application by the meeting is confirmed.
- g. Acceptance of the application by the meeting is done with an absolute two-thirds (2/3) majority vote. The EUROAVIA Congress may postpone the acceptance of the application to the next meeting of the EUROAVIA Congress with simple majority.
- h. The Prospective Affiliated Society shall organise an international event (as defined in section 3.5) within one year and a half from the time it was approved as such and then present the results on the next meeting of EUROAVIA Congress. During this

period, the right to use the name EUROAVIA XYZ is granted temporarily but the right to vote in the EUROAVIA Congress is not granted. The prospective member must submit a proposal for the international event within six (6) months after their approval as Prospective Affiliated Society. The proposal shall contain at least the type of event, a possible topic, details about the organising Committee, possible sponsors and possible support by partners. This proposal shall be passed for approval to the International Board.

- i. The EUROAVIA Congress in turn is obliged to assign a questionnaire to the Prospective Adjunct Member that must be filled within a time frame of one year. After having filled the questionnaire, an interview which will be defined by the International Board has to take place at the general meeting of EUROAVIA Congress. In case of no possibility of attending the Congress, an online interview can rather be done before or after the Congress.
- j. After these one and a half years, the full status of member is granted if:
  - i. the EUROAVIA Congress confirms the initial acceptance with an absolute two thirds (2/3) majority during a meeting of the EUROAVIA Congress; this confirmation may be postponed to the next EUROAVIA Congress with an absolute two-thirds (2/3) majority, and
  - ii. the Prospective Affiliated Society/ Prospective Adjunct Member proves within one year and a half after the application that it has been registered legally as an incorporated body.
- k. If granted the full status of member, the Prospective Affiliated Society/ Prospective Adjunct Member can call itself Affiliated Society XYZ and can only act on behalf of EUROAVIA if it is in accordance with the Statutes and Bylaws.
- l. In case of rejection (no acceptance, no postponement), the applying group is released from its obligation to adhere to the EUROAVIA Statutes & Bylaws. It also loses the right to use the EUROAVIA name and logo. The right of the persons concerned to re-apply for membership as an Affiliated Society/Adjunct Member is not affected.

## **4 Definition of Bodies and Events**

### **4.1 The General Meeting (also referred to as “EUROAVIA Congress”)**

At the beginning of a meeting of the EUROAVIA Congress, the following Congress officials shall be appointed by the Chairman:

- a. Two (2) minute takers, who have to be present during the entire business meeting;
- b. Two (2) representatives to check the minutes, who have to be present during the entire business meeting;
- c. Two (2) full personal members of an Affiliated Society to count the votes.

#### **4.1.1 The Annual Meeting of the EUROAVIA Congress (also referred to as “AMEAC”)**

##### **4.1.1.1 Terms**

The Annual Meeting of the EUROAVIA Congress shall take place in the first half of the business year, which starts on October 1<sup>st</sup>.

##### **4.1.1.2 The minimum agenda**

The AMEAC agenda shall contain at least:

- a. Opening;
- b. Approval of the agenda;
- c. Approval of the minutes from the previous EUROAVIA Congress;
- d. International Board Business Report;
- e. International Board Financial Report;
- f. Auditor’s report;
- g. Presentation and acceptance of the Business and Financial Plan;
- h. Handover of the International Board;
- i. Working Group reports;
- j. Local reports of the Affiliated Societies;
- k. The Election of the auditors;
- l. The Election of the Affiliated Society to host the next EMEAC;
- m. Hikkeli Mikkeli;
- n. Closure.

## **4.1.2 The Electoral Meeting of the EUROAVIA Congress (also referred to as “EMEAC”)**

### **4.1.2.1 Terms**

The Electoral Meeting of the EUROAVIA Congress shall take place in the second half of the business year, thus after April 1<sup>st</sup>.

### **4.1.2.2 The minimum agenda**

The EMEAC agenda shall contain at least:

- a. Opening;
- b. Approval of the agenda;
- c. Approval of the minutes from the previous EUROAVIA Congress;
- d. International Board report;
- e. Election of International Board members;
- f. Working Group reports;
- g. Local reports of the Affiliated Societies;
- h. Announcement of the Affiliated Society to host the next AMEAC;
- i. Hikkeli Mikkeli;
- j. Closure.

## **4.1.3 The Extra Meeting of the EUROAVIA Congress (ExMEAC)**

### **4.1.3.1 Conventional Procedure**

- a. Every meeting of the EUROAVIA Congress which is not an Annual or Electoral meeting shall be called an Extra Meeting of the EUROAVIA Congress (ExMEAC).
- b. The organising Affiliated Society of the Extra Meeting of the EUROAVIA Congress shall make available housing for two (2) representatives per Affiliated Society. Additional participants must organise their participation by themselves, if not provided by the organising Affiliated Society.

### **4.1.3.2 The minimum agenda**

The preliminary agenda of the ExMEAC is set up by the International Board. Besides the opening, Hikkeli Mikkeli and closure, the preliminary agenda must at least contain the discussion items stated in the summoning.

## **4.1.4 Representatives**

- a. A representative of an Affiliated Society must not be an International Board Member.

- b. The representative shall have a written statement, the Letter of Authorisation, confirming their mandate, signed by at least two (2) board members of the Affiliated Society, one of them being the President of the Affiliated Society. This letter must be handed to the Chairman of the EUROAVIA Congress at the beginning of the congress or sent via e-mail before the beginning of the congress.
- c. A representative who is not able to prove his/her mandate as stated above loses his/her right to vote. Exceptions to the loss of the right to vote are made under the following circumstance:
  - i. One of the two (2) representatives is the current President of the Affiliated Society he represents. This has to be proven;
  - ii. The Chairman of the EUROAVIA Congress receives the letter of Authorisation mentioned in b via mail or other appropriate means.

#### **4.1.5 Minutes**

- a. The minutes of a meeting of the EUROAVIA Congress shall be sent out by the Secretary of the International Board at least four (4) weeks prior to the next EUROAVIA Congress.
- b. In case of an objection to the minutes, the objection has to be made at the next EUROAVIA Congress.

## **4.2 The International Board**

### **4.2.1 Nomination and Election**

- a. Any member belonging to an EUROAVIA Affiliated Society (AS), that has attended a Congress at least once and has actively participated in a Working Group for six (6) months is eligible for candidature. To be eligible, the member also needs to attend the EUROAVIA Congress while the election takes place. Current members of the International Board are also eligible.
- b. Candidates can be nominated by either the International Board or at least five (5) Affiliated Societies in writing. Their nominations must be communicated before the EMEAC. Candidates that have not applied during the call made by the International Board, must inform the International Board about their candidacies no later than forty-eight (48) hours prior to the election process. An introduction of their candidacies to the Congress in the form of a short presentation is compulsory.
- c. Every binding nomination may be deprived of its binding character pursuant to a decision taken by a ballot two-thirds (2/3) majority vote of the Congress where at least two-thirds (2/3) of the Affiliated Societies are represented.
- d. The Congress can elect the members of the International Board as well as its number, with a minimum of three persons.

