

STATUTES

of the Organising Bureau of European School Student Unions (OBESSU)

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13 **Article 1: DENOMINATION AND REGISTERED OFFICE**

- 14 1. The name of the organisation is "Organising Bureau of European School Student
15 Unions". These statutes will use the abbreviation "OBESSU".
- 16 2. OBESSU is an international, democratic, non-profit and non-governmental youth
17 organisation, independent from any political and religious groups.
- 18 3. OBESSU is domiciled in Brussels, Belgium.
- 19 4. The working language of OBESSU is English.
- 20 5. OBESSU is subject to Belgian legislation.

21 **Article 2: OBJECTIVES AND MEANS**

- 22 1. OBESSU has the following objectives:
- 23 a) To represent the school students as stakeholders of their educational systems,
24 and in issues concerning their lives;
- 25 b) To provide the national school student unions with assistance and support and
26 to co-operate for the development of school student representative structures;
- 27 c) To encourage and enable exchange of experience and good practice among the
28 national school students unions;
- 29 d) To promote equal access to education and to strive for the end of all
30 discrimination and injustice within the educational systems;
- 31 e) To contribute to the development of democratic educational systems in Europe,
32 that promote active citizenship in all forms;
- 33 f) To promote solidarity and understanding between young people.
- 34 g) To promote new teaching methods in learning and promote healthy teaching
35 environment.
- 36 2. In order to reach its objectives, OBESSU will:
- 37 a) Fight for the interests of all school students in Europe;
- 38 b) Represent its member organisations towards the relevant bodies and
39 institutions;
- 40 c) Act as a coordinating body for national and regional school student
41 organisations, unions and structures in Europe;
- 42 d) Organise activities for its member organisations;
- 43 e) Initiate a dialogue with and between stakeholders in education;
- 44 f) Use any other legal and legitimate means to reach its goals.

45 **Article 3: MEMBERSHIP AND CANDIDACY**

46 **1. Conditions for membership**

47 There can be more than one member per country. Organisations representing specific
48 educational, cultural, social or minority groups can be members. An organisation
49 cannot be represented more than once in OBESSU. International umbrella organisations
50 cannot be member organisations in OBESSU. The member organisations of OBESSU are
51 school student organisations, unions or structures:

- 52 a) Whose activities are organised in a European country, recognised by the Council
53 of Europe and/or the United Nations;
- 54 b) Who operate on a national scale;
- 55 c) Who are primarily run and controlled by, through and for school students;
- 56 d) Who hold democratic elections and are run on a democratic basis;
- 57 e) Who are representative;
- 58 f) Who are independent in their decision-making;
- 59 g) Whose objectives are in accordance with the objectives of OBESSU.

60 **2. Application procedure for membership**

- 61 a) To apply for membership, the organisation must be an candidate organisation
62 of OBESSU for a minimum of 12 consecutive months immediately prior to
63 applying for membership. In case the organisation is a result of a merger, at
64 least one of the organisations must fulfil these conditions, or must already be a
65 member organisation of OBESSU.
- 66 b) Applications for membership must be submitted in writing to the Board of
67 OBESSU by the official application form at least 30 days before the General
68 Assembly or Council of Members.
- 69 c) The Board advises the General Assembly or the Council of Members on whether
70 the organisation fulfils the set requirements of OBESSU membership status.
- 71 d) The General Assembly or the Council of Members decides on the admission of
72 the membership with a two-thirds majority.
- 73 e) Membership cannot be transferred to another organisation.

74 **3. Termination of membership**

75 Membership will be terminated

- 76 a) If the member organisation ceases to exist or dissolves;
- 77 b) By resignation of the member organisation;
- 78 c) By a decision of OBESSU General Assembly and Council of Members, if a
79 member organisation:

- 80 - ceases to fulfil the conditions of membership (Art. 3. Pt 1)
- 81 - fails to comply with its obligations
- 82 - acts in contradiction to the statutes, objectives or regulations of
- 83 OBESSU
- 84 - acts in an unreasonably harmful way towards OBESSU