- e. When there are no nominated candidates, the Congress may elect the members of the International Board from any eligible member.
- f. The position that each member will occupy has to be decided by the Designated International Board itself. This decision shall be reflected in the Business Plan.
- g. The minimum positions that have to be covered are President, Secretary and Treasurer, which form together the Executive Board and are responsible for the daily management.
- h. Additional positions may be appointed within the Designated International Board and given specific tasks and responsibilities.
- i. The electoral process should follow this structure:
  - i. The International Board in office shall make a call for candidates at least two (2) months before the EMEAC takes place. Possible candidates should submit a motivation letter;
  - ii. The International Board will nominate their candidates. Additional nominations may be performed by five (5) or more Affiliated Societies;
  - iii. Every nominated candidate shall make a presentation, followed by a round of questions and an off-minute discussion at Congress. This will be repeated for every nominated candidate, while the others wait outside the Congress room;
  - iv. There should not be communication between the candidates outside and the Congress representatives, except for the International Board. Additional exceptions shall be studied on a case-by-case basis by the International Board;
  - v. No additional nominations will be accepted from the start of the presentations until the end of the elections;
  - vi. The elections themselves will take place after all the nominated candidates' presentations. An absolute majority ballot vote is required in order to elect a nominated candidate. The results of the voting will be made public to the candidates after the completion of the entire voting process.

#### **4.2.2 Responsibilities**

The International Board has the following responsibilities:

- a. to represent EUROAVIA and its members' interests where necessary and possible;
- b. to provide its members with the necessary information concerning EUROAVIA's international interests;
- c. to act as a mediator and coordinator between Affiliated Societies when necessary or called upon;
- d. to supervise the work of the Working Groups;
- e. to run the EUROAVIA Congress with regard to their thematic content;
- f. to provide a written Business and Financial Report for the AMEAC to all Affiliated Societies four (4) weeks before this meeting;

- g. to keep and maintain a complete record of all EUROAVIA's financial transactions;
- h. to make these financial records available for the Auditors in time for the Auditors to prepare their report;
- i. to provide all requirements for a smooth hand-over to the Designated International Board;
- j. to archive the documents deemed important to the Association such as the minutes of the congresses and contracts with sponsors. The International Board can handover this responsibility to a specific Affiliated Society if deemed necessary;
- k. to provide a Preparation Package that contains all relevant information and documents for the EUROAVIA Congresses to all (Prospective) Affiliated Societies / (Prospective) Adjunct Members no later than four (4) weeks before the start of the Congress.
- l. to keep the “EUROAVIA Data Protection Policy” up to date according to the needs and changes of the association and the European GDPR;
- m. to elect a Data Protection Officer, based on his/her knowledge of EUROAVIA and privacy policy matter; to communicate his/her name and email to all Local Groups and to write this data into the corresponding section of the “EUROAVIA Data Protection Policy”.

## **4.2.3 Task division within the International Board**

### **4.2.3.1 The tasks of the President**

The President of EUROAVIA coordinates the work of the International Board. He/she supervises the accomplishment of the duties of the other International Board members. He/she may sign contracts together with the Treasurer. The total of all commitments may not exceed one thousand euros (EUR 1 000) without consulting the EUROAVIA Congress if the expenditures have not been foreseen in the Financial Plan.

### **4.2.3.2 The tasks of the Secretary**

The Secretary of EUROAVIA is obliged to provide all Affiliated Societies and International Board members with a valid version of the Statutes and Bylaws and is also responsible for the supervision of the conformity of all actions of the EUROAVIA Congress and the International Board with the Statutes and Bylaws. He/she informs the Affiliated Societies of the agenda of the meetings of the EUROAVIA Congress four (4) weeks in advance. Any additional points to the agenda that are added later will be sent to the Affiliated Societies as soon as possible. He/she supervises the timely preparation and mailing of the minutes of the EUROAVIA Congress. He/she also assures that the International Board Midterm Report

and Business Reports are sent to the Affiliated Societies at least four (4) weeks before the start of the respective congress.

#### **4.2.3.3 The tasks of the Treasurer**

The Treasurer of EUROAVIA is responsible for monitoring the International Board and Working Group expenses with respect to the Business and Financial Plan. He/she prepares the Financial Report of the International Board in accordance with internationally applied bookkeeping rules and sends the Midterm and Financial Report at least four (4) weeks before the start of the respective congress. He/she may sign contracts together with the President. The total of all commitments may not exceed one thousand euros (EUR 1 000) without consulting the EUROAVIA Congress if the expenditures have not been foreseen in the Financial Plan.

#### **4.2.4 Decision making**

Decisions within the International Board are made with an absolute majority of all the International Board members. In case the votes are equally divided, the vote of the President is decisive.

#### **4.2.5 Exoneration**

Exoneration has to be confirmed with an absolute two-thirds (2/3) majority ballot vote. Representatives voting against exoneration are allowed to have a written statement of their vote with arguments included in the minutes of that meeting of the EUROAVIA Congress.

### **4.3 Designated International Board**

#### **4.3.1 The Business and Financial Plan**

- a. The Designated International Board prepares a Business and Financial Plan prior to the AMEAC at which it is installed as International Board and sends it to the Affiliated Societies at least four (4) weeks before the start of the congress;
- b. The Business Plan of the Designated International Board shall contain all planned activities of the International Board and exist of foreseeable Working Groups with their tasks;
- c. The Financial Plan of the Designated International Board shall contain a financial concept, based on international rules of bookkeeping, for each activity and Working Group in the Business Plan. In addition, the Financial Plan shall also consist of a second financial concept without respecting prospective or estimated donations and sponsorships.



## 4.4 The Auditors

### 4.4.1 Election and nomination

Nomination of candidates is done by acclamation at the AMEAC.

- a. Only persons present at the AMEAC may be nominated. They must not be members of the Designated International Board nor the International Board. Auditors may be re-elected for an indefinite number of terms;
- b. Candidates are elected by absolute majority.

### 4.4.2 Minimum content of the Auditors' Report

The written and signed report of the Auditors must at least contain:

- a. The exact time frame audited;
- b. A list of the accounts audited;
- c. A recommendation to the EUROAVIA Congress concerning the exoneration of the Treasurer.

## 4.5 Events

Those academic, educational, cultural and social events that are not organised on a purely local basis, and will be open to all members of the (Prospective) Affiliated Societies are considered official EUROAVIA international events if they fulfil the following minimal criteria:

- a. They have at least 15 EUROAVIA members, from other than the hosting (Prospective) Affiliated Society, registered after the end of the Free Cancellation period of the Applications;
- b. They provide accommodation, meals and transportation to venue of the event for all the participants during the whole event;
- c. The event lasts at least three (3) days.

The organisers are responsible for declaring their wish to host a public event to the International Board. The use of the name EUROAVIA is subject to the permission of the International Board.

The International Board can temporarily give the status of EUROAVIA International event to any other event organised by an Affiliated Society of EUROAVIA whose aim is to pursue the permanent goals of the association.

Besides the EUROAVIA Congress the following events are considered international:

- a. Workshop;
- b. Air Cargo Challenge;
- c. Symposium;
- d. Fly-In;
- e. Train New Trainers.

#### **4.5.1 Workshop**

Workshops can be defined as the events where members of EUROAVIA come together to learn and practise new skills.

These workshops can be about soft skills such as Formation Workshop (also referred to as FoWo), technical skills, management, design or a type of skill that an organiser comes up with. The definition and the theme of a workshop must be approved by the International Board.

Under the roof of the EUROAVIA Training System, regular training workshops are organised. EUROAVIA Trainers attend different kinds of workshops organised, as trainers or trainees.