85 4. Procedure of termination or suspension

- 86 a) A vote on termination of membership at the General Assembly or the Council of
- 87 Members can only happen if a motion on termination of membership of a
- 88 member is put forward by either the Board or 5 Member Organisations at least
- 89 35 days prior to the Statutory Meeting. The Member Organization in question
- 90 has the right to speak during the General Assembly and the Council of Members
- 91 under the agenda point concerning its membership at which the termination will
- 92 be adopted or revoked.
- 93 b) For a motion of termination of membership to pass, at least half of the Member
- 94 Organisations needs to be present at the Statutory Meeting, and the motion
- 95 needs a 2/3 majority to be passed
- 96 c) When the decision of termination or suspension is made, the Member
- 97 Organization will get a written notice of the decision with a statement of
- 98 reasons.
- 99 d) The Annual Financial Contribution stays indebted, unless the membership is
- 100 terminated or suspended in the first month of the financial year.

101 5. Rights and obligations of member organisations

- 102 e) The member organisations are obliged to pay an annual financial contribution,
- 103 as decided by the General Assembly. The Board is authorised to allow partial
- 104 payment or an instalment plan.
- 105 f) The member organisations must provide the Board with information and
- 106 documentation about their activities and statutory changes.
- 107 g) The member organisations must be invited to the meetings of OBESSU and have
- 108 the right to receive all published documents.
- 109 h) The member organisations have one vote each during the General Assembly, the
- 110 extraordinary General Assembly and the Council of Members.
- 111 i) The member organisations have the right to be regularly informed of the Board's
- 112 work and progress.

113 6. Application procedure and aims of candidacy

- 114 a) Candidacy is a period for both organisations to decide whether membership
- 115 should be considered or not.

- 116 b) The Board can grant the status of candidacy to organisations that fulfil the
117 conditions to membership as stated in Art. 3.1.
- 118 c) There can be more than one candidate organisation from a country.
- 119 d) Applications must be submitted in writing to the Board by the official
120 application form.
- 121 e) After the submission of the application form the Board will decide on admission
122 of an candidate organisation within a period of three months.
- 123 f) In case of non-admission the Board is obliged to inform the applicant about the
124 reasons in a written letter.
- 125 g) The Board is obliged to inform the member organisations about the decision.
- 126 h) The General Assembly and the Council of Members are authorised to change
127 the decision of the Board with a two-thirds majority.

128 7. Length and termination of candidacy and records

- 129 a) Candidacy will last for twelve months.
- 130 b) After a minimum of twelve months, the candidate organisation can apply for
131 membership.
- 132 c) General Assembly and the Council of Members can also decide to renew
133 candidacy instead of granting full membership.
- 134 d) The candidacy is terminated for the same reasons as written in Art.3.3.
- 135 e) Termination of candidacy:
- 136 - A vote on termination of the candidacy at the General Assembly or the
137 Council of Members can only happen if a motion on termination is put
138 forward by either the Board or 5 Member Organisations at least 35 days
139 prior to the Statutory Meeting. The organisation in question has the right
140 to speak during the General Assembly or the Council of Members under
141 the agenda point concerning its candidacy at which the termination will
142 be either adopted or rejected.
 - 143 - If the Organisation in question is not present at the General Assembly or
144 Council of Members, it has the right to send in a letter and take position
145 on the motion on termination. This letter has to be forwarded to the
146 Member Organisations before the General Assembly or Council of
147 Members.
 - 148 - For a motion of termination of candidacy to pass, at least half of the
149 Member Organisations needs to be present at the Statutory Meeting, and
150 the motion needs a 2/3 majority to be passed.
 - 151 - When the decision of termination is made, the organisation will get a
152 written notice of the decision with a statement of reasons.

153 - The Annual Financial Contribution stays indebted, unless the candidacy
154 is terminated or suspended in the first month of the financial year.”

155 f) The OBESSU secretariat will keep the record in which the names, addresses and
156 the dates of beginning and termination of candidacy of all candidate
157 organisations are registered.

158 **8. Rights and obligations of candidate organisations**

159 Candidate organisations have the same rights and obligations as full members except
160 for the right to vote in General Assemblies, extraordinary General Assemblies and
161 Councils of Members.

162 **9. Conditions for a gaining the status of an affiliate organisation**

163 Affiliate organisations are organisations:

- 164 a) Whose activities are organised in Europe;
- 165 b) Who are primarily led by school students;
- 166 c) Who run democratic elections and run by democratic principles;
- 167 d) Whose objectives are in accordance with OBESSU's objectives;
- 168 e) Who do not fulfil the criteria for membership in OBESSU

169 **10. Application procedure to become an affiliate organisation**

- 170 a) The Board can grant the status of an affiliate organisation to organisations that
171 fulfil the conditions stated in Art. 3.9.
- 172 b) Applications must be submitted in writing to the Board by the official
173 application form
- 174 c) After the submission of the application form the Board will decide on admission
175 of an affiliate organisation within a period of three months.
- 176 d) The Board is obliged to inform the member organisations about the decision.
- 177 e) The General Assembly and the Council of members are authorised to change
178 the decision of the Board with a simple majority.

179 **11. Rights and obligations of affiliate organisations**

- 180 a) The affiliate organisations are obliged to pay 75% of the annual financial
181 contribution, as decided by the General Assembly. The Board is authorised to
182 allow partial payment or an instalment plan.
- 183 b) The affiliate organisations must be invited to the meetings of OBESSU and have
184 the right to receive all published documents.
- 185 c) The affiliate organisations are invited to statutory meetings, without the right to
186 vote or speak

187 d) The affiliate organisations have the right to be regularly informed of the Board's
188 work and progress

189 **12. Termination of the status of affiliate organisation**

190 a. A vote on termination of the affiliateship at the General Assembly or the Council
191 of Members can only happen if a motion on termination is put forward by either
192 the Board or 5 Member Organisations at least 35 days prior to the Statutory
193 Meeting. The organisation in question has the right to speak during the General
194 Assembly or the Council of Members under the agenda point concerning its
195 affiliateship at which the termination will be either adopted or rejected.

196 b. If the organisation in question is not present at the General Assembly or Council
197 of Members, it has the right to send in a letter and take position on the motion
198 on termination. This letter has to be forwarded to the Member Organisations
199 before the General Assembly or Council of Members.

200 c. For a motion of termination of affiliateship to pass, at least half of the Member
201 Organisations needs to be present at the Statutory Meeting, and the motion
202 needs a 2/3 majority to be passed.

203 d. When the decision of termination is made, the organisation will get a written
204 notice of the decision with a statement of reasons.

205 e. The Annual Financial Contribution stays indebted, unless the affiliateship is
206 terminated or suspended in the first month of the financial year.

207 **13. Partner organisations**

208 The General Assembly can grant another international organisation a partner
209 organisation status within OBESSU.

210 a) A partner organisation can be invited to statutory meetings.

211 b) A partner organisation status is terminated as described in Article 3.3 and 3.7

212 **Article 4: STATUTORY MEETINGS**

213 **1. General Assembly: Legality and composition**

214 a) The General Assembly is the highest decision making body in OBESSU. The
215 General Assembly is held annually.

216 b) The General Assembly has authority on all matters within OBESSU that have not
217 been assigned to the Board by law or by the Statutes.

218 c) The General Assembly is composed by representatives of the member
219 organisations of OBESSU.

- 220 d) The legality of the General Assembly is given if more than 50 percent plus one
221 of the member organisations are present or represented.
- 222 e) Access to the General Assembly is available also to:
- 223 - The members of the OBESSU Board;
 - 224 - The Secretary General of OBESSU;
 - 225 - The representatives of the candidate organisations of OBESSU;
 - 226 - The members of the OBESSU staff;
 - 227 - The members of the Monitoring Committee;
 - 228 - The representatives of the Affiliate Organisations.
- 229 f) The General Assembly can decide on admittance of other persons or partner
230 organisations with simple majority.
- 231 g) Statutory meetings, including General Assemblies, Extraordinary General
232 Assemblies, Council of Members, Board Meetings and Meetings of the
233 Monitoring Committee can be held online in case a physical meeting is deemed
234 impossible to organise.