#### **4.5.2 Air Cargo Challenge**

Air Cargo Challenge is a technical competition aimed at university students using their engineering and scientific knowledge to design, document, build and fly the aircraft that respects the regulations of this event.

#### **4.5.3 Symposium**

A symposium is a technical event with a specific topic. On this topic, lectures and workshops will be given to help the students to widen their experience in the field of engineering.

#### **4.5.4 Fly-In**

A Fly-In is an international event organised by one or more Affiliated Societies that use such a non-technical event to show the participants what their city can offer and what industrial and university sights in the surrounding are worth visiting. In addition to field trips the intercultural exchange and the teambuilding among the students are of core focus.

#### **4.5.5 Train New Trainers**

This international event offers EUROAVIANS the opportunity to understand the importance of soft skills, rise their expertise in this field and to gather all the tools necessary to divulge this knowledge as trainers. The participants will be provided with knowledge on preparation and delivery of training sessions for students. On completion of the event and after having delivered one first training session, participants of the Train New Trainers are qualified to become EUROAVIA Trainers

## 4.5.6 General Rules of EUROAVIA International Events

To assure high quality of International Events and enable good coordination, some basic regulations are defined. These should be used to avoid low numbers of participants or last-minute cancellations, but also to protect a (Prospective) Affiliated Society from failing in the organisation or financial balance of their event. Two documents should be available to help (Prospective) Affiliated Societies prepare an international event: the event manual and the exam timetable. (Prospective) Affiliated Societies are encouraged to consult those documents before setting to prepare an international event.

- a. The (Prospective) Affiliated Society must notify the International Board when planning to organise an International Event. When setting up a date, the (Prospective) Affiliated Society should take into account exams, holidays and especially other international events that are already organised or fixed. It is clear however that the satisfaction of all the time constraints is not always possible;
- b. The organising committee should start the preparation at least 6 months prior to the event in order to avoid last-minute work. Setting up a timeline with defined milestones for the organisation is strongly advised;
- c. The maximum allowed regular participation fee is 100 Euros, defined for a standard 5-days 4-nights event. This maximum allowed regular price for events of different duration could be raised up to 150 Euros (which must be never exceeded), being always derived proportionally to the duration itself. This shall always be discussed and approved by the International Board, motivated by the impossibility of hosting the event otherwise.
- d. For getting the approval by the International Board, the event organising committee must meet the following requirements at least five (5) months in advance of the event:
  - i. Provide a preliminary version of a financial plan;
  - ii. Provide a preliminary day to day schedule;
  - iii. Provide an estimated date of application period start.
- e. In addition to the requirements listed in point 3.5.6.d., the event organising committee must provide an online website containing the following sections filled in, at least three (3) months in advance of the event:
  - i. Event related information (event description, sponsors, accommodation, etc.);
  - ii. Application form;
  - iii. Application procedure;
  - iv. List of participants, to be continuously updated during the application period.

- f. The organisation committee is advised to create the event’s rules taking into account (Prospective) Affiliated Society/(Prospective) Adjunct Member assortment, following the requirements of diversity maximisation.
- g. The International Events Working Group Tutor (only 1) responsible for the international event can apply to the event as “Tutor”, without having any priority in the application list and without being considered as a supplementary person for his/her (Prospective) Affiliated Society/ (Prospective) Adjunct Member/WG;
- h. Only one (1) member amongst all belonging to the EUROAVIA Working Groups can apply to international events as “XYZ WG member” without having any priority in the application list and without being considered as a supplementary person for his/her (Prospective) Affiliated Society/ (Prospective) Adjunct Member. The selection criteria is first come first served unless otherwise regulated by the application rules;
- i. Only one (1) member belonging to the EUROAVIA Training System can apply to international events as “Trainer” in order to deliver a training session having priority in the application list and without being considered as a supplementary person for his/her (Prospective) Affiliated Society/ (Prospective) Adjunct Member/WG. A clear-cut definition on the Trainers’ methods and applicability rules regarding FoWo and TNT is detailed in point (o).
- j. Applications start at least three (3) months prior to the event;
- k. Participants that apply in the first round of applications are to be confirmed to attend the event at least two (2) months prior to the event;
- l. If the International Board is sure that the International Event will not be successful, it will ask the hosting (Prospective) Affiliated Society to postpone or cancel the event;
- m. The Application Procedure:
  - i. The prospective participant fills out the application form on the event’s website or sends it to the event organisers;
  - ii. The organising committee sends a request to the respective (Prospective) Affiliated Societies/(Prospective) Adjunct Members/WG asking for membership confirmation of the applicants. This ensures that all applicants are EUROAVIA members. The request must include:
    - 1. Applicants full names;
    - 2. Participation fee;
    - 3. Application & Cancellation Rules;
    - 4. Statement that the (Prospective) Affiliated Society/(Prospective) Adjunct Member takes the full responsibility of the confirmed applicant. This includes that the (Prospective) Affiliated Society/(Prospective) Adjunct Member will cover the costs of the event in the case of the applicant’s refusal of payment.
  - iii. The organising committee confirms the place of the applicant, based on the event rules;

- iv. If the member cancels his/her participation after the deadline, the respective the (Prospective) Affiliated Society/(Prospective) Adjunct Member/WG is responsible for transferring the cancellation fee to the event organisers, under the condition that his/her place cannot be filled by someone else.
- n. For the Application Procedure for Congresses (AMEAC, EMEAC, ExMEAC) a special procedure shall be implemented;
  - i. Set up a date for the Congress. It needs to be made sure that IB, DIB candidates/members have the opportunity to attend the congress;
  - ii. Set up a time period for application;
  - iii. Set up two different deadlines:
  - iv. Application period I: Three weeks' application where every (Prospective) Affiliated Societies/ (Prospective) Adjunct Members can only have one (1) application place and five (5) Working Groups can have one (1) application place, according to the first come first served selection criteria;
  - v. Application period II: An open application for members of all (Prospective) Affiliated Societies/ (Prospective) Adjunct Members and Working Groups for remaining places. During this period, the rules of the open application process are to be established by the organising (Prospective) Affiliated Society/ (Prospective) Adjunct Member, but it shall ensure the maximisation of the quorum. A new (Prospective) Affiliated Society or Working Group representative shall have priority over other representatives of the (Prospective) Affiliate Societies or Working Groups already present.
- o. Applicants should provide a motivation description with the form to apply to the event, the content, the extension and the format will be established in the application rules.

## 4.6 Working Groups

### 4.6.1 The institution

The body instituting a Working Group shall determine one International Board member as the responsible contact for the Working Group.

The instituting body shall define:

- a. Tasks the Working Group shall work on;
- b. Members of the Working Group and a Working Group coordinator;
- c. Time frame the Working Group shall work on the tasks. This information has to be contained in the task definition.

The name of the Working Group and names of the members of the Working Group shall be made public in the EUROAVIA Newsletter as soon as the International Board or the EUROAVIA Congress installs it.

## **4.6.2 Controlling and monitoring**

The responsible International Board member shall supervise the whole work of the Working Group appropriately. The supervision shall concentrate on financial matters and schedule. Any problems concerning these two items shall be resolved in close contact with the rest of the International Board and the whole Working Group. The Working Group is responsible to prepare a Financial and Business to be presented at every meeting of the EUROAVIA Congress. The Business and Financial Reports of the Working Group have to be sent to the EUROAVIA International Board six (6) weeks prior to the meeting of the EUROAVIA Congress, at the request of the EUROAVIA International Board.

## **4.6.3 Finance**

Working Groups are responsible for a sound financial basis. The International Board covers all the costs of the Working Groups upon approval. This does not include the International Events (co-)organised by the Working Group.

## **4.6.4 The Working Group Members**

Every member of an (Prospective) Affiliated Society/ (Prospective) Adjunct Member is eligible for joining a EUROAVIA Working Group. There are no requirements or prerequisites in order to join a Working Group unless requirements have been set and made public to all EUROAVIA members by the respective Working Group. EUROAVIA Alumni, whose experience can be beneficial for the Working Group members and their performance, are also eligible for joining a Working Group.

It is necessary for every member requesting to join the Working Group to prove their activity in EUROAVIA on local and/or international level and this activity has to be confirmed either by the member's (Prospective) Affiliated Society/ (Prospective) Adjunct Member or by the International Board. If the member's (Prospective) Affiliated Society/ (Prospective) Adjunct Member objects to the member's joining a Working Group, then the members of the Working Group will convene and discuss this issue taking into account both opinions, reach a decision through a vote about accepting the member in question as a member of the Working Group. This decision must be made public to both sides within one (1) week from the day of the meeting in which it was taken.

Exceptions for joining a Working Group can be made upon the approval of the International Board and the respective Working Group Coordinator.

## **4.6.5 The Working Group Coordinator**

The EUROAVIA Working Group coordinator is the member of the Working Group responsible for its constant and steady function and making sure that the Working Group is fulfilling its tasks as described in the EUROAVIA Bylaws. Coordinators are responsible for managing the team, arranging members' meetings on a regular basis, and working in

collaboration with the rest of the members towards achieving all the goals of the Working Group as set in the EUROAVIA Bylaws and in the Business Plan.

The minimum requirements for applying as a Working Group coordinator are:

- a. Being a member of the Working Group for at least one (1) year;
- b. Has attended a EUROAVIA Congress at least once.

The term for a Working Group coordinator is set to one (1) year. It is possible for a coordinator to have multiple terms during his/her activity in the Working Group.

The official call for coordinators will be sent among the Working Group members by the current coordinator or the International Board at least one (1) week before the meeting in which the election will take place. If less than two (2) candidates have applied until the deadline set in the call, the minimum requirements do not apply and every member of the Working Group can apply as a candidate coordinator.

Working Group coordinators are elected during members' meetings, in which candidates present their candidature in the form of a presentation to the members. Possible candidates could also submit a motivation letter. A session of questions to the candidate follows. Then, the candidate is invited to quit the meeting, leaving the members decide on the election of the new coordinator with an absolute two-thirds (2/3) majority in a secret voting, whose results will be made public to the Working Group members and the candidate in the same election meeting.

Different election procedures are possible according to the Working Group needs and structure. However, changes to the aforementioned conduct must be communicated by the International Board or by the coordinator in the official call to all the Working Group members.

The results and proceedings of the presentation, the questions session and the voting will be compiled and made public to the Working Group Members and the International Board no later than three (3) weeks after the voting. In the event of no candidate being elected, the current coordinator remains in office until the end of his/her term or when a new call for coordinator candidates is issued.

Finally, when a new Working Group is formed, a coordinator may be appointed by the International Board until the Working Group has been added to the EUROAVIA Bylaws. After that time the coordinator must be elected by the members.

## **4.6.6 Affiliated Societies Working Group**

### **4.6.6.1 Assignment**

The tasks of the Affiliated Societies Working group are:

- a. to maintain and strengthen the communication among the Affiliated Societies and create a link between the Affiliated Societies and the International Board. In this way, members can establish their network within EUROAVIA, assisting each other and ensuring easy access to information regarding EUROAVIA activities;
- b. to ensure that Local Groups overcome the generation gap and find solutions to the problems that may arise in order to avoid inactivity;
- c. to enlarge EUROAVIA's network by reaching groups of interested aerospace students and supporting them through the whole process until they officially become Possible Prospective Affiliated Societies;
- d. to become the breeding ground under which the collaboration of the Universities bound to EUROAVIA's Affiliated Societies, can result in the formalisation of the new ERASMUS+ agreements.

The following Units pursue to accomplish the aforementioned tasks:

- a. Board of Presidents Unit (BoP)
- b. Search and Rescue Unit (SaR)
- c. Expansion Unit (EAX)
- d. ERASMUS+ Unit (E+)

#### **4.6.6.1.1 Board of Presidents Unit**

The (Prospective) Affiliated Societies/ (Prospective) Adjunct Members are associated into regions of Europe, depending on their location and spoken languages. Each region has a coordinator (and a Back-up coordinator) who is responsible for maintaining a constant and effective communication between the (Prospective) Affiliated Societies/ (Prospective) Adjunct Members and the International Board, through frequent meetings using an internet-based communication platform. This meeting is called the Board of Presidents meeting (BoP) where each (Prospective) Affiliated Society/ (Prospective) Adjunct Member has the opportunity to share its experiences, ideas and problems and receive advice and assistance. When a Prospective Affiliated Society/ Prospective Adjunct Member joins EUROAVIA, the Board of President Unit is responsible for providing assistance and guidance in the first steps of the Prospective Affiliated Society's/ Prospective Adjunct Member's activity.

#### **4.6.6.1.2 Search and Rescue Unit**

This unit's targets are Affiliated Societies whose attendance to BoP Meetings does not reach a minimum level. It has to evaluate the local situation of the abovementioned Affiliated Society and together with the International Board try to find solutions to possible problems that interfere with its normal operation.

#### **4.6.6.1.3 Expansion Unit**



The expansion strategy shall be discussed at the beginning of each Business Year, stating which places will be the main focus of this Unit. Social network and personal networks shall be used in order to find students who might become Potential Possible Prospective Affiliated Societies. Once this group is created, the Expansion Unit shall support them until the acceptance of their Motivation Letter.

#### **4.6.6.1.4 ERASMUS+ Unit**

This unit is in charge of establishing contact with the ERASMUS coordinators of the universities in which EUROAVIA is present so that to enhance possible ERASMUS+ agreements between the EUROAVIA network.

### **4.6.7 Business Relations Working Group**

#### **4.6.7.1 Assignment**

The task of the Business Relations Working Group is to help the International Board in establishing and maintaining communication with third parties, to manage the Marketing Strategy of EUROAVIA International and to communicate with the other WGs in order to develop all material needed and online platforms.

The Business Relations Working Group is also responsible for handling the relations with the collaborating Affiliated Societies and supporting the local level of EUROAVIA by transferring their knowledge and by working along with them to increase the number of partners, at local and international level.

Business Relations Working Group consists of units and subunits to ensure a good detachment of tasks and responsibilities among its members.

### **4.6.8 Communication Working Group**

#### **4.6.8.1 Assignment**

The Communication Working Group is in charge of creating and designing the communication strategy of the association along with the International Board, aiming at improving the image of EUROAVIA, for its members and third parties.

To manage the workload, the Communication Working Group is composed of three (3) sub-units:

- a. Social Media Unit;
- b. Website Unit;
- c. Press Unit.