235

236 2. General Assembly: Agenda

237 Every General Assembly will have the following points on the agenda.

- 238 a) The opening of the General Assembly, election of Chairperson of the General
239 Assembly, Minute Taker and Ballot Committee.
- 240 b) Adoption of the Internal Regulations.
- 241 c) Voting rights for member organisations failing to pay the annual financial
242 contribution.
- 243 d) Legality of General Assembly and adoption of the agenda
- 244 e) Termination and suspensions of membership if applicable.
- 245 f) Adoption of minutes from the previous General Assembly.
- 246 g) Vote of Trust for the Secretary General if applicable.
- 247 h) Presentation of the Annual Report for the previous year and the render and
248 account accompanied by the report of the Monitoring Committee.
- 249 i) Decisions on proposals from the member organisations, Working Groups or
250 Board concerning the Statutes, Internal Regulations, Political Platform, Work
251 Plan, Development Strategy, membership requests, resolutions and motions that
252 have been announced in the invitation to the GA.
- 253 j) Adoption of the budget for the previous and current year of OBESSU.
- 254 k) Adoption of the Annual Financial Contribution.
- 255 l) Elections for the Monitoring Committee, Board and any other kind of bodies, if
256 applicable.

257 3. General Assembly: Convening, time limits and proposals

- 258 a) The Board convenes the General Assembly.
259 - The call will be made in writing and sent to the addresses of the member
260 organisations and candidate organisations at least sixty days prior to
261 the opening of the General Assembly.
262 - The call will contain an invitation to the General Assembly, a preliminary
263 agenda for the meeting, a call for nominations in case of elections for
264 the General Assembly.
- 265 b) Amendments to the Internal Documents and resolutions and position papers
266 from Member Organisations and Working Groups shall be submitted to the
267 secretariat in writing at least 35 days prior to the opening of the meeting.
268 - All Members, Working Groups and Board proposals, amendments or
269 resolutions must be sent in writing to all member organisations thirty
270 days prior to the opening of the meeting.
- 271 c) Issues that are to be treated during the General Assembly will be brought to the
272 attention of the member organisations and candidate organisations thirty days
273 in advance of the meeting by means of the mailing of the General Assembly
274 agenda, the annual and financial report for the previous financial year and the
275 budget for the current year.
- 276 d) Amendments to the thirty day proposals must be submitted at least ten days
277 before the opening of the meeting to the Secretariat.
278 - Amendments to the Members, Working Groups and Board proposals
279 must be sent out at least five days before the opening of the meeting.
- 280 e) The political platform can only be changed if the proposal has been sent out on
281 time.
- 282 f) The Statutes can only be changed if the proposal has been sent out on time.
283 - For changing the Statutes at least two-thirds of the member
284 organisations must be present or represented during the General
285 Assembly.
286 - Changes in the Statutes will take place immediately after the official
287 closing of the General Assembly.
- 288 g) Policy papers adopted at a General Assembly or Council of Members expire at
289 the opening of the 4th statutory meeting after the policy paper was adopted.
290 - The expiring Policy Paper will be sent to the Member Organisations 30
291 days prior to the opening of the 4th statutory meeting after it was
292 adopted together with other amendments and political papers.
293 - The Member Organisations will at the 4th statutory meeting vote on
294 whether to keep the Policy Paper or whether to discard it.
295 - If a Policy Paper is voted to be kept, it will again expire at the opening of
296 the 4th statutory meetings. The same procedure applies.

297 **4. Extraordinary General Assembly**

- 298 1. The Extraordinary General Assembly is regulated as stated in Articles 4. Pt 1,2 &3
299 unless otherwise specified.
300 2. Extraordinary General Assemblies will be held as often as judged desirable by the Board
301 or by the one-thirds of the Members organisations
302 a) The Board is obliged to convene an Extraordinary General Assembly within 90
303 days after reception of written request.
304 b) If the request is not met within fourteen days after submission, the requesting
305 party/-ies can convene such a meeting themselves according to Articles 4. Pt
306 1,2&3 of the Statutes.
307 c) In that case the Board is obliged to hand over a copy of the list of member
308 organisations to the requesting parties when asked for.

309 **5. Council of Members**

310 The Council of Members is the second highest decision making body in OBESSU
311 between two General Assemblies.

- 312 a) The Board convenes the Council of Members.
313 - The call will be made in writing, and sent to the addresses of the
314 member organisations and candidate organisations, at least 60 days
315 prior to the opening of the Council of Members;
316 - The call will contain an invitation to the Council of Members, a
317 preliminary agenda for the meeting, and a call for proposals.
318 b) Meetings of the Council of Members:
319 - The Council of Members will meet at least once a year.
320 - The legality of the meeting of the Council of Members is given, if 50%
321 plus one of the member organisations are present and if at least one
322 Board member is present.
323 - A meeting of the Council of Members has to take place within 90 days, if
324 one-third of the members of OBESSU asks for it.
325 - Chairing and Minute taking of the Council of Members will take place as
326 in a General Assembly, as described in the Internal Regulations of the
327 GA.
328 - The Council of Members can decide on admittance and speaking-right of
329 other persons with simple majority.
330 - The Council of Members follows the same Convening, proposals and
331 time limits as the General Assembly.
332 c) Rights and obligations of the Council of Members and decision-making:
333 - The Council of Members decides how to pursue the aims of OBESSU
334 according to the political line adopted in the General Assembly and
335 explained in the Political Platform.
336 - The Council of Members can decide on Membership applications, vote
337 of trust to the Secretary General, approval of resolutions, and on urgent
338 matters.

- 339 - The Council of Members can amend or propose any Internal Document
340 of OBESSU, except for the Statutes.
341 - The Council of Members can decide on tasks for the Board.
342 - The Council of Members can suggest proposals, motions or resolutions
343 to the following General Assembly.
344 - Every decision of the Council of Members can be changed by the
345 General Assembly.
346 - Decisions are made with a simple majority, except for Membership
347 application votes which require a 2/3 majority.
348 - Every member organisation has one vote.
349 - The Board is obliged to report its work to the Council of Members.

350 **Article 5: ELECTED BODIES**

351 **1. Nominations for positions**

- 352 a) Candidates are nominated by a member organisation in which they were an
353 active member.
354 b) Each member organisation can nominate only one candidate per elected body.
355 c) Nominations have to be submitted in writing to the secretariat of OBESSU at
356 least 21 days before the opening of the General Assembly during which the
357 election will take place.
358 d) The nominations will be sent out from the Secretariat of OBESSU to all the
359 member organisations at least 14 days before the General Assembly in question
360 takes place.
361 e) In case there are not enough candidates, a new call for candidates will be made
362 after the closing of the first round for nominations. In this case nominations
363 must be submitted at least 24 hours before the elections takes place. If there
364 are still not enough candidates, the General Assembly can decide to disregard
365 the procedures as laid down in this paragraph.

366 **2. Termination of positions**

- 367 a) The term of function will end in case of death.
368 b) In the case of resignation, the elected person must inform the Board, Monitoring
369 committee and the Member Organisations formally either during an official
370 meeting or via e-mail.
371 c) The General Assembly and the Council of Members can suspend an elected
372 person at any given time with a two-thirds majority of the valid cast votes.
373 During this General Assembly or the Council of Members the person in question
374 has the right to speak under the agenda point of their termination.
375 d) After a suspension, an extraordinary General Assembly has to take place within
376 a period of six months to make a decision on the person in question.
377 e) The General Assembly can discharge any elected person at any given time with
378 a two-thirds majority of the valid cast votes. During this General Assembly the

379 person in question has the right to speak under the agenda point of their
380 termination.

381 Article 6: MONITORING COMMITTEE

382 1. Nomination

383 The nomination process laid in Article 5.1 will be used.

384 2. Election

385 a) The General Assembly elects annually for a one-year period a Monitoring
386 Committee of four persons.

387 b) Elected Monitoring Committee members cannot hold any other position in
388 OBESSU bodies.

389 c) At least 3 spaces should be reserved for member organisations' candidates and
390 no more than 1 space for former Board members. Only one candidate per
391 member organisation can be elected in the Committee.

392

393 3. Responsibility/Tasks

394 a) The Monitoring Committee acts as a monitoring, consultative and advisory body
395 for all bodies in OBESSU - and is an essential link between the governing bodies
396 and the member organisations. When a body of OBESSU requires, members of
397 the committee can provide a guiding interpretation of the work-plan, the
398 statutes, the political platform, internal regulations and formalities.

399 For the sake of accountability and transparency, the Monitoring Committee
400 should carefully follow the work of the Board and the Secretariat and proactively
401 engage member organisations in the continuous evaluation of their work. Where
402 necessary, the Monitoring Committee should respond to concerns and catalyse
403 action to improve the functioning and governance of the organisation.

404 b) The Monitoring Committee will check if the activities of OBESSU are undertaken
405 according to the Work Plan, the Statutes, the Political Platform and the needs of
406 the Member Organisations.