##### **4.6.8.1.1 Social Media Unit**

The Social Media Unit manages the EUROAVIA Social Media, by increasing the visibility of

the association through various communication platforms/social media, sharing news from the international and local levels. Moreover, the unit analyses the efficacy and reach of its activity on a regular basis and develops strategies to enhance social media impact. Finally, this unit is responsible to develop new social media strategies which could help EUROAVIA to boost its image in professional environments.

#### **4.6.8.1.2 Website Unit**

The Website Unit is responsible for updating the contents of the EUROAVIA website, publishing the most significant and relevant news in the proper section of the website, keeping it professional and to update the information pages of EUROAVIA, such as Wikipedia and LinkedIn.

#### **4.6.8.1.3 Press Unit**

The Press Unit is in charge of producing, publishing and distributing the EUROAVIA Newsletter and the EUROAVIA Magazine:

##### **Newsletter**

The EUROAVIA Newsletter is an internal communication tool, composed of the following contributions:

- a. Articles and reports written by the different LGs, WGs and (D)IB;
- b. Career Opportunities Section, from EUROAVIA Sponsors and Partners; Quizzes;
- c. Announcements about future conferences, workshops or symposia in the aerospace sector and organised by EUROAVIA bodies.

The EUROAVIA Newsletter is issued at least every two (2) months, on a regular basis in digital format to the entire EUROAVIA network.

##### **Magazine**

The EUROAVIA Magazine is aimed to be an external communication channel. It promotes EUROAVIA goals and achievements towards the aerospace sectors. It is published once a year and distributed all over Europe to both students and professionals in Aerospace Industries.

The contents are:

- a. A collection of the best articles, reports, quizzes published in the Newsletter;
- b. Interviews to experienced professors and professionals;
- c. Technical articles written by EUROAVIA members;
- d. A collection of the best pictures taken by EUROAVIA members, selected during photo contests.

The Press Unit has the right to edit the articles with regard to the grammar, syntax and layout without the consent of the contributor. Changes to the content of the article shall only

be done with consent of the author(s). The EUROAVIA Newsletter is published within three (3) weeks after the deadline at which the contributions should have been submitted to the Press Unit.

The Press Unit has the right to reject the publication of contributions or articles considered improper for the EUROAVIA Newsletter or Magazine.

The Press Unit may determine one exclusive way for receiving the contributions for the Newsletter, which is binding for all contributors. The responsibility for publishing expires if the contribution has not been received in this exclusive way.

The Affiliated Society hosting the Press Unit is responsible for organising, developing and publishing (not in financial terms) the EUROAVIA Newsle Affiliated Society hosting the Press Unit has the right to define and change the la tter and Magazine. The yout of the EUROAVIA Newsletter and Magazine. The International Board retains the right to set guidelines concerting the EUROAVIA Newsletter and Magazine. The International Board retains the right to give the task to another Affiliated Society in case of repeatedly disregarding of EUROAVIA interests.

## **4.6.9 Design Working Group**

### **4.6.9.1 Assignment**

The Design Working Group is responsible for the development and maintenance of the EUROAVIA corporate image. Thus, it keeps the EUROAVIA Corporate Identity up to date and oversees the creation of brochures, promotional material and commercials to increasing the visibility of EUROAVIA among its members and third parties.

Furthermore, this Working Group has to assure that the EUROAVIA Website Design is accessible, clear and professional. It shall be entitled to perform changes enhancing design and functionality of the EUROAVIA website.

## **4.6.10 EUROAVIA Training System Working Group**

### **4.6.10.1 Assignment**

The mission of the EUROAVIA Training System is to enable students to discover, develop and enhance their soft skills potential, being this accomplished by:

- a. Delivering training sessions to students, especially the different bodies of EUROAVIA (regular members, Working Groups, International Board);
- b. Scheduling training sessions at events, as well as support planning and organising of

- Formation Workshop and Train New Trainers;
- c. Continuous training and expanding of trainer’s knowledge, promoting its exchange outside EUROAVIA as well;
- d. Tracking training sessions delivered.

The members of this Working Group are only EUROAVIA Trainers, who have received the required training at a Train New Trainers as stated in 3.5.5. EUROAVIA Training System Working Group may allow EUROAVIA members with similar education and trained EUROAVIA Alumni to join the Working Group upon approval by the coordinator.

#### **4.6.11 Human Resources Working Group**

##### **4.6.11.1 Assignment**

The Human Resources Working Group promotes the EUROAVIA Working Groups between the members of the association encouraging them to become active at international level. Additionally, it supports the integration of new members into the selected Working Groups by offering manuals, training and promotional material to candidates. This also aims at relieving Working Groups of the initial basic training for new members.

The Working Group is also responsible to spread job opportunities through the EUROAVIA communication channels and to certify that the CV submitted to the database meet the standard requirements. Collaboration with third parties and Alumni shall be pursued in order to evaluate the quality of this task.

#### **4.6.12 Information Technology Working Group**

##### **4.6.12.1 Assignment**

The task of the Information Technology Working Group is to monitor and coordinate all internet-based activities of EUROAVIA. Furthermore, the Information Technology Working Group is responsible for the archiving of non-confidential electronic documents deemed important to the association, such as Congress Minutes, previous and current Business and Financial Plans, Newsletters, as well as pictures and video.

The task of hosting and monitoring of the Central Archive Web Server may be shared with an Affiliated Society after permission by the International Board.

#### **4.6.13 International Board Working Group**

##### **4.6.13.1 Assignment**

The International Board Working Group is vested to support and assist the current International Board in their responsibilities managing the association, sharing their workload in every field or subject as they may dispose.

Every applicant must fulfil the following requirements:

- e. Be a member of a Working Group for at least six (6) months;
- f. Submit a motivational letter.

The International Board Working Group members assist the International Board during the whole Business Year, for which the task requirements include:

- a. Assisting in reaching the goals of the association under the supervision of an International Board member. Every International Board member is free to define the workload and the task distribution for the Working Group members.
- b. Having meetings twice a month with the participation of the International Board to ensure a steady and continuous communication between the teams. This will help the Working Group members to have an updated overview of the management of the association, to recognise their tasks and to provide feedback.

All the tasks and responsibilities related to external contacts or third parties are not to be undertaken by any International Board Working Group member. The elected International Board members have the exclusive right and obligation of representing the association. Nevertheless, if the International Board is incapable of representing EUROAVIA at an external event, an International Board Working Group member can fulfil this role if approved by the International Board unanimously.

Regardless of the chosen task distribution, the International Board is the final responsible for the goals and tasks accomplishment, as set in the Business Plan. In case of misconduct, both the International Board and the International Board Working Group members will be obliged to justify their actions at the closest upcoming Congress.

#### **4.6.14 International Events Working Group**

##### **4.6.14.1 Assignment**

The International Events Working Group is monitoring the international events held by the (Prospective) Affiliated Societies/ (Prospective) Adjunct Members on a permanent basis. It ensures that the events organised will be of the highest quality by providing guidance and support to the organisers in order to plan and deal with an international event successfully and that the general rules for a EUROAVIA event, stated in point 3.5.5, are being correctly applied. To achieve this purpose, the International Events Working Group is assigning a tutor for each (Prospective) Affiliated Society, willing to organise an international event, in order to maintain communication with the organisers on a regular basis.