407 - It should be recognized that the members of the Committee hold
408 experience and this should be taken into account when decisions are
409 made.

410 c) The Monitoring Committee monitors if the accounts and expenditures are
411 following the decisions that the Council of Members or the General Assembly
412 have made.

413 d) The Monitoring Committee will evaluate all OBESSU events in cooperation with
414 the Secretariat and Board and present their findings to the Council of Members
415 and General Assembly;

416 e) At least one member of the Monitoring Committee will attend the Council of
417 Members and General Assembly to report on their work, the work of the other
418 internal structures of OBESSU and the current state of the platform."

419 **4. Meetings**

- 420 a) The Monitoring Committee meets at least twice a year.
- 421 b) The Monitoring Committee must follow the Committees Internal Regulations,
422 which will be written by the Committee and be presented to the next Council of
423 Members and voted for adoption.
- 424 c) The General Assembly, Council of Members and Board will receive a report on
425 the meetings.

426 **5. Rights and obligations**

- 427 a) The Monitoring Committee has the right to be present at all events organised by
428 OBESSU.
- 429 b) The Monitoring Committee has access to all official documents of OBESSU.
- 430 c) The Board and Secretariat are obliged to provide the committee with all
431 information required to undertake their tasks.
- 432 d) The Monitoring Committee will give an annual report to the General Assembly.

433 **6. Termination**

434 The termination procedure stated in Article 5.2 will be used.

435 **Article 7: OBESSU BOARD**

436 **1. Election of the Board**

- 437 a) The Board members are elected by the General Assembly.
- 438 b) A Board member's mandate is for two years.
- 439 c) Board members are elected every two years. The Elections for all five Board
440 Member positions are held at the same time.
- 441 d) The Board will consist of 5 members.
- 442 e) A candidate needs the majority of all valid cast votes to get elected (absolute
443 majority). Abstentions and spoilt votes are not counted as valid.
- 444 f) The election will take place in a closed vote.

445 **2. Function of the Board**

- 446 a) The Board is the highest decision making body within OBESSU between the GA
447 and COMEM.
- 448 b) Board members are not representing their home organisation, but OBESSU.
- 449 - Board members cannot hold any political position in their former
450 member organisations.
- 451 - If an elected Board member holds such a position at the time of their
452 election, s/he must leave this position within 60 days
- 453 c) The Board will have a Board meeting at least three times a year.

454 d) At every Board meeting the Board will decide on a Board member who conducts
455 the next Board meeting.

456 e) Minutes will be composed of the events taking place in the Board meeting. A
457 record of the meeting will be made available to the member organisations and
458 candidate organisations. The minutes will be adopted during the next Board
459 meeting.

460 3. Decisions of the Board

461 a) Decisions are made with a simple majority.

462 b) Board's decisions are only valid if a majority of Board members vote in favour of
463 the proposal, provided that more than half of the Board members are present.

464 c) Every Board member has one vote.

465 d) A closed vote will be held if at least one Board member asks for it.

466 e) The Council of Members and the General Assembly are authorised to change
467 Board's decisions.

468 4. Board tasks and responsibility

469 a) The Board must produce Board Internal Regulations. These must be presented
470 for comments to the OBESSU Council of Members. The Board Internal
471 Regulations must include:

472 - A formal breakdown of the tasks within the Board. These should be split
473 into portfolios.

474 - A portfolio will last for a minimum of a year and it will be the
475 responsibility of the portfolio holder to have an overview in that area.

476 - A clear checklist for Board handovers and new Board members.

477 - Procedure for the hiring, employment and dismissal of OBESSU staff.

478 b) The Board is in charge of overseeing the daily management of OBESSU by the
479 Secretary General.

480 c) The Board is authorised to appoint working groups.

481 d) Board members are authorised to represent OBESSU.

482 e) The Organisation can also be represented by any person to whom the Board
483 gives the mandate to represent OBESSU.