The International Events Working Group is responsible to ensure that the 5-year timeframe for an Affiliated Society to organise an international event is correctly applied.

In the event that an Affiliated Society is not able to organise an international event in that timeframe, due to economic or other serious reasons, on the expiry of the five (5) years, the International Events Working Group, together with the International Board, can allow the Affiliated Society to organise a Cultural Exchange with another local group of EUROAVIA, gaining one (1) more year to organise the international event.

It is also responsible for making sure that a reasonable timeframe will exist between organising international events in order to avoid overlapping one another.

#### **4.6.15 Regulations and European Connections Working Group**

##### **4.6.15.1 Assignment**

The task of the Regulations and European Connections Working Group is to make sure that the official Statutes and Bylaws of EUROAVIA are up to date and adequately meet the contemporary needs of the association, to help finance EUROAVIA activities and structural costs through active use of the European Commission funding platform, and to keep up to date on opportunities and due procedure for European Funds by:

- a. Coordinating the preparation of proposals for amending EUROAVIA Statutes and Bylaws and distributing them to all (Prospective) Affiliated Societies/ (Prospective) Adjunct Members in due time before a Congress;
- b. Renewing the agreements between EUROAVIA and foundations linked to EUROAVIA while observing compliance with EUROAVIA interests;
- c. Assisting the International Board in negotiating with new partners for collaborations;
- d. Sharing, with the International Board, the task of preparing and reviewing the necessary documents before the final agreement with the prospective partner;
- e. Ensuring new agreements are complying with EUROAVIA interests;
- f. Actively communicating with collaborating/partner entities in the gathering of European Grants information;
- g. Increasing EUROAVIA's understanding of European Grants mechanisms, opportunities and due procedures;
- h. Submitting applications for structural costs financing through European Grants.

## **5 Public Relations material**

Local Groups must not publish any material representing EUROAVIA without the permission of the International Board, except material related to local projects.

Working Groups in charge of EUROAVIA-wide projects are responsible for issuing project-related material. All materials published must not contradict EUROAVIA interests. Only the official EUROAVIA logo may be used.

## 6 Decision Making

### 6.1 Motions

Only representatives, International Board members and Working Group representatives are allowed to put forward motions during EUROAVIA Congress Meetings. A person bringing forward a motion has to formulate the exact wording of the motion.

### 6.2 Legal Value of Congress Motions

Motions that refer to a general matter or a general decision concerning the regulations and governance of our association must be implemented in the Bylaws by the Regulations and European Connections Working Group within three (3) years after the motion has been approved. A clear reference has to be formulated in the wording of the motion itself stating that the motion must be included in the Bylaws afterwards. Motions that are not implemented in the Bylaws within three (3) years after being approved lose their validity.

### 6.3 The votes

- a. Each Affiliated Society has 2 votes;
- b. Each Affiliated Society has 1 or 2 delegates;
- c. Each delegate has 1 vote from its own Affiliated Society;
- d. Each delegate can have one extra delegated vote, either from its own or from another Affiliated Society.

Thus, a single delegate that handed in both the authorisation and delegation letter has two (2) votes. A maximum of two (2) members can represent their Affiliated Society and another Affiliated Society for a total of 4 votes.

A Prospective Affiliated Society shall not have any voting rights through a delegated vote from an Affiliated Society.

### 6.4 Quorum

Voting is only valid if the following conditions are met:

- a. At least 1/4th of the members (Affiliated Societies) must be present;
- b. At least 1/3rd of the countries represented in EUROAVIA must be present.



## 6.5 Hand-raising or ballot vote

Each Affiliated Society can put forward a motion. Normally a motion will be done by simple hand-raising vote unless:

- a. It's a vote about a person or persons;
- b. One or more members request for a ballot vote.

A hand-raising vote will consist of:

- c. Counting the number of voters, votes, Affiliated Societies and countries present (which is normally done at the reopening of the business meeting);
- d. Counting the number of votes "in favour";
- e. Counting the number of votes "not in favour";
- f. Counting the number of votes "abstention"

All "abstention" votes are counted as not in favour.

A ballot vote will consist of:

- g. Counting the number of voters, votes, Affiliated Societies and countries present (which is normally done at the reopening of the business meeting)
- h. Hand-out of the votes by the vote counters;
- i. Filling-in the votes with:
  - i. in favour;
  - ii. not in favour;
  - iii. abstention;
  - iv. null vote.
- j. Collecting the votes by the vote counters;
- k. Counting the votes by the vote counters (and eventually the secretary);
- l. Read-out of the number of votes for each category;

All "abstention" votes are counted as not in favour.

All votes that don't fall in the first 3 categories are null votes and counted as not in favour.

## 6.6 Majorities for specific voting

For the deprivation of a DIB membership:

- at least 2/3rd of the votes if at least 2/3rd of the members are present;

To suspend, dismiss or exonerate an IB (member):

- at least 2/3rd of the votes;

To change the Statutes or Bylaws:

- at least 2/3rd of the votes;

Acceptance as Prospective Affiliated Society, acceptance as Affiliated Society and postponement of acceptance as Affiliated Society:

- at least 2/3rd of the votes;

For all other voting a 1/2 majority (more than half of the votes) is sufficient.

## **6.7 Voting outside of a General Meeting**

On the absence of a General Meeting and in a case of proved urgency such as financial decisions and strategic partnership alliances that requires the approval of the Congress, the International Board shall be authorised to pass a motion for considerations to all the Affiliated Societies. Before the start of the voting for the motion, seven (7) days shall be accounted for possible discussions and modifications to the motion itself. Online tools, e.g. SharePoint, shall be used for such discussion. To be accepted, the motion shall comply with Section 5.4, otherwise, the motion process shall be repeated. In case the ballot votes are not signed properly or not delivered, these votes will not count as representative votes, and will not be considered in the motion results. After the discussion is closed, the voting shall take place within a timeframe of fourteen (14) days, during which the signatures of approval from the Presidents of each AS shall be accounted to gain a majority (as defined in section 5.6) to pass/reject the motion.

The results of the voting and the minutes of the discussion shall be presented during the next General Meeting.

# 7 Finances

## 7.1 Membership fees

A membership fee is a contribution paid once a year to EUROAVIA International in order to be a member of EUROAVIA with full rights and obligations. The membership fee is subdivided in two contributions, an Affiliated Society/Adjunct Member's fixed one, and a fee applied accordingly to the number of full personal members of the Affiliated Society/Adjunct Member. This fee is applied to the previous 12 months.

## 7.2 Amounts

The amounts of the different fees are:

- 7.2.1 for an Affiliated Society: EUR 36;
- 7.2.2 for each full member of an Affiliated Society: EUR 2;
- 7.2.3 for an Adjunct Member: EUR 20;
- 7.2.4 for each member of an Adjunct Member: EUR 1.

Prospective Affiliated Societies and Prospective Adjunct Members that join the association, i.e. they become an Affiliated Society/Adjunct Member, during the Electoral Meeting of the EUROAVIA Congress (EMEAC) are only required to pay half of the membership fees.

## 7.3 Terms

The number of full personal members and associated members of an Affiliated Society/ Adjunct Member shall be determined as of May 31<sup>th</sup>. The International Board Treasurer will send out the invoices three (3) months before the Annual Meeting of the EUROAVIA Congress (AMEAC). All fees must be paid one (1) month before the beginning of the AMEAC.