484 f) The Board is, with approval and/or ratification of the General Assembly,
485 authorised to enter into agreements with the objective to obtain, alienate or
486 burden goods, and to enter into agreements in which the Organisation binds
487 itself as a surety or as a co-debtor, to act in support of a third party or in which
488 the Organisation binds itself as an insurance for a debt of a third party. An
489 appeal can be made through and against third parties in case of the lack of such
490 an approval;

491 g) The Board also requires approval of the General Assembly in case of decisions
492 to;

- 493 - Enter legal transactions and conduct investments that represent a value
494 higher than twenty-five thousand EURO (€ 25,000), unless foreseen in
495 the budget that has been adopted by the General Assembly;
496 - Enter agreements in which the Organisation is granted bank-credits;
497 - Lend out as well as borrow funds, among which are not included the use
498 of a bank-credit that has been granted to the Organisation;
499 - Legal appearances, including the conduction of arbitrarily procedures,
500 though with exemption of the undertaking of conservatory measures and
501 the undertaking of those legal measures that cannot undergo any delay.
502 When missing approval of the General Assembly, no appeal can be made
503 through and against third parties.
504 - At the beginning of their term Board Members will be required to sign a
505 Non-Disclosure Agreement

506 5. Termination of Board-membership

507 The termination as stated in Article 5.2 will be used. Additionally, the following
508 procedure has to be regarded:

- 509 a) A Board member can run for re-election once
510 b) A person appointed in an ad interim-vacancy for Board member will take over
511 the term of office of their predecessor.

512 Article 8: WORKING GROUPS

- 513 a) The General Assembly or the Council of Members can initiate a working group
514 on a certain issue.
515 - The General Assembly can dissolve any working group at any given time
516 with a simple majority.
517 b) Working groups have no power to make binding decisions.
518 c) Working groups have the right to give amendments, proposals and motions to
519 the General Assemblies and Council of Members.
520 d) Working groups will assist and provide expert advice to the Board in the
521 development of particular policies and processes.
522 - Under the responsibility of the Board, they are authorised to execute
523 certain 'Board tasks', relating to policy work or project implementation.
524 e) Working groups must report their work to the General Assembly, the Council of
525 Members and the Board.
526 - If this cannot be done in person, it must be presented as a written
527 document.

528 Article 9: SECRETARIAT

529 1. Secretary General

- 530 a) The Board will hire a Secretary General.

- 531 - When a new Secretary General is appointed, there must be a vote of
532 trust on the Secretary General by the General Assembly or the Council of
533 Members. Until this time, the Secretary General is 'Acting Secretary
534 General'
- 535 - The Board will lay down written internal procedures for the hiring, the
536 tasks and the suspension and discharge and will present these to the
537 General Assembly for comments.
- 538 - After two years of work as a Secretary General, the vote of trust has to
539 be renewed.
- 540 b) The Secretary General shall directly supervise and co-ordinate the work of the
541 secretariat. This will be done under the directives and the supervision of the
542 Board of OBESSU.
- 543 c) The Secretary General is subject to decisions, resolutions and mandates of the
544 Board, the Council of Members and the General Assembly. The Secretary
545 General will be held accountable for their actions.
- 546 d) The Secretary General has to report their work to the Board, the Council of
547 Members and the General Assembly.
- 548 e) The Secretary General has the right to attend all meetings in OBESSU except
549 those of the Monitoring Committee. The Secretary General functions as advisor
550 and resource person for OBESSU, without having voting rights.
- 551 f) Decisions made by bodies in OBESSU shall be brought to the attention of the
552 Secretary General.

553 2. Staff

- 554 a) The Secretary General is the head of Staff.
- 555 - The Board will, in co-operation with the Secretary General, approve
556 internal written procedures for the hiring of staff, the tasks of the staff
557 and the working conditions and will bring these to the attention of the
558 member organisations.
- 559 b) One Board member shall be responsible for ensuring the working conditions of
560 the staff are met. This includes (but is not limited to); holiday and sickness pay,
561 continuous professional development and training and workplace relations.

562 Article 10: TECHNICAL INFORMATION

563 1. Annual Report, Budget and account

- 564 a) The Board is obliged to administrate and to preserve the relevant books,
565 documents and other data carriers concerning the asset-position and all the
566 activities.
- 567 b) The Board is obliged to appoint an external accountant to oversee the books
568 and accounts of OBESSU.
- 569 c) At the latest two months before the Annual General Assembly, the Board shall
570 publish its annual and financial report for the previous financial year. The Board

571 will sign these documents. This report will be presented for approval by the
572 General Assembly.

573 d) The approval by the General Assembly discharges the Board members of any
574 future responsibility, unless demanded by law.