The International Board can consider making changes to the periods of payment in the case the Affiliated Society/ Adjunct Member asks for it.

Any taxes, charges etc. due to the money transfer are to be covered the Affiliated Society/ Adjunct Member.

## 8 Membership Database

The Membership Database is exclusively owned by EUROAVIA. The International Board preserves the access and usage rights of the database. The Information Technology Working Group reserves the right to access, modify, develop, expand, maintain and service the membership database under the supervision of the International Board.

- a. The Membership Database shall at least contain the following data of each member:
  - i. First name;
  - ii. Last name;
  - iii. Gender;
  - iv. Affiliated Society the member belongs to;
  - v. Email-Address;
  - vi. Birth year;
  - vii. Nationality.
- b. And further the following data is optional:
  - i. Birth place;
  - ii. Studies;
  - iii. Graduation date;
  - iv. Phone number.
- c. The personal data of members should never be disclosed to any third party or other members of EUROAVIA, with the exception of the International Board and the Information Technology Working Group members designated to manage the membership database. However, EUROAVIA may publish and provide cumulative statistics to third parties.
- d. The e-mail addresses collected and stored in the Membership Database may only be used by EUROAVIA for sending e-mails related to the following topics:
  - i. Career opportunities;
  - ii. International Events announcements;
- e. The International Board is responsible for the confirmation of membership of individuals registering through the website.
- f. The International Board of EUROAVIA ensures that the procedure regarding the Membership Database is done in compliance with the “EUROAVIA Data Protection Policy”.

## 9 Affiliated Societies’ Local Reports

The Affiliated Societies’ local report presentations at every regular Meeting of the EUROAVIA Congress must include at least the following topics:

- a. Local Information
  - i. Logo
  - ii. Social Media
  - iii. University
  - iv. City and county
- b. Members structure
  - i. Type of membership: semestral, trimestral, annual
  - ii. Membership fee
  - iii. Number of members depending on the type of membership (for every semester, trimester or year)
  - iv. Points of contact (2 at least)
- c. Events hosted
  - i. Locally
  - ii. Internationally (if applicable)
- d. Projects
  - i. Technical events
  - ii. Future events & activities
- e. Incomes (including *Membership fees*)
- f. Financial Report
  - i. Expenditures
  - ii. Incomes (including *Membership fees*)
  - iii. Balance

The International Board may define further specifications and a time limit for the presentations and send them to the Affiliated Societies at least four (4) weeks before the beginning of the respective congress.

The International Board may request a written, non-public, detailed report on the activities and financial affairs connected to a specific, non-local activity. This report has to be signed by the President and the Treasurer of the Affiliated Society and must be sent to the President of the International Board within six (6) weeks after the closure of the Annual Meeting of the EUROAVIA Congress.

## 10 Contactability

Every Local Group (Affiliated Society, Prospective Affiliated Society, Adjunct Member and Prospective Adjunct Member) shall be contactable at least by e-mail, and the President of this Local Group shall be contactable at least by both e-mail and phone.

A Local Group is considered contactable when an e-mail sent to their @euroavia.eu distribution list reaches its destination (Local Group inbox, President and/or Treasurer) and is answered within three (3) working days after being sent.

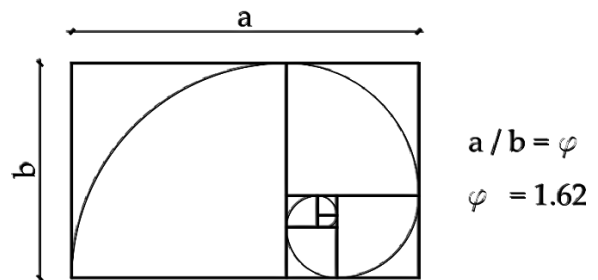
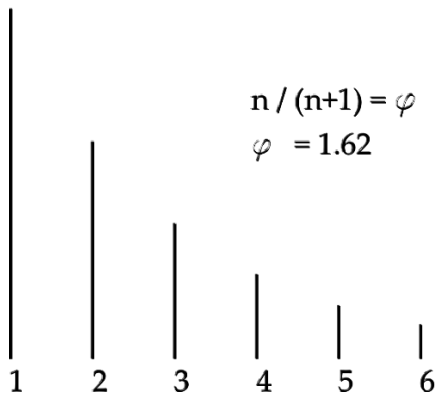
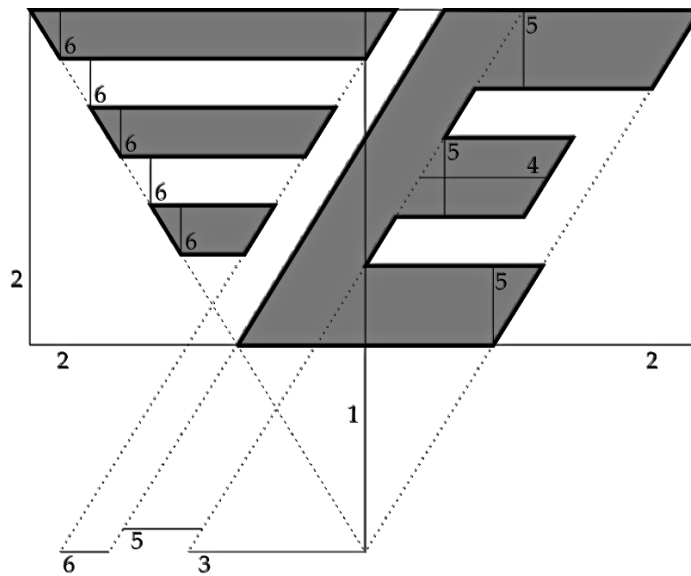
Moreover, a message sent by phone or any previously agreed instant messaging service (e.g., WhatsApp, Telegram) must be answered by the President or Treasurer within three (3) days after it is sent. Furthermore, the President must be able to answer a predetermined date agreed by both EUROAVIA and the Local Group.

As the internal organisation of each Local Group may differ, the Local Board may define another PoC instead of the President or Treasurer, having to inform the International Board about this decision and provide all the necessary contact information.

The board of the Local Group is responsible for providing the necessary data (email addresses, address and phone number) to the Secretary of the International Board or other representative appointed by the International Board for such effect

# 11 The EUROAVIA Logo

The official international EUROAVIA logo will be as shown below.



The official international EUROAVIA logo is the main visual component of the Association at the international level and must be always present in every kind of matter related to the Association (events, work-stuff or context...), as a representation of the Corporate Identity of EUROAVIA. The features of the logo (colours, typeface, etc.) and other usages, such as documents' templates, shall be specified in a separate file (Corporate Identity) provided by the International Board. The temporary use of a modified version of the official international EUROAVIA logo for special purposes must be approved by the International Board or the Design Working Group. The permanent use of modified versions must be approved by the EUROAVIA Congress in the next General Meeting. (Prospective) Affiliated Societies/ (Prospective) Adjunct Member are free to design a specific logo for use to promote their (Prospective) Affiliated Society/ (Prospective) Adjunct Member, which can differ from the international EUROAVIA logo.

Modifications of the specific logo must comply with the following guidelines:

- a. No changes of the logo shape nor its format (the three horizontal lines and the letter E);
- b. The colour of the three horizontal lines can be changed;
- c. All kind of shapes and letters can be added around the logo.