575 e) The General Assembly annually adopts the budget for the current year. The
576 Board and Secretary General will propose a draft budget to the General
577 Assembly for adoption.

578 Article 11: TURN, DISSOLUTION OR MERGER

579 1. Turn of OBESSU

580 a) The General Assembly is authorised to turn OBESSU into another legal form and
581 to change the Statutes.

582 b) Decisions on the turn of OBESSU must be made with a 5/6 majority.

583 2. Dissolution and merger

584 a) The General Assembly may decide, on proposition of the Board, to dissolve
585 OBESSU or to merge with one or more other legal bodies.

586 - This can be done only through a decision of a General Assembly that
587 has been called for with the announcement that during that Assembly a
588 dissolution or merger will be proposed;

589 - A decision to dissolution or merger of OBESSU require at least
590 five/sixths of the valid cast votes, during an Assembly at which at least
591 two-thirds of the member organisations are present or being
592 represented.

593 b) In a case of dissolution or merger, OBESSU's properties shall be dispatched as
594 follows:

595 - To clear OBESSU's debts if applicable,
596 - The General Assembly will decide on the remaining property,
597 considering that assets must be transferred exclusively to other entities
598 for charitable purposes.

599
600 After the settlement the books and documents of OBESSU will be deposited
601 for a period of ten years at the (legal body) or person, appointed for that
602 purpose by the Board when the decision of dissolution was made.

603

604 **Definitions**

605 **Bodies of OBESSU:** The bodies of OBESSU are the Board, Secretariat, Monitoring Committee
606 and Working Groups.

607 **Closed vote:** A ballot in which the casting of the votes is private and protected from scrutiny.
608 All those with the right to vote are given anonymous ballot papers; these are then collected by
609 the ballot committee who have responsibility for counting them.

610 **Open vote:** A ballot in which the casting of votes is public. All those with the right to vote use
611 their voting cards to either vote for, against or to abstain from voting.

612 **Voting cards:** A card given to each organisation with the right to vote at the beginning of a
613 statutory meeting. The voting card is then used when voting in open ballots and to count in and
614 out the number of voting organisations present.

615 **Ballot papers:** A paper given to each organisation in the event of a secret ballot.

616 **Quorum:** The minimum number of organisations whose presence is required for valid decisions
617 to be taken.

618 **Suspend/Suspension:** To temporarily remove someone of their position, whilst an investigation
619 takes place. During this time they have the right to appeal.

620 **Discharge:** To remove someone permanently from their position.

621 **Proposal:** A formal written suggestion to a statutory meeting. For example, a proposal could be
622 adoption of a resolution or amendments to current OBESSU internal documents. Proposals
623 must be sent to the OBESSU secretariat at least 35 days before the opening of the statutory
624 meeting (General Assembly or Council of Members).

625 **Amendment** - an alteration, addition or deletion to any document already adopted (approved)
626 by OBESSU. These must be presented in writing, usually at least 35 days before the meeting.
627 Amendments to the thirty day proposals must be submitted at least ten days before the
628 opening of the meeting to the Secretariat.

629 **Motion** – a suggestion formally made to [during] a statutory meeting. This should be written
630 and presented to the Chairperson of the General Assembly or Council of Members.

631 **Resolution** - A paper adopted by an OBESSU statutory meeting, usually on a specific topic (eg.
632 educational environments). This is then used to lobby by the OBESSU Board and anyone else
633 authorised to represent OBESSU.

634 **Statutory meeting** – An official meeting of OBESSU Member Organisations. This is usually a
635 General Assembly or Council of Members.

636 **Member organisation** – A member organisation is a full member of OBESSU. Each member
637 organisation has one vote during the General Assembly, extraordinary General Assembly and
638 Council of Members. For a full description of member organisations, see Article 3.

- 639 Candidate organisation – Candidate organisations have the same rights and responsibilities as
640 member organisations, apart from the right to vote. An organisation must be an 'candidate' for
641 a minimum of 12 months before applying for full membership.
- 642 Delegate – is a person who is given clear guidance from the home organisation and is chosen
643 to represent their member or candidate organisation at a statutory meeting.
- 644 Delegation – 2 or more delegates from the same member organisation.
- 645 Bodies of OBESSU - the bodies of OBESSU are the Board, Secretariat, Monitoring Committee
646 and Working Groups.