The International Board will have to give their approval for the designed logo before an (Prospective) Affiliated Society/ (Prospective) Adjunct Member is permitted to use it. This is only a temporary approval until the next EUROAVIA Congress, where each logo approval has to be officially announced.

## **12 Language and Time Zone**

### **12.1 Language**

The language used within the Association for the international activities shall be English.

### **12.2 Time zone**

The time zone used within the Association shall be Coordinated Universal Time (UTC). Local Groups are free to use their local time for their internal activities.



## **13 The EUROAVIA Statutes and Bylaws**

### **13.1 Statutes and Bylaws**

Every (Prospective) Affiliated Society/ (Prospective) Adjunct Member and every International Board Member should have one set of EUROAVIA Statutes and Bylaws. Each set should have the date of ratification clearly marked on the title page in order to avoid usage of old copies. It will be the responsibility of the International Board Secretary to spread new sets of Statutes and Bylaws among the (Prospective) Affiliated Societies/ (Prospective) Adjunct Members and International Board Members within six (6) weeks after the EUROAVIA Congress on which changes were made to the Statutes or Bylaws.

### **13.2 Amendments to the Bylaws**

The articles of the EUROAVIA Bylaws shall only be amended on the basis of a decision of the General Meeting which is convened stating that an amendment to the Bylaws will be proposed at that meeting.

The proposal to amend the Articles must be made public to all (Prospective) Affiliated Societies/ (Prospective) Adjunct Members at least four (4) weeks before the start of the General Meeting and it shall include the literal text of the amendment proposed, for inspection by the members. The General Meeting may only decide to amend the Bylaws by a two-third (2/3) majority of the votes cast.

## **14 Travel and Trainers Support Programme**

### **14.1 Definition**

The Travel Support Programme (TSP) is a tool that aims to financially assist EUROAVIA members and prospective members with travel expenses directly related to the participation in international events, to promote and further increase attendance.

Furthermore, due to the necessity to attend events, both to deliver trainings and to get refresh courses, the International Board shall reserve to the members of the EUROAVIA Training System Working Group a special Trainers Support Program (TnSP).

The amount of money allocated for the TSP and TnSP must be defined by the International Board in the Financial Plan at the beginning of the Business Year and they must be approved by the EUROAVIA Congress.

## **14.2 Eligibility**

The TSP is available for members and prospective members of EUROAVIA as well as members of the Working Groups, exclusively when other EUROAVIA financial support frameworks are not applicable. The availability of the TSP is always subject to approval from the International Board.

Only two (2) representatives per (Prospective) Affiliated Society per Congress and one (1) representative per (Prospective) Affiliated Society per Formation Workshop and Train New Trainers are eligible for the TSP. The International Board reserves the right to modify such constraints in specific situations when needed.

There is no limit concerning how many times the same representative can apply for the TSP.

The TnSP prioritises Formation Workshop and Train New Trainers events. For other events, the TnSP eligibility is decided by the International Board and the EUROAVIA Training System Working Group. The TnSP can be used to support important activities related to the training of local groups, depending on the approval of the International Board Treasurer and the EUROAVIA Training System Working Group.

## **14.3 Procedure**

### **14.3.1 Application and Deadlines**

At the opening of the first application period for an event (either a Congress, a FoWo or a TNT), the International Treasurer must inform (preferably via email) all Affiliated Societies about the possibility of applying for the TSP. Deadlines, terms and conditions must be clearly specified in such communication. A reminder with the same information must be sent at the opening of the second application period.

The deadline to apply for the TSP is set to one (1) week before the beginning of the corresponding event.

The deadline to send the receipts of travel costs is set to one (1) week after the end of the event.

(For more information about required receipts check section “Required information”).

For the TnSP, the EUROAVIA Training System Working Group informs the International Board about the trainers selected for delivery. All receipts must be sent to the treasurer within one (1) week after the event.

### 14.3.2 Required Information

At the moment of the application, the following information must be provided:

- a. Full name;
- b. Mobile number;
- c. Email;
- d. Bank account details (Account holder, IBAN, BIC);
- e. Detailed description of the travel with specified costs per means of transportation used;
- f. In case of travel by car, the car specifications (brand, model, type of fuel, fuel consumption) must be provided and the optimal route given by a navigation system (e.g. Google Maps) will be considered. Highway costs shall be included and receipts shall be required.
- g. Total travel costs.

As specified in section 13.3.1, all receipts of travel expenses must be delivered to the International Treasurer within one (1) week from the end of the event. Original receipts are to be preferred. Scanned versions of receipts are acceptable likewise, provided that the originals cannot be provided.

Concerning cars, no receipt is required since, as above specified, car details and optimal route will be used for calculating actual petrol costs.

### **14.3.3 Accepted means of transportation**

The following means of transportation are accepted for applying for the TSP:

- a. Airplanes (only economy class);
- b. Trains (only second class);
- c. Ships, ferries and similar (only second class);
- d. Buses (only second class);
- e. Cars;
- f. Taxis (only when it can be proved that no other option is available).

The International Board reserves the right to modify such constraints in specific situations when needed.

### **14.3.4 Maximum limit of accepted travel costs**

The maximum limit of accepted travel costs shall be set to EUR 400. In case an applicant to the TSP or TnSP presents travel costs higher than the specified amount, EUR 400 shall be considered as travel costs.

### **14.3.5 Exceeding number of participants**

In case of participation to an event of more members per Affiliated Society than what specified in section 13.3, only the member(s) of that Affiliated Society with the cheapest travel costs will be considered eligible for the TSP. The considered Affiliated Society has the right to choose how to divide the money coming from the TSP among its members who participated to the event.

All participants to the event belonging to the considered Affiliated Society must provide proof of their travel costs to the International Treasurer. It is task of the latter making the participants of that Affiliated Society and the Affiliated Society itself aware that they must present details of their travel expenses. In case these details would not be provided, the participants to the event belonging to that Affiliated Society cannot be considered eligible for the TSP.

### **14.3.6 Partial attendance to an event**

In case a member cannot attend all obligatory parts of an event (Business Meeting for Congresses and Working Day for Formation Workshop and Train New Trainers) a linear proportional reduction to his/her travel support must be applied. For instance, a member

attending three out of four Business Meetings during a congress is entitled to receive 75% of his/her travel support.

Specific cases and exceptions such as unpredictable situations, illness and similar must be analysed on a case by case basis by the International Board.

## 14.4 Algorithm

The algorithm used for calculating the travel support for each event is based on the following two principles:

- 14.4.1 The percentage of refunded money grows linearly with the amount of money spent, so that members who spend more for their travel costs will be refunded more.
- 14.4.2 The amount of money effectively spent, i.e. the difference between money initially spent and money refunded, always increases with increasing travel costs.

The first principle ensures that representatives with higher travel costs are more incited to participate in the international life of EUROAVIA, while the second principle ensures fairness towards all representatives and motivates them to opt for the cheapest travel option.

The TnSP shall always be fair, ensuring equal opportunities to all members of the EUROAVIA Training System and represent the workload for preparation and delivery. Amount and nature of the TnSP is decided by the treasurer on recommendation of the ETS WG.

Any further question regarding EUROAVIA financial support frameworks should be addressed to the International Board Treasurer at [ib@euroavia.eu](mailto:ib@euroavia.eu).